



**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 2022-22*

**Tuesday, July 19, 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=cFArZHZ4aHRsUmJLeTBCZVpnUGRmdz09>

**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 – JULY 19, 2022

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**Call to Order: Chair Covington**

**Teleconference Verification**

**Roll Call**

	<b>John Covington</b>
	<b>Andy Ramirez</b>

	<b>David Hoffman (alternate)</b>
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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. June 21, 2022 (pages 4 - 9)

### **ACTION ITEMS**

3. **Report from Human Resources Department** (pages 10 - 13)
4. **Report / Update from BCVWD Employees Association** (no staff report)
5. **Update: BCVWD Employment Agreements** (pages 14 - 27)
6. **Update: BCVWD 2023 Operational Budget** (pages 28 - 32)
7. **Update: Workforce and Succession Planning Project** (pages 33 - 35)
8. **Policies and Procedures Manual Updates / Revisions** (pages 36 - 50)
  - a. Policy 3055 Work Hours, Overtime, and Standby Program
  - b. Policy 3135 Occupational Certification Assistance

- c. Policy 3085 Sick Leave
- d. Policy 3075 Vacation

**9. Action List for Future Meetings**

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

**10. Next Meeting Date: August 16, 2022**

**11. 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](http://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](mailto: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, June 21, 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 2022-17***

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**CALL TO ORDER**

*Director Covington called the meeting to order at 5:33 p.m.*

**Announcement of Teleconference Participation**

Director of Finance and Administration Kirene Manini, PhD, clarified that this meeting is conducted pursuant to BCVWD Resolution.

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>Covington, Ramirez</i>
<i>Directors absent:</i>	<i>None</i>
<i>Staff present:</i>	<i>General Manager Dan Jagers Director of Finance and Administration Kirene Manini, PhD Director of Operations James Bean Director of Information Technology Robert Rasha Director of Engineering Mark Swanson Human Resources Administrator Sabrina Foley Management Analyst I Erica Gonzales Senior Management Analyst Sylvia Molina</i>
<i>BCVWD Employee Association reps:</i>	<i>Julian Herrera</i>

**PUBLIC INPUT:** *None.*

**ACTION ITEMS**

1. Adjustments to the Agenda: None
2. Acceptance of the Meeting minutes
  - a. May 17, 2022

Director Covington stated that the documents referenced in the minutes are not contracts or Memorandums of Understanding, but are employee agreements.

*The Committee accepted the minutes of the Personnel Committee meeting by the following vote:*

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

### **3. Report from Human Resources Department**

Human Resources Administrator Sabrina Foley presented the report.

Director Covington acknowledged the employee anniversary dates.

### **4. Report / Update from BCVWD Employees Association**

No report.

### **5. Update: BCVWD Employment Agreements**

General Manager Jagers reminded that the District has used employment agreements for many years and with direction from the Board is moving forward with standardizing agreements. This is to set a beginning point that sets forth general employment activities plus three exhibits (job description, benefits, and grounds for termination).

Ms. Foley noted that agreements are already in place for the majority of staff that are still valid, and no legal issues have been identified by legal counsel or HR consultant, but some are outdated. She requested feedback from the committee on the agreement template and items identified by employees.

Items of interest identified by employees are administrative leave, access to 401(a) account, and definition of the Cost of Living Adjustment (COLA), Foley stated. Jagers explained that exempt employees have usually followed the formula for COLA calculation that has not previously had maximum or minimum values, but there is now a different condition for the next five years and the COLA must be addressed at the exempt employee level.

Two staff members have moved from non-exempt to exempt positions and draft agreements are ready to execute, Jagers reported. Traditionally, the Board has negotiated the MOU and defined the process to calculate COLAs using the Consumer Price Index, Jagers continued. Now there are limits. Covington stated the only thing that changed was the addition of bookends on the COLA amount; the formula did not change as the same index is being used.

Covington recommended that for the two current outstanding contracts, the latest version be used without language on the COLA, as the Board has not approved any changes to the contractual format, and it is unknown how long it will take to get through

the process. Employees should be notified that this is the latest contract and there is no reason to get ahead of the curve, as how can it be taken back when the Board changes the rules, Covington pointed out.

Covington said he would like to see a standardized contract (all contracts are public record, he reminded). The Board does not want executive staff to have to manage different flavors of contracts. This is to start with a clean template on which the full Board can provide feedback, he said. In the interim, the two staff members should have a contract, he said. He said he did not anticipate going back and opening contract negotiations with staff, and that was not the intent of the Committee's direction. The intent was to memorialize the contracts with FSLA language, and for HR to refresh them with the latest appropriate legal language. Taking it any further is a separate discussion, he stated. Items such as vacation, opportunity to participate in the 401(a) plan, incentives such as tuition reimbursement, flexible work schedules and more are discussion items once the Board approves a baseline contract. He acknowledged that recruitment of high-level employees may require contract customization.

Covington indicated he had heard comments that the contract employees had no voice in the MOU negotiations, but posited that they are still benefiting from those negotiations.

Director Ramirez agreed regarding the baseline contract and suggested some items be more clearly defined such as the 401(a). He voiced concern about the section on provision of a vehicle and said this should be discussed with the Board. Requests for administrative leave or vacation may be discussed by the Personnel Committee, he stated. He emphasized fairness to the contract employee while at the same time protecting the District.

Jaggers reiterated the identified issues and pending contracts:

- COLA policy or calculation
- Management level contract and exempt employee contract templates
- Opportunity for a 401(a) plan
- Vacation
- Incentives such as tuition reimbursement
- Flexible work schedules

This is the best version of the new contract template as it stands today, Jaggers explained. The preference would be to move forward with the contract, whether it is permanent or temporary for the two staff members, he stated. The contract represents no change in current practices, it just explicitly enumerates them, Foley added. Covington cautioned about using the draft contract before the Board has made a foundational decision. He pointed to differences in the exhibits. Director Ramirez agreed with not getting head of the process.

Director Covington reviewed the provisions of the agreement. He pointed out that Exhibit B of the draft commits the Board to almost all the benefits that are paid to MOU employees, and these may be negotiable. He also noted that some areas repeat what is already in District policies.

Director Covington highlighted Section 9 pertaining to District documents remaining the sole property of the District. He noted that the District would not want employees using information for their own endeavors or selling information and profiting on the side.

