

# KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, August 22, 2023  
3:00 P.M.

## AGENDA

This meeting will be conducted at the District office in accordance with the Brown Act and AB 2449. Public comment may be made in person or submitted via email to [kinneloa@outlook.com](mailto:kinneloa@outlook.com) prior to the meeting, any information submitted will become part of the official record. The public may participate at the office or via computer or telephone using the following information: <https://us02web.zoom.us/j/85061795151?pwd=QURaWGV5Lzg3dmEvcGx1Ujl6akRHdz09>

Meeting ID: 850 6179 5151

Passcode: 156331

Telephone: 669 900 9128

1. **CALL TO ORDER** – 3:00 P.M.
  - a. Declaration of a quorum
  - b. Review of agenda
2. **PUBLIC COMMENT** – Comments from the Public regarding items on the Agenda or other items within the jurisdiction of the District  
In compliance with the Brown Act, the Board cannot discuss or act on items not on the Agenda. However, Board Members or District Staff may acknowledge Public comments, briefly respond to statements or questions posed by the Public, ask a question for clarification, or request Staff to place item on a future Agenda (Government Code section §54954.2)
3. **REVIEW OF MINUTES** – July 18, 2023, Regular Meeting  
*Recommended Action: Review and approve motion to file.*
4. **REVIEW OF FINANCIAL REPORTS** – July 31, 2023  
*Recommended Action: Review and approve motion to file.*
5. **REVIEW OF REVISED 2023 BUDGET**  
*Recommended Action: Review and approve revised calendar year 2023 budget*
6. **INFORMATION ITEMS**
  - a. Election Update for Board Divisions 1, 4 and 5
  - b. Customer Outreach/Newsletter
  - c. Subeca Interface Rollout
  - d. Tunnel Production and Status Update
  - e. Fluoride Variance Expiration – Compliance Plan sent to DDW on 7/10/23
  - f. 1850 Kinneloa Canyon Road Project
  - g. CalTrust and LAIF Investment Overview
7. **EMPLOYEE POLICIES AND PROCEDURES** – Review Revision 7  
*Recommended Action: After discussion, approve Resolution 2023-08-22-1 to adopt the revised document and authorize the General Manager to publish and distribute to the District's employees.*

- 8. AD HOC PERSONNEL COMMITTEE REPORT** – Information item presented by the Committee Chair
- 9. AD HOC 2024 BUDGET AND RATE SETTING COMMITTEE REPORT** – Information item presented by the Committee Chair
- 10. NOMINATION: LAFCO SPECIAL DISTRICT ALTERNATE REPRESENTATIVE**  
*Recommended Action: Authorize the General Manager to nominate Stephen Brown as a candidate for appointment as special district alternate member to the Los Angeles Local Agency Formation Commission. Nominations are due by 5:00 p.m. on August 25, 2023.*
- 11. ELECTION: ACWA President, Vice-President and Region 8 Board**  
*Recommended Action: Authorize the General Manager to submit ballot on behalf of the District voting for ACWA Board Officer's Election for President and Vice President as well as the Region 8 Board*
- 12. GENERAL MANAGERS REPORT** – Information item presented by the General Manager.  
*Recommended Action: General Manager to summarize the report and respond to questions*
- 13. CLOSED SESSION** – Receive advice from Legal Counsel: Pending or threatened litigation (Government Code Section 54956.9(a))
- 14. REPORT ON CLOSED SESSION**
- 15. DIRECTOR REPORTS AND/OR COMMENTS** –  
In accordance with Government Code §54954.2 Directors may make brief announcements or brief reports on their own activities. Directors may ask a question for clarification, provide a reference to staff or other resources for information, request staff to report back to the Directors at a subsequent meeting, or act to direct staff to place a matter of business on a future agenda.
- 16. CALENDAR** – Upcoming regular meetings: September 19, 2023; October 17, 2023; November 21, 2023
- 17. ADJOURNMENT**

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In compliance with the Americans with Disabilities Act, if you are a disabled person and need a disability-related modification or accommodation to participate in this meeting, please contact the District office 48 hours prior to the meeting at 626-797-6295. Each item on the agenda, no matter how described, shall be deemed to include any appropriate motion, whether to adopt a minute motion, resolution, payment of any bill, approval of any matter or action, or any other action. Material related to an item on this agenda submitted after distribution of the agenda packet is available for public review at the District office or online at the District's website <https://kinneloairrigationdistrict.info>.

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# KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, July 18, 2023, 3:00 P.M.

## MINUTES

The meeting was conducted in the District Board Room and by teleconference in accordance with the Brown Act and AB 2449. The District offered the public the option to attend the meeting by telephone, videoconference or in-person as stated in the agenda.

**DIRECTORS PRESENT:** (In-Person): Gordon Johnson, Gerrie Kilburn, Stephen Brown

**DIRECTORS ABSENT:** Timothy Eldridge

**STAFF PRESENT:** (In-Person): General Manager, Tom Majich; Board Clerk, Martin Aragon; Field Staff; Chris Burt

**PUBLIC PRESENT:** NONE

**1. CALL TO ORDER:**

Chairman Johnson called the meeting to order at 3:00 P.M. and took roll call. A quorum of Board Members was present and reviewed the agenda.

**2. PUBLIC COMMENT: NONE**

**3. ELECTION OF KINNELOA IRRIGATION DISTRICT TREASURER FOR YEAR 2023:**

Director Kilburn nominated *Timothy Eldridge for Treasurer for 2023* and was seconded by Director Brown. Chairman Johnson conducted a roll call vote. It was motioned/seconded/carried unanimously – (Kilburn / Brown– 3 Aye/0 Nay /0 Abstain/1 Absent)

**4. REVIEW OF MINUTES:**

Director Kilburn motioned to approve the **May 16, 2023** Minutes for filing, subject to correction of the typo in Item 8, and was seconded by Director Brown. It was motioned/seconded/carried unanimously – (Kilburn / Brown– 3 Aye/0 Nay/0 Abstain/1 Absent)

**5. REVIEW OF FINANCIAL REPORTS:**

The General Manager presented the June 2023 financial reports. Director Brown motioned to approve the June 2023 financial reports for filing and was seconded by Director Kilburn. It was motioned/seconded/carried unanimously – (Brown / Kilburn – 3 Aye/0 Nay /0 Abstain/1 Absent)

## **6. INFORMATION ITEMS:**

The General Manager shared a memo prepared with key dates regarding the upcoming election on 11/7/23 for Divisions 1, 4 and 5.

The next customer newsletter is in the final draft stage and is expected to go out by the end of July.

District Staff noted that the Subeca customer dashboard is still not fully functional and does not recommend rolling out to all customers at this time until alert issues are resolved.

The General Manager has submitted the District's proposed plan to the State of California Division of Drinking Water for system modifications to be put in place before the District's Fluoride Variance expires in December 2023.

The bids for the 1850 Kinneloa Canyon Road project have been received. The customer has been invoiced for their share of the project cost. Once customer funds are received a recommendation for award will be presented to the Board for approval.

The General Manager prepared a memo regarding rate setting history and structure for consideration when reviewing the forthcoming budget and 2024 rate adjustment proposal.

The General Manager noted that a recent new water service application has been received for an Accessory Dwelling Unit (ADU) project. A fact sheet from Los Angeles County updated in April 2023 was shared with new regulations indicating that the previous prohibition on ADU's in the District due to it being in a "Very High Fire Hazard Severity Zone" has been modified with certain exceptions that may allow ADU development in the District.

There is a vacancy for the Independent Special Districts alternate member seat on the Local Agency Formation Commission for the County of Los Angeles (LAFCO). Nominations must be received by 5:00pm on August 25, 2023. To be eligible, the nominee must be an elected official or appointed to the board of an independent special district for a fixed term. The nomination will be included on the Board agenda for the August 2023 meeting.

## **7. AD HOC PERSONNEL COMMITTEE REPORT:**

The Ad Hoc Personnel Committee plans to meet with the General Manager one additional time to review the final recommended changes to the Employee Policies and Procedures manual.

## **8. AD HOC FINANCE COMMITTEE REPORT:**

The Ad Hoc Finance Committee has not needed to formally meet this year. At the General Manager's Request a new Ad Hoc "2024 Budget and Rate Study" Committee was established, Directors Brown and Eldridge volunteered to serve on this Committee.

## **9. GENERAL MANAGER'S REPORT:**

The General Manager presented the monthly report on District activities and water supply and production. A year-to-date summary of the Watermaster Year ending June 2023 was provided. An estimate of water supply and demand for the forthcoming water year was provided, it was recommended by District Staff to not pursue lease rights for additional pumping for the 2023-2024 water year.

