



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.*

Tuesday, March 21, 2023 - 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 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 BCVWD Personnel Committee members will attend in person at the
BCVWD Administrative Office*

This meeting is available to the public via Zoom teleconference

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 – MARCH 21, 2023

Call to Order: Chair Covington

Roll Call

	John Covington
	Andy Ramirez

	Lona Williams (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**
Minutes may be accepted by consensus
 - a. February 21, 2023 (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 - 11)
6. **Update: Workforce and Succession Planning Project** (no staff report)
7. **Action Plan: Recruitment and Retention of Human Resources Personnel** (no staff report)

8. Policies and Procedures Manual Updates / Revisions (pages 12 - 21)

- a. Policy 3125 Uniforms and Protective Clothing
- b. Policy 3145 Driver Training and Record Review

9. Action List for Future Meetings

- *Employee Association topics*
- *Policy manual updates (ongoing)*

10. Next Meeting Date: April 18, 2023

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 Personnel Committee in connection with a matter subject to discussion or consideration at a meeting of the Personnel Committee are available for public inspection in the District's office, at 560 Magnolia Avenue, Beaumont, California ("District Office") during business hours, Monday through Thursday from 7:30 a.m. to 5 p.m. 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 or within 24 hours' time as they are distributed to all or a majority of the Board of Directors, except that if such writings are distributed one hour prior to, or during the meeting, they can be made available in the Board Room at the District Office. Materials may also be available on the District's website: www.bcvwd.org.

REVISIONS TO THE AGENDA - In accordance with §54954.2(a) of the Government Code (Brown Act), revisions to this 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, or download from the District's website: www.bcvwd.org.

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, February 21, 2023 at 5:30 p.m.

CALL TO ORDER

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

Attendance. Directors Covington and Ramirez attended in person.

<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 Information Technology Robert Rasha Director of Operations James Bean Human Resources Administrator Sabrina Foley Senior Management Analyst Sylvia Molina Civil Engineer Associate I Daniel Baguyo Management Analyst I Erica Gonzales Management Analyst II Lorena Lopez Engineering Assistant Evan Ward Administrative Assistant Cenica Smith</i>
<i>BCVWD Employee Association reps:</i>	<i>Water Utility I Joshua Rogers Water Utility Supervisor Julian Herrera</i>

PUBLIC COMMENT: *None.*

ACTION ITEMS

- 1. Adjustments to the Agenda:** *None.*
- 2. Acceptance of the Meeting minutes**

- a. January 17, 2023

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

MOVED: Covington	SECONDED: Ramirez	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 internal promotions. Mr. Jagers reminded about the Board's approval of the new cross-connection control position and Mr. Bean provided some detail.

Director Covington noted the communications efforts from the HR department.

Jagers noted that the staff now includes two Notaries Public.

6. Discussion of Employment Agreements for Exempt Employees

General Manager Jagers recalled that the contracts issue arose during prior discussion and provided background. A meeting was held with exempt staff to ascertain top priorities:

- Exempt employee contracts do not address COLAs and it is not in policy. Traditionally, it was tied to the CPI but now there is a minimum and a maximum cap. There is a disconnect. If the agreement does not specifically address, it reverts to policy, but there is no policy. If it is going to be modified in the MOU, there should be a parallel in the language. He recommended a policy rather than individual contract language.
- Consider hybrid (remote) schedule for non-customer-facing roles. Jagers provided a handout published by the CSMFO (by Liebert Cassidy Whitmore [LCW]) and noted there are benefits, but a lot of liabilities. He said he did not think the District was ready to bring anything forward at the moment. Ms. Lopez pointed out that LCW is a law firm that specializes in human resources and presented at the CSMFO conference. HR Administrator Sabrina Foley will be attending a webinar tomorrow. Ms. Foley reviewed some of the benefits and risk of hybrid work. Director Covington said he expected Ms. Foley to share any findings from the webinar with General Manager Jagers, and requested an update from the GM. Jagers pointed out that a hybrid schedule could help alleviate some of the office space issues.
- Memorializing the 4/10 work schedule in writing
- Clarify whether the documents are an agreement or an employment contract
- Review and update job titles on the agreements

Jagers said the contract has been used for the last few hires and the format is satisfactory. Director Covington reminded that the look at contracts was at his request. As a committee, the role is to ask the GM to update the contracts to assure language meets the legal standard. It is the GM's role to formalize those contracts with the affected staff members. He suggested that at some point elements such as remote work policy need to go back to the Board in closed session. Jagers cautioned that a vehicle to warrant closed session would be necessary.