Covington noted a question about Section 11 regarding bonding of employees. He also noted that the termination details in Section 15 should have feedback from the Board.

Director Covington also pointed to the clause regarding use of a District vehicle. Mr. Jagers explained the need for District vehicles to be available for certain situations and positions.

Exhibit C Grounds for Termination has been updated, Covington pointed out, and said he would like staff to review the information with the Board. Mr. Jagers advised that the list was actually broader than it currently is, and has been refined to things that staff did not see were well represented in District policy. Legal counsel and human resources also weighed in, and this is a better representation of areas of concern.

Covington stated he had no major revisions, and posited that the Board needs to discuss it in closed session. Director Ramirez indicated it seemed ready to go to the Board.

Mr. Jagers again drew attention to the items of employee concern. Director Covington pointed out that there would be a staff report. He expressed desire that everyone is treated fairly. He also asked staff to report on the impact to those employees under existing contracts.

Director of Engineering Mark Swanson pointed out the semantics of agreement / contract. He pointed to Exhibit B and asked if there would be differentiation between the executive staff and exempt staff. He said he heard that it is not the desire of the Board to do a separate MOU, but if there are agreements, and there is a differentiation, is Exhibit B where those items would go; and Exhibit C would be as is. Covington said he envisioned that the Board would come up with a boilerplate Exhibit B of baseline benefits to be finalized by the general manager through negotiations. He said he did not expect Exhibit C to change as it is reliant on HR and legal.

Swanson pointed out that the COLA is not included on Exhibit B.

Director of Information Technology Robert Rasha indicated concern that contract staff stood by and allowed the MOU negotiations to take place with the understanding that those negotiations do not affect their positions. Often what has happened, if there were negotiations and the contracts don't explicitly state it, that staff would fall back to the MOU negotiation. If that were the case, he said he may have shared concerns. The majority of other organizations do this by rolling out multi-level MOUs that are negotiated, he explained.

Rasha further commented on the negotiation and development of an employment agreement, contract, or MOU for consistency and emphasized that the hourly staff level negotiations are different from management level staff. If Exhibit B lays out the benefits, and the Board later makes a change, this creates a problem as there are employment agreements that must be modified; but if the agreement references the policy, those would not necessarily be part of the agreement negotiations. He suggested the agreement would include only separate negotiated benefits.

Director of Operations James Bean also noted the terminology issues and Covington said he would like to hear from legal counsel. The discussions in closed session should address the concerns voiced and the differences between contract, agreement, and MOU, he said

Mr. Jagers pointed out that there was at least one staff member who indicated that they were dissatisfied with the classification and compensation study, and Covington

responded that he was not pleased with it either. The Board met its obligation, he noted. Mr. Rasha added that he informed Mr. Jaggars that he was not in favor of modifying his position in any way outside of his contract agreement, but was told that the benefit of the organization was being handled all together and affects every position. Rasha advised of his concerns and said he had still not signed the modifications to the position, and was willing to return the remuneration benefits back to the District.

Mr. Jaggars acknowledged the Board's desire for fairness, transparency, and consistency, and said staff is working towards that solution in a way that is most correct for the organization.

*The Committee approved the draft employment agreement to be forwarded to the full Board of Directors for consideration by the following vote:*

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

## 6. Policies and Procedures Manual Updates / Revisions

Human Resources Administrator Sabrina Foley introduced proposed new Policy 3003 which requires input from the Personnel Committee. Chair Covington tabled Policy 3003 pending needed information.

Covington concurred with moving forward with four policies given some needing only de minimis changes.

Ms. Foley reviewed Policy 3055 and advised of some changes recommended by Employee Representative Julian Herrera regarding Section 3 Training and Part 6c Primary on-call staff. Discussion ensued.

Director Covington pointed to Policy 3055 and reminded that the Board has discussed reviewing the 4/10 workweek schedule and transitioning to some level of a five-day workweek. This language memorializes what is happening now, and if needed it may be adopted with the understanding that it may be modified by the Board at a future date, he said. He directed staff to clean up the language as discussed and bring it back to the Personnel Committee.

Ms. Foley reviewed Policy 3135 which added two certifications for potential compensation. Mr. Jaggars and Mr. Swanson detailed some requirements. Covington clarified that the District should not be paying for something that is already required by the job description, and said the policy is not broad enough to cover what is desired. Ultimately, the benefit is at the discretion of the general manager.

*The Committee tabled the following policies:*

- *Policy 3033 – Employment Agreements*
- *Policy 3055 Work Hours, Overtime, and Standby Program (pending revisions to Part 3055.5 sections 3 and 6c)*
- *Policy 3135 Occupational Certification Assistance (pending revision)*

*by the following vote:*

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

**7. Action List for Future Meetings**

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

**8. Next Meeting Date:** Tuesday, July 19, 2022 at 5:30 p.m.

**ADJOURNMENT:** 7:40 p.m.

Attest:

*DRAFT UNTIL APPROVED*

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

DRAFT



**Beaumont-Cherry Valley Water District  
Personnel Committee Meeting  
July 19, 2022**

Item 3

HUMAN RESOURCES REPORT

**TO:** Board of Directors Personnel Committee  
**FROM:** Sabrina Foley, Human Resources Administrator  
**SUBJECT:** Human Resources Department Report for the Period of June 14, 2022 – July 17, 2022

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**Personnel**

Total Current Employees (Excluding Board Members)	46
Full-Time Employees	39
Part-Time	2
Temporary	5
Interns	0
Separations	3
Retiring Employees	0

**New Hires**

The District hired four Temporary Water Utility Worker I's on June 27, 2022, July 5, 2022, and July 11, 2022.

**Anniversaries\***

Employee Name	Job Title	Years of Service
Aaron Walker	Development Services Technician	5
Erica Gonzales	Management Analyst I	4
Evan Ward	Engineering Assistant	2

*\*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**

6/22/2022: HR announced a new benefit program, ScholarShare 529 College Savings Plan.

6/27/2022: HR published the summer Wellness Connection newsletter.

6/28/2022: HR announced a new hire.

6/28/2022: HR sent a reminder about an upcoming webinar regarding the ScholarShare program.

6/29/2022: HR announced an updated training assignment regarding an updated COVID Prevention Plan (CPP) in accordance with updated CalOSHA rules.

7/5/2022: HR shared information about the CalPERS 457 Plan.

7/5/2022: HR announced two new hires.