**10. DIRECTOR REPORTS AND/OR COMMENTS:**

NONE

**11. CALENDAR:** Upcoming regular meetings: Aug. 15, 2023; Sept. 19, 2023; Oct. 17, 2023

**12. ADJOURNMENT:**

**Chairman Johnson adjourned the meeting at 4:30 P.M.**

**Prepared and submitted by,**

*Martin Aragon*

**Martin Aragon  
Office Manager/Board Clerk**

**Kinneloa Irrigation District**  
**Income Statement Compared with Budget for the Seven Months Ending July 31, 2023**

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget
<b>Revenues</b>							
4000 Water Sales	157,956.91	160,000.00	(2,043.09)	763,330.91	911,000.00	(147,669.09)	1,600,000.00
4015 Wholesale Water Sales	0.00	0.00	0.00	187,081.40	50,000.00	137,081.40	50,000.00
4020 Service/Installation Charges	355.22	833.33	(478.11)	4,228.98	5,833.31	(1,604.33)	10,000.00
4035 Interest-Reserve Fund	3,465.75	833.33	2,632.42	32,156.16	5,833.31	26,322.85	10,000.00
4036 Unrealized Gain(Loss)-CalTRU	1,045.58	2,083.33	(1,037.75)	(2,546.06)	14,583.31	(17,129.37)	25,000.00
<b>Total Revenues</b>	<b>162,823.46</b>	<b>163,749.99</b>	<b>(926.53)</b>	<b>984,251.39</b>	<b>987,249.93</b>	<b>(2,998.54)</b>	<b>1,695,000.00</b>
<b>Expenses</b>							
5000 Leased Water Rights	0.00	0.00	0.00	103,500.00	63,135.00	40,365.00	63,135.00
5005 Electricity	12,653.34	19,000.00	(6,346.66)	91,714.45	94,000.00	(2,285.55)	170,000.00
5010 Maintenance/Repair Supplies	2,811.25	3,500.00	(688.75)	13,062.00	22,500.00	(9,438.00)	40,000.00
5011 Material and Labor for Install	0.00	3,333.33	(3,333.33)	0.00	23,333.31	(23,333.31)	40,000.00
5012 Safety Equipment	196.14	166.67	29.47	1,697.40	1,166.69	530.71	2,000.00
5015 Operations Labor	26,681.14	27,646.67	(965.53)	194,707.11	193,526.69	1,180.42	331,760.00
5016 Operations OT	3,727.16	1,666.67	2,060.49	23,474.00	11,666.69	11,807.31	20,000.00
5020 Stand-by Compensation	930.00	915.00	15.00	6,360.00	6,405.00	(45.00)	10,980.00
5022 Training/Certification	35.00	133.33	(98.33)	789.38	933.31	(143.93)	1,600.00
5025 Water Treatment/Analysis	815.68	2,500.00	(1,684.32)	15,340.44	17,500.00	(2,159.56)	30,000.00
5026 Water Treatment/Analysis Equip	2,763.19	0.00	2,763.19	7,893.78	0.00	7,893.78	0.00
5030 Maintenance/Repair Contractors	11,966.98	11,666.67	300.31	88,589.18	81,666.69	6,922.49	140,000.00
5031 SCADA Operating/Maintenance	2,372.62	833.33	1,539.29	10,888.04	5,833.31	5,054.73	10,000.00
5034 Equipment Maintenance	31.03	2,083.33	(2,052.30)	836.10	14,583.31	(13,747.21)	25,000.00
5035 Vehicle Maintenance	345.99	1,333.33	(987.34)	9,934.99	9,333.31	601.68	16,000.00
5036 Fuel	1,481.89	1,833.33	(351.44)	15,187.25	12,833.31	2,353.94	22,000.00
5040 Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00	500.00
5045 Insurance-Workers Comp.	0.00	0.00	0.00	9,630.04	10,000.00	(369.96)	20,000.00
5046 Insurance-Liability	2,934.39	1,416.67	1,517.72	15,908.73	9,916.69	5,992.04	17,000.00
5048 Insurance-Property	0.00	208.33	(208.33)	1,875.36	1,458.31	417.05	2,500.00
5049 Insurance-Medical	6,841.28	7,744.58	(903.30)	45,688.62	54,212.06	(8,523.44)	92,935.00
6000 Engineering Services	0.00	3,958.33	(3,958.33)	3,220.00	27,708.31	(24,488.31)	47,500.00
6005 Watermaster Services	1,310.49	1,416.67	(106.18)	9,218.49	9,916.69	(698.20)	17,000.00
6015 Administrative Salary	14,241.68	14,500.00	(258.32)	72,516.08	101,500.00	(28,983.92)	174,000.00
6017 Administrative Travel	133.62	250.00	(116.38)	273.66	1,750.00	(1,476.34)	3,000.00
6020 Board Compensation	300.00	700.00	(400.00)	3,300.00	4,900.00	(1,600.00)	8,400.00
6021 Administrative & Board Exp.	0.00	83.33	(83.33)	227.85	583.31	(355.46)	1,000.00
6022 Board of Directors Election	0.00	0.00	0.00	0.00	0.00	0.00	12,500.00
6024 Customer/Public Info. Prog.	1,122.00	1,250.00	(128.00)	6,047.15	8,750.00	(2,702.85)	15,000.00
6025 PERS - KID	4,086.04	4,400.00	(313.96)	27,264.05	30,800.00	(3,535.95)	52,800.00
6030 Social Security - KID	3,464.58	3,300.00	164.58	24,311.19	23,100.00	1,211.19	39,600.00
6031 Medicare - KID	810.27	779.17	31.10	5,685.79	5,454.19	231.60	9,350.00
6035 Office/Computer Supplies	498.36	583.33	(84.97)	4,790.08	4,083.31	706.77	7,000.00
6036 Postage/Delivery	0.00	416.67	(416.67)	2,225.24	2,916.69	(691.45)	5,000.00
6040 Professional Dues	1,877.15	1,333.33	543.82	7,756.33	9,333.31	(1,576.98)	16,000.00

**Kinneloa Irrigation District**  
**Income Statement Compared with Budget for the Seven Months Ending July 31, 2023**

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget
6045 Legal Services	220.00	1,250.00	(1,030.00)	5,472.24	8,750.00	(3,277.76)	15,000.00
6050 Telephone	234.96	375.00	(140.04)	2,004.66	2,625.00	(620.34)	4,500.00
6051 Mobile Communications	141.91	166.67	(24.76)	1,029.09	1,166.69	(137.60)	2,000.00
6052 Pagers	36.33	41.67	(5.34)	284.99	291.69	(6.70)	500.00
6053 Internet Service	114.98	133.33	(18.35)	794.86	933.31	(138.45)	1,600.00
6059 Computer Software Maintenance	1,057.85	2,000.00	(942.15)	8,066.64	14,000.00	(5,933.36)	24,000.00
6061 Office Equipment Maintenance	0.00	83.33	(83.33)	2,115.13	583.31	1,531.82	1,000.00
6065 Accounting Services	6,600.00	0.00	6,600.00	13,000.00	7,000.00	6,000.00	7,000.00
6070 Office & Accounting Labor	10,395.50	12,008.33	(1,612.83)	95,078.93	84,058.31	11,020.62	144,100.00
6075 Professional Services	4,780.58	7,916.67	(3,136.09)	20,033.57	55,416.69	(35,383.12)	95,000.00
6076 Contract Services	0.00	0.00	0.00	1,371.84	0.00	1,371.84	0.00
6080 Administrative Fees	969.28	1,036.67	(67.39)	6,652.16	7,256.69	(604.53)	12,440.00
6081 Permits/Fees	468.06	1,250.00	(781.94)	4,668.89	8,750.00	(4,081.11)	15,000.00
6086 Taxes - Sales/Use	0.00	41.67	(41.67)	0.00	291.69	(291.69)	500.00
6088 Interest Expense	0.00	0.00	0.00	23,671.33	24,500.00	(828.67)	49,000.00
6090 Customer Requested Expense	0.00	0.00	0.00	370.00	0.00	370.00	0.00
6120 Bank Service Charges	470.39	1,000.00	(529.61)	3,955.34	7,000.00	(3,044.66)	12,000.00
<b>Total Expenses</b>	<b>129,921.11</b>	<b>146,255.41</b>	<b>(16,334.30)</b>	<b>1,012,482.45</b>	<b>1,087,422.87</b>	<b>(74,940.42)</b>	<b>1,847,200.00</b>
<b>Net Income</b>	<b>32,902.35</b>	<b>17,494.58</b>	<b>15,407.77</b>	<b>(28,231.06)</b>	<b>(100,172.94)</b>	<b>71,941.88</b>	<b>(152,200.00)</b>
<b>Other Expenditures</b>							
1505 Water Tunnels	0.00	0.00	0.00	993.63	1,000.00	(6.37)	10,000.00
1511 Water Treatment Plant	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
1512 Water Meters	2,969.40	0.00	2,969.40	2,969.40	0.00	2,969.40	20,000.00
1513 Electrical/Electronic Equip.	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
1514 Computer/Office Equipment	0.00	0.00	0.00	5,904.27	0.00	5,904.27	5,000.00
1515 Vehicles & Portable Equipment	0.00	0.00	0.00	0.00	0.00	0.00	45,000.00
1516 Water Company Facilities	0.00	0.00	0.00	23,677.85	0.00	23,677.85	35,000.00
1522 Eucalyptus Booster Station	0.00	0.00	0.00	0.00	0.00	0.00	45,000.00
1527 SCADA Equipment	0.00	0.00	0.00	5,944.00	0.00	5,944.00	0.00
1530 Tools	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
2400 Installment Purchase Agreement	0.00	0.00	0.00	76,429.65	75,601.00	828.65	151,202.00
<b>Total Other Expenditures</b>	<b>2,969.40</b>	<b>0.00</b>	<b>2,969.40</b>	<b>115,918.80</b>	<b>76,601.00</b>	<b>39,317.80</b>	<b>329,202.00</b>
<b>Total Increase or (Drawdown)</b>	<b>29,932.95</b>	<b>17,494.58</b>	<b>12,438.37</b>	<b>(144,149.86)</b>	<b>(176,773.94)</b>	<b>32,624.08</b>	<b>(481,402.00)</b>

## Kinneloa Irrigation District Balance Sheet as of July 31, 2023

### ASSETS

#### Current Assets

1010	Checking-Wells Fargo Bank	\$ 554,445.46
1012	Reserve Fund-LAIF	131,666.99
1014	Reserve Fund-CalTRUST	1,015,949.83
1016	Accrued Interest-LAIF	609.33
1100	Accts. Receivable-Water Sales	24,219.86
1190	Allowance for Bad Debts	(3,199.39)
1200	Inventory	20,000.00
1340	Accrued Water Sales	156,499.30
1350	Prepaid Insurance	2,778.28
1360	Prepaid Expenses	26,191.86

Total Current Assets

1,929,161.52

#### Property and Equipment

1501	Water Rights	52,060.41
1503	Land Sites	96,700.08
1504	Water Mains	4,010,066.35
1505	Water Tunnels	738,468.23
1506	K-3 Well	89,543.06
1507	Improvement District #1	602,778.12
1508	Mountain Property	6,620.00
1509	Wilcox Well/Wilcox Booster	94,030.98
1510	Interconnections	14,203.27
1511	Water Treatment Plant	206,569.07
1512	Water Meters	408,808.03
1513	Electrical/Electronic Equip.	256,918.72
1514	Computer/Office Equipment	81,563.11
1515	Vehicles & Portable Equipment	308,656.75
1516	Water Company Facilities	127,900.05
1517	KID Office	64,899.78
1518	Shaw Ranch	280,789.92
1519	Dove Creek Project	487,383.87
1520	Glen Reservoir/Booster	24,190.86
1521	Kinneloa Ridge Project	690,492.58
1522	Eucalyptus Booster Station	532,342.43
1526	Vosburg Booster	1,647,215.66
1527	SCADA Equipment	368,061.90
1528	Tanks and Reservoirs	119,491.90
1529	Holly Tanks	181,113.76
1530	Tools	6,273.13
1600	Accum. Depreciation	(5,933,805.76)

Total Property and Equipment

5,563,336.26

#### Other Assets

1901	PERS-Deferred Outflows	64,858.00
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Total Assets

\$ 7,557,355.78



## Kinneloa Irrigation District Balance Sheet as of July 31, 2023

### LIABILITIES AND CAPITAL

#### Current Liabilities

2000	Accounts Payable	\$	35,865.30
2005	Umpqua Visa Payable		4,889.56
2271	Deposits-Construction Meters		850.00
2272	Job Deposits		20,900.00
2275	Deposits-Water Customers		255.02
2290	Accrued Vacation		13,237.40
			75,997.28
	Total Current Liabilities		75,997.28

#### Long-Term Liabilities

2400	Installment Purchase Agreement		1,228,549.00
2801	PERS- Net Liability		72,401.50
2901	PERS- Deferred Inflows		160,498.00
			1,461,448.50
	Total Long-Term Liabilities		1,461,448.50
	Total Liabilities		1,537,445.78

#### Capital

3040	Fund Balance		6,048,141.06
	Net Income		(28,231.06)
			6,019,910.00
	Total Capital		6,019,910.00
	Total Liabilities & Capital	\$	7,557,355.78

