



BEAUMONT-CHERRY VALLEY WATER DISTRICT
560 Magnolia Avenue, Beaumont, CA 92223

**NOTICE AND AGENDA
MEETING OF THE PERSONNEL COMMITTEE**

*This meeting is hereby noticed pursuant to
California Government Code Section 54950 et. seq., and
under the provisions of Assembly Bill 361 and BCVWD Resolution 2022-17*

Tuesday, June 21, 2022 - 5:30 p.m.
560 Magnolia Avenue, Beaumont, CA 92223

COVID-19 NOTICE

This meeting of the Personnel Committee is open to the public who would like to attend in person. COVID-19 safety guidelines are in effect pursuant to the Cal/OSHA COVID-19 Prevention Emergency Temporary Standards and the California Department of Public Health Recommendations

- **Face coverings are recommended for vaccinated and unvaccinated persons and should be properly worn over the nose and mouth at all times**
- **Maintain 6 feet of physical distancing from others in the building who are not in your party**
- **There will be no access to restrooms in the building**

TELECONFERENCE NOTICE

*The Members of the Personnel Committee will attend via
Zoom Video Conference and/or in person in the Board Room*

To access the Zoom conference, use the link below:

<https://us02web.zoom.us/j/85792068838?pwd=cFArZHZ4aHRlUjJLeTBCZVpnUGRmdz09>

To telephone in, please dial: (669) 900-9128
Enter Meeting ID: 857 9206 8838 • Enter Passcode: 457586

*For Public Comment, use the “**Raise Hand**” feature if on the video call when prompted. If dialing in, please **dial *9 to “Raise Hand”** when prompted*

Meeting materials will be available on the BCVWD’s website:

<https://bcvwd.org/document-category/personnel-committee-agendas/>

PERSONNEL COMMITTEE MEETING – JUNE 21, 2022

Call to Order: Chair Covington

Teleconference Verification

Roll Call

	John Covington
	Andy Ramirez

	David Hoffman (alternate)
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Public Comment

PUBLIC COMMENT: RAISE HAND OR PRESS *9 to request to speak when prompted. At this time, any person may address the Personnel Committee on matters within its jurisdiction which are not on the agenda. However, non-agenda matters that require action will be referred to Staff for a report and possible action at a subsequent meeting. **Please limit your comments to three minutes.** Sharing or passing time to another speaker is not permitted.

1. **Adjustments to the Agenda:** In accordance with Government Code Section 54954.2, additions to the agenda require a 2/3 vote of the legislative body, or if less than 2/3 of the members are present, a unanimous vote of those members present, which makes the determination that there is a need to take action, and the need to take action arose after the posting of the agenda.
 - a. Item(s) to be removed or continued from the Agenda
 - b. Emergency Item(s) to be added to the Agenda
 - c. Changes to the order of the agenda

2. **Acceptance of Personnel Committee Meeting minutes:**
 - a. May 17, 2022 (pages 4 - 8)

ACTION ITEMS

3. **Report from Human Resources Department** (pages 9 - 12)
4. **Report / Update from BCVWD Employees Association** (no staff report)
5. **Update: BCVWD Employment Agreements** (pages 13 - 25)
6. **Policies and Procedures Manual Updates / Revisions** (pages 26 - 37)
 - a. Policy 3003 Employment Agreements
 - b. Policy 3055 Work Hours, Overtime, and Standby Program
 - c. Policy 3135 Occupational Certification Assistance

7. Action List for Future Meetings

- *Employee Association topics*
- *Policy manual updates*

8. Next Meeting Date: July 19, 2022

9. Adjournment

AVAILABILITY OF AGENDA MATERIALS - Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the Beaumont-Cherry Valley Water District Board of Directors in connection with a matter subject to discussion or consideration at an open meeting of the Personnel Committee of the Board of Directors are available for public inspection in the District's office, at 560 Magnolia Avenue, Beaumont, California ("District Office"). If such writings are distributed to members of the Board less than 72 hours prior to the meeting, they will be available from the District Office at the same time as they are distributed to Committee Members, except that if such writings are distributed one hour prior to, or during the meeting, they will be made available on the District website: www.bcvwd.org.

REVISIONS TO THE AGENDA - In accordance with §54954.2(a) of the Government Code (Brown Act), revisions to this Regular Meeting Agenda may be made up to 72 hours before the Committee Meeting, if necessary, after mailings are completed. Interested persons wishing to receive a copy of the set Agenda may pick one up at the District's Main Office, located at 560 Magnolia Avenue, Beaumont, California, up to 24 hours prior to the Committee Meeting.

REQUIREMENTS RE: DISABLED ACCESS - In accordance with §54954.2(a), requests for a disability related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting, should be made to the District Office, at least 48 hours in advance of the meeting to ensure availability of the requested service or accommodation. The District Office may be contacted by telephone at (951) 845-9581, email at info@bcvwd.org or in writing at the Beaumont-Cherry Valley Water District, 560 Magnolia Avenue, Beaumont, California 92223.

CERTIFICATION OF POSTING

A copy of the foregoing notice was posted near the regular meeting place of the Board of Directors of Beaumont-Cherry Valley Water District and to its website at least 72 hours in advance of the meeting (Government Code §54956(a)).



BEAUMONT-CHERRY VALLEY WATER DISTRICT AGENDA
560 Magnolia Avenue, Beaumont, CA 92223

MINUTES OF THE PERSONNEL COMMITTEE MEETING
Tuesday, May 17, 2022 at 5:30 p.m.

Meeting held in-person and via teleconference pursuant to California Government Code Section 54950 et. seq. and BCVWD Resolution 2022-13

CALL TO ORDER

Director Ramirez called the meeting to order at 5:30 p.m.

Announcement of Teleconference Participation

Director of Finance and Administrative Services Kirene Manini, PhD, clarified that this meeting is conducted pursuant to BCVWD Resolution 2022-09.

Due to the danger of COVID-19, the teleconference locations are not publicly accessible. The public's right to comment and participate in the meeting is being assured via teleconference capabilities.

Attendance

<i>Directors present:</i>	<i>Hoffman (alternate), Ramirez</i>
<i>Directors absent:</i>	<i>Covington</i>
<i>Staff present:</i>	<i>General Manager Dan Jagers Director of Finance and Administration Kirene Manini, PhD Director of Information Technology Robert Rasha Director of Engineering Mark Swanson Director of Operations James Bean Human Resources Administrator Sabrina Foley Administrative Assistant Cenica Smith Management Analyst I Erica Gonzales Water Utility Superintendent Knute Dahlstrom Management Analyst II Lorena Lopez Senior Management Analyst Sylvia Molina Engineering Assistant Daniel Baguyo Engineering Assistant Evan Ward</i>
<i>BCVWD Employee Association reps:</i>	<i>Julian Herrera Aaron Walker</i>

PUBLIC INPUT: *None.*

ACTION ITEMS

1. Adjustments to the Agenda: None

2. Acceptance of the Meeting minutes

a. April 19, 2022

The Committee accepted the minutes of the Personnel Committee meetings by the following vote:

MOVED: Hoffman	SECONDED: Ramirez	APPROVED
AYES:	Hoffman, Ramirez	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	None.	

3. Report from Human Resources Department

Human Resources Administrator Sabrina Foley presented the report.

4. Report / Update from BCVWD Employees Association

Human Resources Administrator Sabrina Foley introduced Aaron Walker, newly elected representative of the Employees Association. Directors Hoffman and Ramirez thanked Mr. Walker for his participation.

5. Update: 2021 Performance Evaluation Compliance

General Manager Dan Jagers reported that outstanding evaluations have been completed but are not yet final. Director Ramirez noted that completion is still at 93 percent. Ms. Foley advised that there has been further completion since the printing of the report.

6. Update: BCVWD Employment Agreements

Ms. Foley reminded the Committee about the request for employment agreements for unrepresented salary and management personnel. HR has been working with legal counsel and the human resources consultant to draft a tentative standardized template for the Committee's comments. She noted that there are 11 agreements that will need to be renegotiated and there are some FSLA status changes to be implemented as a result of the classification study.

The goal of reviewing the template is to promote administrative efficiency and equity, Foley continued. The General Manager will negotiate directly with the affected employees and the Board will provide direction to the General Manager, she explained. Some requests have been received related to benefits not currently included in the benefits attachment, she noted.

Mr. Jagers presented the draft agreement template and identified contract issues to be addressed:

- COLA policy or calculation

- Management level contract and exempt employee contract templates
- Opportunity for a 401A plan
- Vacation
- Incentives such as tuition reimbursement
- Flexible work schedules

Jaggers reminded that it was previously voiced at the Personnel Committee that all employees on contract should negotiate individually.

Director Ramirez opined that there are some big asks and said it will be a process to determine what the Committee would like to send forward to the Board. Director Hoffman suggested hearing feedback from the employees present and said he wanted to be sensitive to individual thoughts, concerns, and perspectives, and to do a better job of creating a better, fair work environment with a desirable place to work.

Mr. James Bean indicated that the direction and goal of the document is unclear; whether it is a contract or an MOU to be negotiated. Mr. Jaggers explained that there are several employees under contract and there is a need to establish more. He said his understanding is that the desire of the Board is to maintain individual employment agreements; however, staff has felt that they did not have a voice in the MOU negotiations. There is an issue with how to handle the COLA for contract employees since the MOU no longer follows a simple national calculation. This gives those staff members an opportunity to speak to that and for the Board to respond. The Board has also expressed a desire to create a condition that memorializes a standardized employment agreement so they are not tailored to individuals, or to attract individuals who might have relationships with those who are in the position to employ. The goals are to be fair, consistent, and transparent, and to modernize the contract, Jaggers explained, not to create a class-level MOU.