7/7/2022: HR published a webinar recording about the ScholarShare program.

7/11/2022: HR announced a new hire.

### **Pending Legislation**

<b>Bill/Legislation</b>	<b>Title</b>	<b>Description</b>	<b>Status</b>
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.	Failed deadline - DEAD
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 appropriations.
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. Re-referred to committee on appropriations.
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-DEAD.
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.	Re-referred to committee on appropriations.
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	CSDA opposes. Amended and re-referred to committee on appropriations.



		upon an employer-required drug screening test.	
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 on appropriations.
SB 335	Workers' Compensation: liability	Would reduce 90 day time period to reject liability for workers' compensation claims.	Failed deadline-DEAD.
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 on appropriations.
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.	Re-referred to committee on appropriations.
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 on appropriations.

*Prepared by Sabrina Foley, Human Resources Administrator*



**Beaumont-Cherry Valley Water District  
Personnel Committee  
July 19, 2022**

Item 5

STAFF REPORT

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

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**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 the item for further discussion in the next meeting.

During its June 21, 2022, meeting, the Personnel Committee recommended moving the item to a closed session of the full Board for discussion.

**Summary**

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.

On July 13, 2022, the Board met in a closed session regarding the unrepresented employee group.

**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 **XX<sup>th</sup> 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 (2<sup>nd</sup>) 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

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Approved as to form:

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ATTEST:

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James Markman  
General Counsel

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DRAFT

**EXHIBIT "A"**

**JOB DESCRIPTION**

DRAFT

## 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.

DRAFT



**Beaumont-Cherry Valley Water District  
Personnel Committee Meeting  
July 19, 2022**

Item 6

STAFF REPORT

**TO:** Personnel Committee  
**FROM:** Dr. Kirene Manini, Director of Finance & Administration  
**SUBJECT:** **Update: BCVWD 2023 Operational Budget**

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**Staff Recommendation**

No recommendation; for informational purposes only.

**Background**

The Personnel Committee requested to receive updates regarding the 2023 Budget project, staffing needs and projections, and milestones. The Committee expressed interest in understanding proposed staffing and personnel changes that may be presented in the budget.

**Summary**

The BCVWD Finance department has begun work on the 2023 operating budget and provides regular updates to the Finance & Audit Committee. So far, staff has commenced with a kickoff meeting with management and subsequent training sessions for the budget process. The following is an estimated schedule of events for the operating budget project:

7/19/2022	<b>Personnel Committee</b> - Informal status update, provide deadlines based on budget calendar
8/16/2022	<b>Personnel Committee</b> - New positions to be discussed in relation to Workforce and Succession Planning
8/29/2022	Management-Deadline for Operations Expense Worksheets to Finance
9/12/2022	Management-Deadline for Department Goals and Accomplishments
9/20/2022	<b>Personnel Committee</b> - New positions to be discussed in relation to Workforce and Succession Planning
10/6/2022	F&A Committee-Budget numbers only presented to Committee
10/20/2022	Special F&A Committee Meeting
11/3/2022	F&A Committee-Regular meeting, present changes to Word document (discussion)
11/14/2022	Budget Workshop
12/1/2022	Board Meeting to Adopt Budget
1/1/2023	New Budget effective date



**Fiscal Impact**

To be determined.

**Attachments**

1. Current BCVWD Salary Schedule
2. Current BCVWD Organization Chart

Staff Report prepared by Sabrina Foley, Human Resources Administrator

**Beaumont-Cherry Valley Water District 2022 Salary Schedule by Classification**

Effective: January 2, 2022 Classification	Salary Range*	Hourly rates (per step)					Annual Range	
		Step 1	Step 2	Step 3	Step 4	Step 5	(based on 2080 hrs.; rounded to nearest dollar)	
Administrative Assistant	22	26.20	27.51	28.88	30.33	31.84	54,496	66,227
Associate Civil Engineer I	42	42.93	45.07	47.33	49.69	52.18	89,294	108,534
Associate Civil Engineer II	47	48.57	51.00	53.55	56.22	59.03	101,026	122,782
Customer Service Representative I	12	20.47	21.49	22.56	23.69	24.88	42,578	51,750
Customer Service Representative II	18	23.73	24.92	26.17	27.47	28.85	49,358	60,008
Customer Service Supervisor	33	34.37	36.09	37.90	39.79	41.78	71,490	86,902
Development Services Technician	22	26.20	27.51	28.88	30.33	31.84	54,496	66,227
Director of Engineering	61	68.63	72.06	75.66	79.44	83.41	142,750	173,493
Director of Finance and Administration	64	73.90	77.60	81.48	85.55	89.83	153,712	186,846
Director of Information Technology	56	60.65	63.69	66.87	70.22	73.73	126,152	153,358
Director of Operations	60	66.95	70.30	73.81	77.50	81.38	139,256	169,270
Engineering Assistant	37	37.94	39.84	41.83	43.92	46.12	78,915	95,930
Engineering Intern	2	15.99	16.79	17.63	18.51	19.43	33,259	40,414
Finance Manager	50	52.30	54.92	57.66	60.55	63.57	108,784	132,226
General Manager	contract					115.57		240,386
Human Resources Administrator	39	39.86	41.85	43.95	46.15	48.45	82,909	100,776
Maintenance Technician	28	30.38	31.90	33.49	35.17	36.93	63,190	76,814
Management Analyst I	31	32.72	34.35	36.07	37.87	39.77	68,058	82,722
Management Analyst II	38	38.89	40.83	42.88	45.02	47.27	80,891	98,322
Recycled Water Supervisor	42	42.93	45.07	47.33	49.69	52.18	89,294	108,534
Senior Civil Engineer	53	56.32	59.14	62.10	65.20	68.46	117,146	142,397
Senior Management Analyst	45	46.23	48.54	50.97	53.51	56.19	96,158	116,875
Senior Water Utility Worker	27	29.64	31.12	32.68	34.31	36.03	61,651	74,942
Water Production Operator I	21	25.56	26.84	28.18	29.59	31.07	53,165	64,626
Water Production Operator II	28	30.38	31.90	33.49	35.17	36.93	63,190	76,814
Water Production Supervisor	42	42.93	45.07	47.33	49.69	52.18	89,294	108,534
Water Utility Superintendent	46	47.38	49.75	52.24	54.85	57.59	98,550	119,787
Water Utility Supervisor	39	39.86	41.85	43.95	46.15	48.45	82,909	100,776
Water Utility Worker I	17	23.27	24.43	25.65	26.93	28.28	48,402	58,822
Water Utility Worker II	22	26.20	27.51	28.88	30.33	31.84	54,496	66,227
Accounting Technician**	26	28.92	30.36	31.88	33.47	35.15	60,154	73,112
Assistant General Manager**	69	83.61	87.79	92.18	96.79	101.63	173,909	211,390