**Kinneloa Irrigation District**  
**Check Register**  
**July 1, 2023 to July 31, 2023**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
7/5/23	10644	Aramark Uniform Services	126.67	Hi-Vis T-Shirts for field Staff & Towel Service
7/5/23	10645	Clinical Lab of San Bernardino	346.00	Water Treatment/Analysis
7/5/23	10646	Cricket Consulting	210.00	SCADA Maintenance
7/5/23	10647	Underground Service Alert	29.25	Digalert
7/5/23	10649	McMaster Carr	109.27	Maintenance Parts
7/5/23	10650	Paydirt Printing Services	157.79	CCR Postcards
7/5/23	10652	McMaster Carr	239.84	Maintenance Parts
7/5/23	10653	Ultimate Cleaning Solutions, Inc.	90.00	Janitorial Service
7/5/23	10654	Ware Disposal	443.91	Trash Pickup Services
7/5/23	10655	Weck Laboratories, Inc.	234.00	Water Treatment/Analysis
7/5/23	10656	Red Supply	268.27	Water Treatment/Analysis - Sampling Taps
7/5/23	10657	J.A. Salazar Construction & Supply Corp	6,266.32	3275 Villa highlands - Replace 1" Service
7/12/23	10658	Marvel Landscapes, Inc	10,677.85	Holly Tanks - Install Drain Pipe & Two Retaining Walls
7/15/23	EFT5772	Bernadette C. Allen	198.13	Salary
7/15/23	EFT5773	Arthur M. Aragon	1,828.13	Salary
7/15/23	EFT5774	Ramon Jr. Ascencio	2,750.46	Salary
7/15/23	EFT5775	Christopher A. Burt	3,531.26	Salary
7/15/23	EFT5776	Michele M. Ferrell	1,790.57	Salary
7/15/23	EFT5777	Thomas L. Majich	4,720.57	Salary
7/15/23	EFT5778	Juan R. Tello	1,519.77	Salary
7/15/23	EFT5779	Melanie E. Timoteo	1,585.96	Salary
7/15/23	EFT5780	Christopher A. Burt	300.00	Salary
7/15/23	EFT5781	Juan R. Tello	353.00	Salary
7/15/23	EFT5782	Michele Ferrell	750.00	Salary
7/15/23	EFT5783	Automatic Data Processing, Inc.	7,703.42	Payroll Taxes & Withholdings
7/18/23	10659	ACWA-JPIA	7,236.84	KID & Employee Health Benefits Contributions
7/18/23	10660	Alert Communications, Inc.	75.00	Pagers
7/18/23	10661	AMPSTUN Corporation	4,087.50	Customer Service / Billing System
7/18/23	10662	Foothill Municipal Water District	969.28	Administrative Fee (O & M charge)
7/18/23	10663	Public Water Agencies Group	875.00	Quarterly PWAG Assessment
7/18/23	10664	ACWA-JPIA	4,921.41	Worker's Compensation Program Qtr. 4
7/18/23	10665	Applied Technology Group, Inc.	120.00	Handheld Radio Communication (PWAG group)
7/18/23	10666	Egan & Egan	6,600.00	Annual Audit Services
7/18/23	10667	Public Water Agencies Group	289.08	PWAG Monthly Assessment for Emergency Preparedness
7/18/23	10668	USA Blue Book	74.68	Water Treatment/Analysis
7/25/23	10669	ACWA-JPIA	772.00	Cyber Liability Program
7/25/23	10670	Badger Meter Inc	942.19	Water Meter Replacement - 2" meter High Point Academy
7/25/23	10671	Clinical Lab of San Bernardino	191.00	Water Treatment/Analysis
7/25/23	10672	Ramon Ascencio	133.62	Mileage Reimbursement
7/25/23	10673	Clinical Lab of San Bernardino	240.00	Water Treatment/Analysis
7/25/23	10674	Cricket Consulting	2,372.62	New Radio for SCADA System Communication
7/25/23	10675	Matt Chlor Inc.	2,611.74	Membrane replacement Kits
7/25/23	10676	Paydirt Printing Services	457.50	Monthly Bill Statements
7/25/23	10677	Clinical Lab of San Bernardino	226.00	Water Treatment/Analysis
7/25/23	10678	McMaster Carr	281.31	Chlorine Generation parts
7/25/23	10679	Sparling Instruments, LLC	2,027.21	PCIC Meter & Parts
7/25/23	10680	Utility Service Co., Inc.	5,700.66	Tank Maintenance
7/25/23	10681	Clinical Lab of San Bernardino	84.00	Water Treatment/Analysis
7/25/23	10682	Geotab USA, Inc	79.00	Vehicle Maintenance
7/31/23	EFT5784	Streamline	249.00	Website services

**Kinneloa Irrigation District**  
**Check Register**  
**July 1, 2023 to July 31, 2023**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
7/31/23	EFT5785	Spectrum	274.94	Internet Services
7/31/23	EFT5786	CA Public Employees Ret. Sys.	7,527.59	KID & Employee Health Benefits Contributions
7/31/23	EFT5787	Century Business Solutions	307.36	Bank Services
7/31/23	EFT5789	Southern California Edison Co.	9,849.63	Electricity - District / K3 Pumping
7/31/23	EFT5790	Arco Gaspro Plus	1,481.89	Fleet Vehicle Fuel
7/31/23	EFT5793	Automatic Data Processing, Inc.	112.70	Payroll Processing Fee
7/31/23	EFT5794	Century Business Solutions	15.00	Credit Card Processing Fee
7/31/23	EFT5795	Pasadena Municipal Services	2,083.26	Electricity - Wilcox
7/31/23	EFT5796	CA Public Employees Ret. Sys.	28,502.00	Annual Unfunded Accrued Liability
7/31/23	EFT5797	AT&T Mobility	43.82	Mobile Phones
7/31/23	EFT5798	Automatic Data Processing, Inc.	107.22	Payroll Processing Fee
7/31/23	EFT5799	Bernadette C. Allen	225.77	Salary
7/31/23	EFT5800	Arthur M. Aragon	1,985.55	Salary
7/31/23	EFT5801	Ramon Jr. Ascencio	2,537.09	Salary
7/31/23	EFT5802	Stephen Brown	138.52	Salary
7/31/23	EFT5803	Christopher A. Burt	3,211.16	Salary
7/31/23	EFT5804	Michele M. Ferrell	3,224.84	Salary
7/31/23	EFT5805	Gerrie G. Kilburn	138.53	Salary
7/31/23	EFT5806	Thomas L. Majich	4,720.56	Salary
7/31/23	EFT5807	Juan R. Tello	1,250.87	Salary

Kinneloa Irrigation District  
Cash Disbursements Journal  
For the Period From Jul 1, 2023 to Jul 31, 2023

Filter Criteria includes: Report order is by Date. Report is prin

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8
Date	Check #	Name	Line Description	Debit Amount		Account ID	Account Description
7/1/23	20230701MA-1	Google LLC	Google Workspace	126.80		6059	Computer Software Maintenance
7/1/23	20230701TM-1	MOO Inc	Business Cards	124.41		6035	Office/Computer Supplies
7/1/23	20230703MA-1	Amazon.com Inc	Tools to remove/install Subeca Parts	228.71		5010	Maintenance/Repair Supplies
7/2/23	20230702MA-1	Amazon.com Inc	Office Supplies	16.35		6035	Office/Computer Supplies
7/6/23	20230706JT-1	Lawn Mower Corner	Maintenance	31.03		5034	Equipment Maintenance
7/7/23	20230707JT-1	Lucky Car Wash	Maintenance - Truck #4	28.99		5035	Vehicle Maintenance
7/7/23	20230707RA-1	Ganahl Lumber Company	Wire Cutter Stripper & Small Parts	45.46		5010	Maintenance/Repair Supplies
7/11/23	20230711RA-1	Ganahl Lumber Company	Small Parts	16.78		5010	Maintenance/Repair Supplies
7/13/23	20230713JT-1	Ralphs	Ice & Sun Protection	32.03		5012	Safety Equipment
7/13/23	20230713MA-1	Pasadena Star News	Election Notice	415.50		6024	Customer/Public Info. Prog.
7/13/23	20230713RA-1	Home Depot	Holly Flood Light / Bathroom Tank Valve	131.07		5010	Maintenance/Repair Supplies
7/14/23	20230714RA-1	Home Depot	Small Parts	8.41		5010	Maintenance/Repair Supplies
7/15/23	20230715MA-1	A&E Auto Glass	Replace Broken Back Window - Truck #4	238.00		5035	Vehicle Maintenance
7/18/23	20230718MA-1	American Messaging Services	Pager Service	36.33		6052	Pagers
7/18/23	20230718MA-2	Staples, Inc.	Toner & Pens	278.74		6035	Office/Computer Supplies
7/18/23	20230718MF-1	MK Battery	Large Battery (6)	707.92		5010	Maintenance/Repair Supplies
7/18/23	20230718MF-2	MK Battery	Large Batteries (4)	1,353.54		5010	Maintenance/Repair Supplies
7/20/23	20230720RA-1	Harbor Freight	Pop-Up Canopy	66.14		5010	Maintenance/Repair Supplies
7/20/23	20230727MF-1	Ganahl Lumber Company	Shovels	106.89		5010	Maintenance/Repair Supplies
7/20/23	20230728MF-1	Ralphs	Ice	6.62		5012	Safety Equipment
7/21/23	20230721RA-1	O'Reilly Auto Parts	Tools / Degreaser	38.57		5010	Maintenance/Repair Supplies
7/24/23	20230724TM-1	American Water Works Assoc.	M54 Developing Rates Book	25.20		6035	Office/Computer Supplies
7/25/23	20230725MA-1	Staples, Inc.	Staples Membership	53.66		6035	Office/Computer Supplies
7/25/23	20230725RA-1	O'Reilly Auto Parts	Eucalyptus Sprinkler Fuses	11.00		5010	Maintenance/Repair Supplies
7/25/23	20230725TM-1	So. Cal. Water Utilities Assoc.	S. Cal. Water Utilities Assoc. Meeting	35.00		5022	Training/Certification
7/25/23	20230725TM-2	Asana, Inc	Office Software	527.52		6059	Computer Software Maintenance
7/26/23	20230726RA-1	Lawn Mower Corner	Sage Sprinkler	15.42		5010	Maintenance/Repair Supplies
7/26/23	20230726TM-3	American Water Works Assoc.	M54 Rate Book	74.50		6040	Professional Dues
7/27/23	20230727JT-1	Harbor Freight	Paint Brushes	52.88		5010	Maintenance/Repair Supplies
7/27/23	20230727JT-2	Smart & Final Market	Water	27.63		5012	Safety Equipment
7/28/23	20230728JT-1	Staples, Inc.	Batteries	28.46		5010	Maintenance/Repair Supplies
Total				4,889.56			



# PMIA/LAIF Performance Report as of 08/04/23



## Quarterly Performance Quarter Ended 06/30/23

LAIF Apportionment Rate <sup>(2)</sup> :	3.15
LAIF Earnings Ratio <sup>(2)</sup> :	0.00008636172883763
LAIF Administrative Cost <sup>(1)*</sup> :	0.06
LAIF Fair Value Factor <sup>(1)</sup> :	0.984828499
PMIA Daily <sup>(1)</sup> :	3.26
PMIA Quarter to Date <sup>(1)</sup> :	3.01
PMIA Average Life <sup>(1)</sup> :	260

## PMIA Average Monthly Effective Yields<sup>(1)</sup>

<b>July</b>	<b>3.305**</b>
June	3.167
May	2.993
April	2.870
March	2.831
February	2.624

## Pooled Money Investment Account Monthly Portfolio Composition <sup>(1)</sup> 06/30/23 \$178.4 billion

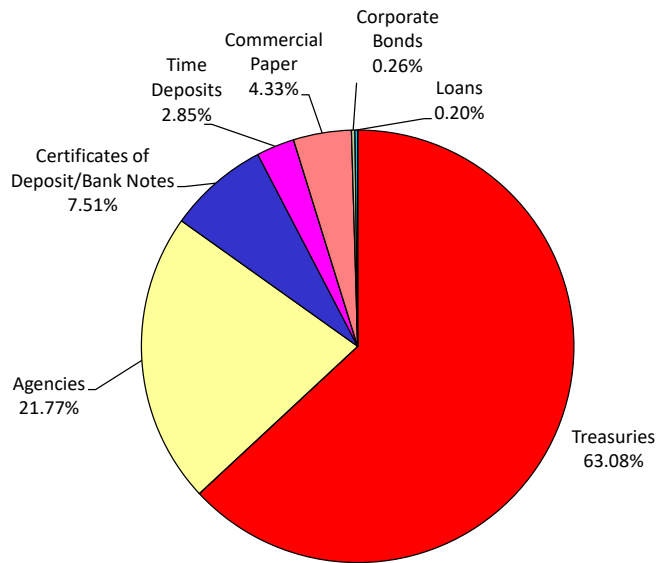


Chart does not include \$2,861,000.00 in mortgages, which equates to 0.002%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

\*The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.

