

RESOLUTION 2019-08

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE BEAUMONT-CHERRY VALLEY WATER DISTRICT
AMENDING THE DISTRICT'S POLICIES AND PROCEDURES MANUAL:
REVISING PART 1, SECTION 22 – VACATION, AND ADDING SECTIONS
49 – EMPLOYEE PERFORMANCE EVALUATION POLICY AND PROCEDURE,
50 – PERSONNEL ACTION FORM (PAF) POLICY AND PROCEDURE, AND
51 – RECRUITMENT / SELECTION AND ON-BOARDING POLICY AND PROCEDURE**

WHEREAS, on March 18, 2009 the Board of Directors of the Beaumont-Cherry Valley Water District adopted Resolution 2009-05, establishing a Policy and Procedures Manual applicable to Board of Directors and District staff; and

WHEREAS, upon review and discussion, the Personnel Committee of the Board of Directors has recommended changes to the employee Vacation Policy based on advice given by the District's Auditor regarding vacation accrual; and

WHEREAS, upon review and discussion, the Personnel Committee of the Board of Directors has recommended implementation of new policies and procedures for Employee Performance Evaluations, use of the Personnel Action Form, and Recruitment / Selection and On-Boarding as developed by the District's human resources consultant; and

WHEREAS, the Board of Directors has reviewed and considered the said policy update and additions to the BCVWD Policy and Procedures Manual Part I attached as Exhibits A, B, C and D and finds the policies relevant and acceptable, and deems it to be in the best interests of the District that the following actions be taken,

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Beaumont-Cherry Valley Water District as follows:

1. The BCVWD Policies and Procedures Manual, Part I Section 22 – Vacation is hereby replaced in its entirety with the policy attached hereto as Exhibit A
2. The BCVWD Policies and Procedures Manual Part I is hereby amended to include new sections:
 - Section 49 - Employee Performance Evaluation Policy and Procedure attached hereto as Exhibit B
 - Section 50 – Personnel Action Form (PAF) Policy and Procedure attached hereto as Exhibit C
 - Section 51 – Recruitment / Selection and On-Boarding Policy and Procedure attached hereto as Exhibit D

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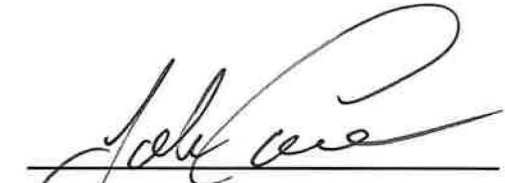
ADOPTED this 14th day of August, 2019, by the following vote:

AYES: Covington, Stawson, Williams

NOES:


ABSTAIN:

ABSENT: Hoffman, Ramirez



Director John Covington, President of the
Board of Directors of the
Beaumont-Cherry Valley Water District

ATTEST:



Lena Williams
Director Andy Ramirez, Secretary to the
Board of Directors of the
Beaumont-Cherry Valley Water District

ATTACHMENTS

- Exhibit A - Section 22 – Vacation
- Exhibit B - Section 49 - Employee Performance Evaluation Policy and Procedure
- Exhibit C - Section 50 – Personnel Action Form (PAF) Policy and Procedure
- Exhibit D - Section 51 – Recruitment / Selection and On-Boarding Policy and Procedure

22. VACATION

EXHIBIT A

- A. **Application.** This policy shall apply to regular and introductory employees in all classifications.

- B. **Accrual.** Vacation shall be earned from date of hire. Paid vacations shall be accrued according to the following schedule on an annual basis:
 - i. One (1) through four (4) years of service, eighty (80) hours;
 - ii. Five (5) through fourteen (14) years of service, one hundred twenty (120) hours; or
 - iii. Fifteen (15) years and more, one hundred sixty (160) hours.

- C. **First Year.** An employee with less than five years seniority would receive 80 hours vacation per year. The first year shall be prorated and accrued per month commencing with the first full month of employment, and awarded after January 1 of the following year.