Covington stated that the GM should create a high-level redline with legal counsel and bring it to the Board in closed session. For this to move forward, he continued, there is only so much that can be done in open session. He assured that this is not about renegotiating employees' contracts.

Mr. Jagers noted that the hybrid work schedule and COLA are policy direction from the Board. Updating of titles does not require Board action. Jagers assured Covington that the direction was clear, and he will consult with legal counsel.

7. Report: BCVWD Deferred Compensation Plans

Ms. Foley reminded that additional follow up had been requested by Director Ramirez. She reviewed the new information in the staff report and advised that the current plan provider is satisfying the fiduciary responsibility to issue a responsible plan.

A poll of staff regarding satisfaction with the plan resulted in response of either satisfied or unable to participate in the plan, she said.

Foley said her assessment showed that the District is receiving the best management fees via CalPERS. There are other plans available, she added.

Mr. Jagers said he felt that the method sought by Director Ramirez had been achieved, and noted that a low number of staff members participate in the plans. The terms of the old plan were better, so many have stayed with the older plan. Director Covington asked about the cutoff date of the older plan, Foley said she believed it was 2016-2017. Jagers speculated that the PEPR legislation may have had an impact. Ms. Molina confirmed.

Director Ramirez indicated he was satisfied. Staff recommends no change.

8. Update: Workforce and Succession Planning Project

Human Resources Administrator Sabrina Foley updated the Committee on the project schedule. A rough draft report has been received, and final report submittal is expected on the 28th. The Mejorado Group is not available to do a presentation at the March Board meeting, she advised, but is available for the April Regular Meeting.

Jagers advised that there are areas he needs to discuss with the Mejorado Group. Covington pointed out that he had reminded them a couple of times of his expectations. Ms. Foley also assured that staff has communicated. Covington directed staff to take the time necessary work out nuances of the report and requested the draft report come to the Personnel Committee for a recommendation to move to the full Board. Director Ramirez stated that if staff is not getting traction with the consultant, at the next meeting, advise the committee and part ways.

Director Covington asked for clarification, and Mr. Jagers indicated that staff is working to assure that the draft report matches the proposal.

Ramirez restated that if the consultant is not performing, to cut it and move forward.

9. Annual Report: Performance Evaluation Compliance

Ms. Foley reviewed the report and noted 100 percent compliance. Mr. Jagers added that there will be software implemented to solidify and streamline the process.

10. Annual Report: Employee Turnover

Ms. Foley indicated this is a new annual report and explained that turnover is a huge metric for human resources regarding employee engagement and success as an organization. She pointed out that there have been unusual worldwide events to keep the data in context. She explained the implications of turnover.

In general, District turnover has been 14 to 15 percent but there has been increase. She pointed to workforce pressures and explained the use of a contingent workforce during this time, and temporary staff results in higher turnover. She also reminded about The Great Resignation period from 2021 and is ongoing.

In response to Covington, Foley confirmed the numbers include the part time and temporary staff. Pulling those out, the figure would be around 14 percent.

Mr. Jagers added that the impact of 2023 would be the completion of the AMR/AMI project. He also pointed to the reclassification / compensation activity and said he would not be surprised if the update to the pay scales created competitiveness. At some point, full time staff will be needed, he noted. He talked about potential projects. Ms. Foley made some recommendations such as career pathways, and an equity, diversity, and inclusion program.

11. Policies and Procedures Manual Updates / Revisions

Human Resources Administrator Sabrina Foley reviewed the proposed new policies, recommended by the CSDA.

Policy 3121 Infectious Disease Control: Foley and Jagers touched on regulatory guidelines. Director Ramirez asked if it was applicable to staff only or staff and the Board. Ms. Foley responded it is staff but there is reference to other policies.

