



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*

Tuesday, November 15, 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**

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 – NOVEMBER 15, 2022

Call to Order: Chair Covington

Teleconference Verification

Roll Call

	John Covington
	Andy Ramirez

	David Hoffman (alternate)
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Public Comment

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

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

2. **Acceptance of Personnel Committee Meeting minutes:**
 - a. September 20, 2022 (pages 4 - 8)

ACTION ITEMS

3. **Report / Update from BCVWD Employees Association** (no staff report)
4. **Report / Update from BCVWD Exempt Employees** (no staff report)
5. **Report from Human Resources Department** (pages 9 - 10)
6. **Annual Report: Grievances and Complaints** (page 11)
7. **Update: Workforce and Succession Planning Project** (pages 12 - 14)
8. **Policies and Procedures Manual Updates / Revisions** (page 15 - 27)
 - a. Policy 3075 Vacation

- b. Policy 5010 Emergency Response Guideline for Hostile or Violent Incidents
- c. Policy 5030 Budget Preparation

9. Action List for Future Meetings

- *Employee Association topics*
- *Policy manual updates*
- *Status of Workforce and Succession Plan*

10. Next Meeting Date: January 17, 2023 (pending Board adoption of the 2023 Meeting Schedule)

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.

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 72 hours prior to the Committee Meeting.

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

CERTIFICATION OF POSTING

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



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

MINUTES OF THE PERSONNEL COMMITTEE MEETING
Tuesday, October 18, 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 2022-27

CALL TO ORDER

Chair Covington called the meeting to order at 5:30 p.m.

Announcement of Teleconference Participation

Director of Finance and Administration Kirene Bargas, PhD, clarified that this meeting is conducted pursuant to California Government Code Section 54953 and 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 Bargas, PhD Director of Information Technology Robert Rasha Human Resources Administrator Sabrina Foley Management Analyst II Lorena Lopez Administrative Assistant Cenica Smith</i>
<i>BCVWD Employee Association reps:</i>	<i>Water Utility Supervisor Julian Herrera</i>

PUBLIC INPUT: *None.*

ACTION ITEMS

- 1. Adjustments to the Agenda:** None.

2. Acceptance of the Meeting minutes

a. September 20, 2022

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 / Update from BCVWD Employees Association:** No Report.

4. **Report / Update from Exempt Employees:** No Report.

5. Report from Human Resources Department

Human Resources Administrator Sabrina Foley presented the report. She highlighted new legislation and said she would be working with legal counsel to implement relevant law.

6. Update: BCVWD 2023 Operational Budget

Dr. Bargas detailed proposed positions and changes. Chair Covington recapped the changes and noted that they were discussed at the October 12 Board meeting. Mr. Jagers and Dr. Bargas provided clarifications and responded to questions.

Chair Covington asked if there was a recommendation from the Finance and Audit Committee; Dr. Bargas confirmed there was discussion only and Mr. Jagers added that there were no red flags identified.

Director Ramirez stated that he could see the logic in the proposals and appreciated that there was not just shuffling or overextension.

Dr. Bargas highlighted the budget process calendar.

7. Update: Workforce and Succession Planning Project

Human Resources Administrator Sabrina Foley advised that the agreement with the Mejorando Group is effective through December 31, 2023 although it is not expected that the project will take that long.

The project is still in Phase 1 due to a slight delay due to illness of the main consultant, Foley reported. The kickoff and launch meetings are now tentatively scheduled for November 1 and 2 with staff and a special Board meeting at 5:30 p.m. on November 1.

Deliverables for Phase 1 are due to be completed in early December, then Phase 2 will launch in the beginning of December. Phase 1 is 69 percent complete (due to the timeline extension), Foley noted.

Chair Covington posited that this may not be wrapped up until April; Foley estimated at the end of the first quarter. Implementation would depend on the results, Foley responded. Mr. Jagers indicated that if there was a recommendation that staff felt compelled to implement in 2023 it would come to the Board with any reorganization to take place, or needed budget amendment.

There were some positions that were of interest to the Board at various times, Jagers pointed out, and there are some informational unbudgeted items listed in the proposed Salary Schedule / Classification that were in the Classification and Compensation Study, i.e., Assistant General Manager.

8. Policies and Procedures Manual Updates / Revisions

Human Resources Administrator Sabrina Foley reviewed the policies.

Policy 3075 Vacation: Ms. Foley highlighted the Committee's desired revisions to the policy:

- Remove the language for the first year and allow an earn-as-you-go approach for non-exempt staff
- The MOU group has requested a review of the District's vacation cap for non-exempt staff and has proposed a higher cap amount to accommodate employees with more seniority

In response to Director Covington, Ms. Foley explained that the current cap is unclear but current policy indicates no accrual of vacation in excess of 160 hours, but does not call it a "cap." Jagers clarified the current cap at 120 hours as amended by Resolution 2019-08. He reminded about discussion and key decisions to make, and reviewed policy. Based on comments from the District's auditor about limiting liability, the "cap" for both contract and non-exempt staff was added along with ability to roll over hours from the previous year.

Currently, rollover of 120 hours is allowed, Jagers continued. He read from Policy and Procedures Manual Section 22:

The District will not allow for accrual of vacation in excess of:

a. *Non-Exempt Employees: one hundred twenty (120)*

The General Manager reserves the right to allow overages in special circumstances.

b. *Exempt Employees*

- | | |
|---------------------------|-----------|
| (1) 1 – 5 service years | 260 hours |
| (2) 6 – 15 service years | 300 hours |
| (3) 16 – 20 service years | 350 hours |
| (4) 21+ service years | 380 hours |

Jagers discussed the ambiguity of policy language, provided examples, and emphasized that the goal was to limit the District's liability. Covington recalled prior discussion and the desire to establish a cap due to the audit. The Employees Association spoke at a previous meeting about raising the cap on the accrual which is

currently 120 hours (on the low side), he noted. He recommended raising the accrual cap to 160 hours and indicated he is not in favor of raising it to 320. Anything in excess of 160 must be cashed out, he stated. Jagers pointed out a need to change the accrual style to make the cap work.

Director Ramirez also recalled the prior discussions and the need to reduce liability on the books. He said he was taken aback by the staff request to increase to 320 accrued hours. He said he would like to see all staff have as much equality as possible and said he was leaning toward the 160 hours.

Dr. Bargas pointed to issues for non-exempt: the best practice is to have all employees on accrual of vacation rather than front-loading and a grace period will be needed for transition.