\*\* Revised

Source:

<sup>(1)</sup> State of California, Office of the Treasurer

<sup>(2)</sup> State of California, Office of the Controller



# **Kinneolo Irrigation District Employee Policies and Procedures**

# KINNELOA IRRIGATION DISTRICT EMPLOYEE POLICIES AND PROCEDURES

Adopted  
~~September XX, 2023,~~

Revision 7,  
August 22, 2023,

- Deleted: April 19
- Deleted: 2
- Deleted: 6
- Deleted: March 30, 2022

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## I. GENERAL EMPLOYMENT POLICIES

### A. Equal Employment Policy

State and Federal employment laws prohibit discrimination because of race, color, religion, sex, sexual orientation, age, physical or mental disability, veteran's status, marital status, national origin, ancestry, pregnancy, citizenship, or medical condition in all employment practices, including conditions of employment. Job applicants and current employees will be evaluated solely on their ability and experience as it relates to the requirements of the position.

The Kinneloa Irrigation District (the District) will not tolerate acts of discrimination, including harassment, by either board directors, managers, supervisors, employees, or members of the public.

The District will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified applicant for employment, unless undue hardship would result. Any applicant or employee who requires accommodation to perform the essential functions of a job should contact the General Manager. The applicant or employee should advise the District what accommodations are needed to perform the job. The District will determine possible accommodations, if any. If accommodation is reasonable and will not impose undue hardship upon the District, the accommodation will be made.

When job openings occur, the District is interested in obtaining the best-qualified personnel available, consistent with the requirements of the job.

Federal and State Child Labor Laws prohibit the District from employing anyone less than 18 years of age, except in jobs not prohibited by these laws.

If an employee believes that they have been subjected to any form of unlawful discrimination, they should promptly report the facts of the incident or incidents, and names of the individuals involved, to the General Manager. The District will promptly investigate all claims of discrimination and ensure that appropriate action will be taken. The District will also take action to deter any future discrimination. The District's determination and related District action will be communicated to the reporting employee.

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## **B. Discrimination or Harassment Policy**

### **1. Discrimination or Harassment**

The District strictly prohibits unlawful discrimination or harassment on the basis of an employee's race, sex, religious creed, color, national origin, ancestry, age, marital status, sexual orientation, or physical or mental disability. Discrimination of anyone in or from the District, on any of these bases, is strictly prohibited. This policy prohibits discrimination in any form, including:

- Verbal harassment such as epithets, jokes, derogatory comments, or slurs based on the person's race, sex, religious creed, color, national origin, ancestry, age (over 40), marital status, sexual orientation, or physical or mental disability;
- Physical harassment such as assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual based on one of the categories above; and
- Visual harassment such as derogatory posters, cartoons or drawings based on one of the categories above.

If an employee believes they have been or are being subjected to this kind of discrimination, and are unable to resolve (or uncomfortable attempting to address) the problem with the individual, they should promptly report it to the General Manager. All such claims will be investigated in a manner designed to protect the privacy and confidentiality of all involved and appropriate action will be taken. When appropriate, the District may seek to resolve the matter informally. Any employee found to have discriminated against anyone in or from the agency, based on one of the categories above will be disciplined, from verbal reprimand to dismissal, based on the circumstances. If they have any questions about this policy or want more information about it, please contact the General Manager.

### **2. Sexual Harassment**

Sexual harassment of the District employees, by any person includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- Submission to such conduct is made either expressly or by implication a term or condition of an individual's employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; creating an intimidating, hostile, threatening or offensive working environment; or adversely affecting the employee's performance, evaluation, assigned duties, or any other condition.

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Sexual harassment also includes any act of retaliation against an employee for reports of violation of this policy or for participating in the investigation of a harassment complaint.

Other examples of sexual harassment include unwelcome sexual flirtations or propositions; verbal abuse of a sexual nature; graphic verbal comments about an individual's body; sexually degrading words used to describe an individual; and the display in the work environment of sexually suggestive objects or pictures, posters, jokes, cartoons, or calendar illustrations.

### 3. Anti-Harassment Training

In compliance with CA Government Code §12950 and §12950.1, the District will provide:

- At least two hours of classroom or other effective training and education regarding sexual harassment prevention to supervisory employees (CA SB1343/AB1825). Thereafter, anti-harassment training will be provided once every two years.
- One hour of sexual harassment prevention training and education to nonsupervisory employees (SB1343). Thereafter, anti-harassment training will be provided once every two years.
- New employees will be trained within thirty calendar days after hire date or within 100 hours, whichever is first. Thereafter, anti-harassment training will be provided once every two years.
- Temporary employees must be trained within thirty calendar days after the hire date or within 100 hours worked if the employee is expected to work for less than six months.

### 4. Guidelines for the Employee

If an employee thinks they are being sexually harassed they should be advised to:

- Say NO! Make it clear to the offender that the behavior is unacceptable to them. The person may not realize the advances or behavior are offensive. Sometimes a simple confrontation will end the situation.
- Not let confusion and/or self-doubt stop them from speaking out.
- Keep a record of dates, times, places, witnesses, and nature of harassment. Such records will be helpful if they find it necessary to pursue a formal grievance.

If an employee feels that they have been or are being sexually harassed or are aware of or suspect the occurrence of sexual harassment, or they desire counseling on coping with sexual harassment, they should be encouraged to immediately contact the General Manager or the Chairman of the Board of

Directors.

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## 5. Disciplinary and/or Corrective Action

Any employee found to have sexually harassed anyone in or from the District will be disciplined, from verbal reprimand to dismissal, based on the circumstances.

## C. Immigration Reform and Control Act Policy

The District is committed to full compliance with the Immigration Reform and Control Act. This law requires all individuals pass a verification procedure, including the completion of an "Employment Verification Form," before they are permitted to work. This verification procedure requires every potential new employee to provide satisfactory evidence of identity and legal authority to work in this country, which comply with the requirements of the Immigration law. All new employees are required to pass this verification process.

## D. Nepotism Policy

A spouse of a District employee may not be precluded from employment unless there is a supervision, safety or morale problem involved in placement of the employee in the same department as the spouse, creating potential conflict of interest or other hazard greater for married couples than for other persons.

A closely related person of any present elected or appointed officer or employee may not be hired by the District so long as such elected or appointed officer or employee remains as such, except as may be approved by the General Manager or the Board of Directors. For the purpose of this rule, a closely related person shall be defined as any of the following: spouse, registered domestic partner, child, adopted child, stepchild, son-in-law, daughter-in-law, parent, stepparent, father-in-law, mother-in-law, sibling, stepsibling, brother-in-law, sister-in-law, grandparent, or grandchild.

## E. Employee Classification Policy

Upon successfully completing an initial appraisal process, the employee will then be classified into one of the following classifications.

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## 1. Full-Time Regular Employee

Defined as employees who have successfully completed their initial appraisal process and are assigned a definite work schedule of at least 30 hours per week and their employment is expected to continue for an indefinite period of time. Full-time regular employees are eligible for employee benefits as described later in this handbook. Full-time employees that work less than 40 hours per week, but 30 or more hours per week, will have benefits pro-rated according to the number of hours worked if permitted by the benefit provider and if in accordance with the District's policies and procedures.

## 2. Part-Time Regular Employee

Defined as employees who have successfully completed their initial appraisal process and are assigned a work schedule of less than 30 hours per week and it is expected to continue for an indefinite period of time. Part-time regular employees are not eligible for vacation and holiday benefits as described later in this handbook.

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## 3. Temporary Employees

Defined as an employee who is hired to perform a specific task or to be employed for a temporary period of time. Temporary employees are not eligible for benefits.

## 4. Non-Exempt/Hourly Employee

Defined as an employee who is paid wages for each hour of work performed and who is eligible to receive overtime pay according to federal mandates.

## 5. Exempt/Administrative/Professional

Defined as a second level manager, an advisory specialist or consultant who is paid on a salary basis for work performed with no overtime pay and are expected to work those hours necessary to complete their duties and responsibilities.

## 6. Exempt/Executive, Manager or Supervisory Employee

Defined as a full-time department head. This management group is paid on a salary basis for work performed with no overtime pay. As salaried senior officials of the organization, executive personnel are expected to work those hours necessary to complete their duties and responsibilities.

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## **F. Rehired Employee Policy**

Employees who are rehired following a break in service in excess of one (1) year, other than an approved leave of absence, must serve another initial appraisal process, whether or not such a period was previously completed. Such employees are considered new employees from the effective date of their re-employment for all purposes, including the purposes of measuring benefits.

## **II. SAFETY AND SECURITY POLICIES**

### **A. Injury and Illness Prevention Program (IIPP)**

The District greatly values the safety and health of all of its employees and is committed to providing a safe and healthful workplace. This will be accomplished through the establishment, implementation, and maintenance of an effective Injury and Illness Prevention Program (IIPP). The General Manager is assigned primary responsibility for implementing the IIPP.

All managers and supervisors are responsible for implementing the IIPP in their departments and for answering worker questions about the IIPP.

#### **1. Compliance**

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

The District's system of ensuring that all employees comply with the rules and maintain a safe work environment includes:

- All employees will be annually evaluated on their safety performance.
- Employees who exercise safe and healthful work practices will be recognized on their performance appraisal.
- Employees that do not exercise safe and healthful work practices will be trained or retrained.
- Any employee that continues not to comply with or ignores safe and healthful work practices will be disciplined. The District will not tolerate unsafe acts by its employees. If any employee violates safety and health policies and rules, or otherwise does not work in a safe and healthful manner, they will be subject to appropriate corrective action, up to and including termination.