Policy 3122 Workplace Violence: Ms. Foley said this is an important risk management strategy. Most language is taken from the CSDA sample policy. Jagers pointed out sections on suspicious behavior and possession of firearms. Covington recommended excluding the District residences.

Foley confirmed for Director Ramirez that this has been vetted by legal counsel.

The Committee recommended moving forward Policy 3121 and Policy 3122 to the Board for consideration by the following vote:

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

12. Action List for Future Meetings

- *Employee Association topics (none added)*
- *Policy manual updates (ongoing)*
- *Status of Workforce and Succession Planning*
- *Review exempt employee standard contract*
- *Annual performance evaluation compliance report*

13. Next Meeting Date: Tuesday, February 21, 2023, at 5:30 p.m.

ADJOURNMENT: 6:37 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
March 21, 2023**

Item 5

HUMAN RESOURCES REPORT

TO: Board of Directors Personnel Committee

FROM: Dr. Kirene M. Bargas, Director of Finance & Administration

SUBJECT: Human Resources Department Report for the Month of February 2023

Table 1: Personnel

The below table represents Workforce.

Total Current Employees (Excluding Board Members)	47
Full-Time Employees	39
Part-Time	2
Temporary	6
Interns	0
Separations	0
Retiring Employees	0

Table 2: New Hires

The below table represents new hires.

Employee Name	Job Title	Department
N/A		

Table 3: Anniversaries*

Employee Name	Job Title	Years of Service
Jennifer Leanos	Customer Service Representative I	2
Lorena Lopez	Management Analyst II	8
James Bean	Director of Operations.	24

**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.*



Table 4: Promotions

Former Title	Promotion to
Temporary Water Utility Worker	Customer Service Representative II
Water Production Operator II	Cross-Connection/Non-Potable Supervisor
Engineering Assistant	Associate Civil Engineer I

Table 5: Recruitment

The below table represents active/closed recruitment(s).

Position	Department	Closing Date
Water Production Operator	Operations: Production	March 28, 2023
Associate Civil Engineer I	Engineering	Closed
Cross-Connection/Non-Potable Supervisor	Operations: Production	Closed

Table 6: Communications

The below table represents HR communications to BCVWD employees.

Communication	Topic
Published an updated Benefits Information Contact Sheet with a new employer code for the Employee Assistance Program (EAP).	EAP
CalPERS Virtual Education Events.	CalPERS
Job openings, staff promotions.	Employment
Safety & Compliance training reminders: Updated CPP training; Annual Diversity Equality, and Inclusion; Harassment, EAP; COVID "Returning to work process".	Safety
Notification of HR Personnel Change	Employment

Table 7: Pending Legislation

Bill/Legislation	Title	Description	Status
AB 518	Paid family leave	Would expand eligibility for CA state benefits under the paid family leave program to include individuals who take time off work to care for a seriously ill individual related by blood or whose association with the	May be heard in committee on April 12/2023.

		employee is the equivalent of a family relationship. Bill would make conforming changes to the definitions of the terms “family care leave” and “family member” to align with updated California Family Rights Act.	Assembly Insurance.
AB 1100	Employment: Workweek	Current law generally establishes that 8 hours of labor constitutes a day’s work and further establishes a 40-hour workweek. This bill would declare the intent of the Legislature to subsequently amend this bill to include provisions that would establish a 4-day workweek.	May be heard March 18.
AB 1484	Temporary public employees	This bill would impose specified requirements with respect to the temporary employees, as defined, of a public employer who have been hired to perform the same or similar type of work that is performed by permanent employees represented by a recognized employee organization. In this regard the bill would require those temporary employees to be automatically included in the same bargaining unit as the permanent employees, as specified, upon the request of the recognized employee organization.	Referred to Committee on P.E. & R. 3/9/2023.
AB 1528	Employee housing	The Employee Housing Act, among other things, requires that buildings used for human habitation, and buildings accessory thereto, comply with the building standards in the California Building Standards Code relating to employee housing, as defined. That act requires the Department of Housing and Community Development to maintain a file of complaints and other significant information in relation to the maintenance and operation of employee housing and requires the information to be available to local agencies, district attorneys, and the Attorney General. This bill would make a nonsubstantive change to those provisions.	May be heard in committee March 20.