Board of Directors

\$260 per day for meeting attendance in accordance with District rules

*\*Range approved for 2022 only; schedule of ranges 1-100 attached*

*\*\*Positions highlighted in grey are non-budget positions not intended to be filled in 2022*

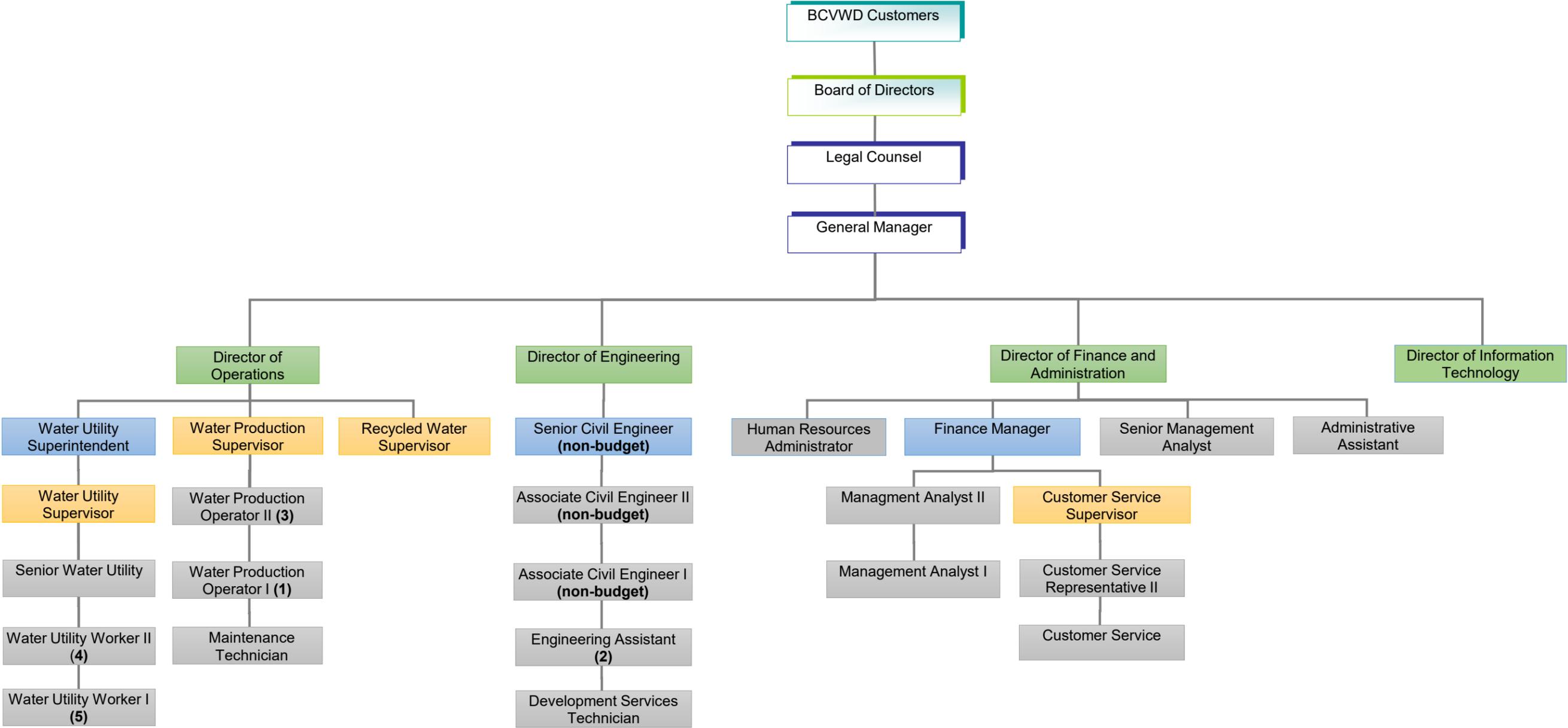
**Beaumont-Cherry Valley Water District  
2022 Full Salary Range Schedule**

Salary Range	Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5
1	15.60	16.38	17.20	18.06	18.96
2	15.99	16.79	17.63	18.51	19.43
3	16.39	17.21	18.07	18.97	19.92
4	16.80	17.64	18.52	19.44	20.42
5	17.22	18.08	18.98	19.93	20.93
6	17.65	18.53	19.46	20.43	21.45
7	18.09	18.99	19.94	20.94	21.99
8	18.54	19.47	20.44	21.46	22.54
9	19.00	19.95	20.95	22.00	23.10
10	19.48	20.45	21.48	22.55	23.68
11	19.97	20.96	22.01	23.11	24.27
12	20.47	21.49	22.56	23.69	24.88
13	20.98	22.03	23.13	24.28	25.50
14	21.50	22.58	23.70	24.89	26.13
15	22.04	23.14	24.30	25.51	26.79
16	22.59	23.72	24.91	26.15	27.46
17*	23.27	24.43	25.65	26.93	28.28
18	23.73	24.92	26.17	27.47	28.85
19	24.33	25.54	26.82	28.16	29.57
20	24.93	26.18	27.49	28.87	30.31
21	25.56	26.84	28.18	29.59	31.07
22	26.20	27.51	28.88	30.33	31.84
23	26.85	28.19	29.60	31.08	32.64
24	27.52	28.90	30.34	31.86	33.45
25	28.21	29.62	31.10	32.66	34.29
26	28.92	30.36	31.88	33.47	35.15
27	29.64	31.12	32.68	34.31	36.03
28	30.38	31.90	33.49	35.17	36.93
29	31.14	32.70	34.33	36.05	37.85
30	31.92	33.51	35.19	36.95	38.80
31	32.72	34.35	36.07	37.87	39.77
32	33.53	35.21	36.97	38.82	40.76
33	34.37	36.09	37.90	39.79	41.78
34	35.23	36.99	38.84	40.79	42.82
35	36.11	37.92	39.81	41.81	43.90
36	37.02	38.87	40.81	42.85	44.99
37	37.94	39.84	41.83	43.92	46.12
38	38.89	40.83	42.88	45.02	47.27
39	39.86	41.85	43.95	46.15	48.45
40	40.86	42.90	45.05	47.30	49.66
41	41.88	43.97	46.17	48.48	50.91
42	42.93	45.07	47.33	49.69	52.18
43	44.00	46.20	48.51	50.94	53.48
44	45.10	47.36	49.72	52.21	54.82
45	46.23	48.54	50.97	53.51	56.19
46	47.38	49.75	52.24	54.85	57.59
47	48.57	51.00	53.55	56.22	59.03
48	49.78	52.27	54.88	57.63	60.51
49	51.03	53.58	56.26	59.07	62.02
50	52.30	54.92	57.66	60.55	63.57