Covington said he did not feel compelled to raise the cap above 160 hours. He suggested buyback should be at the discretion of the General Manager and Ms. Lopez suggested a procedure. An employee will not accrue more than 160 hours at any time with flexible provisions to cash out: "Use it or lose it," Covington stated; Dr. Bargas noted that "lose it" may not be legal in California.

Jagers discussed example situations and suggested bringing back policy language.

Director Ramirez indicated preference for basis on years of service. Covington pointed out that the problem was a few persons with a large amount of accrued vacation on the books, and asked Jagers to examine the employee contracts and bring back information.

Director Covington indicated that once policy is broadened that flexibility should be left to staff regarding vacation buyback. He requested staff bring back suggested language:

- Flexibility in buyback
- Accrue as you go (not front-loaded) (favored by employees)
- Use of vacation after 90 days of employment

Also to be determined will be a transitional period.

Ms. Foley explained further removal and addition of language based on legal counsel recommendation.

Policy 3090 Family and Medical Leave. Ms. Foley explained that current policy states that the District will comply with the Family and Medical Leave Act (FMLA). There is a substantially similar California Family Rights Act (CFRA) under which an employee qualifies if the employer has five or more employees. Legal Counsel advised that the District does not have to comply with FMLA as there are fewer than 50 employees, but ACWA/JPIA recommends that as a public agency, BCVWD is still an FMLA employer and must comply with FMLA noticing requirements. Foley recommended continued following of FMLA and CFRA under the title of BCVWD Family and Medical Leave.

Chair Covington noted that many times, these types of policies are outside of the confines of the Board and suggested moving this to the full Board with legal counsel present for guidance. Ramirez concurred.

Policy 3111 Leave for Crime Victims and Family Members. Ms. Foley explained the proposed new policy. The language aligns with California State law and with legal counsel recommendation, she noted.

Director Covington asked if this was paid leave; Foley explained that it is excused leave requiring documentation even if the employee has no paid leave time available. Director Ramirez emphasized the need for adequate documentation.

The Committee recommended moving forward Policies 3090 and 3111 to the Board for consideration by the following vote:

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

9. Action List for Future Meetings

- *Employee Association topics (none added)*
- *Policy manual updates (ongoing)*
- *Status of Workforce and Succession Planning*

10. **Next Meeting Date:** Tuesday, November 15, 2022, at 5:30 p.m.

ADJOURNMENT: 6:58 p.m.

Attest:

DRAFT UNTIL APPROVED

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



**Beaumont-Cherry Valley Water District
Personnel Committee Meeting
November 15, 2022**

Item 5

HUMAN RESOURCES REPORT

TO: Board of Directors Personnel Committee
FROM: Sabrina Foley, Human Resources Administrator
SUBJECT: Human Resources Department Report for the Period of October 6, 2022 – November 2, 2022

Personnel

Total Current Employees (Excluding Board Members)	43
Full-Time Employees	38
Part-Time	2
Temporary	3
Interns	0
Separations	0
Retiring Employees	0

New Hires

N/A

Anniversaries*

Employee Name	Job Title	Years of Service
Sabrina Foley	Human Resources Administrator	3
Edmund Clark	Water Utility Worker II	2
Jeremy McCarty	Senior Water Utility Worker	2
Cenica Smith	Administrative Assistant	1

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

Promotions

N/A

Employee Communications

10/17/2022: Human Resources shared a reminder about open enrollment.



10/17/2022: Human Resources announced an employee COVID exposure.

10/18/2022: Human Resources announced the District's participation in the Great Shakeout (an international earthquake drill), and shared information about the District's emergency procedures.

10/20/2022: Human Resources sent an employee survey invitation for feedback about the District's completed earthquake drill.

10/25/2022: Human Resources announced an employee's name change.

10/27/2022: Human Resources published an update to the District's COVID Prevention Program (CPP).

10/27/2022: Human Resources announced that BCVWD has been added to the Department of Education's list of qualifying employers for the public service loan forgiveness (PSLF) program.

11/1/2022: Human Resources announced an employee COVID exposure.

Pending Legislation

The California State Legislature adjourned on August 31, 2022 and will reconvene in January 2023.

Prepared by Sabrina Foley, Human Resources Administrator



**Beaumont-Cherry Valley Water District
Personnel Committee Meeting
November 15, 2022**

Item 6

HUMAN RESOURCES REPORT

TO: Board of Directors Personnel Committee
FROM: Sabrina Foley, Human Resources Administrator
SUBJECT: Annual Report: Grievances and Complaints

Summary of Year-to-Date Grievances and Complaints

Issue #	Date of Complaint	Parties Involved	Result	Date of Resolution	Days Elapsed
22-001	2/2/2022	Internal and External	HR communicated with the vendor to resolve the concern.	2/2/2022	0
22-002	3/17/2022	Internal	HR conducted mediation.	3/24/2022	7
22-003	4/20/2022	Internal	HR conducted an investigation and provided coaching to an employee.	4/21/2022	1
22-004	7/5/2022	Internal	Employee grievance regarding a disciplinary action. Employee elected not to move grievance forward after meetings with MOU representative and management staff.	8/1/2022	27
				Average Calendar Days	8.75

Average number of grievances and complaints per year, 2020-2022: 4

Average calendar days for resolution, 2020-2022: 7.17 days

Prepared by Sabrina Foley, Human Resources Administrator



**Beaumont-Cherry Valley Water District
Personnel Committee
November 15, 2022**

Item 7

STAFF REPORT

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

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.

The Mejorando Group and the Beaumont-Cherry Valley Water District executed a professional services agreement effective June 24, 2022, and which will expire at the end of business on December 31, 2023.

Summary

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

- **Phase 1 – Establish the Scope (Current Phase), July-November 2022**
 - Review the District's Strategic Plan and goals
 - Gather and analyze attrition data and retirement projections
 - Deliverables:
 - Kickoff/Launch Meetings (Complete)
 - List of "At-Risk/Critical" Positions
 - Position Inventory Data Analysis
- **Phase 2 – Create the Succession Planning Program, December 2022-January 2023**
 - 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, February-March 2023
 - 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:

November 1-2, 2022	On-site day, kick-off meeting, meetings with stakeholders and employee groups
November 17, 2022	HR/Mejorando Group Check-In Meeting
December 1, 2022	Mejorando Group submits a list of “At-Risk/Critical Positions” and Position Inventory Data Analysis
December 1, 2022	Start of Project Phase 2

Thus far, the Human Resources division has initiated the project with the consultant and established the need for regular project updates. Human Resources has provided 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 was on-site on November 1-2, 2022, to conduct meetings with key stakeholders, including the executive leadership team and management staff.