Prepared by Dr. Kirene M. Bargas, Director of Finance & Administration



**Beaumont-Cherry Valley Water District
Personnel Committee
March 21, 2023**

Item 8

STAFF REPORT

TO: Personnel Committee of the Board of Directors
FROM: Dr. Kirene M. Bargas, Director of Finance & Administration
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.

Executive Summary

N/A

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 2-3**). The District's legal counsel has reviewed and recommended the drafted policies.



Summary Table

Policy 3125 Uniforms and Protective Clothing	Minor Revisions Legal Review completed Submitted to MOU for comment
Policy 3145 Driver Training and Record Review	Minor Revisions Legal Review completed Submitted to MOU for comment

Fiscal Impact

No fiscal impact.

Attachments

1. Policy Approval Tracking
2. Proposed Policy Uniforms and Protective Clothing
3. Proposed Policy Driver Training and Record Review

Staff Report prepared by Dr. Kirene M. Bargas, Director of Finance & Administration

**Policy Approval Tracking
BCVWD Policy Manual Project**

Attachment 1

Policy Number	New Policy Number	Section	Policy Name	Drafted by BCVWD Staff	Responsible Staff	Approved by Legal Counsel	Presented to Personnel Committee	Provisionally Approved by Personnel Committee	Presented to Board of Directors	Approved by Board of Directors	Adoption Date	Resolution Number
1	1000	General	Definitions	Yes	Human Resources	2/16/2021	2/22/2021	2/22/2021	4/14/2021	4/14/2021	4/14/2021	21-006
2	1005	General	Definitions	Additional Edits	Human Resources	6/28/2021	7/19/2021	7/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
N/A	1010	General	Contractual Provisions	Yes	Human Resources	2/16/2021	2/22/2021	2/22/2021	4/14/2021	4/14/2021	4/14/2021	21-006
			Policy Manual	Yes	Human Resources	2/16/2021	2/22/2021	2/22/2021	4/14/2021	4/14/2021	4/14/2021	21-006
3	2000	Administration	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
4	2005	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
5	2010	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
6	2015	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
7	2020	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
N/A	2025	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
8	3000	Personnel	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
			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									
			Evaluation	Yes	Human Resources	7/13/2021	9/20/2021	9/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
11	3015	Personnel	Performance Evaluation-General									
12	3020	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
13	3025	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
14	3030	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
15	3035	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
16	3040	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
17	3045	Personnel	Letters of Recommendation	Yes	Human Resources							
			Executive Officer	Yes	Human Resources							
18	3050	Personnel	Volunteer Personnel Workers'	Yes	Human Resources							
			Compensation Insurance									
19	3055	Personnel	Work Hours, Overtime, and	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	Standby Program	Yes	Human Resources							
20 (incorrect numbering)			Continuity of Service									
21	3065	Personnel	Reduction in Force	Yes	Human Resources							
22	3070	Personnel	Holidays	Yes	Human Resources							
23	3075	Personnel	Vacation	Yes	Human Resources	11/8/2022	1/17/2023	1/17/2023	2/8/2023	2/8/2023	2/8/2023	23-005
24	3080	Personnel	Pre-Employment Physical Examination	Yes	Human Resources							
25	3085	Personnel	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
26	3090	Personnel	Family and Medical Leave	Yes	Human Resources	8/31/2022	10/18/2022	Move to Board for discussion, w/ counsel	12/14/2022	12/14/2022	12/14/2022	22-043
N/A	3095	Personnel	Pregnancy Disability Leave	Yes	Human Resources	9/1/2022	9/20/2022	9/20/2022	12/14/2022	12/14/2022	12/14/2022	22-043
27	3096	Personnel	Lactation Accommodation	Yes	Human Resources	8/25/2022	9/20/2022	9/20/2022	12/14/2022	12/14/2022	12/14/2022	22-043
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							
30	3110	Personnel	Jury and Witness Duty	Yes	Human Resources							
N/A	3111	Personnel	Leave for Crime Victims and									
31	3115	Personnel	Family Members	Yes	Human Resources	9/29/2022	10/18/2022	10/18/2022	12/14/2022	12/14/2022	12/14/2022	22-043
N/A	3120	Personnel	Return to Work Policy	Yes	Human Resources	1/11/2023	1/17/2023	1/17/2023	2/8/2023	2/8/2023	2/8/2023	23-005
N/A	3121	Personnel	Occupational Injury and Illness									
N/A	3122	Personnel	Prevention Program	Yes	Human Resources	1/11/2023	1/17/2023	1/17/2023	2/8/2023	2/8/2023	2/8/2023	23-005
			Infectious Disease Control	Yes	Human Resources	2/2/2023	2/21/2023	2/21/2023	3/15/2023	3/15/2023	3/15/2023	
			Workplace Violence	Yes	Human Resources	2/2/2023	2/21/2023	2/21/2023	3/15/2023	3/15/2023	3/15/2023	
N/A	3123	Personnel	Asset Protection and Fraud	Yes	Human Resources							
32	3125	Personnel	Uniforms and Protective Clothing	Yes	Human Resources	3/14/2023	3/21/2023					
33	3130	Personnel	Conferences	Yes	Human Resources							
34	3135	Personnel	Occupational Certification and Education	Yes	Human Resources	6/14/2022	8/16/2022	8/16/2022	9/17/2022	9/17/2022	9/17/2022	22-028
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									
37	3150	Personnel	Review	Yes	Human Resources	3/14/2023	3/21/2023					
38	3151	Personnel	District Vehicle Usage	Yes	Human Resources							
			Personal Vehicle Usage									
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	22-016
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	22-016
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	2019	2019	2019	10/9/2019	10/9/2019	10/9/2019	2019-011
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	11/8/2022	11/15/2022	11/15/2022	12/14/2022	12/14/2022	12/14/2022	22-043
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	11/15/2022	12/14/2022	12/14/2022	12/14/2022	22-043
N/A	5031	Operations	User Fee Cost Recovery	Yes	Finance	?	N/A	N/A	12/14/2022	12/14/2022	12/14/2022	22-039