Director Ramirez noted the employees' attempt to memorialize the four-day workweek and reminded that the Board was clear that was not an agreement that would be extended via the MOU, and to memorialize it with the executive team would not provide equity. He noted that the 401A was a possibility and said there would need to be more discussion on these items before making a recommendation to the Board, and an opportunity for Director Covington to weigh in further.

Ramirez said he liked the idea of standardizing a foundational working piece for contract employees. He said contract status has been working pretty reasonably but having some parameters is important. He emphasized that with the recent completion of a new MOU, the contracts must be equitable. Additional time is needed for discussion, he said, and directed staff to bring back the contract to the next meeting.

Director Hoffman asked Mr. Bean if his question had been addressed; Bean said he agreed with Director Ramirez regarding the direction to General Manager Jaggers and said the intent has been clarified.

Director of Information Technology Robert Rasha referenced the comments of Mr. Bean and said the intent was very relevant. He commented that Mr. Jaggers' presentation was spot on. Rasha suggested the Committee consider that although he supported the spirit of the negotiations of the MOU, he understands that he is not represented in those negotiations and did not take the parameters as relevant to his position and ability to negotiate his employment. Other director-level staff may be interested in negotiating some things that are completely different than what the field staff was negotiating, he pointed out.

Ms. Lorena Lopez pointed out that there are two current employees who are not in the MOU and do not have a signed contract. From a personnel perspective, those two employees must be protected in some way until a settlement is finalized. General Manager Jagers indicated that a temporary employment agreement representative of the next generation of standard contract could be provided, or the modernized contract before the Committee could be offered with ancillary items handled separately. Ramirez suggested obtaining a legal opinion but agreed with the use of the modernized contract as a temporary solution with a finalized agreement within 60 days. Dr. Manini advised against the use of the term "temporary." Mr. Jagers will consult legal counsel.

Director Ramirez asked what had changed in the agreement. Mr. Jagers stated updated code sections, a listing of benefits, and expanded grounds for termination. Benefits are consistent with what is currently offered, he noted.

Director Ramirez said he felt comfortable giving the Committee's blessing on the contract and asked Hoffman for his thoughts. Director Hoffman stated it had been covered pretty well unless there are further comments or questions. Director Ramirez directed the general manager to take care of the employees. Jagers said a standard employment agreement as modernized herein will be prepared.

In moving forward with the other items to be discussed at the Personnel Committee meeting, Jagers continued, staff will assure that the two individuals have an opportunity to participate.

Management Analyst I Erica Gonzales said she appreciated this being addressed but pointed out that this does not fully address the item. She recommended not moving forward until there is clear direction related to all contracts. In response to Director Ramirez, Mr. Jagers indicated there are three affected employees. Ms. Gonzales indicated that Mr. Jagers appears to have clear direction.

7. Policies and Procedures Manual Updates / Revisions

Human Resources Administrator Sabrina Foley reviewed the policy activity tracking information and presented the policies for revision.

Ms. Foley noted that policy 3003 regarding the employment agreements was requested by the Committee and requires significant additional direction from the Committee. Legal Counsel and the HR consultant had suggested that unrepresented employees under employment agreements have terms of employment governed by resolution or a similar document to assure a standardized approach as desired by the Board. Mr. Jagers recommended the Committee review in depth.

Director Ramirez continued Policy 3003 to the next meeting.

In response to a question from Director Ramirez, Ms. Foley explained that language about full-time employment was removed from the specification for health insurance coverage to comply with CalPERS regulations.

Director Ramirez asked about provisions for bereavement leave, and Ms. Foley indicated that the changes were to bring the section into alignment with the MOU article regarding bereavement leave for consistency for all staff. Director Hoffman said he believed this was representative of the provisions discussed.

Mr. Jagers reminded that the request of the Board was to bring forward three policies each time and suggested that Policy 3003 be considered in addition at the next meeting to continue forward movement. Committee members agreed.

The Committee approved the following policies to be forwarded to the full Board of Directors for consideration:

- *Policy 3020 Health and Welfare Benefits*
- *Policy 3100 Bereavement Leave*

by the following vote:

There was no motion or second.	APPROVED
AYES:	Hoffman, Ramirez
NOES:	None.
ABSTAIN:	None.
ABSENT:	None.

8. Action List for Future Meetings

- *Employee Association topics (none added)*
- *Policy manual updates (ongoing)*

9. Next Meeting Date: Tuesday, June 21, 2022 at 5:30 p.m.

ADJOURNMENT: 6:54 p.m.

Attest:

DRAFT UNTIL APPROVED

John Covington, Chairman
to the Personnel Committee of the Beaumont-Cherry Valley Water District



**Beaumont-Cherry Valley Water District
Personnel Committee Meeting
June 21, 2022**

Item 3

HUMAN RESOURCES REPORT

TO: Board of Directors Personnel Committee
FROM: Sabrina Foley, Human Resources Coordinator
SUBJECT: Human Resources Department Report for the Period of May 11, 2022 – June 13, 2022

Personnel

Total Current Employees (Excluding Board Members)	44
Full-Time Employees	39
Part-Time	2
Temporary	3
Interns	0
Separations	0
Retiring Employees	0

New Hires

The District hired a Water Utility Worker I on May 16, 2022.

The District hired a Temporary Water Utility Worker I on May 23, 2022.

Anniversaries*

Employee Name	Job Title	Years of Service
Sandra Delgadillo	Customer Service Supervisor	5
Andrew Becerra	Senior Water Utility Worker	4
Ericka Enriquez	Customer Service Representative I	1

**Work Anniversaries for the purposes of this report are calculated from the most recent hire date and do not determine employment conditions or terms. This report does not include elected officials.*

Promotions

N/A



Employee Communications

5/11/2022: HR announced a new hire for the position of Customer Service Representative I.

5/12/2022: HR shared a webinar announcement from CPS HR for Employee Mental Health.

5/16/2022: HR announced a new hire for the position of Water Utility Worker I.

5/18/2022: HR shared photos and videos internally for the Snake Safety Awareness Training.

5/24/2022: HR published the Wellness Connection Newsletter.

5/25/2022: HR shared information about the Employee Assistance Program (EAP) and a webinar recording called "Helping Families and Children Cope with Difficult Times."

5/26/2022: HR announced job openings for Temporary Water Utility Workers.

6/1/2022: HR sent an announcement regarding an employee COVID-19 exposure.

6/2/2022: HR shared a webinar recording called "Preparing for Homeownership."

6/14/2022: HR published HR Memo #22-012, Annual Employee Engagement Survey.

Pending Legislation

Bill/Legislation	Title	Description	Status
AB 399	Workers' Compensation "The Medical Provider Transparency Act of 2022"	Would require employers to provide the medical provider network name and identification number to the injured employee within 5 days of the request.	Referred to Committee, set for hearing
AB 1632	Restroom Access: Medical Conditions	Would require a place of business open to the general public that has a toilet facility for employees to allow any individual who is lawfully on the premises to use that facility during normal business hours, even if the business does not normally make the toilet facility available to the general public.	Re-referred to Committee on Judiciary.
AB 1711	Privacy: Breach	Would require an agency to post a notice on the agency's website to disclose a breach of security of the system to certain residents of CA.	Referred to Committee on Judiciary.



AB 1751	Workers' Compensation: COVID-19 Critical Workers	Would extend the presumption of injury resulting from COVID-19 until January 1, 2025.	CSDA opposes. Referred to Committee.
AB 386	Public Employees' Retirement Fund: investments, confidentiality	Would exempt from disclosure under the act specified records regarding an internally managed private loan made directly by the Public Employees' Retirement Fund. Would include financial statements of the borrower. Will allow CalPERS to place greater investments in private equity and manage investments internally.	CSDA Supports. Failed deadline in 2021 and may be acted upon in 2022. No action taken so far this year.
AB 857	Labor Commissioner: required disclosures	Would require an employer to include in their written notice to all employees, specified information required in the event of a federal or state declared disaster or applicable to the county in which the employee will be employed.	Failed deadline in 2021 and may be acted upon in 2022. No action taken so far this year.
AB 1041	Employment: leave (CFRA)	Would expand the population that an employee can take leave to care for to include a "designated person" identified by the employee at the time of request for leave. Bill would authorize employers to limit the designation of a person.	CSDA opposes. Failed deadline in 2021 and may be acted upon in 2022. No action taken so far this year.
AB 1949	Employees: bereavement leave	Would allow eligible employees under CFRA to take up to 5 days of unpaid bereavement leave upon the death of a family member.	Referred to Committee.
AB 2182	Discrimination: family responsibilities	Would prohibit employment discrimination on account of defined family responsibilities. Would make it unlawful for an employer to fail to make reasonable accommodation for known family responsibilities.	Failed deadline- DEAD.



AB 2188	Discrimination in employment: use of cannabis	Would make it unlawful for an employer to discriminate against an individual based upon the person's use of cannabis off the job and away from the workplace, or upon an employer-required drug screening test.	CSDA opposes. Referred to Committee.
AB 2243	Occupational safety and health standards: heat illness and wildfire smoke	Would require a stricter revision of heat illness and air quality standards at temperatures higher than 105 degrees.	CSDA opposes. Re-referred to Committee.
SB 335	Workers' Compensation: liability	Would reduce 90 day time period to reject liability for workers' compensation claims.	CSDA opposes. Failed deadline in 2021 and may be acted upon in 2022. No action taken so far this year.
SB 931	Deterring union membership: violations	Would authorize an employee organization to bring a claim before PERB alleging that a public employer violated current law prohibiting the employer from deterring or discouraging employees from becoming or remaining members of an employee organization.	CSDA opposes. Re-referred to Committee.
SB 984	Military service: leave of absence pay and benefits	Would repeal the provision that employee members of reserve military units and the National Guard required to attend scheduled reserve drill periods or perform other inactive duty reserve obligations to be granted a military leave of absence.	Referred to Committee.
SB 1044	Employers: natural disasters, retaliation	Would prohibit an employer from taking or threatening adverse action against any employee for refusing to report to, or leaving, a workplace within the affected area because the employee feels unsafe.	CSDA opposes. Re-referred to Committee.