The status of the project is within budget; however, the timeline has been extended through March 2023. Phase one is 71% complete due to additional scheduled stakeholder meetings and the extension of the project timeline.

Fiscal Impact

To be determined.

Attachments

1. Workforce and Succession Planning Gantt Chart

Staff Report prepared by Sabrina Foley, Human Resources Administrator

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Budget Cost	Actual Cost	Half 2, 2022							Half 1, 2023						
0		Workforce and Succession Planning Project 2022-2023	155 days	Tue 7/5/22	Sat 4/1/23		Budget	\$79,300.00	\$13,537.50														
1		PHASE 1: ESTABLISH THE SCOPE	87 days	Tue 7/5/22	Thu 12/1/22				\$13,537.50														
2	✓	Initial HR Meeting	1 hr	Tue 7/5/22	Tue 7/5/22		Human Resources,P		\$285.00														
3	✓	Personnel Committee Status Update	2 hrs	Tue 7/19/22	Tue 7/19/22		BCVWD Staff,Human Resources		\$0.00														
4	✓	GM Meeting with Consultant	1 hr	Thu 7/21/22	Thu 7/21/22		BCVWD Staff,Human Resources,BCVWD Staff,Patrick Ibarra		\$285.00														
5	✓	Materials List (Information Request) for Consultant	9 days	Wed 7/6/22	Wed 7/20/22		Human Resources		\$0.00														
6	✓	Consultant Materials Review	10 hrs	Thu 7/21/22	Mon 7/25/22		Patrick Ibarra		\$2,850.00														
7	✓	HR Check-In Meeting	1 hr	Wed 7/27/22	Wed 7/27/22		Human Resources,P		\$285.00														
8	✓	Consultant Interviews with Management Stakeholders	10 hrs	Thu 8/4/22	Mon 8/8/22		BCVWD Staff,Patrick Ibarra		\$2,850.00														
9	✓	HR Check-In Meeting	1 hr	Mon 8/8/22	Mon 8/8/22		Human Resources,P		\$285.00														
10	✓	Consultant Interviews with Board Members	4 hrs	Thu 9/8/22	Thu 9/8/22		Patrick Ibarra		\$1,140.00														
11	✓	HR Check-In Meeting	0.5 hrs	Wed 8/24/22	Wed 8/24/22		Human Resources,P		\$142.50														
12	✓	HR Check-In Meeting	1 hr	Thu 9/8/22	Thu 9/8/22		Human Resources,P		\$285.00														
13	✓	GM Meeting with Consultant	1 hr	Tue 9/27/22	Tue 9/27/22		BCVWD Staff,Patrick Ibarra		\$285.00														
14	✓	HR Check-In Meeting	1 hr	Wed 9/28/22	Wed 9/28/22		Human Resources,P		\$285.00														
15	✓	HR Check-In Meeting	8 hrs	Mon 10/17/22	Mon 10/17/22		Human Resources,P		\$2,280.00														
16	✓	Kick-off Meeting	1 day	Tue 11/1/22	Tue 11/1/22		BCVWD Staff,Patrick Ibarra		\$2,280.00														
17	✓	HR check-in Meeting	1 hr	Thu 11/17/22	Thu 11/17/22		Human Resources,P		\$0.00														
18	✓	List of "At-Risk/Critical" Positions	2 days	Wed 11/30/22	Thu 12/1/22		Patrick Ibarra		\$0.00														
19	✓	Position Inventory Data Analysis	2 days	Wed 11/30/22	Thu 12/1/22		Patrick Ibarra		\$0.00														
20		PHASE 2: CREATE SUCCESSION PLANNING PROGRAM	35 days	Thu 12/1/22	Tue 1/31/23				\$0.00														
21	✓	Assessment of internal employee competencies	TBD						\$0.00														
22	✓	Interviews with select employees and members of management	TBD						\$0.00														
23	✓	Gap Analysis	TBD						\$0.00														
24	✓	Draft Report - Succession and Workforce Planning Analysis and Recommendations	TBD						\$0.00														
25	✓	Final Report - Succession and Workforce Planning Analysis and Recommendations	TBD						\$0.00														
26	✓	Five-year projection of District organizational chart	TBD						\$0.00														
27	✓	Succession Planning Handbook	TBD						\$0.00														
28	✓	Evaluate industry software tools	TBD						\$0.00														
29	✓	PHASE 3: IMPLEMENT SUCCESSION PLANNING PROGRAM	35 days	Wed 2/1/23	Fri 3/31/23	20			\$0.00														
32	✓	PHASE 4: MONITOR, EVALUATE, AND REVISE	2 days	Fri 3/31/23	Sat 4/1/23	29			\$0.00														

Project: Workforce and Succession Planning
Date: Wed 11/2/22

Task Summary Inactive Milestone Duration-only Start-only External Milestone Manual Progress
Split Project Summary Inactive Summary Manual Summary Rollup Finish-only Deadline
Milestone Inactive Task Manual Task Manual Summary External Tasks Progress



**Beaumont-Cherry Valley Water District
Personnel Committee
November 15, 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

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, and recently updated manuals of other special districts. The aim of the 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 2-6**). The District's legal counsel has reviewed and recommended the drafted policies.



Summary Table

<p>Policy 3075 Vacation</p>	<ul style="list-style-type: none"> • Financial impact of proposed revisions will be presented by the General Manager. • The Committee has expressed a desire to remove the language for “first year” and allow an earn-as-you-go approach. • The BCVWD Employee’s Association has requested a review of the District’s vacation cap for non-exempt staff, and has proposed a higher cap amount to accommodate employees with more seniority. • Edit to allow new employees to use accrued vacation after first 90 days of employment. • Edits to policy language to clarify carryover and accrual rules. • Edit to allow buy-backs throughout the year at employee’s request. • Addition of grace period for changes to the accrual cap.
<p>Policy 5010 Emergency Response Guideline for Hostile or Violent Incidents</p>	<ul style="list-style-type: none"> • Minor word choice and grammar edits. • New section 5010.10 reference to Emergency Response Plan (ERP).
<p>Policy 5030 Budget Preparation</p>	<ul style="list-style-type: none"> • Addition of Director of Finance & Administration. • Allows budget to be adopted on or before the regular board meeting in December of each year.