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## 2. Communication of Safety and Health Information

The District recognizes that open, two-way communication between management and staff on safety and health issues is essential to an injury-free, productive workplace.

The District will provide employees with up-to-date safety and health information that is readily understandable. The information will be presented through:

- New employee orientation;
- Staff questions and answers scheduled to coordinate with a Board of Directors regular meeting or committee meeting;
- Staff meetings;
- Posters in the break area; and
- The monthly Risk Control Bulletin provided by the District's insurance carrier and other training materials.

Safety and health information shall include:

- The District's safety and health policies;
- The District's safety and health rules and regulations; and
- New work procedures.

The managers and supervisors may recommend topics or entire articles for distribution and consideration.

Employees are encouraged to share safety and health ideas, information, and concerns with the District's management. The District will give these communications prompt and serious attention. As part of this commitment, the District pledges not to discriminate or take any type of corrective action against any employees who express their safety concerns. The suggestions may be also submitted anonymously.

The District shall comply with the California Division of Occupational Safety and Health (Cal/OSHA) and other safety and health rules and regulations that apply.

## 3. Safety and Healthful Work Practices

The District recognizes its responsibility to create a safe and healthful workplace for all employees. However, each employee must also share in this responsibility. Specifically, every employee:

- Is responsible for the safe operation of all equipment, tools, machinery, vehicles, or other District property in their charge.
- Must not remove or inactivate any established safeguards. Mechanical safeguards must be in place at all times.

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- Must immediately report any machine, tool, or equipment malfunctions to their manager. Managers shall investigate and take the necessary steps to correct the malfunction as soon as possible.
- Must wear appropriate personal protective equipment (PPE) when required. This personal protective equipment shall be provided and maintained by the District. Failure to wear the required equipment is cause for disciplinary action.
- Shall follow beneficial ergonomic criteria and adjustments.
- Will utilize defensive driving techniques supported by the District while driving on the District's business.
- Report accidents, injuries, exposures, and incidents to their immediate manager and any other manager.

#### 4. Hazard Assessment

Semi-annual inspections to identify and evaluate workplace hazards will be conducted by the General Manager or a designated employee with the assistance of a Risk Management Consultant. These inspections will also be conducted when:

- New processes, substances, procedures, or equipment which present potential new hazards are introduced into the workplace;
- New, previously unidentified hazards are recognized;
- Occupational injuries and illnesses occur; and
- Workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing the checklists provided by the Risk Management Consultant or the General Manager.

#### 5. Hazard Correction

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards. The inspection checklist will be presented to management and the hazards will be corrected in accordance with the following:

- When observed or discovered.
- When an imminent hazard exists which cannot be immediately be abated without endangering employees or property, all exposed workers will be removed from the department except those necessary to correct the existing condition. The employees necessary to correct the existing condition will be trained to handle the condition and be provided with necessary protection.
- All corrective actions taken and the dates they are completed will be documented and maintained in a file.

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## 6. Training

All employees, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction will be provided as follows:

- When the IIPP is first established;
- To all new employees;
- To all employees given new job assignments for which training has not been previously provided;
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard;
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- To all employees with respect to hazards specific to each employee's job assignment.

## 7. Record Keeping

The following procedures are taken to maintain the District IIPP:

- Records of hazard assessment inspections, including the names of persons conducting the inspection, the date and unsafe work conditions and practices that have been identified and the action taken to correct the identified unsafe work conditions and work practices will be documented.
- Documentation of safety and health training for each employee, including the employee's name training dates, type of training will be recorded on the training database.

## B. Security Policy

The District's policy is to not discuss the security of the District premises or services with any individual not employed by the District. Additionally, the District and its insurance carriers do not accept any liability for the employees' personal belongings.

The District retains the right to search its property or facilities at any time (including employee-assigned desks, files, and computer systems). Anything of a private nature subjected to discovery during such searches should be kept in a briefcase, backpack, purse, or lunch bag.

## C. Alcohol, Marijuana and Drug Free Workplace Policy

The District recognizes that behavior resulting from the use of alcohol and/or marijuana and/or drugs may detrimentally affect the safety and work performance of its work force and can present a risk to the health and welfare of its employees and members.

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In recognition of the District's responsibility to maintain a safe work environment and the employees' responsibility to perform safely, the District will act to eliminate any substance abuse which increases the risk of injuries, accidents, or substandard performance. For the purpose of this policy, substance abuse includes the employee's use or possession of illegal drugs, alcohol, marijuana, sharing of prescription drugs, or abuse of prescription drugs, which could impair work performance and/or impair the ability to perform their job safely.

It is expected that the employee shall not be at work, drive a vehicle on District business, or operate equipment with any amount of alcohol, marijuana, and/or illegal drugs in their system which would result in a confirmed positive test; shall not use alcohol or marijuana, possess open containers of alcohol, possess marijuana or use or possess illegal drugs while on duty; and shall not manufacture, distribute, dispense, sell, or provide alcohol, marijuana, or illegal drugs to any person while on duty. If the use of a prescription drug combined with the duties of the required job creates an unsafe working condition, this fact shall be reported to the General Manager prior to reporting to work.

Employees may be subject to drug and alcohol testing upon hiring or when there is reasonable suspicion that the employee has violated the District's policy. In addition, an employee who has already been found in violation of the policy will be required to submit to periodic substance testing as a condition of remaining in or returning to the District's employment.

#### **D. Blood Borne Pathogens Policy**

As part of its continuing commitment to employee safety and health the District has adopted a comprehensive policy for dealing with possible employee exposure to blood-borne pathogens. While possible employee exposure to blood-borne pathogens may have serious consequences, these measures are primarily intended to be precautionary.

An employee who renders first aid assistance in any situation involving the presence of blood or other potentially infectious materials will immediately be offered Hepatitis B vaccination. The District will pay for this vaccination. If rendering first aid results in an eye, mouth, or non-intact skin contact with blood or other potentially infectious materials, the District will document the circumstances of the exposure, identify the person from whom the potentially infectious material came, inform the first aid provider about the symptoms that might develop from exposure, collect and test the first aid provider's blood (with the employee's consent and at the District's expense) for Hepatitis B and HIV serum status, provide post exposure treatment, and provide employee counseling.

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## E. Bomb Threats and/or Threatening Call Procedure

Should an employee receive a threatening phone call, they should remain calm and try to write down the exact wording of the emergency/threat. Be sure to notify the General Manager immediately, and if appropriate, phone 9-1-1.

## F. Emergency Evacuation Procedure

### 1. District Office

Should a warning alarm sound or an evacuation announcement be made, please take the following minimum actions:

- Take whatever immediate steps are necessary and feasible to minimize any hazard in leaving the work area unattended. Time permitting, shut off computers, heaters, radios, coffee warmers, etc.
- Take personal items such as purses and briefcases, time permitting.
- Assemble at the predetermined safe location for an attendance check. The safe location is at the end of the District office driveway on Kinclair Drive.
- An employee who is away from their work area at the sound of an alarm, should follow the instructions of the person in charge. They should not return to their work area after the evacuation process has begun.
- Do not re-enter the building until advised to do so by the person in charge or by the fire department.
- In the event of an earthquake, an employee is to get under their desk or the nearest table, (staying away from windows if possible) until further notice from the person in charge.
- In the event of a small fire, a conservative approach should be taken when deciding to use a fire extinguisher and/or calling 9-1-1.

### 2. Other District Facilities

Supervisors are responsible for the safety of those in their charge during an emergency evacuation, and they will be the last to leave the facility. Procedures should be followed that are appropriate for the particular facility to protect property and the safety and health of employees.

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## **G. Employment Reference Check Procedure**

All inquiries regarding a current or former District employee or Board Director must be referred to the General Manager. Should an employee receive a written request for a reference, they must refer the request to the General Manager for handling. Employees may not issue a reference letter to any current or former employee without the permission of the General Manager. Under no circumstances should an employee release any information about any current or former District employee or Board Director over the telephone. All telephone inquiries regarding any current or former employee of the District must be referred to the General Manager.

In response to an outside request for information regarding a current or former District employee, the General Manager will verify only an employee's name, dates of employment, and job title. No other data regarding any current or former District employee will be released unless the employee authorizes the District to release such information in writing or the District is required by law to furnish any information.

If, however, an employee is contacted to give a personal reference regarding a current or former District employee, they are permitted to do so and should emphasize to the inquirer that the reference is personal only and not on behalf of the District.

Failure to follow these directions may be cause for discipline up to and including termination.

## **H. Media/Outside Information Request Procedure**

Employees are not permitted to give or report any information about the customers of the District, another employee, outside vendor, client or consultant to anyone outside of the District staff. They should forward any such request, whether verbal or written, to the General Manager for handling.

## **I. Personnel Records Policy and Procedure**

Employee files are confidential and are to be treated as such. Access to an employee file is limited to the following:

### **1. Persons Other Than The Employee**

Other employees of the District may have access to personnel files only for legitimate business purposes. Legitimate business purposes shall include:

- Administrative staff access as needed in the course of normal duties;
- General Manager considering an employee for promotion; and
- Others only specifically authorized by the General Manager.

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Non-employees may not, except with specific authorization, have access to the files themselves. Generally, such access will be granted only upon advice of counsel. Access of non-employees to information in a file is governed by the District's policy on references.

## **2. The Employee**

An employee may inspect his or her own personnel file in the presence of the General Manager.

### **III. EMPLOYEE CONDUCT POLICIES**

#### **A. Standards of Employee Conduct Policy**

The following examples are given in order to provide guidance concerning unacceptable behavior. If the District chooses to discipline an employee who engages in unacceptable behavior, the employee may be subject to corrective action up to and including possible termination. Please note that it is impossible to provide an exhaustive list of behaviors that are not acceptable. The following is therefore intended to simply provide some examples.

- Poor performance
- Using abusive or vulgar language, or causing disruption to the work place or to fellow employees or visitors
- Unavailability for work, i.e. absenteeism or tardiness
- Misuse of the District's moneys
- Conducting non-business activities during working hours
- Any action indicating a disrespect or disregard for the District suppliers or customers
- Release of confidential information about the District or its customers
- Falsification of forms, records, or reports including, but not limited to, time sheets, employment applications and customer records
- Possessing or bringing firearms, weapons, open containers of alcohol, marijuana, illegal drugs or chemicals on or to the District's property
- Insubordination, refusing to follow a manager's directions, or other disrespectful conduct toward a manager
- Unauthorized possession or removal of property, records, or other materials that do not belong to the employee
- Smoking in restricted areas
- Destroying or willfully damaging the District's property or another employee's property, records, or other materials
- Non-compliance with safety or health rules or practices or engaging in conduct that creates a safety or health hazard
- Leaving the District property without approval prior to the end of a scheduled workday

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- Sexual harassment or other unlawful harassment of another employee or customer
- Giving false or misleading information during the application and/or selection process
- Failure to report involvement in an accident occurring on the District's premises or involving the District's equipment, or giving false or misleading information in accident or insurance reports
- Willful failure to report to a supervisor any significant omissions, errors or mistakes or accidental damage affecting work assignment, property or equipment
- Unauthorized opening of, or tampering with locks in desks, doors, cabinets, etc., or unauthorized use of or duplication of keys
- Reporting to work under the influence of drugs and/or alcohol and/or marijuana
- Threatening or intimidating other employees or customers
- Behavior unbecoming a District employee; that behavior or action which would adversely prejudice public opinion of the District
- Failure to immediately report the loss of a California driver's license due to suspension, withdrawal, forfeiture, or confiscation by any court of law or by the California Department of Motor Vehicles. This rule applies only to those employees who must maintain such a license as a condition of their employment.
- Installing unauthorized software on the District's computer system

Since all employees are "at will" employees, the employment relationship may be terminated at any time by either the District or the employee with or without cause.