- D. **Use of Vacation.** Employee shall be eligible to use vacation after it is accrued. If there is sufficient time in the remainder of the calendar year to take or reschedule a vacation, and an employee elects not to take or schedule his/her vacation, the District shall have the option of requiring the employee to take a vacation or purchase unused vacation at an employee's regular hourly rate of compensation. An employee is allowed to accrue vacation hours up to the maximum allowed explained below. Vacation buy-backs are scheduled on the first pay period in the month of December. Employees are allowed one (1) additional buy-back during the calendar year. Request is submitted to Payroll and will be reviewed and prepared by Human Resources.
 - i. Upon termination, employee shall be compensated for accrued unused vacation at their current pay rate.
 - ii. The District will not allow for accrual of vacation in excess of:
 - a. Non-Exempt Employees: one hundred twenty (120).
The General Manger reserves the right to allow overages in special circumstances.
 - b. Exempt Employees:

(1) 1 – 5 service years	260 hrs.
(2) 6 – 15 service year	300 hrs.
(3) 16 – 20 service years	350 hrs.
(4) 21 + service years	380 hrs.

- E. **Vacation Buy-Back.** For the additional buy-back during the year, employees who have

been employed with the District for a minimum of one (1) year may elect to buy-back accrued, but unused, vacation hours. An employee may request to buy-back a minimum of ten (10) hours. To purchase vacation hours, an employee must have a minimum remaining balance of forty (40) hours of vacation leave accrual after the purchase of said vacation hours for the calendar year. The employee will be compensated for such purchased vacation hours at the salary rate in effect for that employee at the time the hours are paid.

- i. Vacation accruals for which the employee receives compensation will be deducted from the employee's accumulated total.
 - ii. All additional vacation buy-back requests during the year will be processed in the payroll cycle following the date the request was approved.
- F. **Sick Leave.** The District will not require an employee to take vacation time in lieu of sick leave during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used. The District will not consider granting a leave of absence for medical reasons until all accumulated sick leave and vacation time have been used.
- G. **Scheduling.** Employee shall request use of vacation in a reasonable time in advance, preferably thirty (30) days, of the proposed vacation. Same day requests are discouraged, and will be considered on a case-by-case basis, provided that District operations are not interrupted, and in emergency situations.

49. EMPLOYEE PERFORMANCE EVALUATION POLICY AND PROCEDURE

- A. **Purpose:** To provide a means for discussing, planning and reviewing the performance of an employee. Regular performance evaluations improve communication and employee engagement; help employees clearly define and understand their duties and responsibilities; document accomplishments during the rating period; suggest areas in which employees can improve performance; provide information for career development and training; help set goals and expectations for the next rating period; and provide a basis for awarding merit or step increases.
- B. **Policy:** All full- and part-time regular employees shall have their job performance evaluated on an annual basis. This policy does not preclude the conduct of more frequent evaluations as needed to document significant changes in performance.
- C. **Responsibilities:** Each manager and supervisor is responsible for the timely assessment of the performance and contribution of their employees. Human Resources will coordinate, track and report on the completion of annual performance evaluations; provide annual training to managers and supervisors on conducting effective performance evaluations; and will maintain a copy of each evaluation in the employee's official personnel file. Human Resources will provide a compliance report to the General Manager by January 31st for the prior calendar year. The General Manager will share the statistical report (over-all percentage of compliance) with the Board of Directors.
- D. **Standards:** Each supervisor is responsible for developing a clear description of the duties, responsibilities, goals and expectations for each position to be evaluated. The duties and responsibilities must be consistent with the job description for each position. The goals and expectations should be aligned with the District's strategic goals and mission. The goals and expectations shall be provided to the employee prior to being evaluated against them.
- E. **Preparation of Evaluations:** All employees shall have their job performance evaluated by their immediate supervisor on an annual basis. Interim evaluations may be completed as necessary to effectively document employee performance.
1. **Annual Evaluation** – All employees will have their performance evaluated at the time of their anniversary date with the District. The supervisor shall indicate on the Performance Evaluation Form when an eligible employee is recommended for a merit increase, and sign the Personnel Action Form. Employees receiving an overall rating of less than Satisfactory are not eligible to receive a merit increase.
 2. **Probationary Evaluation** – Probationary evaluations may be completed during the probationary period. Upon completion of the probationary period, employees shall transition to "Regular" status and receive an annual evaluation at the time of the employee's anniversary date. The probationary evaluation is the tool in which the immediate supervisor determines whether the probationary employee has the skills and other qualifications needed to perform satisfactorily. The immediate supervisor shall indicate on the Performance Evaluation Form if the probationary employee is recommended to pass probation, or if an extension of the probationary period is necessary. The extension of the probationary period must be accompanied by a Performance Improvement Plan (PIP). The PIP should run concurrently with the