Fiscal Impact

No fiscal impact.

Attachments

1. Policy Approval Tracking
2. Proposed Policy Vacation
3. Original Policy Vacation
4. Proposed Policy Emergency Response Guideline for Hostile or Violent Incidents
5. Original Policy Emergency Response Guideline for Hostile or Violent Incidents
6. Proposed Policy Budget Preparation
7. Original Policy Budget Preparation

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
			Employee Performance									
10 & 49	3010	Personnel	Evaluation	Yes	Human Resources	7/13/2021	9/20/2021	9/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
			Performance Evaluation-General									
11	3015	Personnel	Manager	Yes	Human Resources	8/3/2021	9/20/2021	9/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
12	3020	Personnel	Health and Welfare Benefits	Yes	Human Resources	5/10/2022	5/17/2022	5/17/2022	6/8/2022	6/8/2022	6/8/2022	22-019
13	3025	Personnel	Pay Periods	Yes	Human Resources	10/12/2021	11/15/2021	11/15/2021	5/11/2022	5/11/2022	5/11/2022	22-016
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	22-016
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	22-016
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	7/19/2022 with revisions	9/14/2022	9/14/2022	9/14/2022	22-028
20	3060	Personnel	Continuity of Service	Yes	Human Resources							
20 (incorrect numbering)												
			Reduction in Force	Yes	Human Resources							
21	3070	Personnel	Holidays	Yes	Human Resources							
22	3075	Personnel	Vacation	Yes	Human Resources	11/8/2022	11/17/2022					
			Pre-Employment Physical									
23	3080	Personnel	Examination	Yes	Human Resources							
			Sick Leave	Yes	Human Resources	7/14/2022	8/16/2022	8/16/2022 with revisions	9/14/2022	9/14/2022	9/14/2022	22-028
24	3085	Personnel										
25	3090	Personnel	Family and Medical Leave	Yes	Human Resources	8/31/2022	10/18/2022	Move to Board for discussion, w/ counsel	Pending			
26	3095	Personnel	Pregnancy Disability Leave	Yes	Human Resources	9/1/2022	9/20/2022	9/20/2022	Pending			
N/A	3096	Personnel	Lactation Accommodation	Yes	Human Resources	8/25/2022	9/20/2022	9/20/2022	Pending			
27	3100	Personnel	Bereavement Leave	Yes	Human Resources	5/10/2022	5/17/2022	5/17/2022	6/8/2022	6/8/2022	6/8/2022	22-019
28	3105	Personnel	Personal Leave of Absence	Yes	Human Resources							
29	3110	Personnel	Jury and Witness Duty	Yes	Human Resources							
			Leave for Crime Victims and									
N/A	3111	Personnel	Family Members	Yes	Human Resources	9/29/2022	10/18/2022					
				Yes; needs modifications from ACWA JPIA	Human Resources							
30	3115	Personnel	Return to Work Policy									
			Occupational Injury and Illness									
31	3120	Personnel	Prevention Program	Yes	Human Resources							
N/A	3121	Personnel	Infectious Disease Control	Yes	Human Resources							
N/A	3122	Personnel	Workplace Violence	Yes	Human Resources							
N/A	3123	Personnel	Theft	No	Human Resources							
			Uniforms and Protective Clothing									
32	3125	Personnel		Yes	Human Resources							
33	3130	Personnel	Conferences	Yes	Human Resources							
			Occupational Certification and									
34	3135	Personnel	Education	Yes	Human Resources	6/14/2022	8/16/2022	8/16/2022	9/17/2022	9/17/2022	9/17/2022	22-028
			Succession and Workforce									
N/A	3136	Personnel	Planning	Yes	Human Resources							

Priority Legend:

Yellow Highlight = Highest Priority
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**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
35	3140	Personnel	Respiratory Protection Program	Yes	Human Resources							
			Driver Training and Record Review									
36	3145	Personnel		Yes	Human Resources							
37	3150	Personnel	District Vehicle Usage	Yes	Human Resources							
38	3151	Personnel	Personal Vehicle Usage		Human Resources							
			HIPAA Compliance and Security Officer	Yes	Human Resources							
39	3160	Personnel		Yes	Human Resources							
40	3165	Personnel	Tobacco Use	Yes	Human Resources							
41	3170	Personnel	Smoke Free Workplace	Yes	Human Resources							
			Disciplinary Action or Terminations	Yes	Human Resources							
42	3175	Personnel		Yes	Human Resources							
43	3180	Personnel	Nepotism-Employment of Relatives	Yes	Human Resources							
			Confidentiality Regarding Resignations	Yes	Human Resources							
44	3185	Personnel		Yes	Human Resources							
			Internet, E-Mail, and Electronic Communication Ethics, Usage and Security	Yes	Information Technology							
45	3190	Personnel		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							
			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	22-016
			FMCSA Clearinghouse Registration	No	Human Resources	12/6/2021	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022	22-016
N/A	3206	Personnel		No	Human Resources							
50	3215	Personnel	Personnel Action Form (PAF)	Yes	Human Resources							
			Recruitment, Selection and Onboarding	Yes	Human Resources							
51	3220	Personnel		Yes	Human Resources							
			Employee Leave Donation Program and Policy	Yes	Human Resources	2019	2019	2019	10/9/2019	10/9/2019	10/9/2019	2019-011
N/A	3225	Personnel	Workers' Compensation	Yes	Human Resources							
N/A	3230	Personnel	Accommodations for Disability	No	Human Resources							
N/A	3231	Personnel	Military Leave	Yes	Human Resources							
N/A	3235	Personnel	Dress Code and Personal Standards	Yes	Human Resources							
N/A	3240	Personnel		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							
			Members of the Board of Directors	Yes	HR/Administration							
2	4010	Board of Directors		Yes	HR/Administration							
			Committees of the Board of Directors	Yes	HR/Administration							
3	4015	Board of Directors		Yes	HR/Administration							
4	4020	Board of Directors	Board President	Yes	HR/Administration							
			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
5	4025	Board of Directors		Yes	HR/Administration							
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							
			Rules of Order for Board and Committee Meetings	Yes	HR/Administration							
11	4055	Board of Directors		Yes	HR/Administration							
			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
12	4060	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
13 & 16	4065	Board of Directors		Yes	HR/Administration	6/30/2021	N/A	Directed to Full Board	7/14/2021			
			Payment of Expenses Incurred on District Business	Yes	HR/Administration							
14	4070	Board of Directors		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							