Prepared by Sabrina Foley, Human Resources Administrator



**Beaumont-Cherry Valley Water District
Personnel Committee
June 21, 2022**

Item 5

STAFF REPORT

TO: Board of Directors Personnel Committee
FROM: Sabrina Foley, Human Resources Administrator
SUBJECT: Update: BCVWD Employment Agreements

Staff Recommendation

Review the drafted template and provide feedback to staff as desired.

Background

The Personnel Committee requested information on the status of renegotiation for BCVWD Employment Agreements (for unrepresented salaried and management personnel). The District intends to update the employment agreements due to title and FLSA (Fair Labor Standards Act) status changes that occurred as a result of the District's completed classification study. Additionally, many existing agreements are a few years old.

During its April 19, 2022, meeting, the Personnel Committee also requested staff to develop a policy regarding the employment agreements. During its May 17, 2022, meeting, the Personnel Committee continued this item for further discussion in the next meeting.

Summary

There are nine (9) individuals who are currently employed under an employment agreement (excluding the General Manager), and there will be eleven (11) total agreements to be negotiated due to FLSA status changes implemented as a result of the Classification Study.

Thus far, Human Resources has worked with the District's legal counsel and consultant HR Dynamics to update the standard template for the Employment Agreements (**Attachment 1**). Additionally, Human Resources has analyzed all existing employment agreements to identify opportunities for standardization, which promotes administrative efficiency and equity.

The General Manager will act as the District's Chief Negotiator to negotiate directly with affected employees, and the Board will provide direction to the General Manager. Thus far, the General Manager has received some requests from the affected employees to consider other benefit activities that are not currently represented in the list of benefits. Examples of this may include items such as administrative leave, access to a 401(a) account, etc. Staff seeks the Personnel Committee's direction regarding these kinds of items.

Fiscal Impact

To be determined.

Attachments

1. Draft Template, Standard Employment Agreement

Staff Report prepared by Sabrina Foley, Human Resources Administrator.

BEAUMONT - CHERRY VALLEY WATER DISTRICT

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into and shall be effective as of the XXth day of MONTH 2022, by and between the BEAUMONT-CHERRY VALLEY WATER DISTRICT, a California corporation, hereinafter called the "District," and EMPLOYEE NAME, hereinafter called "Employee."

RECITALS

- A. District desires to retain the services of Employee in the position of Job Title, and Employee desires employment in that position.

District desires to:

- (1) Retain the services of Employee;
- (2) Encourage the highest standards of fidelity and public service on the part of Employee; and
- (3) Provide a just means for terminating Employee's employment and this Agreement when District may desire to do so.

- B. The parties further desire to establish the Employee's conditions of employment.

NOW THEREFORE, in consideration of the mutual covenants hereinafter contained the parties agree as follows:

1. Duties. District hereby employs Employee as JOB TITLE to perform the duties specified in Exhibit "A" hereto and to perform such other legally permissible and proper duties and functions as may from time to time be assigned to Employee by the General Manager, DEPARTMENT HEAD TITLE, and/or designated supervisor. Employee agrees to devote Employee's full time and effort to the performance of this Agreement and to remain in the exclusive employment of the District and not to become otherwise employed while this Agreement is in effect without the prior written approval of the General Manager.
2. Hours of Work. Employee shall maintain a regular work schedule consistent with that approved by the General Manager for other employees of the District. Employee's duties may involve expenditures of time in excess of a regularly scheduled workday and/or forty (40) hours per week, and may also include time outside normal office hours such as attendance at Board meetings. Employee shall be deemed as an Exempt/Salaried employee under the Fair Labor Standards Act (FLSA) and not be entitled to additional compensation for such time. Employee agrees that their position is that of an exempt employee for the purposes of FLSA.
3. Term. This Agreement shall be effective as of DATE and will remain in force and effect until terminated as provided herein.

4. Salary. District shall pay Employee for the performance of Employee's duties as **JOB TITLE** under this Agreement a starting annual salary of **\$XXX**, less customary, and legally required payroll deductions. Salary and/or benefit adjustments shall be considered by the General Manager, **DEPARTMENT HEAD JOB TITLE**, and/or designated supervisor, annually in conjunction with Employee's annual performance evaluation pursuant to Paragraph 8 of this Agreement.
5. Benefits. Employee shall receive the benefits, including leave accruals and cash-out provisions, holidays and other benefits specified in Exhibit "B" hereto. To the extent the benefits enumerated in Exhibit "B" are increased, decreased, modified, or eliminated by the Board of Directors by Resolution, said increase, decrease, modification, or elimination of said benefits shall be applicable to Employee at the time it becomes effective by Resolution adopted by the Board of Directors.
6. General Expenses and Business Equipment. District recognizes that certain expenses of a non-personal and job-related nature may be incurred by Employee. District agrees to reimburse Employee for reasonable expenses which are authorized by the District budget, and which are supported by expense receipts, statements, or personal affidavits, and audit thereof in like manner as other demands against District.
7. Official and Professional Development Expenses. District shall pay reasonable sums for professional dues, memberships, and subscriptions for Employee necessary in the judgment of the **DEPARTMENT HEAD JOB TITLE**, designated supervisor, and General Manager for Employee's continued participation in associations and organizations, which memberships are necessary and desirable for the continued professional development of Employee and for the good of the District. Such related expenses may include the actual cost for registration, travel, lodging, meals, and other expenses incurred by Employee while attending overnight, out-of-town meetings, or seminars related to their employment with the District, in accordance with the District's policies for expense reimbursement. Notwithstanding the foregoing, the Board of Directors shall have discretion to establish appropriate amounts, in the annual District budget or otherwise, for official and professional development expenses and travel costs. The District shall reimburse Employee for any use of their personal vehicle in conjunction with conducting the business of the District at standard IRS mileage rates where a District vehicle is not provided.
8. Performance Evaluation. The **DEPARTMENT HEAD JOB TITLE** and designated supervisor shall review and evaluate Employee's performance at least once annually. As part of each such evaluation, the **DEPARTMENT HEAD JOB TITLE** and designated supervisor shall develop performance goals and criteria which the designated supervisor shall use in reviewing Employee's performance the following year. It shall be Employee's responsibility to initiate each review. Employee shall be afforded an adequate opportunity to discuss each evaluation with the **DEPARTMENT HEAD JOB TITLE** or designated supervisor.

9. District Documents. All data, studies, reports, and other documents prepared by Employee while performing their duties during the term of this Agreement shall be furnished to and become the property of the District, without restriction or limitation on their use. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other materials either created by or provided to Employee in connection with the performance of this Agreement shall be held confidential by Employee to the extent permitted by applicable law, except as may be required by any governmental agency or court of competent jurisdiction. Such materials shall not be used by Employee, without the prior written consent of the General Manager for any purposes other than the performance of their duties. Additionally, no such materials may be disclosed to any person or entity not connected with the performance of services under this Agreement, except as required by (a) law, (b) any governmental agency, (c) subpoena, or (d) an order issued by a court of competent jurisdiction.
10. Indemnification. District shall defend, hold harmless, and indemnify Employee against any claim, demand, judgment, or action of any type or kind arising within the course and scope of Employee's employment to the extent required by California Government Code Sections 825 and 995.
11. Bonding. (FOR CERTAIN POSITIONS) The District shall bear the full cost of any fidelity or other bonds required of Employee, in the performance of their duties as JOB TITLE.
12. Conflicts Prohibited. During the term of this Agreement, Employee shall not engage in any business or transaction or maintain financial interest which conflicts, or reasonably might be expected to conflict, with the proper discharge of Employee's duties under this Agreement. Employee shall comply with all requirements of law, including but not limited to, Sections 87100 et seq., Section 1090 and Section 1125 of the Government Code, and all other similar statutory and administrative rules.
13. Other Terms and Conditions of Employment.
 - a. The General Manager may from time to time fix other terms and conditions of employment relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provision of this Agreement, the District's rules and regulations, or other applicable law.
 - b. The provisions of the District's Personnel Rules and Regulations ("Rules") shall apply to Employee to the extent they explicitly apply to this position, except that if the specific provisions of this Agreement conflict with the Rules, the terms of this Agreement shall prevail. Without limiting the generality of the exception noted in the previous sentence, however, no provision of the Rules or this Agreement shall confer upon Employee a property right in Employee's employment or a right to be discharged only upon cause during Employee's tenure. At such times as Employee is serving as JOB TITLE, Employee is an at-will employee serving at the pleasure of the General

Manager and may be dismissed at any time with or without cause, subject only to the provisions of this Agreement.