extension period. An overall rating of Unsatisfactory may result in termination of employment.

3. **Interim Evaluation** – Interim or supplemental evaluations may be initiated by a supervisor whenever the supervisor believes it to be in the best interest of the employee, supervisor, department to do so. This type of evaluations is usually made whenever an employee's performance and/or work conduct has markedly changed since a previous evaluation or whenever an employee has failed to improve after a previous less than satisfactory evaluation, counseling or training. The Interim evaluation may include a Performance Improvement Plan (PIP). An overall rating of less than Satisfactory may result in disciplinary action, up to and including termination when improvement is not achieved.
4. **Unsatisfactory Job Performance** – When an employee receives an overall rating of less than Satisfactory, the unsatisfactory performance evaluation must include a specific description of the unsatisfactory performance, behavior, conduct, or actions that are found to be below standard. Departments are responsible for developing a Performance Improvement Plan (PIP) to identify the various ways the employee can improve their performance and be successful in achieving their assigned objectives. A Performance Improvement Plan (PIP) should include an understanding of goals, expectations and performances standards. The performance standards should reference the quantity and quality of work, the manner in which service is rendered, and such characteristics as shall measure the employee's job performance.

F. **The Evaluation Form:** Beaumont-Cherry Valley Water District utilizes a standardized Performance Evaluation Form. Upon delivery of the evaluation by the supervisor to the employee, the employee shall sign acknowledging receipt, and the supervisor shall provide a copy of the performance evaluation to the employee and submit the original to Human Resources. The original shall be placed in the employee's official personnel file, and the department may keep a copy in a secured internal file. The employee may provide a written response which will then be filed with the evaluation form.

Staff members are encouraged to complete a Self-Evaluation Form. A Self-Evaluation may be required by the Department Head.

PROCEDURE/STEPS:

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| General Manager | 1 | Emphasizes the important role of conducting regular and timely performance evaluations in providing employees with feedback related to performance; in establishing effective and measurable goals; and in defining development opportunities to include training. General Manager establishes expectations and holds supervisors accountable in achieving organizational compliance in completing evaluations. |
| Human Resources | 2 | Maintains a complete and accurate list of employee anniversary dates for annual performance evaluations. |

- 3 Sends reminder notice to the supervisor via email two months prior to due date, including a PAF if a merit increase is due
- Supervisor 4 Solicits input from lead personnel, prepares draft evaluation, and submits to Human Resources for review via email.
- Human Resources 5 Reviews draft evaluation and provides feedback to supervisor by phone, or arranged meeting
- Supervisor 6 Amends draft evaluation and forwards final evaluation to the Human Resources via email
- Human Resources 7 Reviews, and submits the final evaluation to the Department Head for review and approval.
- Department Head 8 Signs and approves the evaluation, OR requests further information and/or a meeting with supervisor to discuss further, prior to approval, through the Administrative Services Manager
- Human Resources 9 Coordinates obtaining requested additional information OR schedules meeting to discuss the employee evaluation, to include the supervisor, Department Head, and Human Resources
- Supervisor 10 Makes additional changes to the evaluation, if warranted, consistent with Department Head input, and submits to Human Resources
- Human Resources 11 Reviews and submits to the Department Head for final approval.
- Department Head 12 Returns signed/approved evaluation to Human Resources.
- Human Resources 13 Returns signed/approved evaluation to supervisor with direction to proceed with the delivery of the evaluation to the employee.
- Supervisor 14 Signs the evaluation and delivers to employee. Delivery consists of a scheduled meeting between employee and supervisor in which feedback is provided by the supervisor to the employee.
- Employee 15 Signs the evaluation, acknowledging receipt.
- Supervisor 16 Provides employee with a copy of the evaluation upon signing.