Priority Legend:

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**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
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	11/8/2022	11/15/2022					
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	11/8/2022	11/15/2022					
7	5035	Operations	Fixed-Asset Accounting Control	Yes	Finance							
8	5040	Operations	Fixed-Asset Capitalization	Yes	Finance							
9	5045	Operations	Investment of District Funds	Yes	Finance							
N/A	5046	Operations	Other Post-Employment Benefits Funding	Yes	Finance	5/10/2022	N/A	N/A	5/11/2022	5/11/2022	5/11/2022	2022-14
10	5050	Operations	Customer Payment Arrangements	Yes	Finance/Customer Service							
11	5055	Operations	Employment of Consultants and Professional Services	Yes	Finance/HR							
12	5060	Operations	Employment of Outside Contractors	Yes	Finance/Administration							
13	5065	Operations	Easement Abandonment	Yes	Administration							
14	5066	Operations	Easement Acceptance	No	Administration							
15	5070	Operations	Encroachment Permits	Yes	Administration							
16	5075	Operations	Credit Card Usage	Yes	Finance							
17	5080	Operations	Purchasing	Yes	Finance							
N/A	5081	Operations	Contract Review Policy	No	Finance/Administration							
18	5085	Operations	Disposal of Surplus Property or Equipment	Yes	Finance							
19	5090	Operations	Records Retention	Yes	Administration							
N/A	5095	Operations	District Residences and Facility Emergency Policy	Yes	HR/Administration	7/21/2020	6/21/2021	Requested edits, sent to Board for review	Requested Edits 10/13/2021	10/28/2021	10/28/2021	2021-19
N/A	5100	Operations	Press Relations and Social Media	Yes	Administration	1/11/2022	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022	2022-016
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: 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, ~~and earned based on the hours worked in each pay period (i.e. "earn as you go").~~ Paid vacations shall be accrued according to the following schedule or on an annual basis:

- 1. ~~0-4 years of service, 80 hours per year;~~
- 2. ~~5-9 years of service, 120 hours per year;~~
- 3. ~~10 years of service, 130 hours per year;~~
- 4. ~~11 years of service, 140 hours per year;~~
- 5. ~~12 years of service, 150 hours per year;~~
- 6. ~~13 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 **New Employees.** New employees will become eligible to use accrued vacation after the first 90 calendar days of employment. 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.~~

~~3075.44 **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 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 shall pay out the employee's vacation time at an the employee's regular hourly rate of compensation. If an employee elects not to use or buy back vacation time, and reaches the set accrual cap amount, the employee's accrual will pause until the employee uses or buys back vacation time. 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 is submitted to Payroll and will be reviewed and prepared by Human Resources.~~

- 1. ~~Upon termination, employee shall be compensated for accrued unused vacation at their current pay rate.~~

3075.5 Accrual Cap. The District will not allow for accrual of vacation in excess of:

- a. Non-Exempt Employees:
 - i. **Non-Exempt Employees: 160 hrs.**

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.

BEAUMONT-CHERRY VALLEY WATER DISTRICT

PERSONNEL

OR Option B Schedule:

- ii. 0-4 years of service 160 hrs.
- iii. 5-9 years of service 240 hrs.
- iv. 10 years of service 260 hrs.
- v. 11 years of service 280 hrs.
- vi. 12 years of service 300 hrs.
- vii. 13 years and more 320 hrs.

b.

The General Manager reserves the right to allow overages in special circumstances.

e.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.

The General Manager reserves the right to allow overages in special circumstances.

3075.6 Carryover. Employees may "carry over" all accrued, unused vacation into the next year within the employee's accrual cap. If the employee has reached his/her accrual cap, accrual will "pause" until the vacation hours are either used or bought back by the employee.

3075.75 Vacation Buy-Back. Employees may "buy back" accrued and unused vacation hours. The request is submitted to Payroll and will be reviewed by Human Resources. 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 and unused vacation hours. An employee may request to buy back vacation hours as desired during the year but must request a minimum of ten (10) hours per buy-back. 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 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.

3075.86 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.

3075.97 Scheduling. Employee shall request the 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.

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 Manager 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.

Proposed Policy

BEAUMONT-CHERRY VALLEY WATER DISTRICT

PERSONNEL

3075.10 **Grace Period.** Employees experiencing a decrease in accrual cap due to change of position, employee status, or policy change by the Board of Directors will have a 90-day grace period in which to decrease his/her vacation balance. During the grace period, the employee will continue to accrue and maintain the vacation balance without imposing the updated accrual cap, and the employee may elect to use or buy back vacation to decrease the employee's balance before the end of the grace period. At the conclusion of the grace period, the employee's new accrual cap will be imposed and the District may elect to pay out the vacation in excess or require the employee to take vacation time. The General Manager or his/her designee may approve an extension of the grace period on a case-by-case basis.

3075.11 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 regular rate of pay at the time of separation.

BEAUMONT-CHERRY VALLEY WATER DISTRICT

OPERATIONS

POLICY TITLE: EMERGENCY RESPONSE GUIDELINE FOR HOSTILE OR VIOLENT INCIDENTS
POLICY NUMBER: 5010

5010.1 **Purpose of the Policy.** To provide direction for the District Board of Directors and staff regarding responses to hostile or violent incidents, including possible armed intruders or related threats on District facilities or properties.

5010.2 **Background.** The potential for hostile or violent incidents ~~on~~ in District facilities or operational locations always exists. ~~In recent time frames, Recent~~ incidents involving armed intruders have ~~occurred in~~ ~~increasing~~ ~~increased in~~ frequency, involving injuries and deaths at government institutions, offices, and educational facilities. Often, an intruder is a person who is an ex-employee, customer, or person known to the agency ~~involved~~. The person often is upset at an event or ~~a~~ person who works at the facility. However, armed intruders can be any ~~person with or without a prior relationship with the District or its officers and employees, variety of persons who have an anger situation affecting one or more staff members or other related persons to the District. Often,~~ incidents involving armed intruders escalate to include multiple persons and potentially ~~taking of~~ ~~ake~~ hostages, including District customers.

~~5010.3~~ Threats of these types and risks are to be considered extreme emergencies and the safety and ~~well being~~ ~~well-being~~ of employees and/or customers is the highest priority.