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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
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	N/A	12/14/2022	12/14/2022	12/14/2022	22-042
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							

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ATTACHMENT 2

PROPOSED POLICY

CURRENT POLICY

BEAUMONT-CHERRY VALLEY WATER DISTRICT

PERSONNEL

POLICY TITLE: UNIFORMS AND PROTECTIVE CLOTHING
POLICY NUMBER: 3125

3125.1 Employees provided uniforms by the District must wear them at all times during the workday when ~~the employee is performing~~ performs performing services for the District. All employees ~~who are~~ required to wear uniforms shall wear the appropriate uniform for their work area.

3125.2 ~~The~~ General Manager will determine which job classifications will be issued uniforms.

1. Field Service Workers will wear a complete set of trousers and ~~a~~ shirt each working shift.
2. Field Service Workers will wear ~~a pair of~~ steel-toed safety shoes or boots each working shift; or appropriate rubber boots for wet working conditions.
3. Field Service Workers may wear a complete set of ~~a short-sleeved shirt~~ and District-issued shorts if the outdoor temperature exceeds 80 degrees Fahrenheit or 26.67 degrees Celsius during a working shift for designated activities as approved by their supervisor, such as meter readings.

3125.3 ~~The cost of District-required uniforms and/or protective clothing, shoes, boots, etc., shall be borne by the District.~~ District shall bear the cost of District-required uniforms and/or protective clothing, shoes, boots, etc.

3125.4 The District ~~has the option of authorizing reimbursements to qualifying employees upon proof of purchase; or arranging to~~ may authorize reimbursements to qualified employees upon proof of purchase. Alternatively, the District or may arrange with local retailers to supply all qualifying employees with a specific product that meets the needs and/or safety requirements ~~of the District, to be paid for directly by the District and bill the District for the total cost of all products purchased.~~

~~3125.5 When an employee for whom said uniforms, clothing, shoes, etc., were purchased or reimbursed is terminated for any reason prior to before completing 3 three continuous months of service after said the purchase, the employee may share the financial cost with the District, to be deducted a portion of the cost of said items shall be retained from their the employee's final payment. That portion retained shall be a percentage of the total cost of said items equal to 100% less the ratio of the amount of time worked to 3three continuous months of regular work.~~

3125.6 Employees shall not wear their District uniform while off-duty. Employees are permitted to wear the uniform only during ~~their work hours, work time, or work hours, work time,~~ traveling to and from work, or while representing the District.