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| Supervisor | 17 Provides the original copy of the final signed evaluation to the Human Resources for inclusion in the employee's file. Maintains a copy of the final evaluation in a secured departmental file. |
| Human Resources | 18 Updates tracking spreadsheet to indicate that employee's evaluation was received. |
| | 19 Evaluates tracking spreadsheet monthly to identify past-due evaluations, and provides monthly reminder notices to supervisors via email, with the General Manager copied on email. |
| | 20 Prepares the annual compliance report for General Manager showing evaluations completed and past due, and over-all percentage of compliance (e.g. 90%). |
| | 21 Evaluates compliance report to determine deficiencies, and reflects non-compliance in supervisor's performance evaluation; failure to correct may also result in disciplinary action, as determined by the General Manager. |
| General Manager | 22 General Manager provides annual report to Personnel Committee sharing the over-all results of the annual compliance report (percentage of compliance by department and/or office/field). |

Forms:

- Performance Evaluation Form
- Self Evaluation Form
- Performance Improvement Plan Template

50. PERSONNEL ACTION FORM (PAF) POLICY AND PROCEDURE

- A. **Purpose:** To define procedures for approving Personnel Action Forms (PAFs) and to ensure that all actions are consistent with District policy.
- B. **Policy:** The Personnel Action Form (PAF) is the official form that the District uses to initiate, document, approve and process actions related to an employee's employment history. PAFs are used for the following types of actions:
- i. Appointment
 - ii. Promotion
 - iii. Transfer
 - iv. Merit Increases/Denial of Merit Increases
 - v. Leave of Absence
 - vi. Disciplinary Action Involving Suspension or Reduction in Pay
 - vii. Status
 - viii. Separation
 - ix. Other/Miscellaneous

PAFs shall be prepared by the department head, and submitted to Human Resources. Department heads shall ensure that all fields are filled out necessary for identifying the proposed changes to an employee's status and/or compensation. It is further the responsibility of the department head to ensure that proposed actions are consistent with District policy. All proposed actions effecting an employee's status or compensation should first be discussed with Human Resources to ensure that the action is consistent with policy, past practices, and that non-routine items are discussed with the General Manager prior to initiating the action with an employee.

- C. **Appointments and Promotions:** PAFs involving an Appointment or Promotion shall be as a result of a recruitment/selection process, consistent with the District's Recruitment/Selection and On-Boarding Policy and Procedure. Compensation offers shall be first discussed with Human Resources and approved by the General Manager in advance of initiating the PAF.
- D. **Transfers:** PAFs involving a Transfer shall be as a result of a recruitment/selection process, or an accommodation as a result of an employee injury following an Interactive Process in accordance with the American's with Disabilities Act. Transfers shall be first discussed with Human Resources and approved by the General Manager in advance of initiating the PAF.
- E. **Merit Increases:** PAFs involving a Merit Increase shall be as a result of a satisfactory or higher performance evaluation. The completed performance evaluation shall be submitted along with the PAF. The PAF shall provide for a merit increase in an amount consistent with District policy. A PAF shall be submitted for the denial of a merit increase to make formal record within the employee's employment history of the action.
- F. **Leave of Absence:** PAFs involving a Leave of Absence shall be as a result of any leave requested by an employee to document the start and end date of such leave. These

dates assist with tracking leave entitlements in accordance with policy and various State and Federal laws. Leaves of Absence without pay must be approved in accordance with District policy. Leaves with Pay are most often associated with protected leaves such as Family and Medical Leave and require coordination with Human Resources to ensure that additional leave forms are completed. Other leave types requiring a PAF include Military Leave. Leaves which are of short duration such as Jury Duty or Witness Appearance do not require a PAF.