## **B. Dress and Grooming Standards Policy**

While the District has no formal dress code, it is expected that an employee will dress in a manner consistent with good business practices. The Board of Directors and General Manager approved the following guidelines:

- Professional clothing for management and office personnel (suits, coats, ties, slacks, dress shirts, collared shirts, dresses, and skirts) is encouraged but not required.
- Professional clothing should be worn on days when professional contact is expected.

Employees should wear clothing that is appropriate for the tasks and responsibilities being performed and with safety in mind at all times. The following are not appropriate:

- Torn, cut-off, dirty or frayed clothing.
- Clothing with logos (except District logo), obscene messages or artwork.
- Hats or headgear (except those worn for acceptable religious reasons, for protection from the sun, or for safety reasons).

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## C. Driving Policy and Procedure

The District has established and maintains a Driving Record Review Program. As part of this program, it has enrolled in the Department of Motor Vehicles (DMV) Employer Pull Notice Program.

The District obtains from the DMV a copy of the driving record of all employees that are authorized to operate District vehicles or personal vehicles for business reasons.

- As a public agency, the District is entitled to receive copies of driving records from the DMV without charge.
- A copy of an employee's driving record shall be obtained as soon as possible after they are hired and annually thereafter.
- The District is responsible for ordering and interpreting all driving records
- To ensure uniformity in the application of recommendations to employees whose records are found to be unacceptable, the driver record review criteria were developed.

Occasionally other concerned employees or the general public may bring to the District's attention the fact that an employee may be jeopardizing the District's integrity and exposing it to undue liability through poor driving techniques and habits. All such complaints will be investigated immediately and action taken to correct the problem as follows:

- If it is established that they have poor driving techniques and/or habits, the District's progressive disciplinary procedures may be followed. (Depending on the seriousness of the poor driving technique and/or habit, it may be desirable to enroll them in a "defensive driving course).
- A second warning for the same poor driving technique and/or habit, within a three-year period, may require temporary suspension or temporary reassignment to a non-driving position and will be appropriately documented.
- If their duties require driving of either a District vehicle or a personal vehicle, they must maintain a driving record that will not cause the District's insurance rate to be increased or for them to become uninsurable. Any such actions could lead to disciplinary action.

An employee driving private vehicles on District business will be required to attend a defensive driving class every four years and from time to time, to have their driving records reviewed. In addition, an employee is required to provide the District with proof of insurance coverage for their personal vehicle.

An employee is expected to practice good defensive driving techniques and operate the vehicle in a safe and responsible manner.

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## **D. Off-duty Conduct Policy**

While the District does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the District's legitimate business interests. For this reason, all employees should be made aware of the following District policies.

Employees are expected to conduct their personal affairs in a manner that does not adversely affect the District or their integrity, reputation, or credibility. Conduct on the part of an employee that adversely affects the District's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

While employed by the District, employees are expected to devote their energies to their jobs with the District. The following types of outside employment are strictly prohibited.

- Employment that conflicts with an employee's work schedule, duties, and responsibilities.
- Employment that creates a conflict of interest or is incompatible with the employee's employment with the District.
- Employment that impairs or has a detrimental effect on the employee's work performance with the District.
- Employment that requires the employee to conduct work or related activities on District's property, facilities and/or equipment during working hours.
- Employment that directly or indirectly competes with the business or the interests of the District.

Employees who wish to engage in outside employment that may create a conflict of interest must submit a written request to the General Manager explaining the details of the outside employment. If the outside employment is authorized, the District assumes no responsibility for the outside employment. The District shall not provide workers' compensation coverage for injuries occurring from or arising out of outside employment. Authorization to engage in outside employment can be revoked at any time. If an employee has any doubts, it is recommended that a written request be submitted to ensure there are no future problems.

## **E. Personal Use of Office Equipment Policy**

The District does not permit its employees to utilize office equipment or supplies for personal use. However if an employee requests a single copy of some personal item or to fax a personal item, the District management may give permission as a convenience to the employee. If this practice is misused it may be cancelled by management at any time.

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## F. Vehicle Use Policy

The District does not permit its employees to utilize its vehicles for personal use or for commuting to and from work to home or for transporting non-employees unless otherwise authorized by the General Manager. The District vehicles are to be parked overnight at locations that are approved by the General Manager. The single exception is when an operator is assigned to standby duty, and the General Manager has given explicit approval for the operator to use the vehicle for commuting to and from their residence. On those days, an employee may (but is not required to) park the vehicle in a secure manner overnight at their personal residence.

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## G. Smoking Policy

For health, safety, and legal considerations, all District facilities are considered non-smoking areas. All District vehicles are also considered to be non-smoking vehicles, unless specifically stated otherwise by the General Manager. Vehicles shared with non-smoking employees are also considered to be non-smoking vehicles.

## H. Solicitation and Distribution Policy

Soliciting co-workers during work time being paid for by the District is prohibited, including the use of email. Distribution or posting of pamphlets, leaflets, or any other literature in the District's work areas is prohibited.

## I. Staff Expense Reimbursement Guideline Procedure

The District will fully compensate employees for all reasonable and prudent expenses incurred in the course of business, as described below:

### 1. Credit Card Use Procedure

District credit cards will be issued to specific employees who frequently purchase supplies or services. District credit cards shall be used only for legitimate, approved business of the District, subject to the following regulations. These cards should be used for all approved expenses as authorized in this section.

- No personal items may be charged on the business credit card.
- All charges must be in line with guidelines or as approved by management.
- Receipts/invoices must be submitted to office on or before the last business day of the month. (To avoid loss of receipts, they should be submitted to the office as soon as possible.)

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Personal credit cards should not be used unless there is no other option and/or the purchase is time sensitive. In this situation, or if a personal credit card is used accidentally to purchase supplies or services for the District, the employee must submit to the office as soon as possible and before the last business day of the month, the receipt/invoice along with an expense/reimbursement form.

## **2. Mileage Reimbursement Procedure**

The mileage reimbursement rate to operate privately owned vehicles will be the allowable IRS rate in effect at the time the expense is incurred. The mileage distance should be calculated from the employee's home or the District's offices, whichever is shorter. The District may reimburse any employee incurring out-of-pocket expenses due to traffic accidents while on District business (i.e., deductibles).

## **J. Telephone Use Policy**

The District expects its employee's cooperation in keeping incoming and outgoing personal calls to a minimal level to avoid tying up the phone lines unnecessarily and to avoid direct expense to the District and lost productivity.

## **K. Electronic Communications Policy**

The District uses various forms of electronic communications including, but not limited to computers, email, telephones, cell phones, text messages, internet, PDAs, etc. All electronic communications are official District records and are the property of the District. The District reserves the right to access and disclose all messages sent through its system for any purpose.

Messages transmitted over the electronic communications system should be those involved in the District business activities for the accomplishment of business related tasks or any communication directly related to District business, administration, or practices. Incidental and occasional personal use of the system is permitted, but such messages are subject to the access and disclosure statement set forth in the policy above.

### **1. Personal Use of Electronics Communications Systems**

Limited, occasional, or incidental use of the electronics communications systems (either furnished by the District or property of the employee) for personal, non-business purpose is permitted under the following circumstances:

- Personal use may not interfere with the productivity of the employee or with the productivity of co-workers.
- Personal use may not involve any prohibited activity described in this policy.

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- Personal use may not disrupt or delay the performance of District business.
- Personal use may not consume District resources or otherwise deplete system resources available for District business purposes.
- Personal use may not be used for personal employee gain or commercial ventures.
- Personal use may not support or advocate non-District-related business purposes.

## **2. Retention of Email**

The District's record retention program is regulated by various record retention laws.

No email messages shall be considered by the District to be retained in the ordinary course of business. However, the content of some email messages could be classified as a record pursuant to the guidelines established by management and to the following criteria:

- Content required by law to be retained.
- Content which is documentation of notice to a member of the public of an action or position taken on behalf of the District.
- Content which is documentation of a District policy, District regulation, or official decision made on behalf of the District.
- Content which is documentation of a transaction of business between the District and another party.

Employees should make themselves familiar with the provisions of the District's Records Retention Policy to determine if an email is required to be maintained as a printed and/or electronic document.

## **3. Access of Another Person's Electronic Communications**

Employees may not intentionally intercept, eavesdrop on, record, read, alter, retrieve, receive, send, or use another person's electronic communications and/or electronic storage without proper authorization. Employees, including system administrators and supervisors, may not, without authorization, peruse electronic communications and/or electronic storage of other employees.

## **4. District World Wide Web Site Policy**

The external (or public) District World Wide Web site, and all domains owned and maintained by the District represent a fundamental communication tool for providing critical District information. The goal of the collective web sites is to encourage increased participation in District activities. Towards this end, the development and use of the District's sites are guided by the web site policy.

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The District's General Manager or a designated outside service provider is responsible for the implementation and maintenance of the District's sites, complying with the web policies, and maintaining and securing the web servers and web sites.

The District's web site is for "official use" only. All information disseminated through the web site must be related to the official duties and responsibilities of employees and departments.

The California Public Records Act applies to information processed, sent, and stored on the Internet. Confidential information should not be posted on the District's external web site. Management must approve all information that is posted on the web site.

No District employee or official may use any District web site for campaign-related purposes. Such campaign-related purposes include, but are not limited to, the following: statements in support or opposition to any candidate or ballot measure; requests for campaign funds or references to any solicitations of campaign funds; and references to the campaign schedule or activities of any candidate. No District official's web site may be linked to any private web site related to a candidate's campaign for elective office, but it may link directly to the home page of the election-related pages where general election and candidate information can be found.

## 5. Internet

Access to the Internet has been provided to employees for the benefit of the District and its members. It allows employees to connect to information resources around the world. Each employee has the responsibility to maintain and enhance the organizations' public image, and to use the Internet in a productive manner. Employees accessing the Internet are representing the District. Employees are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner. To ensure that all employees are responsible, productive Internet users and are protecting the company's public image, the following guidelines have been established:

### a. Unacceptable Use of the Internet

While it is not possible to provide an exhaustive list of every type of inappropriate use of the Internet, all users should be aware that appropriate use of the Internet includes, but is not limited to, the following rules:

- Never use an account assigned to another user.
- Never make an unauthorized attempt to enter any computer.
- Never post, send, or provide access to any confidential employer materials or information, unless authorized.