3125.7 Non-Compliance. ~~Employees who are inappropriately dressed~~ inappropriately dressed employees may be sent home and directed to return to work in the proper attire. ~~A Non-exempt employee considered to be in non-compliance~~ will not be compensated for the time away from work ~~to address the correction.~~ Employees who violate ~~the~~ District uniform policy and/or refuse or neglect to wear safety shoes will be subject to corrective action and/or disciplinary action, up to and including termination of employment.

3125.8 Safety Shoes (Steel-toed boots) are eligible ~~to be replaced for annual replacement~~ annually at the District's expense. Safety Shoes ~~should be to be replaced if there are there are visible tears, cracking visible tears or cracks; or if the tread of the soles have the soles' tread has~~ worn down.

ii. Inspections will also be performed whenever a new process or substance is introduced, when the company receives information that a company process or substance is hazardous, as part of an accident investigation, and when a safety hazard is reported. These inspections may be limited to the substance or process in question.

iii. All inspections will be documented using the Hazard Checklist, which will be signed and dated by the inspector. The inspector will correct, or arrange to correct all hazards identified.

F. Accident Investigation

i. All accidents, illnesses, and exposures to hazardous substances resulting from employment with the District will be investigated by the injured employee's supervisor, using the Supervisor's Report of Accident Form.

ii. The investigation report will be reviewed by the General Manager.

iii. Particular attention will be given to ways of preventing future occurrences of similar accidents, illnesses or exposures.

G. Unsafe Conditions and Work Practices

i. When safety hazards are corrected, the action taken will be indicated on Hazard Checklist, which will then be signed and dated by the individual making the corrections.

ii. Priorities for correction will be determined by the severity of the hazard (s) identified. Employees will be protected from imminent hazards by the use of lockouts or other means of adequately preventing employees from exposure.

iii. Hazard checklist forms will be kept as a record of the company's ongoing safety efforts.

H. **Recordkeeping.** Inspection records, accident investigations, and training records, shall be kept for a minimum of three (3) years.

32. UNIFORMS AND PROTECTIVE CLOTHING

A. **Employee Appearance and Dress.** Employees are expected to maintain a neat, clean and well-groomed appearance.

i. Hair, beard and mustaches must be of style and length to avoid coming into contact with moving equipment. Loose clothing is not to be work when operating equipment.

3125.9 Uniform Allowance. Reportable Uniform Allowance items ~~will be~~^{are} reported to CalPERS ~~in accordance with~~^{following} PERL (Public ~~Employees' Employees'~~ Retirement Law) and CalPERS regulations. PEPPRA (Public ~~Employees' Employees'~~ Pension Reform Act) members are not eligible for the Uniform Allowance.

- ii. Employees are expected to dress in a manner that is normally acceptable in similar business establishments. The wearing of suggestive attire or of dungarees, jeans, shorts, sandals, tennis shoes, western boots, T-Shirts and similar items of casual attire is not permitted as they do not present a businesslike appearance.
- iii. The exception occurs when prior approval has been given by a manager to wear non-professional clothing to complete a specific duty or special function or on days designated by the General Manager as "casual days."
- iv. No facial piercing or gauges shall be worn while on duty.
- v. Any visible tattoos should be covered while on duty.
- vi. Any work time missed because of failure to comply with the dress policy will not be compensated, and repeated (3) violations of this policy will be cause for disciplinary actions.

B. Uniforms. The District supplies all field employees with uniforms.

- i. The cost of uniforms and/or protective clothing, boots, etc., that employees are required to wear shall be borne by District.
- ii. All field employees are required to wear steel toed safety shoes or boots. The District will reimburse each field employee up to one hundred thirty dollars (\$130) per year on or after the employee's hire date then on or after the employee's anniversary date, thereafter, for said shoes or boots upon proof of purchase.
- iii. When an employee for whom said uniforms, clothing, shoes, etc., were purchased or reimbursed is terminated or resigns for any reason prior to completing three continuous months of service after said purchase, a portion of the cost of said items shall be retained from his/her final payment. That portion retained shall be a percentage of the total cost of said items equal to one-hundred percent (100%) less the ratio of the amount of time worked to three continuous months of regular work.