Salary Range	Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5
51	53.61	56.29	59.10	62.06	65.16
52	54.95	57.70	60.58	63.61	66.79
53	56.32	59.14	62.10	65.20	68.46
54	57.73	60.62	63.65	66.83	70.17
55	59.18	62.13	65.24	68.50	71.93
56	60.65	63.69	66.87	70.22	73.73
57	62.17	65.28	68.54	71.97	75.57
58	63.73	66.91	70.26	73.77	77.46
59	65.32	68.58	72.01	75.61	79.39
60	66.95	70.30	73.81	77.50	81.38
61	68.63	72.06	75.66	79.44	83.41
62	70.34	73.86	77.55	81.43	85.50
63	72.10	75.70	79.49	83.46	87.64
64	73.90	77.60	81.48	85.55	89.83
65	75.75	79.54	83.51	87.69	92.07
66	77.64	81.53	85.60	89.88	94.38
67	79.58	83.56	87.74	92.13	96.73
68	81.57	85.65	89.93	94.43	99.15
69	83.61	87.79	92.18	96.79	101.63
70	85.70	89.99	94.49	99.21	104.17
71	87.85	92.24	96.85	101.69	106.78
72	90.04	94.54	99.27	104.23	109.45
73	92.29	96.91	101.75	106.84	112.18
74	94.60	99.33	104.30	109.51	114.99
75	96.97	101.81	106.90	112.25	117.86
76	99.39	104.36	109.58	115.06	120.81
77	101.87	106.97	112.32	117.93	123.83
78	104.42	109.64	115.12	120.88	126.92
79	107.03	112.38	118.00	123.90	130.10
80	109.71	115.19	120.95	127.00	133.35
81	112.45	118.07	123.98	130.18	136.68
82	115.26	121.02	127.08	133.43	140.10
83	118.14	124.05	130.25	136.77	143.60
84	121.10	127.15	133.51	140.18	147.19
85	124.12	130.33	136.85	143.69	150.87
86	127.23	133.59	140.27	147.28	154.65
87	130.41	136.93	143.77	150.96	158.51
88	133.67	140.35	147.37	154.74	162.47
89	137.01	143.86	151.05	158.61	166.54
90	140.43	147.46	154.83	162.57	170.70
91	143.95	151.14	158.70	166.64	174.97
92	147.54	154.92	162.67	170.80	179.34
93	151.23	158.79	166.73	175.07	183.82
94	155.01	162.76	170.90	179.45	188.42
95	158.89	166.83	175.18	183.93	193.13
96	162.86	171.00	179.55	188.53	197.96
97	166.93	175.28	184.04	193.25	202.91
98	171.11	179.66	188.64	198.08	207.98
99	175.38	184.15	193.36	203.03	213.18
100	179.77	188.76	198.19	208.10	218.51

\*Range 17 adjusted by 3% based on market review

BCVWD Organization Chart 2022



Directors
Managers
Supervisors
Staff

Effective 01/02/2022



**Beaumont-Cherry Valley Water District  
Personnel Committee  
July 19, 2022**

Item 7

STAFF REPORT

**TO:** Personnel Committee  
**FROM:** Sabrina Foley, Human Resources Administrator  
**SUBJECT: Update: Workforce and Succession Planning Project**

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**Staff Recommendation**

No recommendation; for informational purposes only.

**Background**

On June 23, 2022, the Board of Directors authorized the General Manager to enter into an agreement with The Mejorando Group for a Workforce and Succession Planning Project. The Personnel Committee requested to receive regular updates about the status and progress of the project.

**Summary**

The Workforce and Succession Planning Project will be conducted in four phases:

- **Phase 1 – Establish the Scope (Current Phase), July-August 2022**
  - Review the District’s Strategic Plan and goals
  - Gather and analyze attrition data and retirement projections
  - Deliverables:
    - Kickoff/Launch Meetings
    - List of “At-Risk/Critical” Positions
    - Position Inventory Data Analysis
- **Phase 2 – Create the Succession and Work Force Planning Program, September-October 2022**
  - Identify staffing levels needed and related knowledge, skills, and abilities (KSAs) and competencies
  - Determine what staff members are available
  - Conduct a gap analysis and establish priorities
  - Deliverables:
    - Assessment of internal employee competencies, comparison of profiles of current and future workforce
    - Interviews with select employees and members of management
    - Conduct a Gap Analysis
    - Draft Report- Succession and Workforce Planning Analysis and Recommendations
    - Final Report – Succession and Workforce Planning Analysis and Recommendations
    - Five-year projection of District organizational chart
    - Develop a succession planning handbook



- Evaluate industry software tools
- Phase 3 – Implement Succession Planning Program, November-December 2022
  - Communicate the Succession Planning Program
  - Implement the Succession Planning Program
  - Deliverables:
    - Career plans for employees
    - Implementation plan
- Phase 4 – Monitor, Evaluate, and Revise, Ongoing

**Schedule of Events:**

7/5/2022	HR Meeting with consultant
7/13/2022	HR Meeting with consultant
7/19/2022	Personnel Committee Status Update
7/21/2022	GM Meeting with consultant
7/21/2022	Materials List (Information Request) due to consultant
7/27/2022	HR Meeting with consultant
8/4/2022	Consultant on-site; interviews with stakeholders and focus groups, kickoff meetings
TBD	Consultant meeting with Board Members
TBD	Set target dates for each phase and deliverables

Thus far, the Human Resources division has initiated the project with the consultant and established the need for regular project updates. Human Resources is gathering necessary data and information for the consultant to commence analysis of attrition data and retirement projections to produce a list of At-Risk positions.