5010.4 ~~3~~ **Response to an Incident.** Any evidence of ~~the~~ exposure to a hostile or violent person or situation ~~on~~ in District facilities or operating areas should be taken seriously ~~for safety purposes~~. Any ~~District~~ Director or ~~staff~~ employee observing or sensing that a violent or hostile situation is occurring ~~or threatened~~ should consider taking precautionary and safety actions. Any event resulting in awareness of a possible violent act, including ~~possible~~ gunfire, explosion, fighting, or scuffling, could indicate an incident of violent potential. Any ~~staff person~~ ~~employee~~ observing such potential activities should take steps to protect themselves and others on the District premises, including but not limited to:

1. **Communication.** Attempt to communicate the situation to everyone in the facility ~~by means of~~ ~~using~~ telephone, paging, email, and/or radio system including basic information that a potential incident is occurring. If a perpetrator(s) is seen or known, information on the person(s) should be provided.
2. **Types.** Since different types and levels of workplace violence may require various responses, establishing basic information on the type of event is essential. Examples are:
 - a. **Gunfire.** Awareness of gunfire in the facility should result in evacuation to the extent ~~that is~~ possible. If not possible, securing of rooms or offices and ~~notification of~~ ~~informing~~ others by phone or email is encouraged. Calling emergency resources via 911 is imperative once ~~it is~~ safe to call. Remain in the most secure location possible until contacted by public safety personnel or a facility supervisor, etc.
 - b. **Explosion.** An explosion could occur naturally or ~~by with~~ violent intention. Awareness of an explosion or fire in the facility should result in immediate evacuation ~~in accordance with established procedures for fire~~ ~~following established fire safety procedures~~. ~~A predetermined evacuation rally point is important, because it is easy to identify who is out of the facility.~~ ~~Response to a planned location is essential, so safety personnel can determine who is out of the facility.~~
 - c. **Physical Threat/Bomb Threat.** Awareness of a telephone or ~~in person~~ ~~in-person~~ threat to ~~the~~ facility or staff should be met with action to evacuate and clear staff from the threatened area. Calling 911 as soon as ~~it is safe to do so~~ ~~possible~~ is imperative.

- G. **Mutual Aid.** The California Master Mutual Aid Agreement (Government Code §8561, §8615, and §8617) allows for the implementation of mutual aid during threatened, actual, or declared emergencies. The General Manager, in accordance with the Emergency Plan, may request mutual aid assistance from other local government and public agencies, or commit District resources to other agencies requesting aid. The General Manager may sign appropriate documents to effectuate mutual aid and other emergency response agreements.
- H. **Continuity of Management.** The District's emergency plan will list at least two (2) successors to critical staff identified in the plan, including the General Manager. In the event the primary person is unable to respond to an emergency, each successor, in order, may assume all the duties and powers of the primary staff.
- I. **Status Reports.** In June of each year, the General Manager will provide annual reports to the Board of Directors on the progress of the Emergency Preparedness Program. Additional reports will be given to the Board on the effectiveness of the plan and District response within sixty (60) days of the occurrence of a declared District Emergency.

2. EMERGENCY RESPONSE GUIDELINE FOR HOSTILE OR VIOLENT INCIDENTS

- A. **Purpose of the Policy.** To provide direction for the District Board of Directors and staff regarding responses to hostile or violent incidents, including possible armed intruders or related threats on District facilities or properties.
- B. **Background.** The potential for hostile or violent incidents on District facilities or operational locations always exists. In recent time frames, incidents involving armed intruders have occurred in increasing frequency involving injuries and deaths at government institutions, offices and educational facilities. Often, an intruder is a person who is an ex-employee, customer or person known to the agency involved. The person often is upset at an event or person who works at the facility. However, armed intruders can be any variety of persons who have an anger situation affecting one or more staff members or other related persons to the District. Often, incidents involving armed intruders escalate to include multiple persons and potentially taking of hostages, including District customers. Threats of these types and risks are to be considered extreme emergencies and the safety and well being of employees and/or customers is the highest priority.
- C. **Response to an Incident.** Any evidence of the exposure to a hostile or violent person or situation on District facilities or operating areas should be taken seriously for safety purposes. Any Director or staff employee observing or sensing that a violent or hostile situation is occurring should consider taking precautionary and safety actions. Any event resulting in awareness of a possible violent act including possible gunfire, explosion, fighting, or scuffling could indicate an incident of violent potential. Any staff person observing such potential activities should take steps to protect themselves and others on the District premises including but not limited to:

BEAUMONT-CHERRY VALLEY WATER DISTRICT

OPERATIONS

- d. ~~Situations involving hostages~~**Hostage Situations.** If a possible hostage incident is known, evacuation of the facility is paramount to the safety of persons in the area. Contact 911 ~~as soon as it is safe to do so, immediately.~~
- e. ~~Irate Customer/Threat at Counter or Meeting.~~ **When anyone threatens an employee or customer at a District facility** in cases where any person acts to threaten a staff person or customer at a District facility in a manner causing fear for safety, take action to summon public safety personnel by calling 911 should be taken. In no way should steps be taken to ~~challenge physically confront~~ or subdue such a person except in defense of life, ~~for self or immediate others at the facility.~~
- f. ~~Volatile Situation.~~ **In the event that** a volatile situation occurs at a Board of Directors or other public meeting, the person chairing/hosting the meeting should take steps to control the situation or adjourn the meeting to abate the confrontation, if possible. In ~~event of~~ a threatening or hostile situation, call 911 immediately and proceed with evacuation or other appropriate actions.

5010.54 ~~Planning for Emergency Incidents.~~ All employees and members of the Board of Directors shall receive training on response to violent or hostile incidents. In the event of a potential incident, notify a supervisor or the General Manager as quickly as possible, or call 911 when an active incident is occurring. If an assessment of a possible threat is needed, the General Manager or ranking staff person shall be notified for considering the validity of the threat or safety risk. Public safety ~~agency agencies~~ shall be contacted by 911 whenever a perceived threat is considered valid.