- G. **Disciplinary Action:** PAFs involving a disciplinary action shall be as a result of a formal disciplinary process involving a Skelly hearing and post-Skelly determination. The PAF form shall indicate the type of discipline E.g. Reduction in Pay, or Demotion and the length of the action, which can be for an established period of time or indeterminate. PAFs involving disciplinary action must be coordinated with Human Resources.

- H. **Status:** PAFs involving a status change shall be as a result of a change from temporary to regular status, or a change from part-time to full-time. Such changes should be discussed with, and approved by Human Resources and the General Manager prior to initiating the action.

- I. **Other/Miscellaneous:** PAFs involving other miscellaneous actions may include the initiation of various pay types such as certificate pay, educational incentive pay, etc. PAFs should be submitted with appropriate documentation to justify the proposed action.

- J. **Separation:** PAFs involving separation from employment shall be as a result of a voluntary resignation, termination, retirement, or death of an employee. PAFs shall be submitted reflecting the effective date as the last day worked. The PAF should be submitted along with the employee's resignation if the separation is voluntary. Any proposed separation of an employee as a result of discipline must be approved by Human Resources and the General Manager in advance of any action taken, and be the result of a Skelly hearing and post-Skelly determination.

PERSONNEL ACTION FORM PROCESSING PROCEDURE/STEPS:

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| Department Head | <ul style="list-style-type: none"> 1 Coordinates with Human Resources on non-routine PAFs impacting an employee's work history including denial of merit increase, disciplinary action, leave of absence, or transfer.
 2 Initiates routine PAFs related to an employee's work history including merit increase and promotions following a District recruitment and selection process. |
| Human Resources | <ul style="list-style-type: none"> 3 Coordinates with Department Head on proposed non-routine PAFs impacting an employee's work history. |

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| Human Resources | 4 Provides guidance related to District Personnel Rules and Regulations, Memorandum of Understanding, and in consideration of past practices |
| | 5 Discusses non-routine actions with General Manager; makes recommendation and obtains approval to proceed. |
| | 6 Communicates with Department Head and shares the direction from General Manager. |
| Department Head | 7 Prepares PAF and attaches all additional required documentation; submits to Human Resources for approvals and processing. |
| Human Resources | 8 Reviews PAF for compliance with District Personnel Rules and Regulations, Memorandum of Understanding, and in consideration of past practices. Assures compliance with budget. Approves all routine PAFs for further processing; recommends approval to General Manager for non-routine processing. |
| General Manager | 9 Approves non-routine PAFs. |
| Human Resources | 10 Enters data from PAFs into the Personnel/Finance system to effectuate any changes to compensation and to record dates of various actions. |
| Finance / Payroll | 11 Receives PAF and reviews/verifies data entered into Personnel Finance system; identifies any inconsistencies to be addressed and resolved with Human Resources; processes PAF in accordance with approvals. |

Forms:

Personnel Action Form
 Leave of Absence Form

51. RECRUITMENT/SELECTION AND ON-BOARDING POLICY AND PROCEDURE

A. **Purpose.** To provide a fair and impartial system that will attract a diverse and highly qualified applicant pool for position vacancies, and to ensure that all positions are filled in a fair and equitable manner consistent with merit principles.