14. General Provisions

- a. This Agreement constitutes the entire agreement between the parties. District and Employee hereby acknowledge that they have neither made nor accepted any other promise or obligation with respect to the subject matter of this Agreement. This Agreement may be amended only by a writing signed by Employee, approved by the General Manager, and executed on behalf of the District.
- b. If any provision or any portion of this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of the Agreement shall be deemed severable and shall not be affected and shall remain in full force and effect.
- c. This Agreement may be terminated by District, by and through the General Manager, upon delivery of notice to Employee, with or without cause subject only to requirements of paragraph 15, below. Notice of termination (Employee's resignation) to District shall be given in writing to the District, either by personal service or by registered or certified mail, postage prepaid, addressed to District as follows:

General Manager
Beaumont-Cherry Valley Water District
560 Magnolia Avenue
Beaumont, California 92223-2258

Any notice to Employee shall be given in a like manner, and, if mailed, shall be addressed to Employee at the address then shown in District's personnel records. For the purpose of determining compliance with any time limit stated in this Agreement, a notice shall be deemed to have duly given (a) on the date of delivery, if served personally on the party to whom notice is to be given, or (b) on the second (2nd) calendar day after mailing, if mailed in the manner provided in this section to the party to whom notice is to be given. Notwithstanding the forgoing, this Agreement shall automatically terminate on the death or permanent disability of Employee and Employee agrees to give District not less than 30 calendar days' written notice of their resignation. District also agrees to provide Employee written notice of intent to terminate not less than 30 calendar days of the effective date of his termination.

- d. If an action at law or in equity is necessary to enforce or interpret this Agreement, the prevailing party in that action shall be entitled to reasonable and actual attorney's fees and costs with respect to the prosecution or defense of the action.

- e. A waiver of any of the terms and conditions of this Agreement shall not be construed as a general waiver by the District and District shall be free to enforce any term or condition of this Agreement with or without notice to Employee notwithstanding any prior waiver of that term or condition.
15. Termination Without Cause. District, by and through its General Manager, may terminate this contract without cause. If District terminates this contract without such cause as hereinafter defined, then District shall pay Employee the total of up to three months base salary as severance at or prior to Employee's last day of employment, subject to the limitations of Government Code section 53260 and the employee's execution of a separation agreement District, by and through its General Manager, may terminate this contract with cause at any time upon any of the grounds delineated in Exhibit "C" hereto. Employee shall have no right to receive any severance if terminated for cause.
16. Employee agrees that any cash settlement or severance related to the termination that Employee may receive from the District shall be fully reimbursed to the District if Employee is convicted of a crime involving an abuse of their office or position in accordance with California Assembly Bill 1344 of 2011 and Government Code Sections 53243 – 53243.4, which sought to provide greater transparency in local government and institute certain limitations on compensation paid to local government executives. These statutes require that contracts between local agencies and its employee include provisions requiring an employee who is convicted of a crime involving an abuse of their office or position to provide reimbursement to the local agency for the following forms of payment: (a) paid leave salary; (b) criminal defense costs; (c) cash settlement payments; and (d) any non-contractual settlement payments. Accordingly, Employee agrees that it is their intent to fully comply with these Government Code sections and all other applicable law as it exists as of the date of execution of this agreement and as such laws may be amended from time to time thereafter.
17. Independent Legal Advice. The District and Employee represent and warrant to each other that each has received legal advice from independent and separate legal counsel with respect to the legal effect of this Agreement, or had the opportunity to do so, and the District and Employee further represent and warrant that each has carefully reviewed this entire Agreement and that each and every term thereof is understood and that the terms of this Agreement are contractual and not a mere recital. This Agreement shall not be construed against the party or its representatives who drafted it or who drafted any portion thereof.

IN WITNESS WHEREOF the parties have executed this Agreement as of the day and year first above written.

EMPLOYEE

BEAUMONT-CHERRY VALLEY
WATER DISTRICT

Approved as to form:

ATTEST:

James Markman
General Counsel

EXHIBIT "A"

JOB DESCRIPTION

EXHIBIT "B"

BENEFITS FOR PROFESSIONAL/MANAGEMENT EMPLOYEES

1. MEDICAL BENEFITS:

- a. HEALTH BENEFITS: The District shall provide health insurance coverage and provide 100% of the cost of the premium for the employee and their eligible dependents, or as provided for in the District's Policies, procedures, rules, and regulations. The District offers various health plans to choose from. Enrollment in one of the plans is mandatory. Coverage is effective the first day of the month following the date of hire.
- b. DENTAL BENEFITS: The District offers a voluntary dental plan. Coverage is effective the first day of the month following the date of hire.
- c. VISION BENEFITS: The District offers a voluntary vision plan. Coverage is effective the first day of the month following the date of hire.
- d. FLEXIBLE SPENDING ACCOUNT (FSA) SECTION 125 PLAN - FOR HEALTH AND DEPENDENT CARE: The District offers a voluntary pre-tax plan in which Employee may opt to contribute up to the legally defined limits per year to pay for out-of-pocket health and dependent care on a pre-tax basis.

2. RETIREMENT BENEFITS:

- a. CALPERS: The District participates in the California Public Employees' Retirement System (CalPERS) as follows:
 - 2.7% @ 55 plan for Classic Members (employees hired before January 1, 2013); and
 - 2% @ 62 plan for Public Employees' Pension Reform Act (PEPRA) Members (New employees who are new members to CalPERS hired on or after January 1, 2013).
 - The employee shall be enrolled in the appropriate plan and shall pay their full employee contribution towards the retirement plan.
- b. SOCIAL SECURITY: The District participates in Social Security. Employee shall pay their contribution in accordance with applicable law.
- c. 457 PLAN (Pre-Tax): The District offers a voluntary pre-tax savings plan in which Employee may opt to contribute up to the legally defined limits per year.
- d. ROTH 457 (Post-Tax): The District offers a voluntary post-tax savings plan in which Employee may opt to contribute up to the legally defined limits per year.

3. LIFE INSURANCE:
 - a. TERM POLICY AND AD&D: the District provides Employee with term life insurance including AD&D or equivalent with coverage at the employee's current regular rate of pay, at the time of death, equal to one year's salary.
 - b. VOLUNTARY LIFE INSURANCE: The District offers a voluntary group life insurance plan in which Employee may purchase additional life insurance coverage at the employee's cost.

4. SUPPLEMENTAL BENEFITS: The District offers additional voluntary group policies in which Employee may purchase desired coverages. Such plans may include supplemental short-term disability, accident insurance, cancer insurance, and critical illness insurance.

5. STATE DISABILITY INSURANCE: Employee shall pay the cost of the premiums associated with State Disability Insurance.

6. LEAVE BENEFITS:
 - a. SICK LEAVE: The District provides twelve (12) sick days which are accrued at 4.62 hours per pay period, for a total of 120 hours annually.
 - b. VACATION: The District provides vacation days which are accrued each pay period based upon the employee's years of service in accordance with District policy. New employees receive two (2) weeks per year (80 hours annually) which are accrued as 3.08 hours per pay period.
 - c. SICK LEAVE AND VACATION BUY-BACK: Buy-back may occur under certain conditions in accordance with District Policy.
 - d. BEREAVEMENT LEAVE: Employee shall be entitled to bereavement leave in accordance with District Policy.
 - e. HOLIDAYS: Employee shall be entitled to all District recognized holidays in accordance with District policy. Currently, these holidays include:
 - January 1 (New Years' Day)
 - Martin Luther King Jr. Day, Third Monday in January
 - Third Monday in February (Presidents' Day)
 - Last Monday in May (Memorial Day)
 - July 4 (Independence Day)
 - First Monday in September (Labor Day)

November 11 (Veteran's Day)

Thanksgiving Day

Friday after Thanksgiving

December 25 (Christmas Day)

Employee Birthday (may be taken as a floating holiday)

7. EMPLOYEE ASSISTANCE PROGRAM (EAP): The District offers a District-paid Employee Assistance Program for the employee and eligible dependents.
8. WORKER'S COMPENSATION: The District provides mandatory Workers' Compensation coverage for Employee as it relates to any illness or injury incurred and caused during the course of work performed for the District.
9. BUSINESS EQUIPMENT:
 - a. ELECTRONIC DEVICES: The District shall provide Employee with a District cell phone, computer and/or other electronic devices, as shall be authorized by the General Manager and/or the Board of Directors. Employees have no expectation of privacy regarding the use of such devices, and shall use them only to conduct District business. Such devices, and any content stored on them, are the property of the District, and may be examined, collected, reviewed, or monitored at any time, without prior warning. All reasonable expenses concerning such electronic devices will be the responsibility of the District. All electronic communications and files or documents stored on all District devices are the sole property of District and said materials shall be conveyed to the District upon termination of this agreement.
 - b. DISTRICT VEHICLE (FOR CERTAIN POSITIONS). The District shall furnish Employee with a moderately equipped vehicle for all related District business, including travel to and from Employee's residence. The District shall supply all fuel and maintenance as required under normal vehicle operations. Other than de minimis use while commuting to or from work or during work hours, the Employee shall not use said District vehicle for any personal business and shall not transport anyone not conducting District business. The District is not liable for any damages or injuries caused by anyone other than the authorized employee operating the vehicle, or for any damages or injuries caused to a passenger in the vehicle who is not conducting District business.

EXHIBIT “C”
GROUNDS FOR TERMINATION

1. Incompetency such as failure to comply with the minimum standards for Employee’s position.
2. Neglect of duty, such as failure to timely perform the duties required of Employee’s position.
3. Insubordination, including actions involving a resistance to, or defiance of, or refusal to carry out a supervisor’s/manager’s/District agent’s lawful orders.
4. Failure to observe District’s working hour schedule.
5. Dishonesty including, but not limited to, any deliberate oral or written falsification or misrepresentation, misleading or incorrect information in connection with the preparation of District records and involving employment.
6. Falsification of any District report or record or of any report or record required to be, or filed by Employee.
7. Breach of confidential information.
8. Inappropriate use of the internet, or email in accordance with District’s Policies and Procedures.
9. Acceptance from any source of any compensation, reward, gift, or other form of remuneration in addition to employee’s regular compensation, as a personal benefit to the employee for actions performed in the normal course of employee’s assigned duties.
10. A breach of Employee’s employment agreement.
11. Conviction of a crime or conduct constituting a violation of federal, state, or local law which interferes with Employee’s ability to deliver public service.
12. Use, possession, sale, or being under the influence of alcohol or illegal drugs during assigned working hours or while on District property, with the exception of District Residences, or reporting to work under the influence of alcohol or illegal drugs.
13. Failure to comply with the District’s standards relative to drug and alcohol testing.
14. Absence without approved leave, or job abandonment (at least three consecutive workdays absent from duty without supervisory notification and/or permission).
15. Misuse or abuse of leaves of absence as defined by District Policy and Procedures.