5010.65 ~~Planning for Emergency Incidents.~~ Steps should be taken to plan response capabilities for emergencies in addition to fires, earthquakes, etc. that may involve hostile situations. These include but are not limited to:

1. ~~Evacuation Plan.~~ A facility ~~evacuation plan should be prepared~~ **Preparation of a facility evacuation plan** for each room. Post the plan at each doorway and hallway exit. Have a safe area zone for staging, ~~established.~~
2. ~~Lock down procedures.~~ **Lock down P**rocedures to secure the facility in a hostile or violent incident for both exterior and interior doors.
3. ~~Emergency Code.~~ Develop an emergency notice code for intercom, email, and radio to facility and District staff. Use of a Code "Red" is recommended.
4. ~~Radio Alert Code.~~ Develop a radio communication alert code "Red" to notify other District staff so they will not return to the facility during the incident until cleared to do so by public safety personnel.
5. ~~Training.~~ Training of all personnel in dealing with customers, ~~employees~~ **employees**, and other persons in aggravated situations and how to identify and assess potential threats or volatile situations. All employees assigned or expected to serve at the front desk or counter shall receive such training regularly.

5010.76 ~~Actions for Violent or Armed Threat Situation.~~ The existence or potential for an event involving a violent person or armed intruder at a District facility should be considered an emergency condition. Actions could include ~~up to and all of some or all of the following:~~

1. ~~Received Threat.~~ Notify your supervisor or General Manager and other staff immediately if a threat is received but not actively in progress. If validated, contact public safety by calling 911 immediately.
2. ~~Evaluation.~~ The General Manager or ranking staff member shall evaluate the situation and consider appropriate actions, including shutting down operations, ~~and~~ evacuation, and/or locking down the facility until public safety response abates the threat.

- i. **Communication.** Attempt to communicate the situation to everyone in the facility by means of telephone, paging, email and/or radio system including basic information that a potential incident is occurring. If a perpetrator(s) is seen or known, information on the person(s) should be provided.
- ii. **Types.** Since different types and levels of workplace violence may require various responses, establishing basic information on the type of event is essential. Examples are:
 - a. **Gunfire.** Awareness of gunfire in the facility should result in evacuation to the extent that is possible. If not possible, securing of rooms or offices and notification of others by phone or email is encouraged. Calling emergency resources via 911 is imperative once safe to call. Remain in the most secure location possible until contacted by public safety personnel or a facility supervisor, etc.
 - b. **Explosion.** An explosion could occur naturally or by violent intention. Awareness of an explosion or fire in the facility should result in immediate evacuation in accordance with established procedures for fire. A predetermined evacuation rally point is important, because it is easy to identify who is out of the facility.
 - c. **Physical Threat/ Bomb Threat.** Awareness of a telephone or in person threat to facility or staff should be met with action to evacuate and clear staff from the threatened area. Calling 911 as soon as possible is imperative.
 - d. **Hostage Situations.** If a possible hostage incident is known, evacuation of the facility is paramount to safety of persons in the area. Contact 911 immediately.
 - e. **Irate Customer/ Threat at Counter or Meeting.** In cases where any person acts to threaten a staff person or customer at a District facility in a manner causing fear for safety, action to summon public safety personnel by 911 should be taken. In no way should steps be taken to challenge or subdue such a person except in defense of life for self or immediate others at the facility.
 - f. **Volatile Situation.** In the event that a volatile situation occurs at a Board of Directors or other public meeting, the person chairing/hosting the meeting should take steps to control the situation or adjourn the meeting to abate the confrontation, if possible. In event of a threatening or hostile situation, call 911 immediately and proceed with evacuation or other appropriate actions.

D. **Planning for Emergency Incidents.** All employees and members of the Board of Directors shall receive training on response to violent or hostile incidents. In the event of a potential incident, notify a supervisor or the General Manager as quickly as

Proposed Policy

Original Policy

BEAUMONT-CHERRY VALLEY WATER DISTRICT

OPERATIONS

3. ~~Emergency Code Procedure.~~ Initiate notification of other facility staff of active threat by emergency code procedure. Evacuate the facility ~~wherever-if~~ possible. Secure money or computer equipment if time allows.
4. ~~Alarm Activation.~~ Activate an alarm for notifying other staff or an alarm company if ~~one engaged by the District~~ the District engages one. A call ~~contact-contract~~ would be included in ~~the~~ procedure to ~~double-check~~ double-check for safety at the facility.
5. ~~Intruder Sighting.~~ Upon sighting an armed intruder, an alert to all employees should be made by page, email, or radio.
6. ~~Secure Work Area.~~ Secure your work area or evacuate if safely possible. If ~~not able to you cannot~~ evacuate, find a safe hiding place, and stay put until ~~contacted by~~ public safety personnel ~~contact you.~~
7. ~~Staging Area.~~ Once outdoors, ~~and~~ after an evacuation, proceed to ~~the planned-designated~~ staging area to report in for identification. Inform public safety personnel of any information on the incident.
8. ~~Await Instructions.~~ Attempt to remain calm and assist others; wait for instructions from public safety or supervisory personnel.
9. ~~Non-Confrontation.~~ Do not attempt to look around to see what is happening. Evacuate whenever possible and with others in ~~the areas~~ you see directly. Do not confront or attempt to apprehend a violent perpetrator unless ~~you are~~ directly attacked for self-defense. Do not assume someone already called 911, call them immediately.

5010.87 **Post Event Actions.** Following the clear announcement of ~~the~~ ending of a violent or hostile person situation, contact public safety or supervisory personnel for instructions. Report any knowledge or ~~first-hand~~ first-hand observations ~~or other knowledge~~ of the incident. Contact your family and immediate friends so they will not take any actions to respond unnecessarily. Await direction as to return to work or other steps dependent on ~~the~~ level of the incident. If not able to do so, consult with your supervisor or notify the ranking person on-site.

5010.98 An Emergency Response Coordinator shall evaluate and debrief any major incident and ~~to~~ take needed steps to abate the conditions after the event and prepare as necessary for continued operations. Planning and actions to address conditions are expected and your input is important via your supervisor. There may be the potential to ~~lock-down~~ lock down or close the facility from operating for some time ~~for~~ corrective steps. If deemed needed, seek direction on what actions you should take to assist in procedure.

5010.10 For more information about the District's emergency procedures, refer to the District's Emergency Response Plan, or ERP.

possible, or call 911 when an active incident is occurring. If assessment of a possible threat is needed, the General Manager or ranking staff person shall be notified for considering validity of the threat or safety risk. Public safety agency shall be contacted by 911 whenever a perceived threat is considered valid.