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- Never post or send publications of discriminatory, offensive, harassing, defamatory, or confidential remarks about other employees.
- Never access or send sexually-suggestive material.
- No gambling.
- No trademark, copyright, and licensing stipulation infringements.
- No proprietary and confidential information.
- No solicitation, according to the District's policy.
- No personal sites.
- No threatening or inappropriate blogs.

#### **b. Communications**

Each employee is responsible for the content of all text, audio, or images that they place or send over the Internet. Fraudulent, harassing, or obscene messages are prohibited. All messages communicated over the Internet should have the employee's name attached. No messages should be transmitted under an assumed name. Employees may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane, or offensive language may be transmitted through the system.

#### **c. Passwords**

All passwords created by the user or issued to the user are for the purpose of communication and are not to be shared, given, or otherwise disclosed to any other person. Passwords must not be shared and will be changed periodically by the General Manager as needed to ensure security. All security features contained within the District's Electronic Communications Systems such as passwords, codes, or delete functions will not prevent the District from accessing employees' business or personal electronic communications, stored or otherwise, on the electronic communications systems. [District employees using their personal smart phone, tablet or personal computer to access District systems are required to have the device password protected at login.](#)

#### **d. No Right of Privacy**

The District respects the individual privacy of its employees. However, employee privacy does not extend to the employee's work-related conduct or to the use of District-provided equipment or supplies. Employees should be aware that the terms of this policy limit their privacy in the workplace.

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The District's electronic communications systems, electronic communications, and electronic storage are the District's property and are intended for District business. All electronic communications and electronic storage within these systems are the property of the District, regardless of the content, including any personal communications. The District reserves the right to monitor the electronic communications systems for any reason, including the right to review, audit, and disclose all matters sent over and/or stored in the electronic communications systems.

As a result, employees should be aware that no electronic communications transmitted on the electronic communications systems, or electronic storage contained within the systems, is private or confidential. Employees should have no expectation of privacy with respect to any use, including storage, business or personal, of the District's electronic communications systems.

Employees should be aware that electronic communications and/or electronic storage can be copied, modified, and/or forwarded to others without the express permission of the original author. Therefore, employees must use caution in the storage, transmission, and dissemination of electronic communications outside of the District and must comply with all state and federal laws. Electronic communications and/or electronic storage of the District may be recognized as official records in need of protection/retention in accordance with the laws of California. All email and Internet messages are subject to state and federal laws, including but not limited to the California Public Records Act, open meeting laws, and the federal Electronic Communications Privacy Act.

The California Public Records Act (CPRA), Government Code Section 6520, et seq requires the District to make all public records available for inspection and to provide copies upon request. A public record is any writing (which includes electronic documents) related to the conduct of the public's business prepared, owned, used, or retained by the District. The CPRA includes a number of exceptions from the disclosure requirement. Any information on the District's information system may be subject to disclosure under the CPRA. If there is some doubt, the employee should contact the General Manager for advice as to whether the information is public record. All public records must be retained in accordance with the District's Record Retention Policy.

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## 6. Social Networking

The District views social networks such as web based discussion or conversation pages and other forms of social networking such as Facebook, Twitter, YouTube, etc., as significant forms of public communication. As such, the District holds all employees who engage in social networking to the same standards held for any public communications. Therefore, all employees have an obligation to the District to ensure that any public communication they make, including social networking communications, must not negatively impact the reputation of the District or bring disrepute in any way to the District, its partners, customers, suppliers, etc. Further, only the General Manager is authorized to publicly speak on behalf of the District unless approval is obtained in advance. Violations of this policy will result in discipline which may include termination, depending on the severity of the situation and its impact on the District.

Additionally, engaging in social networking during the workday can negatively impact productivity and work performance. Therefore, it is the employee's responsibility to regulate their social networking so that it does not negatively impact productivity or cause performance issues.

Identified below are general guidelines and examples of prohibited communications. Please note that this lists shows examples only and is not intended to be, nor is it, an exhaustive list of prohibited communications. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with the General Manager if there is any uncertainty.

### General Guidelines and Examples of Prohibited Communications:

- If posts on social media mention the District, its products or services, employees and/or customers, make clear that the posts are made by an employee of the District and that the views posted are the employee's and do not represent the views of the District.
- Do not mention District employees, member Districts, clients, customers, or partners without their express consent. Information published on social networks or blog(s) should comply with the District's confidentiality and disclosure of proprietary data policies.
- Employees may not use the District's logo on their posts unless given written consent by the General Manager. Respect copyright laws, and reference or cite sources appropriately.
- Employees are responsible for what they write or present on social media. Employees can be sued by other employees, competitors, members, and any individual that views their social media posts as defamatory, pornographic, proprietary, harassing, libelous, or creating a hostile work environment.

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- Employees may not use District equipment or facilities for non-work related activities without permission.
- Do not link to the District's web site or post District material on a social media site without written permission.
- All District policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to illegal harassment, code of conduct, non-competition, protecting confidential and/or proprietary information. Violation of this policy may lead to discipline up to and including termination.

#### **7. Software**

To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software. All software downloads will be done by or under the supervision of the General Manager or his designated person.

#### **8. Violations**

Violations of any guidelines listed above may result in disciplinary action up to and including termination. If necessary, the company will advise appropriate legal officials of any illegal violations.

### **L. Anti-Fraud and Ethics Policy**

The District and its employees must, at all times, comply with all applicable laws and regulations. Employees uncertain about the application or interpretation of any legal requirements should refer the matter to the General Manager.

The District expects its employees to conduct themselves in a businesslike manner and perform duties conscientiously, honestly, and in accordance with the best interests of the organization. Employees are expected to take great care when working with suppliers, contractors, and customers. Employees should respect the confidentiality of information acquired in the course of their work. Regardless of circumstances, if an employee senses that a course of action may involve a conflict of interest, fraud and/or dishonesty, they should immediately communicate all facts to the General Manager.

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## IV. PAYROLL POLICIES

### A. Payroll Administration Policy and Procedure

#### 1. Time Sheets

Employees are required to keep an accurate record of their time on the forms provided by the District. They must submit signed time sheets on a semi-monthly basis. Each time sheet covers one payroll period. The time sheet should be completed in a neat and orderly manner (so that all entries are easily read) and submitted before 9:00 AM on the first business day following the end of the payroll period.

Vacation, sick, holiday, and any other hours of paid time off must be entered on the time sheet. Vacation and/or sick time hours, combined with work/holiday hours, should not exceed 40 regular work hours in each week.

#### 2. Payroll Periods and Paydays

The District's semi-monthly payroll periods for all employees are the first through the fifteenth and the sixteenth through the end of the month. Payroll should be processed and submitted on the first business day of the month following the end of the payroll period. Paychecks should be distributed or direct deposit made on the second business day of the month following the end of the payroll period, occurring no later than 4 business days after the end of the payroll period (on or before the 5<sup>th</sup> or 20<sup>th</sup> of the month respectively).

#### 3. Direct Deposit Policy

Direct deposit of an employee paycheck is available (and processed by ADP®). To take advantage of this service, an employee must complete the Direct Deposit form and return it to the office. Direct Deposit is a voluntary participation policy.

### B. Call Back Policy

If an employee is called back to work unscheduled overtime from their home, overtime is computed from the time the employee leaves home and ends upon the employees return home. The employee is paid according to the Overtime Policy and Procedures. Call back will be offered to personnel on the Standby rotation list and on seniority.

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The District will pay all non-exempt employees overtime pay for hours worked in excess of forty (40) hours in one work week.\* Although the District will endeavor to provide advance notice of an overtime request, this is not always possible. The General Manager, in advance of non-emergency overtime hours being worked, must approve overtime by non-exempt employees. The General Manager will always have the option to report to duty himself based on the circumstances.

\* Fair Labor Standards Act

### **C. Compensation Review and Merit Increase Policy For Non-Exempt Employees**

Reviews will occur when there has been a significant change in position, responsibilities, or job performance or at the discretion of the Board of Directors or General Manager. At a compensation review, the General Manager will evaluate an employee's performance and based on the outcome of the performance appraisal, an employee's position, salary and job responsibilities may be adjusted. Merit increases, if any, are given based on performance and in accord with current business circumstances of the District. All these factors determine salary changes within the pay range. There is no automatic pay increase. It is the District's objective to adjust a salary level to best represent the performance level and responsibilities of each employee in accord with current business circumstances. Note: Any employee on written warning may be ineligible for merit pay increases or promotion.

#### **1. Promotional Increase/Demotion**

- A promotion occurs when an employee accepts a higher position. A salary increase is generally given to recognize increased job responsibilities.
- A demotion occurs when an employee has been assigned to a lower position. A salary decrease may be given depending on the circumstances.

#### **2. Administrative Increase/Decrease (Adjustment)**

- An administrative increase is an increase in salary within a salary range. It is given to recognize employees who accept a significant increase in responsibilities or have demonstrated significant "growth" in a position which supports a merit increase.
- Current salary level, increased responsibilities, and current business circumstances will be considered when determining a possible salary increase.
- An administrative decrease is a decrease in salary within a salary range if the responsibilities of the job have decreased or if required by the current economic conditions.

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### 3. Pay Increases

- Minimum and maximum salary ranges have been established for each position. These ranges are reviewed and may be adjusted periodically for inflation or other circumstances with the approval of the Board of Directors.

## D. Compensation Review and Merit Policy for Exempt Employees

Reviews will occur annually or at the discretion of the Board of Directors or General Manager. At a compensation review, the Board of Directors or General Manager will evaluate an employee's performance and based on the outcome of the performance appraisal, an employee's position, salary, and job responsibilities may be adjusted. This evaluation will be based on a set of goals determined by the exempt employee and the Board of Directors or the General Manager. The goals agreed upon will be evaluated for completeness and quality and an increase in compensation may be recommended based on the overall performance of the employee.

## E. Employee Performance Evaluations Policy

The District maintains a policy of evaluating an employee's job performance as a means of measuring the efficiency and effectiveness of operations and providing meaningful information about their work. Employee performance evaluations also aid the General Manager or Board of Directors in making decisions related to such areas as training, merit pay increases, promotion, job assignments, retention, and long range planning. The process is intended to be participatory in nature, involving the employee and the General Manager.

The process is designed to be as objective as possible, focusing on overall performance in relation to job responsibilities and also take into account conduct, demeanor and record of attendance and tardiness.

### 1. Overview

All new employees will be evaluated at the end of the initial evaluation period to provide management with the opportunity to review their job performance. It will also provide them with an opportunity to become comfortable with their job position. Major objectives will be outlined by the General Manager at this employee performance evaluation.

Thereafter, an employee will be evaluated periodically to review the objectives set at the prior evaluation with suggestions for improvement, as necessary. The overall performance will be used in consideration of any compensation changes. Job descriptions should be reviewed at each evaluation and updated accordingly.

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An employee performance evaluation form may be used to inform an employee of their performance during a review period and support the appropriateness of a salary adjustment within the established guidelines for the current salary level and job classification.