17. Improper or unauthorized use of District property including taking District vehicles/ equipment home for personal use without authorization from Employee's supervisor.
18. Any action inconsistent with or in violation of District policies, practices and/or rules.



**Beaumont-Cherry Valley Water District
Personnel Committee
June 21, 2022**

Item 6

STAFF REPORT

TO: Personnel Committee of the Board of Directors
FROM: Sabrina Foley, Human Resources Administrator
SUBJECT: Policies and Procedures Manual Updates/Revisions

Staff Recommendation

Recommend the updated policies to the Board of Directors for adoption, or provide direction regarding edits to the proposed policies.

Background

At the July 23, 2018 Personnel Committee Meeting, Committee members directed staff to review, revise and update the District’s Policies and Procedures. At the July 27, 2020 meeting, an overview of the proposed changes to the organization of the document was presented. The Committee requested “redlined” versions of changes to review each item thoroughly. Policy Approval Tracking (**Attachment 1**) is provided as an overview of the project thus far. At the November 15, 2021 meeting, the Committee requested an indication of priority policies in the attachment, and staff added highlighting to indicate the highest priority and lowest priority policy updates.

Summary

Staff have consulted several sources to update the content and verbiage of the District’s Policy Manual, including sample policies from the California Special Districts Association, articles published by the California League of Cities and Institute for Local Government, the District’s HR Consultant, and recently updated manuals of other special districts. The aim of reorganization of the Policy Manual is to introduce consistency and modernize the document to align with the organizational goals of the District.

Revised policies are drafted using the APA (American Psychological Association) Style for writing style and grammar. The APA style emphasizes continuity, flow, conciseness, bias-free language, and clarity. These objectives parallel the District’s goals for transparency in our public documents and promote clear and enforceable policies.

The proposed policies are presented side-by-side with the current versions, with redline edits shown for clarity (**Attachments XX**). The District’s legal counsel has reviewed and recommended the drafted policies.

Summary Table

Policy 3003 Employment Agreements	<ul style="list-style-type: none"> • The Committee requested this policy during its April 19, 2022 meeting. • Proposed new policy
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	<ul style="list-style-type: none">• Additional direction is needed. Section 3003.4 was recommended by legal counsel.
Policy 3055 Work Hours, Overtime, and Standby Program	<ul style="list-style-type: none">• Language has been updated to reflect current practices, and to match language in the adopted MOU with the Employee Association.• Definition of the workweek suggested to be removed, since this is stated in Policy 3025 Pay Periods.• Updated participation criteria.
Policy 3135 Occupational Certification Assistance	<ul style="list-style-type: none">• Suggested additions of Cross-Connection Control Program Specialist and Engineering-in-Training (EIT) Certification based on District requirements.

Fiscal Impact

No fiscal impact.

Attachments

1. Policy Approval Tracking
2. Proposed Policy 3003 Employment Agreements
3. Proposed Policy 3055 Work Hours, Overtime, and Standby Program
4. Original Policy Work Hours, Overtime, and Standby Program
5. Proposed Policy 3135 Occupational Certification Assistance
6. Original Policy Occupational Certification Assistance

Staff Report prepared by Sabrina Foley, Human Resources Administrator

Policy Approval Tracking
BCVWD Policy Manual Project

Policy Number	New Policy Number	Section	Policy Name	Drafted by BCVWD Staff	Responsible Staff	Approved by Legal Counsel	Presented to Personnel Committee	Provisionally Approved by Personnel Committee	Presented to Board of Directors	Approved by Board of Directors	Adoption Date	Resolution Number
1	1000	General	Definitions	Yes	Human Resources	2/16/2021	2/22/2021	2/22/2021	4/14/2021	4/14/2021	4/14/2021	21-006
2	1005	General	Definitions	Additional Edits	Human Resources	6/28/2021	7/19/2021	7/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
N/A	1010	General	Contractual Provisions	Yes	Human Resources	2/16/2021	2/22/2021	2/22/2021	4/14/2021	4/14/2021	4/14/2021	21-006
			Policy Manual	Yes	Human Resources	2/16/2021	2/22/2021	2/22/2021	4/14/2021	4/14/2021	4/14/2021	21-006
			Policy Manual	Additional Edits	Human Resources	Separate Report	N/A	N/A-directed to Board	3/9/2022	3/9/2022	3/9/2022	22-006
3	2000	Administration	Equal Opportunity	Yes	Human Resources	3/15/2021	3/22/2021	3/22/2021	4/14/2021	4/14/2021	4/14/2021	21-006
4	2605	Administration	Affirmative Action	Yes	Human Resources	Recommend to Remove	3/22/2021	3/22/2021	4/14/2021	4/14/2021	4/14/2021	21-006
5	2010	Administration	Access to Personnel Records	Yes	Human Resources	3/15/2021	3/22/2021	3/22/2021	4/14/2021	4/14/2021	4/14/2021	21-006
6	2015	Administration	Harassment	Yes	Human Resources	3/15/2021	3/22/2021	3/22/2021	4/14/2021	4/14/2021	4/14/2021	21-006
7	2020	Administration	Sexual Harassment	Yes	Human Resources	3/15/2021	3/22/2021	3/22/2021	4/14/2021	4/14/2021	4/14/2021	21-006
N/A	2025	Administration	Whistleblower Protection	Yes	Human Resources	3/15/2021	3/22/2021	3/22/2021	4/14/2021	4/14/2021	4/14/2021	21-006
8	3000	Personnel	Employee Status	Yes	Human Resources	4/12/2021	7/19/2021	7/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
			Employee Information and									
N/A	3001	Personnel	Emergency Data	Yes	Human Resources	4/12/2021	6/21/2021	6/21/2021	10/13/2021	10/13/2021	10/13/2021	21-018
N/A	3002	Personnel	Employee Groups	Yes	Human Resources	4/12/2021	5/17/2021	5/17/2021	10/13/2021	10/13/2021	10/13/2021	21-018
								Requested additional time to review				
N/A	3003	Personnel	Employment Agreements	Yes	Human Resources	5/10/2022	5/17/2022					
9	3005	Personnel	Compensation	Yes	Human Resources	7/13/2021	7/19/2021	7/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
			Prevailing Wage-Public Works									
N/A	3006	Personnel	Contractor-Employee Relations	Yes	Human Resources	7/13/2021	9/20/2021	9/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
			Employee Performance									
10 & 49	3010	Personnel	Evaluation	Yes	Human Resources	7/13/2021	9/20/2021	9/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
			Performance Evaluation-General									
11	3015	Personnel	Manager	Yes	Human Resources	8/3/2021	9/20/2021	9/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
12	3020	Personnel	Health and Welfare Benefits	Yes	Human Resources	5/10/2022	5/17/2022	5/17/2022	6/8/2022	6/8/2022	6/8/2022	22-019
13	3025	Personnel	Pay Periods	Yes	Human Resources	10/12/2021	11/15/2021	11/15/2021	5/11/2022	5/11/2022	5/11/2022	
14	3030	Personnel	Gift Acceptance Guidelines	Yes	Human Resources	12/10/2021	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022	
15	3035	Personnel	Outside Employment	Yes	Human Resources	10/12/2021	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022	
16	3040	Personnel	Letters of Recommendation	Yes	Human Resources							
17	3045	Personnel	Executive Officer	Yes	Human Resources							
			Volunteer Personnel Workers'									
18	3050	Personnel	Compensation Insurance	Yes	Human Resources							
			Work Hours, Overtime, and									
19	3055	Personnel	Standby Program	Yes	Human Resources	6/14/2022	6/21/2022					
20	3060	Personnel	Continuity of Service	Yes	Human Resources							
20 (incorrect numbering)												
	3065	Personnel	Reduction in Force	Yes	Human Resources							
21	3070	Personnel	Holidays	Yes	Human Resources							
22	3075	Personnel	Vacation	Yes	Human Resources							
			Pre-Employment Physical									
23	3080	Personnel	Examination	Yes	Human Resources							
24	3085	Personnel	Sick Leave	Yes	Human Resources							
25	3090	Personnel	Family and Medical Leave	Yes	Human Resources							
26	3095	Personnel	Pregnancy Disability Leave	Yes	Human Resources							
N/A	3096	Personnel	Lactation Accommodation	No	Human Resources							
27	3100	Personnel	Bereavement Leave	Yes	Human Resources	5/10/2022	5/17/2022	5/17/2022	6/8/2022	6/8/2022	6/8/2022	22-019
28	3105	Personnel	Personal Leave of Absence	Yes	Human Resources							
29	3110	Personnel	Jury and Witness Duty	Yes	Human Resources							
			Leave for Crime Victims and									
N/A	3111	Personnel	Family Members	No	Human Resources							
				Yes; needs modifications from ACWA JPIA	Human Resources							
30	3115	Personnel	Return to Work Policy		Human Resources							
			Occupational Injury and Illness									
31	3120	Personnel	Prevention Program	Yes	Human Resources							
N/A	3121	Personnel	Infectious Disease Control	Yes	Human Resources							
N/A	3122	Personnel	Workplace Violence	Yes	Human Resources							
N/A	3123	Personnel	Theft	No	Human Resources							
32	3125	Personnel	Uniforms and Protective Clothing	Yes	Human Resources							
33	3130	Personnel	Conferences	Yes	Human Resources							
			Occupational Certification									
34	3135	Personnel	Assistance	Yes	Human Resources	6/14/2022	6/21/2022					
			Succession and Workforce									
N/A	3136	Personnel	Planning	Yes	Human Resources							
35	3140	Personnel	Respiratory Protection Program	Yes	Human Resources							
			Driver Training and Record									
36	3145	Personnel	Review	Yes	Human Resources							
37	3150	Personnel	District Vehicle Usage	Yes	Human Resources							
38	3151	Personnel	Personal Vehicle Usage	Yes	Human Resources							
			HIPAA Compliance and Security									
39	3160	Personnel	Officer	Yes	Human Resources							