B. Policy.**1. Recruiting for Personnel**

- i. The District is an "Equal Opportunity Employer" and all aspects of the recruitment and selection process shall occur without regard to race, religion, color, national origin, ancestry, age, disability, medical condition, marital status, sex, gender including gender identity, or sexual orientation. Recruitments shall be carried out in accordance with merit principles. The District encourages promotion from within and recommends consideration of internal candidates first. All tests shall be carried out in accordance with merit principles and in compliance with applicable State and Federal laws/regulations.
- ii. The District shall make every effort to provide the means by which interested and qualified candidates shall be made aware of employment opportunities. Job opportunities shall be posted on the District's website and shall specify pertinent data such as a brief description of the essential job functions, the minimum and/or special requirements, compensation, and any recruiting deadlines. Completed on-line applications must be received by Human Resources no later than the time and date indicated on the job announcement.
- iii. The Department Head shall assist Human Resources by developing and maintaining effective recruitment sources to ensure a successful recruitment outreach approach. Other means of communicating the opening to the public may be used, such as the use of professional or trade journal advertising, local and regional association newsletters, special mailing lists, professional websites, social media websites, online job listings, and/or personalized letters and phone calls as well as on-site recruiting at career fairs and other identified venues. All advertising will be placed by Human Resources with costs funded by the department making the hire.

2. Selection.

- i. Human Resources shall, after consulting with the Department Head, determine the appropriate means of examining applicants and shall administer and/or coordinate the process. All parts of any testing procedure shall be conducted in accordance with accepted merit principles, EEOC guidelines and employee selection, and applicable Federal and State law, and only as authorized by Human Resources. Human Resources shall determine the content and combinations of tests to be used, the weights assigned each test, and the passing point or qualifying score.

- ii. Steps in the selection process may include any of the following:
 - a. Screening of employment applications for minimum qualifications.
 - b. Further screening of applications and/or supplemental questionnaires or documents for “highly desirable” job-related qualifications to further screen down the candidate pool.
 - c. Administration of a job-related written examination.
 - d. Administration of a job-related oral examination.
 - e. Administration of a job-related performance examination.
 - f. Interview of candidates.
 - g. Coordination of an appropriate medical screening or examination after a job offer has been made.
 - h. Investigation of reference checks of individual candidates.
 - i. Investigation of criminal background information of individual candidates after a job offer has been made.
 - iii. Human Resources may call upon subject matter experts from within or outside District employment for assistance in developing and/or administering any of the testing procedures and in serving as raters. Consideration in determining the appropriate selection device shall include cost to the District and candidates, time restraints, legality of the process and practicality.
3. **Eligibility.** Human Resources shall determine, based upon the results of the selection process, which candidates shall be placed on the eligibility list. These lists shall also include 1) the names of candidates qualifying for reinstatement rights; and 2) candidates placed on the list by Human Resources for purposes of alternate work due to disability. Eligibility lists may be established for a predetermined period; however, the Human Resources and Department Head may terminate or extend the list when circumstances dictate. Typically, lists remain active for six (6) months.
4. **Candidate Eligibility.** Eligible candidates shall be identified from the top candidates based on a review of rankings from the eligibility list. A screening of the training and experience qualifications of the affected candidates may be conducted by Human Resources to determine the best qualified. The candidates possessing the most suitable job qualifications and characteristics shall be referred. The candidates placed on the eligibility list as a result of reinstatement rights, or alternate work due to disability, shall also be eligible.
- i. The District encourages promotion from within and recommends consideration of internal candidates first.
 - ii. Candidates shall be ranked on the eligibility list according to examination score. If no test has been administered, the eligibility list will be provided to the Department Head in alphabetical order.
 - iii. In the event that a Department Head rejects an eligible candidate, a formal written request for additional qualification must be made and reason provided for the rejection of each candidate. Human Resources reserves the right to accept or reject this request.

- iv. Names shall be removed from the eligible list after appointment, or at the end of the eligibility period. Names shall be removed from the promotional eligible lists upon termination of the employee's services from District.
 - v. Human Resources may remove names of any person who:
 - a. Fails to appear without prior notice for any job interview for which they have been appropriately notified.
 - b. Who has refused to be interviewed twice; who has not responded to Human Resources inquiries via email or current address.
 - c. Who is unable to produce or obtain the required license or related special requirement.
 - d. Who has falsified their application; or other job-related reasons determined appropriate by Human Resources in conjunction with the Department Head.
5. **On-Boarding:** Upon completion of the selection process and approval by the General Manager to proceed with the finalist candidate, Human Resources shall prepare the conditional offer letter in coordination with the Department Head. Upon acceptance from the finalist candidate, Human Resources shall schedule the candidate(s) for a regular, full-time position for an appropriate medical exam to include drug screening for safety-sensitive positions; and for a live scan. Human Resources shall coordinate the on-boarding process using the prescribed On-Boarding Checklist and ensure that all documents are received and processed. The Department Head shall complete the departmental orientation/on-boarding process.