Steps should be taken to plan response capabilities for emergencies in addition to fires, earthquakes, etc. that may involve hostile situations. These include but are not limited to:

- i. **Evacuation Plan.** A facility evacuation plan should be prepared for each room. Post the plan at each doorway and hallway exit. Have a safe area zone for staging established.
- ii. **Lock down procedures.** Lock down procedures to secure the facility in a hostile or violent incident for both exterior and interior doors.
- iii. **Emergency Code.** Develop an emergency notice code for intercom, email and radio to facility and District staff. Use of a Code "Red" is recommended.
- iv. **Radio Alert Code.** Develop a radio communication alert code "Red" to notify other District staff so they will not return to the facility during the incident until cleared to do so by public safety personnel.
- v. **Training.** Training of all personnel in dealing with customers, employees and other persons in aggravated situations and how to identify and assess potential threats or volatile situations. All employees assigned or expected to serve at the front desk or counter shall receive such training regularly.

E. **Actions for Violent or Armed Threat Situation.** The existence or potential for an event involving a violent person or armed intruder at a District facility should be considered an emergency condition. Actions could include up to and all of:

- i. **Received Threat.** Notify your supervisor or General Manager and other staff immediately if a threat is received but not actively in process. If validated, contact public safety by calling 911 immediately.
- ii. **Evaluation.** The General Manager or ranking staff member shall evaluate the situation and consider appropriate actions including shutting down operations and evacuation and/or locking down the facility until public safety response abates the threat.
- iii. **Emergency Code Procedure.** Initiate notification of other facility staff of active threat by emergency code procedure. Evacuate the facility wherever possible. Secure money or computer equipment if time allows.

Original Policy

- iv. **Alarm Activation.** Activate an alarm for notifying other staff or an alarm company if one engaged by the District. A call contact would be included in procedure to double check for safety at the facility.
- v. **Intruder Sighting.** Upon sighting an armed intruder, an alert to all employees should be made by page, email or radio.
- vi. **Secure Work Area.** Secure your work area or evacuate if safely possible. If not able to evacuate, find a safe hiding place and stay put until contacted by public safety personnel.
- vii. **Staging Area.** Once outdoors after an evacuation, proceed to planned staging area to report in for identification. Inform public safety personnel of any information on the incident.
- viii. **Await Instructions.** Attempt to remain calm and assist others; wait for instructions from public safety or supervisory personnel.
- ix. **Non-Confrontation.** Do not attempt to look around to see what is happening. Evacuate whenever possible and with others in areas you see directly. Do not confront or attempt to apprehend a violent perpetrator unless directly attacked for self-defense. Do not assume someone already called 911, call them immediately.

- F. **Post Event Actions.** Following the clear announcement of ending of a violent or hostile person situation, contact public safety or supervisory personnel for instructions. Report any knowledge or first hand observations of the incident. Contact your family and immediate friends so they will not take any actions to respond unnecessarily. Await direction as to return to work or other steps dependent on level of the incident. If not able to do so, consult with your supervisor or notify the ranking person on-site.

An Emergency Response Coordinator shall evaluate and debrief any major incident and to take needed steps to abate the conditions after the event and prepare as necessary for continued operations. Planning and actions to address conditions are expected and your input is important via your supervisor. There may be the potential to lock-down or close the facility from operating for some time or corrective steps. If deemed needed, seek direction on what actions you should take to assist in procedure.

3. COMPUTER AND BUSINESS CONTINUITY SECURITY

- A. **Purpose.** The District seeks to ensure that detailed or sensitive information regarding its water and power system facilities and operations not be released to parties who might use it for malicious purposes. This security plan is designed to address computer security procedures for District personnel who are issued desktop or laptop computers and who may handle sensitive or important information to the operation of the agency.

BEAUMONT-CHERRY VALLEY WATER DISTRICT

OPERATIONS

POLICY TITLE: BUDGET PREPARATION
POLICY NUMBER: 5030

5030.1 **Annual Budget.** An annual budget proposal shall be prepared by the Director of Finance & Administration or Designee, with final approval by the General Manager.

5030.2 **Finance Committee Input.** ~~Prior to review by the Board of Directors, the Board's standing Finance Committee shall meet with the General Manager and review his/her annual budget proposal. Before the Board of Directors' review, the Board's Finance & Audit Committee shall meet with the General Manager and Director of Finance & Administration or Designee to review the annual budget proposal.~~

5030.3 The proposed annual budget, as reviewed by the Finance & Audit Committee, shall be reviewed by the Board at a regular or special meeting in December or earlier of each year.

~~5030.43 **Board Review and Approval.** The proposed annual budget, as amended by the Board during its review, shall be adopted at a regular meeting or special meeting in December or earlier reviewed and amended by the Finance Committee shall be presented to the Board for approval prior to the start of the fiscal year.~~

SAN BERNARDINO
303 West Third St., Room 219
San Bernardino, CA 92401
(909) 383-4257

6. BUDGET PREPARATION

- A. **Annual Budget.** An annual budget proposal shall be prepared by the General Manager.
- B. **Finance Committee Input.** Prior to review by the Board of Directors, the Board's standing Finance Committee shall meet with the General Manager and review his/her annual budget proposal.
- C. **Board Review and Approval.** The proposed annual budget as reviewed and amended by the Finance Committee shall be presented to the Board for approval prior to the start of the fiscal year.

7. FIXED-ASSET ACCOUNTING CONTROL

- A. **Goal.** The purpose of this policy is to ensure proper accounting control resulting in the maintaining of accurate financial reports of fixed assets.
- B. **Policy.** An accounting, or inventory, of all fixed assets shall be conducted on an annual basis. After the conclusion of said inventory, the General Manager, or other responsible managing employee, shall certify its completeness and report the results thereof to the Board of Directors at its next regular monthly meeting.
- C. **Application.** Applicable purchases for inclusion in said accounting shall be the following:
 - i. Equipment, tools, and vehicles that individually have an original total cost of more than three-hundred dollars (\$300);
 - ii. All land and building acquisitions regardless of price; and,
 - iii. Additions or major improvements to the District's service infrastructure.
- D. **Identification.** When any item defined above is received, a tag with a unique identification number shall be affixed to said item, and the number recorded in the permanent inventory records prior to being put into use.
- E. **Inventory Records.** Permanent inventory records shall be maintained in either a paper file or electronic (computer data base) format. Said records shall be updated whenever a change in the status of a particular fixed asset occurs (e.g., original purchase, sale, destruction, loss, theft, etc.).