Priority Legend:
Yellow Highlight = Highest Priority
Light Blue Highlight = Lowest Priority

Policy Approval Tracking
BCVWD Policy Manual Project

Policy Number	New Policy Number	Section	Policy Name	Drafted by BCVWD Staff	Responsible Staff	Approved by Legal Counsel	Presented to Personnel Committee	Provisionally Approved by Personnel Committee	Presented to Board of Directors	Approved by Board of Directors	Adoption Date	Resolution Number
40	3165	Personnel	Tobacco Use	Yes	Human Resources							
41	3170	Personnel	Smoke Free Workplace	Yes	Human Resources							
42	3175	Personnel	Disciplinary Action or Terminations	Yes	Human Resources							
43	3180	Personnel	Nepotism-Employment of Relatives	Yes	Human Resources							
44	3185	Personnel	Confidentiality Regarding Resignations	Yes	Human Resources							
45	3190	Personnel	Internet, E-Mail, and Electronic Communication Ethics, Usage and Security	Yes	Information Technology							
N/A	3191	Personnel	Electronic Signature Policy	No	Information Technology							
46	3195	Personnel	Cellular Telephone Usage	Yes	Information Technology							
47	3200	Personnel	Grievance Procedures	Yes	Human Resources							
48	3205	Personnel	Substance Abuse (In Conformance with Department of Transportation Guidelines)	Yes	Human Resources	12/6/2021	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022	
N/A	3206	Personnel	FMCSA Clearinghouse Registration	No	Human Resources	12/6/2021	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022	
50	3215	Personnel	Personnel Action Form (PAF)	Yes	Human Resources							
51	3220	Personnel	Recruitment, Selection and Onboarding	Yes	Human Resources							
N/A	3225	Personnel	Employee Leave Donation Program and Policy	Yes	Human Resources							
N/A	3230	Personnel	Workers' Compensation	Yes	Human Resources							
N/A	3231	Personnel	Accommodations for Disability	No	Human Resources							
N/A	3235	Personnel	Military Leave	Yes	Human Resources							
N/A	3240	Personnel	Dress Code and Personal Standards	Yes	Human Resources							
N/A	3245	Personnel	Non-Solicitation	No	Human Resources							
N/A	3250	Personnel	Telecommuting	No	Human Resources							
N/A	3255	Personnel	Time off for School Activities	No	Human Resources							
N/A	3260	Personnel	Time off to Vote	No	Human Resources							
1	4005	Board of Directors	Basis of Authority	Yes	HR/Administration							
2	4010	Board of Directors	Members of the Board of Directors	Yes	HR/Administration							
3	4015	Board of Directors	Committees of the Board of Directors	Yes	HR/Administration							
4	4020	Board of Directors	Board President	Yes	HR/Administration							
5	4025	Board of Directors	Board Meetings	Yes	HR/Administration	Verbal Review during meeting	N/A	Directed to Full Board	12/8/2021	12/8/2021	12/8/2021	2021-24
6	4030	Board of Directors	Board Meeting Agendas	Yes	HR/Administration							
7	4035	Board of Directors	Board Meeting Conduct	Yes	HR/Administration							
8	4040	Board of Directors	Board Actions and Decisions	Yes	HR/Administration							
9	4045	Board of Directors	Attendance at Meetings	Yes	HR/Administration							
10	4050	Board of Directors	Minutes of Board Meetings	Yes	HR/Administration							
11	4055	Board of Directors	Rules of Order for Board and Committee Meetings	Yes	HR/Administration							
12	4060	Board of Directors	Training, Education and Conferences	Yes	HR/Administration	6/30/2021	N/A	Directed to Full Board	7/14/2021	7/14/2021	7/14/2021	2021-12
13 & 16	4065	Board of Directors	Remuneration, Director Per Diem Fees	Yes	HR/Administration	6/30/2021	N/A	Directed to Full Board	7/14/2021	Revisions Requested on 7/14/2021	7/14/2021	2021-12
14	4070	Board of Directors	Payment of Expenses Incurred on District Business	Yes	HR/Administration							
15	4075	Board of Directors	Expenditure Reimbursement	Yes	HR/Administration							
17	4080	Board of Directors	Membership in Associations	Yes	HR/Administration							
18	4085	Board of Directors	Ethics Training	Yes	HR/Administration							
N/A	4086	Board of Directors	Anti-Harassment Training	No	HR/Administration							
19	4090	Board of Directors	Code of Ethics	Yes	HR/Administration							
20	4095	Board of Directors	Ethics Policy	Yes	HR/Administration							
N/A	4100	Board of Directors	Electronic Communications and Data Devices at Dais	Yes	HR/Administration	6/28/2021	N/A	Directed to Full Board	7/14/2021	7/14/2021	7/14/2021	2021-11
1	5005	Operations	Emergency Preparedness	Yes	Human Resources							
2	5010	Operations	Emergency Response Guideline for Hostile or Violent Incidents	Yes	Human Resources							
3	5015	Operations	Computer and Business Continuity Security	Yes	Information Technology							
4	5020	Operations	Environmental Health and Safety Compliance Program	Yes	HR/Operations							
5	5025	Operations	Illness and Injury Prevention Program	Yes	HR/Operations							
6	5030	Operations	Budget Preparation	Yes	Finance							

Priority Legend:
Yellow Highlight = Highest Priority
Light Blue Highlight = Lowest Priority

Policy Approval Tracking
BCVWD Policy Manual Project

Policy Number	New Policy Number	Section	Policy Name	Drafted by BCVWD Staff	Responsible Staff	Approved by Legal Counsel	Presented to Personnel Committee	Provisionally Approved by Personnel Committee	Presented to Board of Directors	Approved by Board of Directors	Adoption Date	Resolution Number
7	5035	Operations	Fixed-Asset Accounting Control	Yes	Finance							
8	5040	Operations	Fixed-Asset Capitalization	Yes	Finance							
9	5045	Operations	Investment of District Funds	Yes	Finance							
N/A	5046	Operations	Other Post-Employment Benefits Funding	Yes	Finance	5/10/2022	N/A	N/A	5/11/2022	5/11/2022	5/11/2022	2022-14
10	5050	Operations	Customer Payment Arrangements	Yes	Finance/Customer Service							
11	5055	Operations	Employment of Consultants and Professional Services	Yes	Finance/HR							
12	5060	Operations	Employment of Outside Contractors	Yes	Finance/Administration							
13	5065	Operations	Easement Abandonment	Yes	Administration							
14	5066	Operations	Easement Acceptance	No	Administration							
15	5070	Operations	Encroachment Permits	Yes	Administration							
16	5075	Operations	Credit Card Usage	Yes	Finance							
17	5080	Operations	Purchasing	Yes	Finance							
N/A	5081	Operations	Contract Review Policy	No	Finance/Administration							
18	5085	Operations	Disposal of Surplus Property or Equipment	Yes	Finance							
19	5090	Operations	Records Retention	Yes	Administration							
N/A	5095	Operations	District Residences and Facility Emergency Policy	Yes	HR/Administration	7/21/2020	6/21/2021	Requested edits, sent to Board for review	Requested Edits 10/13/2021	10/28/2021	10/28/2021	2021-19
N/A	5100	Operations	Press Relations and Social Media	Yes	Administration	1/11/2022	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022	
1	6005	Miscellaneous	Purpose of Board Policies	Yes	Human Resources							
2	6010	Miscellaneous	Adoption, Amendment of Policies	Yes	Human Resources							
3	6015	Miscellaneous	Public Complaints	Yes	Human Resources							
4	6020	Miscellaneous	Claims Against the District	Yes	Human Resources							
5	6025	Miscellaneous	Copying Public Documents	Yes	HR/Administration							
6	6030	Miscellaneous	District Standards for the Furnishing of Materials	Yes	HR/Administration							
7	6035	Miscellaneous	Environmental Review Guidelines	Yes	Engineering							
8	6040	Miscellaneous	Annexation	No	Engineering							
9	6045	Miscellaneous	Construction Requirements	No	Engineering							
N/A	7000	Information Technology	Acceptable Use	Yes	Information Technology							
N/A	7005	Information Technology	Accessibility	Yes	Information Technology							
N/A	7010	Information Technology	Electronic Communications	Yes	Information Technology							
N/A	7015	Information Technology	Passwords	Yes	Information Technology							
N/A	7020	Information Technology	Remote Access/VPN	Yes	Information Technology							
N/A	7025	Information Technology	Datacenter Physical Security	Yes	Information Technology							
N/A	7030	Information Technology	Wireless Communications	Yes	Information Technology							
N/A	7035	Information Technology	Mobile Device Security	Yes	Information Technology							
N/A	7040	Information Technology	Internet Use	Yes	Information Technology							
N/A	7045	Information Technology	Information Systems Backup & Data Retention	Yes	Information Technology							
N/A	7050	Information Technology	Personally Identifiable Information	Yes	Information Technology							
N/A	7055	Information Technology	Drones Use	No	Information Technology							
N/A	7060	Information Technology	Security and Technology Access for Independent Contractors	No	Information Technology							

Priority Legend:
Yellow Highlight = Highest Priority
Light Blue Highlight = Lowest Priority

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POLICY TITLE: EMPLOYMENT AGREEMENTS

POLICY NUMBER: 3003

3003.1 Confidential, Management, and Executive Management employees as defined in Policy 3002.2 are considered unrepresented classifications. Unrepresented employees may have an employment agreement with the District, which defines the terms and benefits of employment. The General Manager or his/her designee is the Chief Negotiator for these employment agreements.

