

RESOLUTION 2022-19

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE BEAUMONT-CHERRY VALLEY WATER DISTRICT
AMENDING THE DISTRICT'S POLICIES AND
PROCEDURES MANUAL**

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

WHEREAS, upon review and discussion, the Personnel Committee of the Board of Directors has recommended revisions the Policy and Procedures Manual based on advice given by the District's legal counsel and human resources consultant; and

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

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

The BCVWD Policies and Procedures Manual Sections:

3020	Health and Welfare Benefits
3100	Bereavement Leave

are hereby replaced in entirety with the policies attached hereto as Exhibit A

ADOPTED this 8th day of June, 2022, by the following vote:

AYES: Williams, Stawson, Hoffman, Ramirez
NOES:
ABSTAIN:
ABSENT: Covington

ATTEST:



Director Lona Williams, President of the
Board of Directors of the
Beaumont-Cherry Valley Water District



Director David Hoffman, Secretary to the
Board of Directors of the
Beaumont-Cherry Valley Water District

Attachment – Exhibit A

EXHIBIT A

POLICY TITLE: HEALTH AND WELFARE BENEFITS
POLICY NUMBER: 3020

3020.1 **Health Insurance.** The District will provide health insurance coverage through the Public Employees Retirement System (CalPERS) for all eligible employees and their eligible dependents.

3020.2 **State Disability Insurance.** Employees shall pay the cost of the premiums associated with State Disability Insurance.

3020.3 **Life Insurance.** Life Insurance shall be provided to eligible employees at his/her current regular rate of pay, at the time of death, equal to one year's salary. For hourly (non-exempt) employees, a year's salary is equal to 2,080 hours.

3020.4 **Accidental Death and Dismemberment Insurance.** Accidental Death and Dismemberment Insurance (AD&D Insurance) shall be provided to eligible employees at his/her current regular rate of pay, at the time of the eligible incident, equal to one year's salary. For hourly (non-exempt) employees, a year's salary is equal to 2,080 hours.

3020.5 **Employee Assistance Program.** The Employee Assistance Program (EAP) is provided to all regular, part-time, and temporary employees.

3020.6 **Dental Benefits.** Dental benefits are available to all regular and part-time employees at their own option and cost.

3020.7 **Vision Benefits.** Vision benefits are available to all regular and part-time employees at their own option and cost.

POLICY TITLE: BEREAVEMENT LEAVE
POLICY NUMBER: 3100

3100.1 Bereavement Leave is available for full-time, regular employees. The employee need not have completed their introductory period in order to be eligible for Bereavement Leave.

3100.2 Eligible employees will be granted Bereavement Leave based on the employee's relationship to the deceased:

1. 40 hours of excused time off with pay for bereavement leave upon the death of a spouse, child, or domestic partner.
2. 20 hours of excused time off with pay for bereavement leave upon the death of a parent, parent-in-law, sibling, grandchild, or grandparent.
3. The designated number of hours of bereavement leave shall be available for each death of a qualifying family member.

3100.3 Bereavement Leave does not accrue and is not eligible to be paid out to the employee in lieu of time off. Bereavement Leave is not considered an earned benefit. Time off due to bereavement will be counted concurrently against other approved leave, such as Family and Medical Leave (Policy 3090).

3100.4 Bereavement Leave must be used within 30 days of the loss and must be used in minimum of 5-hour increments of time. Employees will document the time used.

3100.5 Documentation of the relation(s) death may be requested by Human Resources prior to approval.

3100.6 Bereavement Leave may be supplemented using Sick Leave or Vacation with the approval of the employee's supervisor.

3100.7 In extenuating circumstances, the General Manager has the discretion to approve bereavement leave for relationships not listed in section 3100.2, or to extend excused time off, with or without pay.