RECRUITMENT/SELECTION PROCEDURE/STEPS:

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| Department Head | 1 | Submits a Personnel Requisition Form to Human Resources specifying whether the recruitment will be internal (promotional) or open to both internal and external applicants and specifies any special conditions of employment, consistent with the job description. |
| Human Resources | 2 | Checks position control and verifies position vacancy, budgeting and authorization. |
| | 3 | Obtains approval from the General Manager to proceed with filling the vacancy. |
| | 4 | Communicates with Department Head upon approval or denial of the requisition. |
| Human Resources | 5 | Determines if a current eligibility list exists for the position requested; contacts the Department Head to review applications from the existing list. |
| | | OR |
| | 6 | Administers and coordinates the recruitment process working closely with the Department Head, if a current eligibility list does not exist. |

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| Human Resources | 7 | Initiates meeting with Department Head to develop a comprehensive recruitment plan to include the outreach strategy, exam plan to assess competencies, and timeline. |
| Department Head | 8 | Maintains and provides recommendations on effective recruitment sources to ensure a successful recruitment outreach approach. |
| Human Resources | 9 | Develops the job announcement and advertising; provides to Department Head for review and approval. |
| Department Head | 10 | Reviews job announcement and advertising, and provides feedback to Human Resources. |
| Human Resources | 11 | Finalizes job announcement and advertising; proceeds with opening the job opportunity and submitting advertising to agreed-upon sources, and any other means of outreach. |
| | 12 | Posts the opportunity on the District's website; announces the employment opportunity internally via email to all employees; posts the announcement on internal bulletin boards for both Office and Field. |
| | 13 | Receives employment applications, supplemental questionnaires, and related materials from candidates through the closing date. |
| Human Resources /
Department Head | 14 | Reviews employment applications to determine whether the applicant meets the minimum qualifications of the position. |
| Human Resources | 15 | Notifies unsuccessful applicants at each step of the pre-certification selection process. |
| Human Resources /
Department Head | 16 | Determines appropriate means of testing candidates and consistent with recruitment plan. |
| Human Resources /
Department Head | 17 | Develops or procures appropriate exams as needed. |
| Department Head | 18 | Assists Human Resources in identifying subject matter experts from other agencies to participate in the testing process, as needed. |
| Human Resources /
Department Head | 19 | Administers and scores exams as needed. |
| Human Resources | 20 | Determines final cut-off scores for examination process. |
| | 21 | Establishes an eligibility list and notifies candidates accordingly. |
| | 22 | Certifies list of most highly qualified candidates to Department Head. |

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| Human Resources | 23 | Coordinates with Department Head in scheduling interviews, and interviewing candidates. |
| Department Head | 24 | Assists Human Resources in identifying subject matter experts from other agencies to participate in the evaluation of candidates in the interview process. |
| | 25 | Recommends final selection and proposed salary placement in writing to the Director of Finance and Administrative Services, and General Manager for approval. |
| Human Resources | 26 | Obtains General Manager and Director of Finance and Administrative Services approval for the recommended candidate. |
| | 27 | Communicates approval or denial to the Department Head. |
| Department Head | 28 | Conducts reference checking on finalist candidate contacting prior employers to verify employment, length of service, duties, and performance, and using established Reference Checking Form for each employer contacted. Obtains copy of driving record, for driving positions. |
| | 29 | Obtains copies of educational diplomas, degrees, and/or certificates consistent with the requirements of the position from finalist candidate. |
| | 30 | Submits all interview materials and Reference Check Forms to the Director of Finance and Administrative Services for the finalist. |
| Human Resources | 31 | Notifies candidates not selected. |
| | 32 | Proceeds with Pre-employment Processing. |