3003.2 The Board shall review and approve an employment agreement template and provide direction to the Chief Negotiator for the purposes of negotiating the employment agreements.

3003.3 Employment agreements shall be reviewed by the employee and the Chief Negotiator in the following circumstances:

1. The employee's title has changed due to promotion, reclassification, etc.
2. Annually upon the employee's work anniversary or performance review conference (Policy 3010).

3003.4 For unrepresented employees who do not have an employment agreement with the District, their terms of employment shall be governed by [INSERT APPROPRIATE DOCUMENT]

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POLICY TITLE: WORK HOURS, OVERTIME, AND STANDBY PROGRAM
POLICY NUMBER: 3055

3055.1 **Application.** This policy shall apply to all non-exempt (~~hourly~~) employees.

3055.2 **Workday.** Except where an alternative work schedule has been implemented by the General Manager and the Board of Directors, a normal workday is defined as ~~eight (8)~~ hours of work plus an unpaid one-half (~~1/2~~) hour lunch break followed by ~~fifteen and one-half (15 1/2)~~ hours of rest for all employees except clerical classifications. Clerical employees' normal workday shall consist of ~~eight (8)~~ hours of work and ~~a one (1/2)~~ hour unpaid lunch period followed by ~~fifteen (15)~~ hours of rest unless an Alternative Work Week is adopted.

~~3055.3 —Work Week. A workweek is defined as one hundred sixty eight (168) consecutive hours beginning at 12:00 A.M. Sunday and ending the following Saturday at 11:59 P.M.~~

3055.34 **Alternative Work Week.** Alternative work schedules and Alternate Work Weeks such as a "4/10" schedule may be implemented for the betterment of the District as determined by the General Manager and the Board by providing notice to the affected employee(s).

3055.45 **Overtime.** The District's policy is to comply with all applicable wage and hour laws and regulations. Non-exempt employees will receive overtime as required by the Federal Fair Labor Standards Act of 1938 (FLSA). Under the FLSA, overtime is paid at the rate of time and ~~one-half one-half~~ of the regular rate of pay for all hours actually worked in excess of 40 hours in a workweek (See Policy 3025.2 for the definition of the workweek). State law rules involving daily overtime after ~~eight (8)~~ hours and double time do not apply to public agencies such as the District. All overtime is to be approved in advance by the employee's supervisor and failure to secure prior approval may be considered a violation of District policy. Only actual hours worked shall be counted toward hours worked in a day or in a workweek for the purposes of calculating overtime. Employees are required to accurately record all hours worked, neither ~~over-reporting~~ nor ~~under-reporting~~. No supervisor may authorize or direct an employee to work "off the clock" or "off the books." If a non-exempt employee is asked or directed by any supervisor or manager to work hours without accurately recording them, the employee shall notify Human Resources or the General Manager as soon as possible.

~~3055.5 Standby Program. A "standby day" for purposes of calculating standby compensation shall be the period of time when an employee has been assigned to be available for purposes of handling emergency situations arising at times other than normally scheduled working hours and not as an extension of a regularly scheduled shift. For more information, refer to the Memorandum of Understanding between Beaumont-Cherry Valley Water District and Beaumont-Cherry Valley Water District Employee Association (MOU), Articles 12-14.~~

~~3055.6 —Call-Out Time.~~ ~~The~~ intent of the Standby Program is to provide qualified personnel to respond to water system emergencies after regular business hours. For the purpose of this policy, the definition of emergencies may include, but shall not be limited to, water outages, water leaks, water quality concerns, and telemetry system alarms.

1. **Scheduling and Compensation.** A regular standby period will be for a one-week duration from n—Thursday at 7:30 a.m. to Thursday at 7:30 a.m. This includes nights, weekends, and holidays. The employee providing standby services will be compensated at a flat rate of one hundred dollars (\$100) flat rate of \$40 per day for the primary on-call employee, and \$30 per day for the standby

17. EXECUTIVE OFFICER

- A. **Executive Officer.** The General Manager shall be the Executive Officer of the District and serve at the pleasure of the Board.
- B. **Employment Agreement.** The terms and conditions of the General Manager's employment shall be specified in the agreement of employment established between the General Manager and the Board of Directors.
- C. **Conflict.** Whenever the agreement of employment established between the General Manager and the Board of Directors is in conflict with any District policy, said agreement of employment shall prevail.

18. VOLUNTEER PERSONNEL WORKERS' COMPENSATION INSURANCE

- A. **Policy.** An unpaid person authorized to perform volunteer service for the District shall be deemed to be an employee of the District for the purposes of Workers' Compensation Insurance benefits provided for by law for any injury or illness sustained by them while engaged in the performance of services for the District under its direction and control.
- B. **Authorization.** The Legislature of the State of California has provided through legislation (Labor Code §3363.5) authorization for the inclusion of such coverage in the District's Workers' Compensation Insurance policy.

19. WORK HOURS, OVERTIME AND STANDBY PROGRAM

- A. **Application.** This policy shall apply to all non-exempt employees.
- B. **Work Day.** Except where an alternative work schedule has been implemented by the General Manager and the Board of Directors, A normal work day is defined as eight (8) hours of work plus an unpaid one-half (1/2) hour lunch break followed by fifteen and one-half (15 1/2) hours of rest for all employees except clerical classifications.

Clerical employees' normal work day shall consist of eight (8) hours of work and one (1) hour unpaid lunch period followed by fifteen (15) hours of rest.
- C. **Work Week.** A workweek is defined as one-hundred-sixty-eight (168) consecutive hours beginning at 12:00 A.M. Sunday and ending the following Saturday at 11:59 P.M.
- D. **Alternative Work Week.** Alternative work schedules such as 4/10 may be implemented for the betterment of the District as determined by the General Manager and the Board by providing notice to the affected employee(s).

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- ~~helper per standby period~~ plus overtime pay of time and one-half for the actual call-out, with a two-hour minimum ~~paid as reporting time~~. The start time for the call-out and overtime pay to begin shall be at the time the employee arrives at the District Office or job site. Any additional calls for service received during the initial compensated ~~two-hour~~ two-hour minimum call-out will not receive any additional compensation ~~unless actual time work exceeds two hours, in which case time will be paid according to hours actually worked.~~
2. **Rotation.** The Director of Operations, ~~or his/her designee~~, will establish the number of individuals eligible for Standby and provide an equitable rotation schedule.
 3. **Training.** Employees new to the standby program will be supported by a Production Department employee for all telemetry system alarms. ~~Employees assigned as trainees providing standby services will be compensated at a flat rate of \$50 per standby period.~~ The progress of the employees in training shall be evaluated in intervals of three months and six months. At the end of the six-month training period, an employee in training should be considered able to respond to telemetry system alarms without the immediate support of the Productions Department employee. The evaluations will be performed by the Water Production Supervisor and will be reviewed by the Director of Operations and/or the General Manager.
 4. **Schedule.** The schedule for standby will be posted for a period of at least ~~3~~three months. The schedule will be prepared by Production Department ~~e~~Employees and approved by the Department Director. The schedule will be prepared in such a manner that Production Department ~~p~~Personnel will be on standby during their regularly scheduled work periods.
 5. **Trade.** Employees may trade their scheduled standby assignments only with the approval of the General Manager or Department Director. The trade of a standby assignment must be with another qualified standby employee. Standby employees are encouraged to consider the standby schedule when planning for vacation leave. Unless the trade is approved, standby assignments will be considered part of an employee's job responsibilities.
 6. **Participation Criteria.** An employee interested in the standby program must meet the following minimum requirements:
 - a. ~~Three years of employment with the District and must be assigned to a position equivalent to a Water Utility Person II.~~ Must complete training requirements as outlined in section 3055.5.3 above.
 - b. Possess a Certificate of Competency as a Water Distribution Operation II or Water Treatment Operator I (California Department of Health Services), and possess a valid California ~~Drivers~~Driver's License.
 - c. Primary On-Call Staff must be a Crew Leader/Senior Water Utility Worker or a member of Production Staff. Helpers are eligible to support the Primary On-Call Staff after 6 months of employment.
 - d. Be able to travel from their residence to the District Main Office within approximately 15 minutes.
 - e. Possess working knowledge of the methods, equipment, materials, and terminology used in the operation and maintenance of the water distribution system.