C. Compliance. Any field employee not wearing the complete uniform, while performing District functions, is subject to disciplinary action.

- i. Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises.
- ii. Uniforms are not to be worn for personal use.

ATTACHMENT 3

PROPOSED POLICY

CURRENT POLICY

BEAUMONT-CHERRY VALLEY WATER DISTRICT

PERSONNEL

POLICY TITLE: DRIVER TRAINING AND RECORD REVIEW
POLICY NUMBER: 3145

3145.1 **Purpose.** The purpose of this policy is to reduce the frequency and severity of vehicle-related accidents and losses by:

1. Applying uniform criteria in evaluating the acceptability of driver-record information of individuals driving District vehicles or while on District business; or
2. Establishing disciplinary procedures for different types of driving violations.

3145.2 **Scope.** This policy applies to all regular, part-time, and temporary District employees and volunteers who drive on behalf of the District. Directors are encouraged to provide their Drivers' license information; but are cannot be required to do so in accordance with following State law.

3145.3 **Implementation.** The District shall participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program ("Pull Program"). Records for anyone of employees operating a District vehicles are subject to compliance with DMV requests on District business shall be requested from DMV.

1. Every six (6) months; and
2. Immediately in the event of new activity (e.g., moving violation, accident, address change, etc.). Employees who have terminated employment will be deleted from the program.

3145.4 **Review Criteria.** Information The information that will be generated during the record review will include the following:

1. Type of license;
2. Expiration Date;
3. Endorsements;
4. DMV action suspensions, revocations, and penal code violations; and
5. Vehicle Code Violations.

3145.5 **Disciplinary Procedures:**

1. A driver will immediately attend a qualified defensive driver training course (State of California Defensive Driver Training, National Safety Council Defensive Driver Training, etc.) if:
 - a. They earn two (2) or more points within a rolling thirty-six (36) months period of initial point violation or receive a single violation totaling two (2) points.
 - a. They earn two points within thirty-six (36) months
 - b. They receive any moving violation in a District vehicle within thirty-six (36) months.
 - c. They are involved in an accident within thirty-six (36) months.
2. A driver will be placed on a twelve (12) month driving probation is if they earn three (3) to five (5) points within a rolling thirty-six (36) months period of the original point violation. Additional point violations within this probationary period will result in affect a one-hundred twenty (120) day suspension of District driving privileges. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, the employ-ecy will be terminated from employment.
3. A driver will be suspended from District driving privileges for one hundred twenty (120) days if:
 - a. They earn four (4) or more points within a rolling twenty-four (24) months period of the

~~form "Respirator User Training and Education" is a guide and record of the training received.~~

- I. **Recordkeeping.** Each major component of the program will be documented to: verify that each activity has occurred; evaluate the success of the program; and satisfy regulatory requirements. These records include the written program, exposure determination, respirator selection, physical status evaluation, fit testing and respirator assignment, training form and program assessment.

36. DRIVER TRAINING AND RECORD REVIEW

- A. **Purpose.** The purpose of this policy is to reduce the frequency and severity of vehicle-related accidents and losses by:
 - i. Applying uniform criteria in evaluating the acceptability of driver-record information of individuals driving District vehicles or while on District business; or
 - ii. Establishing disciplinary procedures for different types of driving violations.
- B. **Scope.** This policy applies to all regular, part-time, and temporary District employees and volunteers who drive on behalf of the District. Directors are encouraged to provide their license information, but cannot be required to do so in accordance with State law.
- C. **Implementation.** The District shall participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program ("Pull Program"). Records for anyone operating vehicles on District business shall be requested from DMV:
 - i. Every six (6) months; and
 - ii. Immediately in the event of new activity (e.g. moving violation, accident, address change, etc.). Employees who have terminated employment will be deleted from the program.
- D. **Review Criteria.** Information that will be generated during the record review will include:
 - i. Type of license;
 - ii. Expiration Date;
 - iii. Endorsements;
 - iv. DMV action suspensions, revocations, and penal code violations; and
 - v. Vehicle Code Violations.