The consultant will be on-site on August 4, 2022, to conduct meetings with key stakeholders, including the executive leadership team and management staff.

The status of the project is currently on schedule and within budget. Phase one is 46% complete.

**Fiscal Impact**

To be determined.

**Attachments**

1. Workforce and Succession Planning Gantt Chart

Staff Report prepared by Sabrina Foley, Human Resources Administrator





**Beaumont-Cherry Valley Water District  
Personnel Committee  
July 19, 2022**

Item 8

STAFF REPORT

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

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**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 2-9**). The District’s legal counsel has reviewed and recommended the drafted policies.

**Summary Table**

Policy 3055 Work Hours, Overtime, and Standby Program	<ul style="list-style-type: none"> <li>Language has been updated to reflect current practices, and to match language in the adopted MOU with the Employee Association.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Definition of the workweek suggested to be removed, since this is stated in Policy 3025 Pay Periods.</li> <li>• Updated participation criteria.</li> <li>• Highlighted sections show edits made after June 2022 Personnel Committee meeting.</li> </ul>
Policy 3135 Occupational Certification Assistance	<ul style="list-style-type: none"> <li>• Suggested additions of Cross-Connection Control Program Specialist based on District requirements.</li> <li>• Highlighted sections show edits made after June 2022 Personnel Committee meeting.</li> </ul>
Policy 3085 Sick Leave	<ul style="list-style-type: none"> <li>• Updated language for AB 1522, Healthy Workplaces, Healthy Families Act (temporary employees also eligible for sick leave).</li> <li>• Legal counsel recommendations for language regarding victims of domestic violence, stalking, etc. and to remove limitations on kin care.</li> <li>• Added limitation to use sick leave in increments of at least two hours.</li> <li>• Modified buy-back section to be hours-based rather than days-based.</li> </ul>
Policy 3075 Vacation	<ul style="list-style-type: none"> <li>• Added language regarding vacation payout in accordance with CA wage and hour requirements.</li> </ul>

**Fiscal Impact**

No fiscal impact.

**Attachments**

1. Policy Approval Tracking
2. Proposed Policy 3055 Work Hours, Overtime, and Standby Program
3. Original Policy Work Hours, Overtime, and Standby Program
4. Proposed Policy 3135 Occupational Certification Assistance
5. Original Policy Occupational Certification Assistance
6. Proposed Policy 3085 Sick Leave
7. Original Policy Sick Leave
8. Proposed Policy 3075 Vacation
9. Original Policy Vacation

*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
			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
2	1005	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
N/A	1010	General	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	2005	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
N/A	3003	Personnel	Employment Agreements	Yes	Human Resources	5/10/2022	5/17/2022	Tabled				
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
10 & 49	3010	Personnel	Employee Performance	Yes	Human Resources	7/13/2021	9/20/2021	9/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
			Evaluation									
			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	7/19/2022	Requested revisions				
20	3060	Personnel	Continuity of Service	Yes	Human Resources							
20 (incorrect numbering)												
21	3065	Personnel	Reduction in Force	Yes	Human Resources							
22	3070	Personnel	Holidays	Yes	Human Resources							
23	3075	Personnel	Vacation	Yes	Human Resources	7/14/2022	7/19/2022					
24	3080	Personnel	Pre-Employment Physical Examination	Yes	Human Resources							
25	3085	Personnel	Sick Leave	Yes	Human Resources	7/14/2022	7/19/2022					
26	3090	Personnel	Family and Medical Leave	Yes	Human Resources							
27	3095	Personnel	Pregnancy Disability Leave	Yes	Human Resources							
N/A	3096	Personnel	Lactation Accommodation	No	Human Resources							
28	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
29	3105	Personnel	Personal Leave of Absence	Yes	Human Resources							
			Jury and Witness Duty	Yes	Human Resources							
N/A	3110	Personnel	Leave for Crime Victims and Family Members	No	Human Resources							
				Yes; needs modifications from ACWA JPIA	Human Resources							
30	3115	Personnel	Return to Work Policy		Human Resources							
31	3120	Personnel	Occupational Injury and Illness 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							
34	3135	Personnel	Occupational Certification Assistance	Yes	Human Resources	6/14/2022	7/19/2022	Requested revisions				
N/A	3136	Personnel	Succession and Workforce Planning	Yes	Human Resources							
35	3140	Personnel	Respiratory Protection Program	Yes	Human Resources							
36	3145	Personnel	Driver Training and Record Review	Yes	Human Resources							
37	3150	Personnel	District Vehicle Usage	Yes	Human Resources							
38	3151	Personnel	Personal Vehicle Usage		Human Resources							
39	3160	Personnel	HIPAA Compliance and Security Officer	Yes	Human Resources							
40	3165	Personnel	Tobacco Use	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
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							
7	5035	Operations	Fixed-Asset Accounting Control	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
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

Proposed Policy

Original Policy

BEAUMONT-CHERRY VALLEY WATER DISTRICT

PERSONNEL

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~~ over-reporting nor ~~under-reporting~~ 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).

## BEAUMONT-CHERRY VALLEY WATER DISTRICT

## PERSONNEL

- ~~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 ~~SCADA~~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 ~~regularly evaluated, in intervals of three months and six months. At the end of the six-month training period, an employee in training and at the end of the six-month Introductory Period (Policy 3000.3), or sooner as determined by the supervisor,~~ should be considered able to respond to ~~telemetry~~SCADA system alarms ~~without the immediate support of the Productions Department employee. The evaluations will be performed by the 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, experienced Water Utility Worker II, or a member of Production Staff. Helpers are eligible to support the Primary On-Call Staff after 6 months of employment, or sooner as determined by the employee's supervisor.~~
    - e.d. ~~Be able to travel from their residence to the District Main Office within approximately 15 minutes.~~
- 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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- ~~d.e.~~ Possess working knowledge of the methods, equipment, materials, and terminology used in the operation and maintenance of the water distribution system.
- ~~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

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POLICY TITLE: OCCUPATIONAL CERTIFICATION AND EDUCATION ASSISTANCE  
POLICY NUMBER: 3135

3135.1 Employees of the District are encouraged to pursue educational opportunities which are related to their present work, which will prepare them for foreseeable future opportunities within the District, or which will prepare them for future career advancement.