ON-BOARDING PROCEDURE/STEPS:

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| Department Head | 1 | Coordinates the details of the job offer with Human Resources. |
| Human Resources | 2 | Prepares the Offer Letter and sends to the finalist candidate. |
| Department Head | 3 | Submits the Personnel Action Form (PAF) along with the Employment Application, Reference Checking Forms, and copies of the driving record (if required), diplomas, degrees and/or certifications to Human Resources. |
| Human Resources | 4 | Contacts the finalist candidate to schedule: <ol style="list-style-type: none"> 1) a Pre-Employment Physical and 2) Criminal Background Check. |

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| Human Resources | <p>5 Receives Medical Clearance and retains in Confidential Medical File; initiates the Interactive Process to determine whether accommodations can be made based upon any limitations found in the medical report.</p> <p>6 Receives the Criminal Background Check results and evaluates any potential conflicts found in the criminal history with potential employment with the District, and reviews any such conflicts with legal counsel.</p> <p>7 Contacts the finalist candidate to schedule the On-Boarding Appointment and to advise candidate to bring the following items to the appointment:</p> <ul style="list-style-type: none"> • SS Card or Passport, and Driver's License (Identity for I-9) • Bank Account Information/Check with Routing Info for Direct Deposit • Beneficiaries Name, Address, Phone # and SS# • Primary Physician and Chiropractor Information (Optional) for Pre-designation • Dependent Verification e.g. Marriage Certificate, Birth Certificates for Children • Work Permit (for minors under age 18) <p>8 Establishes the start date, in coordination with the finalist candidate and the Department Head.</p> <p>9 Assembles the On-Boarding packet of materials.</p> <p>10 Conducts the On-Boarding appointment and provides all mandated forms and policies in accordance with the On-Boarding Checklist.</p> <p>11 Provides a copy of the New Hire Checklist to the Department Head to complete the departmental orientation.</p> |
| Department Head | <p>12 Conducts the departmental orientation and submits signed On-Boarding Checklist to Human Resources upon completion, within the first two-days of the start date.</p> |
| Human Resources | <p>13 Establishes the new employee files to include a General File, and Confidential Medical File.</p> |
| Department Head | <p>14 Establishes a departmental file to include only copies of documents maintained in the official personnel file maintained by Human Resources. No other documents may be stored in the departmental file that are not maintained by Human Resources.</p> |

Human Resources	15	Enrolls the new employee in all elected and mandatory benefits.
Department Head	16	Contacts IT to set up the employee's email, computer access, phone accounts, and all other system access and levels.
Information Technology	17	Sets up the new employee's technology access as defined by the Department Head.
Human Resources	18	Reports the hiring of a new employee to EDD online (DE 34)
	19	Performs the initial set-up of the new employee into the District's personnel/payroll system (employee's name to match Social Security card exactly), including enrollment in CalPERS.
Department Head	20	Issues all supplies, keys, uniforms, technology assets, and documents items issued on the District's approved form.
Human Resources	21	Schedules the new employee for Sexual Harassment Prevention Training on-line. New supervisory employees shall be scheduled for a minimum of a two-hour session, and non-supervisory employees shall be scheduled for a one-hour session, to be repeated once every two years thereafter.
	22	Enrolls the new employee in the random drug testing program, if hired into a safety sensitive position.
	23	Enrolls the new employee in the DMV pull notice program.
	24	Ensures the Form 700 - Assuming Office - is completed by the new employee, if new employee is hired into a designated position and submits to Administration for processing.
Administration	25	Processes the Form 700 - Assuming Office.
Payroll	26	Verifies and processes all payroll and benefit enrollment forms for the new employee and sets up deduction codes, contribution codes, and accruals as required.

Forms:

- Personnel Requisition
- New Hire On-Boarding Process/Checklist
- Reference Checking Form
- Conditional Offer Letter Template
- Position Analysis for Drug Testing Form
- Personnel Action Form