- original point violation.
- b. They earn six (6) or more points within a rolling thirty-six (36) months period of the original point violation.
 - c. They receive a citation for Driving Under the Influence (DUI), reckless driving, or speed contest on personal time within thirty six (36) months of the original point violation.
 - d. If they are involved in two chargeable (resulting in a point violation) accidents within twenty-four (24) months of the original point violation. If their job routinely involves con-
sists of driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, permanent suspension of driving privileges will result in termination of employment.
4. A driver's District driving privileges will be permanently suspended of District driving privileges if:
- a. They receive a citation for DUI, reckless driving, or speed contest during District business within thirty six months within thirty six (36) months.
 - b. They receive two citations for DUI, two citations for reckless driving, or two citations for speed contest on personal time within a twelve (12) months rolling period of the original point violation. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, permanent suspension of driving privileges will result in termination of employment.
5. Occasionally, it may be brought to the District's District's attention that an employee is expos-
ing/exposes the District to undue liability through poor driving techniques and habits. All such complaints will be investigated and acted upon accordingly.

3145.6 **Defensive Driver Training:** All drivers shall attend an approved defensive driver training course at least once every four years or more often as specified in Disciplinary Procedures; above. Directors are encouraged ~~but not required~~ to attend courses; ~~but cannot be required to do so in accordance with~~ are not required to follow State law.

E. **Disciplinary Procedures:**

- i. A driver will immediately attend a qualified defensive driver training course (State of California Defensive Driver Training, National Safety Council Defensive Driver Training, etc.) if:
 - a. They earn two points within thirty-six (36) months
 - b. They receive any moving violation in a District vehicle within thirty-six (36) months.
 - c. They are involved in an accident within thirty-six (36) months.
- ii. A driver will be placed on a twelve (12) month driving probation if they earn three (3) to five (5) points within thirty-six (36) months. Additional point violations within this probationary period will affect a one- hundred twenty (120) day suspension of District driving privileges. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, they will be terminated from employment.
- iii. A driver will be suspended from District driving privileges for one-hundred twenty (120) days if:
 - a. They earn four (4) or more points within twenty-four (24) months.
 - b. They earn six (6) or more points within thirty-six (36) months.
 - c. They receive a citation for DUI, reckless driving, or speed contest on personal time within thirty-six (36) months.
 - d. If they are involved in two chargeable (resulting in a point violation) accidents within twenty-four (24) months. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, they will be terminated from employment.
- iv. A driver will be permanently suspended of District driving privileges if:
 - a. They receive a citation for DUI, reckless driving, or speed contest during District business within thirty-six (36) months.
 - b. They receive two citations for DUI, two citations for reckless driving, or two citations for speed contest on personal time within twelve (12) months. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal

District operations, permanent suspension of driving privileges will result in termination of employment.

- v. Occasionally, it may be brought to the District's attention that an employee is exposing the District to undue liability through poor driving techniques and habits. All such complaints will be investigated and acted upon accordingly.

- F. **Defensive Driver Training:** All drivers shall attend an approved defensive driver training course at least once every four years or more often as specified in Disciplinary Procedures, above. Directors are encouraged to attend courses, but cannot be required to do so in accordance with State law.

37. DISTRICT VEHICLE USAGE

- A. Application. This policy applies to employees who drive District vehicles to and from work.
- B. Exceptions. During working hours, trips for personal purposes will be avoided. Occasionally, stopping at a store en route to a business destination, or going to a restaurant (within close proximity of your work location) for lunch is permitted. While going to or from work, occasionally stopping to buy groceries, pick up laundry, medications, etc., is also permitted. No alcohol shall be purchased while driving a District vehicle.
- C. Limitation. Other than the foregoing uses, district vehicles will not be used for any other personal purposes without prior written approval. This means that weekend or after-hours trips to the store (regardless of how close to home), trips back to the office to retrieve forgotten personal items, or any other non-business usage will not be permitted.

38. PERSONAL VEHICLE USAGE

- A. When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage.
- B. **Authorization.** Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available and safely operational.
- C. **Coordination.** Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work and used in an efficient manner.