3135.2 The employee's supervisor is responsible for working with the employee to determine appropriate training and professional development topics and establishing training goals with the employee.

3135.3 To be eligible for reimbursement or payment of costs, the employee must receive advance approval for the class(es), course, certification, license, or renewal from his or her supervisor or department head. The employee is responsible for providing documentation of expenses and satisfactory completion of the course of study to the supervisor. Reimbursement or payment of costs will be subject to budget availability and approval.

3135.4 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 continuing education courses or renewal fees associated with these certificates or registration programs. This does not include Class "C" driver's licenses.

3135.25 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
- 4-5. Professional Engineering Registration-State of CA
- 5-6. Certified Public Accountant Registration-State of CA

3135.36 Other direct occupational programs related to an employee job classification may qualify if approved by the General Manager on a case-by-case basis.

3135.7 Wages will be paid for attendance at after-hours classes or courses if the course is required for the employee's classification and if the employee is directed by his/her supervisor to attend the course outside of regular working hours. Wages will be paid in accordance with Policies 3005 Compensation and 3055 Work Hours, Overtime and Standby Program.

3135.7 Employees are not eligible for reimbursement for class(es), course(s), certification(s), or educational programs which were obtained prior to employment with the District.

3135.8 Incentive Pay. Employees may be eligible for Incentive Pay in accordance with the Memorandum of Understanding with the Employee Association, or by an employment agreement with the District.

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.

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POLICY TITLE: SICK LEAVE
POLICY NUMBER: 3085

3085.1 Application. This policy shall apply to introductory and regular employees in all classifications who work at least 30 days within a year in accordance with the Healthy Workplaces, Healthy Families Act of 2014 (AB 1522), operative January 1, 2015.

3085.2 Definition. Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave when prior notice is provided to the supervisor.

3085.3 Accrual. Employees shall accumulate sick leave at the rate of one (1) day per month. A temporary or part-time employee will accrue sick leave at the rate of one (1) hour for every thirty (30) hours worked.

3085.4 There is no waiting period before new hires are eligible to use accrued sick leave.

3085.5 Use. Each employee may use accrued sick leave up to half the time accrued per calendar year, as kin care leave, to care for sick family members. It is provided for those circumstances where the employee must take time off to care for a sick family member, regardless of the seriousness of the illness. Employees should notify their supervisor to the extent feasible in order to avoid disruptions in work schedule as a result of use of kin care time. Family members covered include parents, children, spouses, registered domestic partners, grandparents, grandchildren, and siblings, are defined as follows:

- 1. A "child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child for whom an employee has accepted the duties and responsibilities of raising, such as where a grandparent raises his/her grandchild stands in loco parentis, regardless of age or dependency status.
2. A "parent" means a biological, foster, or adoptive parent, a stepparent, or legal guardian, or person who stood in loco parentis when the employee was a minor child. Mothers-in-law and fathers-in-law, and grandparents are also considered "parents" for the purposes of this definition.
3. The term "spouse" is not defined in the legislation mandating kin care, but presumably applies only to an individual to whom the employee is legally married.
4. A registered domestic partnership shall be established in California when both persons file a Declaration of Domestic Partnership and are registered with the Secretary of State.
4.5. A sibling includes any person with whom the employee shares a biological, foster, adoptive, or step parent.
5.6. Any other definition of "Family Member" as defined by the State of California that in the future the Legislature deems covered by paid sick leave law.

An employee may also use sick leave to seek relief or services as a victim of domestic violence, sexual assault, or stalking, as described under Labor Code sections 230(c) and 230.1(a).

3085.6 Employees must use paid sick leave in minimum increments of at least two hours.

3085.7 Notice. In order to receive compensation while on sick leave, the employee shall notify a supervisor prior to the time for beginning the regular workday, or as soon thereafter as practical.

- vii. If a required medical examination reveals a medical problem that is recommended by the examining physician to be investigated further, any such investigation and/ or follow-up medical procedures shall be paid for by the applicant.
viii. Medical inquiries are only made after a conditional offer of employment has been made and after all non-medical contingencies have been removed (except as otherwise allowed by law). Medical examinations will only be required where all applicants in the same job category are subject to the examination. Any contrary provision of this Manual notwithstanding, medical inquiries and examinations will only be conducted in conformance with applicable law, including the Americans with Disabilities Act and the California Fair Employment and Housing Act.

24. SICK LEAVE

- A. Application. This policy shall apply to introductory and regular employees in all classifications who work at least 30 days within an year in accordance with the Healthy Workplaces, Healthy Families Act of 2014 (AB 1522), operative January 1, 2015.
B. Definition. Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave when prior notice is provided to the supervisor.
C. Accrual. Employees shall accumulate sick leave at the rate of one (1) day per month. A temporary or part-time employees will accrue sick leave at a rate of one (1) hour for every thirty (30) hours worked.
D. Use. Each employee may use accrued sick leave, up to half the time accrued per calendar year, as kin care leave, to care for sick family members. It is provided for those circumstances where the employee must take time off to care for a sick family member, regardless of the seriousness of the illness. Employees should notify their supervisor to the extent feasible in order to avoid disruptions in work schedule as a result of use of kin care time. Family members covered include parents, children, spouses, registered domestic partners, grandparents, grandchildren, and siblings are defined as follows:
i. A "child" means a biological, adopted or foster child, a stepchild, a legal ward or a child for whom an employee has accepted the duties and responsibilities of raising, such as where a grandparent raises his/her grandchild.
ii. A "parent" means a biological, foster or adoptive parent, a stepparent or legal guardian. Mothers-in-law, fathers-in-law and grandparents are also considered "parents for purposes of this division.
iii. The term "spouse" is not defined in the legislation mandating kin care, but presumably applies only to an individual to whom the employee is legally married.

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3085.8 **Evidence.** If absence from duty by reason of illness occurs, satisfactory evidence may be required by the employee's immediate supervisor or ~~the General Manager~~ Human Resources. Such evidence may include but is not limited to a medical certification from a licensed physician.