- E. **Overtime.** The District's policy is to comply with all applicable wage and hour laws and regulations. Non-exempt employees will receive overtime as required by the Federal Fair Labor Standards Act of 1938 (FLSA). Under the FLSA, overtime is paid at the rate of time and one half of the regular rate of pay for all hours actually worked in excess of 40 hours in a workweek. State law rules involving daily overtime after eight (8) hours and double time do not apply to public agencies such as the District. All overtime is to be approved in advance by the employee's supervisor and failure to secure prior approval may be considered a violation of District policy. Employees are required to accurately record all hours worked, neither over reporting nor under reporting. No supervisor may authorize or direct an employee to work "off the clock" or "off the books." If a non-exempt employee is asked or directed by any supervisor or manager to work hours without accurately recording them, the employee shall notify the General Manager as soon as possible.
- F. **Call Out Time.** The intent of the Standby Program is to provide qualified personnel to respond to water system emergencies after regular business hours. For the purpose of this policy, the definition of emergencies may include, but shall not be limited to, water outages, water leaks, water quality concerns and telemetry system alarms.
 - i. **Scheduling and Compensation.** A regular standby period will be for a one week duration—Thursday 7:30 a.m. to Thursday 7:30 a.m. This includes nights, weekends, and holidays. The employee providing standby services will be compensated at a flat rate of one hundred dollars (\$100) per standby period plus overtime pay of time and one-half for the actual call out, with a two-hour minimum. The start time for the call-out and overtime pay to begin shall be at the time the employee arrives at the District Office or job site. Any additional calls for service received during the initial compensated two hour minimum call-out will not receive any additional compensation.
 - ii. **Rotation.** The Director of Operations will establish the number of individuals eligible for Standby and provide an equitable rotation schedule.
 - iii. **Training.** Employees new to the standby program will be supported by a Production Department employee for all telemetry system alarms. Employees assigned as trainees providing standby services will be compensated at a flat rate of fifty dollars (\$50) per standby period. The progress of the employees in training shall be evaluated in intervals of three months and six months. At the end of the six-month training period, an employee in training should be considered able to respond to telemetry system alarms without the immediate support of the Productions Department employee. The evaluations will be performed by the Production employee assigned to support the employee in training in conjunction with the Production Supervisor and will be reviewed by the Director of Operations and/or the General Manager.
 - iv. **Schedule.** The schedule for standby will be posted for a period of at least three months. The schedule will be prepared by Production Department Employees and approved by the Department Director. The schedule will be prepared in

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- e.f. Ability to maintain accurate records and make reports.
- f.g. Ability to understand and follow oral and written directions of a technical nature.
- g.h. Ability to maintain harmonious working relations with others.

7. **Program Operation Guidelines.** The standby employee is responsible for responding to ~~after business hours~~ emergency calls and assessing the nature and severity of the incident. The standby employee is responsible for calling out the necessary number of personnel to make the needed emergency repairs to the water system. Depending on the classification of personnel contacted to make repairs, either the ~~crew leader~~ Senior Water Utility Worker or an senior-experienced employee will be responsible for the actual repair and satisfactory completion of said repair. If the standby employee has a question regarding the procedure to be used to make needed repairs, or if extensive overtime will be necessary to perform the repairs, the Field-Water Utility Superintendent and/or Department Director shall be contacted. If these individuals cannot be reached the Director of Engineering or General Manager shall be contacted.
8. **Log.** A log of all ~~call-out~~ call-out activity shall be maintained by standby employees. The standby employee's payroll time sheet must accurately reflect the log entries in order to be approved for payment.

such a manner that Production Department Personnel will be on standby during their regularly scheduled work periods.

- v. **Trade.** Employees may trade their scheduled standby assignments only with the approval of the General Manager or Department Director. The trade of a standby assignment must be with another qualified standby employee. Standby employees are encouraged to consider the standby schedule when planning for vacation leave. Unless the trade is approved, standby assignments will be considered part of an employee's job responsibilities.
- vi. **Participation Criteria.** An employee interested in the standby program must meet the following minimum requirements:
 - a. Three years of employment with the District and must be assigned to a position equivalent to a Water Utility Person II.
 - b. Possess a Certificate of Competency as a Water Distribution Operation II or Water Treatment Operator I (California Department of Health Services).
 - c. Be able to travel from their residence to the District Main Office within approximately 15 minutes.
 - d. Possess working knowledge of the methods, equipment, materials and terminology used in the operation and maintenance of the water distribution system.
 - e. Ability to maintain accurate records and make reports.
 - f. Ability to understand and follow oral and written directions of a technical nature.
 - g. Ability to maintain harmonious working relations with others.
- vii. **Program Operation Guidelines.** The standby employee is responsible for responding to after business hours emergency calls and assessing the nature and severity of the incident. The standby employee is responsible for calling out the necessary number of personnel to make the needed emergency repairs to the water system. Depending on the classification of personnel contacted to make repairs, either the crew leader or senior employee will be responsible for the actual repair and satisfactory completion of said repair. If the standby employee has a question regarding the procedure to be used to make needed repairs, or if extensive overtime will be necessary to perform the repairs, the Field Superintendent and/or Department Director shall be contacted. If these individuals cannot be reached the Director of Engineering or General Manager shall be contacted.

- viii. **Log.** A log of all call out activity shall be maintained by standby employees. The standby employee's payroll time sheet must accurately reflect the log entries in order to be approved for payment.

20. CONTINUITY OF SERVICE

- A. For probationary and regular employees in all classifications, length of continuous service with the District will be used as the basis for determining benefits such as sick leave and vacation time. Length of continuous service will also be one of the considerations in promotions, demotions and when a reduction in the workforce is implemented.
- B. **Limitation.** Continuous service with the District will start with the date of employment and continue until one of the following occurs:
 - i. An employee is discharged.
 - ii. An employee voluntarily terminates his/her employment; or,
 - iii. An employee is otherwise separated from employment.
- C. **Accrual.** Continuity of an employee's service will not be broken by absence for the following reasons, and his/her length of service will accrue for the period of such absence:
 - i. Absence by reason of industrial disability;
 - ii. Authorized absence without pay for less than 30 days in a calendar year; or,
 - iii. Absences governed by applicable state and/or federal laws such as military or National Guard service.
- D. **Non-Permanent Employees.** Part-time and temporary employees who are hired for a position having regular status will have previously earned length-of-service maintained in their employment service records.
- E. **Rehiring.** Previous temporary employees who are rehired within twelve (12) months of their last date of employment shall have their employment service records restored to include previously earned length-of-service.

20. REDUCTION IN FORCE

- A. **Reduction in Force.** When it becomes necessary to reduce the workforce as a result of lack of work, lack of funds, economic conditions, reorganization, or in the interests of

POLICY TITLE: OCCUPATIONAL CERTIFICATION ASSISTANCE
POLICY NUMBER: 3135

3135.1 Subject to budget limitations and General Manager approval, the District will pay for and/or reimburse employees for state, federal, or ~~county-recognized~~county-recognized certificate and registration programs that are ~~job-related~~job-related. The District will also pay for and/or reimburse employees for ~~job-related~~job-related continuing education courses or renewal fees associated with these certificates or registration programs.

3135.2 Examples of Certificates/Licenses that may be compensated for upon approval of the employee's Department Head and the General Manager are listed below.

- 1. Water Treatment Operator-Department of Public Health
- 2. Water Distribution Operator-Department of Public Health
- 3. Backflow Prevention Device Tester-County of Riverside
- ~~3-4. Cross-Connection Control Program Specialist-State of CA~~
- 5. Professional Engineering Registration-State of CA
- 4-6. Engineer-in-Training (EIT) Certification-State of CA
- 5-7. Certified Public Accountant Registration-State of CA

3135.3 Other direct occupational programs related to an employee job classification may qualify if approved by the General Manager on a case-by-case basis.

33. CONFERENCES

- A. It is the policy of the District to encourage employee development and excellence of performance by authorizing employees to attend conferences associated with the interests of the District. Attendance to such conferences must be approved by the Board.
- B. **Expenses.** Expenses for professional conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the General Manager and by:
 - i. Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates or a nearby hotel offering discount rates.
 - ii. Employees traveling together whenever feasible and economically beneficial.
 - iii. Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.
 - iv. Not utilizing air travel at a rate or class higher than coach.
 - v. When reimbursing travel expenses, the District will pay the lesser expense between air and auto travel.
 - vi. Expenses must not exceed those in current Reimbursement Policy
- C. **Guests/ Spouse.** The District will only pay for and/or reimburse employees for that portion of expenses that relate to the employee.
- D. **Alcohol.** The District will not reimburse expenses for alcoholic beverages of any kind or for any reason.
- E. **Report.** Upon returning from seminars, workshops, conferences, etc., where expenses are paid for and/or reimbursed by the District, employees shall make a verbal report at their next staff meeting. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of staff.

34. OCCUPATIONAL CERTIFICATION ASSISTANCE

Subject to budget limitations and General Manager approval, the District will pay for and/or reimburse employees for state, federal or county recognized certificate and registration programs that are job related. The District will also pay for and/or reimburse employees for job related continuing education courses or renewal fees associated with these certificates or registration programs.

Examples of Certificates/Licenses that may be compensated for upon approval of the employee's Department Head and the General Manager are listed below.

- a. Water Treatment Operator - Department of Public Health
- b. Water Distribution Operator - Department of Public Health
- c. Backflow Prevention Device Tester -County of Riverside
- d. Professional Engineering Registration-State of CA
- e. Certified Public Accountant Registration-State of CA

Other direct occupational programs related to an employee job classification may qualify if approved by the General Manager on a case-by-case basis.

35. RESPIRATORY PROTECTION PROGRAM

- A. The District is committed to maintaining an injury and illness free workplace, and is making every effort to protect its employees from harmful airborne substances. This is accomplished through engineering controls such as ventilation or substitution with a less harmful substance, and through administrative controls limiting the duration of exposure. When and if these methods are not adequate, or if the exposures are brief and intermittent, or simply to minimize employees exposure to airborne substances, the District shall provide respirators to allow employees to breathe safely in potentially hazardous environments.
- B. Responsibility. A program administrator will be assigned by the General Manager to have the authority and responsibility for overall management and administration of the District's Respiratory Protection Program. The program consists of the following:
 - i. Preparing, evaluating and modifying the written respiratory protection program.
 - ii. Identifying, locating, and maintaining ongoing surveillance and evaluation of airborne exposures.
 - iii. Selecting respirators.
 - iv. Conducting medical screening for potential respirator users.
 - v. Conducting respirator fit testing and assignment.
 - vi. Training.
 - v. Recordkeeping.