3085.9 Retaliation against employees for use of sick leave is prohibited.

3085.10 **"Buy-Back."**

1. **Incentive Plan "A."** ~~An employee not using any sick leave for twelve (12) consecutive months may convert their twelve (12) accrued days to cash at a rate of two (2) accrued days for eight (8) hours pay at their regular hourly rate. Unused sick leave time may be "bought back" by the District at a rate of 1/2 day for each whole day accrued. Said buy back shall be limited only to time over and above 30 days of accrued sick leave. No more than 12 days of accrued sick leave shall be bought back in any given calendar year.~~
2. **Incentive Plan "B."** Upon retirement or death, an employee, or his/her beneficiary, shall be entitled to receive 50% of all accumulated sick leave not compensated for in Incentive Plan "A" above.
3. **Note.** The beneficiary specified in the previous paragraph shall be the individual indicated on the employee's Life Insurance Beneficiary Form.

iv. A registered domestic partnership shall be established in California when both persons file a Declaration of Domestic Partnership and are registered with the Secretary of State.

v. Any other definition of Family Member as defined by the State of California.

E. **Notice.** In order to receive compensation while on sick leave, the employee shall notify a supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical.

F. **Evidence.** If absence from duty by reason of illness occurs, satisfactory evidence may be required by the employee's immediate supervisor or the General Manager. Such evidence may include but is not limited to certification from a licensed physician.

G. **"Buy-Back."**

i. **Incentive Plan "A."** An employee not using any sick leave for twelve (12) consecutive months may convert their twelve (12) accrued days to cash at a rate of two (2) accrued days for eight (8) hours pay at their regular hourly rate.

ii. **Incentive Plan "B."** Upon retirement or death, an employee, or his/ her beneficiary, shall be entitled to receive 50% of all accumulated sick leave not compensated for in "A" above.

iii. **Note.** The beneficiary specified in the previous paragraph shall be the individual indicated on the employee's Life Insurance Beneficiary Form.

### 25. FAMILY AND MEDICAL LEAVE

A. The purpose of this policy is to clarify how the District will implement the Family and Medical Leave Act of 1993 (FMLA). The provisions of the contract or MOU with union and/or employee association shall prevail, notwithstanding the contents of this policy, unless said provisions are in conflict with the FMLA.

B. **Eligibility.** To be eligible for leave under the FMLA, an employee must have:

i. Been employed by the District for at least twelve (12) months

ii. Worked for the District at least one-thousand-two-hundred-fifty (1,250) hours during the twelve (12) months immediately preceding the commencement of leave.

C. **Leave Benefit.**

i. Eligible employees will be provided with up to twelve (12) weeks of unpaid leave each year to care for a newborn, adopted, or foster child or for a seriously ill child, parent, or spouse. In addition, employees who are unable to perform

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**POLICY TITLE: VACATION**  
**POLICY NUMBER: 3075**

3075.1 **Application.** This policy shall apply to regular and introductory employees in all classifications. ~~Temporary and part-time employees are not eligible for vacation pay (Policy 3000.8.1).~~

3075.2 **Accrual.** Vacation shall be earned from the date of hire. Paid vacations shall be accrued according to the following schedule or on an annual basis:

- ~~1. 1-4 years of service, 80 hours per year;~~
- ~~2. 5-14 years of service, 120 hours per year;~~
- ~~3. 15 years and more, 160 hours per year.~~

- ~~1. One (1) through four (4) years of service, eighty (80) hours;~~
- ~~2. Five (5) through fourteen (14) years of service, one hundred twenty (120) hours; or~~
- ~~3. Fifteen (15) years and more, one hundred sixty (160) hours.~~

3075.3 **First Year.** An employee with less than 5 years seniority would receive 80 hours paid 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.

3075.4 **Use of Vacation.** Employee shall be eligible to use vacation after it is accrued and awarded. If there is sufficient time in the remainder of the calendar year to take or reschedule 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 may 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~~ The request is submitted to Payroll and will be reviewed and prepared by Human Resources.

- 1. Upon termination, the employee shall be compensated for accrued unused vacation at their current pay rate.
- 2. The District will not allow for accrual of vacation in excess of:
  - a. Non-Exempt Employees: 160 hrs.  
The General Manager reserves the right to allow overages in special circumstances.
  - b. Exempt Employees:
    - i. 1-5 service years 260 hrs.
    - ii. 6-15 service years 300 hrs.
    - iii. 16-20 service years 350 hrs.
    - iv. 21+ service years 380 hrs.

3075.5 **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~~ buy back accrued and unused vacation hours. An employee may request to ~~buy-back~~ 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

**21. HOLIDAYS**

- A. Full Time Employees that do not work the holiday shall be credited with eight (8) hours pay. Such eight (8) hours shall be counted as a day worked for the purposes of the computation of overtime.
- B. **Holidays.** The following days shall be recognized and observed as paid holidays:
  - i. New Years Day;
  - ii. Martin Luther King, Jr.'s Birthday;
  - iii. President's Day;
  - iv. Memorial Day;
  - v. Independence Day;
  - vi. Labor Day;
  - vii. Veteran's Day;
  - viii. Thanksgiving Day;
  - ix. Day After Thanksgiving;
  - x. Christmas Day;
  - xi. Employee's Birthday; or
  - xii. Other holidays provided to employees subject to the discretion of the Board.
- C. **Compensation.** An employee required to work the holiday would bank his/her 8 hours and take them at a later date with approval of the Supervisor and General Manager.
- D. **Exception.** A holiday that occurs on a Saturday shall be granted the preceding Friday. A holiday that occurs on a Sunday shall be granted the following Monday.
- E. **Authorized Leave.** When an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall not be charged against said leave with pay.
- F. Employees must work the regular business day before and after the holiday to qualify for this benefit, unless a preapproved vacation exists.

**22. VACATION**

- 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.

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of said vacation hours for the calendar year. The employee will be compensated for such purchased vacation hours at the salary-pay rate in effect for that employee at the time the hours are paid.

- 1. Vacation accruals for which the employee receives compensation will be deducted from the employee's accumulated total.
- 2. All additional vacation buy-back requests during the year will be processed in the payroll cycle following the date the request was approved.

3075.6 **Sick Leave.** The District will not require an employee to take vacation time in lieu of sick leave during periods of illness (Policy 3085). However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully depleted. ~~The District will not consider granting a leave of absence for medical reasons until all accumulated sick leave and vacation time have been used.~~

3075.7 **Scheduling.** Employee shall request use of vacation 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.

3075.8 At the termination of employment for any reason, the District shall compensate the employee for his/her accumulated and unused vacation time at his/her straight time rate of pay at the time of separation.

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.