## **2. Mechanics of the Employee Performance Evaluations**

The Employee Performance Evaluation contains several areas of consideration such as the following criteria:

- Availability
- Adherence to Policy
- Behavior Patterns
- Creativity
- Dependability
- Independence
- Initiative
- Interpersonal Relationships
- Knowledge of Job
- Productivity
- Quality

## **3. Consequences of Substandard Performance**

Employees with substandard performance in one or more categories may have their employment conditions modified in any of, but not limited to, the following:

- Ineligibility for promotional consideration until the deficiency is corrected;
- Withholding of a merit or performance based pay increase until the deficiency is corrected;
- Transfer to a comparable position or demotion for an indefinite period to a position in which competency can be reasonably expected; or
- Termination.

If the employee's deficient performance has improved to an acceptable level while maintaining the satisfactory performance in all other respects, the General Manager may recommend a pay increase and restoration of promotional consideration.

## **F. Compensatory Time Off Policy**

Paid compensatory time-off may be given to non-exempt employees at a rate of one and one half (1-1/2) hours for each hour of overtime if an employee and the District agree to the time off from work in lieu of earned overtime pay. Employees must request in writing their desire for compensatory time off in lieu of overtime pay. If an employee wishes to take compensatory time-off, a written request for the time off must be submitted and approved by the General Manager at least three (3) days in advance of the time requested.

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Compensatory time for non-exempt employees must be taken within thirty (30) days following the date on which the overtime was worked. Hours paid for hours not worked, e.g., holidays, sick days, and vacation days, do not count toward hours worked for overtime computation purposes.

## G. Work Week and Work Hours

The District's regular work week is Monday through Sunday, beginning at 12:00 AM (0000:00 hours) on Monday and ending at 11:59:59 PM (2359:59 hours) on Sunday.

With the approval of the General Manager certain employees may work an "Alternate Work Week Schedule" whereby the employee works eight 9-hour days and one 8-hour day in a two-week period with one regularly scheduled day off every other week. Employees may be on a schedule where they have alternate Fridays or Mondays as a "Regular Day Off" as established by the General Manager. The 8-hour day shall be on the Friday for which the employee works a full week Monday through Friday. Shift start and end times will be established by the General Manager and noted in each employee file.

For employees on an Alternate Work Week Schedule, the work week begins 4 hours into the 8-hour day on one Friday and ends at the same time of the day on the following Friday.

As a general rule, regular work hours for the District are 8:00 AM (0800 hours) to 5:00 PM (1700 hours), with a lunch break duration of one hour. Any variation from this schedule must be preapproved in writing by the General Manager and employee. Lunch breaks are to be staggered when possible to have the District office open and to have at least one field person available for service calls during normal office hours, which are 8:00 AM to 5:00 PM, Monday through Friday.

All staff members are required to attend weekly staff meetings on Tuesday at 9:00 AM (0900 hours). Attendance is required unless the employee is ill, on vacation, or is participating in a work-related or personal activity that cannot be scheduled to avoid the conflict.

In compliance with Labor Code 551 and 552, employees are entitled to a day of rest and shall not work more than six days in seven unless done so voluntarily. Therefore, if an employee works twelve calendar days in a row for any reason, such as call back or standby, they are entitled to a day of rest and may take the next calendar day off or they may volunteer to work the next calendar day.

**Deleted:** Requests from exempt personnel for compensatory time off for a day or more with pay must be approved by the General Manager in advance of the time being taken.¶

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## H. Overtime Policy and Procedure

Overtime compensation is paid at a rate of one-and-one-half (1-1/2) times the normal hourly rate for all hours worked in excess of forty (40) hours in one work week.\* Hours paid for hours not worked, e.g., holidays, sick days, and vacations, do not count toward hours worked for overtime computation purposes.

Tasks are to be scheduled to avoid overtime hours by limiting actual working hours to 40 hours in a week. In order to minimize non-emergency overtime, if an employee works 40 hours, or close to 40 hours Monday through Thursday, the employee may seek approval from the General Manager to leave work early on Friday of that work week.

Non-exempt employees who work on a District-recognized holiday shall be paid their straight-time rate of pay for hours actually worked on the holiday, plus the regular holiday pay for the day.

All non-emergency overtime must be approved in advance by the General Manager or in his absence by the Senior Facilities Operator.\*\* Non-approved overtime will be paid, but may subject the employee to disciplinary procedures.

\* Fair Labor Standards Act

\*\* Kinneloa Irrigation District Resolution 2001-12-18

## I. Standby Policy and Procedure

Non-exempt employees shall be paid thirty dollars (\$30.00) per day. The employee assigned to standby duty will be furnished with a pager so that they can be contacted in the event of an emergency. The employee, while on standby, must be either at home or readily available by pager. The District voice mail will advise the caller how to be transferred to the answering service in case of a water emergency or other urgent need. Instructions on notifying the standby personnel of an emergency will be given to the District answering service after receiving a call from a customer or other agency. The answering service will page the person on standby.

When a page from the answering service is received, the person on standby will call the answering service to get the caller's contact information and determine the purpose of the call. If the call is an emergency the person on standby will call back immediately and advise the person that they are on the way to investigate the situation.

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District vehicles may be taken home while on standby duty but are to be used only for District business and only District personnel are to be in the vehicle, unless otherwise authorized by the General Manager. Standby duty will be one week in duration (7 days), commencing at 7:00 PM Friday and ending at 7:30 AM the following Friday. In the event a holiday falls on Friday, the next scheduled person will take over the standby at 4:30 PM Thursday.

If for some reason such as illness, injury, etc. the person cannot fulfill their standby duty or remain on standby, the next person in rotation will take over, unless other arrangements are made.

The standby employee must be able to respond to the location of an emergency within thirty (30) minutes of becoming informed about an emergency.

Employees on standby will do the facility check daily on Saturday, Sunday and recognized holidays or as designated by the General Manager.

Any emergency work performed by an employee on standby duty should first be cleared through the General Manager.

Non-exempt employees who work on a recognized holiday shall be paid their straight-time rate of pay for hours actually worked on the holiday, plus the regular holiday pay for the day unless other arrangements have been made. Work on Saturday and Sunday shall be paid at an over-time rate if the employee has already worked 40 hours on the previous work week.\*

\* Kinneloa Irrigation District Resolution 2001-12-18

### **J. Additional Compensation for Use of Personal Smartphone**

Field operations staff shall be compensated an additional \$20.00 per pay period, for use of their personal smart phone for staff communication. To be eligible for this additional compensation the phone must have the ability to text, take photos and access the District email system. Employees are responsible for maintaining their devices, including replacement when necessary due to loss or damage. The smart phone must have password protection enabled at all times.

### **K. Boot Allowance**

Proper foot wear is required to be worn by all field staff at all times. The District will reimburse each field operations staff member up to \$300.00 annually for purchase of boots that have a minimum 6" shaft and meet ASTM standards for safety toe, slip resistance, puncture resistance and electrical hazard.

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## **V. PAID/UNPAID LEAVE POLICIES**

### **A. Attendance Policy**

The District may utilize a system of progressive discipline, at its sole discretion, in cases of misconduct or unacceptable performance, including absenteeism. The use of such a system does not waive either the District's or employees' right to terminate employment at any time with or without cause. If the number of absences within the most recent 12 month period, regardless of the reason, is excessive, employees will be required to attend corrective interviews, at the discretion of the District, to make them aware of problems and to create an action plan to resolve issues.

The corrective process first takes the form of an informal discussion. If the problem persists, a written corrective action plan will then be issued confirming they have been made aware of any problem, that an interview took place and that they understood the actions necessary for satisfactory resolution. Certain instances of gross misconduct could lead to immediate dismissal.

### **B. Absent Without Leave Policy**

Failure on the part of the employee absent without leave to return to duty within 24 hours after notice to return is delivered by certified mail or direct contact shall be cause for immediate discharge.

### **C. Bereavement Leave Policy**

In the event of a death in an employee's immediate family, the District will grant up to four (4) days of paid time away from work if they are a regular full-time employee. The intent of this benefit is to allow them to make arrangements for and/or to attend the funeral. Additional unpaid time off in the form of a personal leave of absence may be granted for special circumstances with the General Manager's approval. Immediate family for the purpose of bereavement leave is defined as a mother, father, spouse, registered domestic partners, natural or adopted child, brother, sister, grandparent, grandchild, similar in-laws or step-relatives or any other relative who resides with the employee.

### **D. Family Leave Policy**

The District will grant employees, with at least one year of continuous service or a minimum of 1250 hours, up to 12 weeks of unpaid leave in a 12-month period for family care responsibilities and for the employee's own serious medical condition in conjunction with Family and Medical Leave Act (FMLA) and California Family Relief Act (CFRA).

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The twelve-month period begins on January 1 and ends December 31, coinciding with the District's fiscal year. The purpose of the family leave is to provide them with the right to take time off from work to bond with a child, to care for a family member or to recover from a serious illness without jeopardizing their job.

When possible, requested leave should be submitted in writing and be approved by the General Manager before the leave begins. The District will maintain coverage under the group health plan provided by the District for the duration of the leave (for a maximum of 12 weeks) and under the condition that coverage would have been provided had they been employed continuously during the leave. If they fail to return to work at the end of the leave, the District has the right to collect from the employee the cost of the health benefits premiums. An employee who returns to work for at least 30 days is considered to have "returned to work".

## E. Holiday Policy

All regularly scheduled full-time employees will receive **8 hours of pay** at their normal hourly rate for the following holidays, subject to the conditions below.

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### 1. District Holidays Observed

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Cesar Chavez Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

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### 2. Holiday Conditions

- If the holiday falls on a Saturday, it will be observed on the preceding Friday.
- If it falls on a Sunday, it will be observed on the next Monday, unless otherwise noted and employees are informed at least 2 weeks in advance.
- Employees on leave of absence for any reason at the time of the holiday observance will be ineligible for holiday pay.
- If a holiday falls during employees' approved vacation period, they will be paid for the holiday and will not be charged with a vacation day for the day the holiday is observed.

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- When computing overtime pay, employees do not receive credit for hours that are not actually worked on the holiday.
- In order to be paid for a holiday, employees must have worked both the business day before and the business day after a holiday, unless scheduled/planned time off was approved in advance (i.e., vacation). In the event of an emergency, the employee must contact the General Manager.
- Non-exempt employees who work, or are on call back, on a recognized holiday shall be paid the regular holiday pay for the day, plus their straight-time rate of pay for hours actually worked on the holiday or plus their overtime rate of pay for hours actually worked on the holiday if they have worked in excess of forty (40) hours in the work week.

## F. Inclement Weather Policy

In the event the General Manager deems it necessary to close the office due to inclement weather, employees will be phoned. The employee should make the effort to come in to the office unless they are notified otherwise. If the employee is unable to do so, they need to contact with the General Manager.

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## G. Jury Duty and Witness Duty Policy and Procedure

The employee should immediately notify the General Manager if they receive a notice for jury duty. If they are summoned for jury duty, they will be paid the difference between jury duty pay and their regular hourly rate for up to a maximum of ten working days per year.

If required by law to appear in court as a witness, they may be given paid time off up to a maximum of four (4) days per year for such purpose, provided that they provide the District with reasonable advance notice and proof of such court order.

## H. Military Leave Policy

A military leave, in accordance with federal law, will be granted to those employees in a reserve component of the Armed Forces of the United States, Reserves or National Guard.

If regular full-time employees are called to active military duty training as members of the Armed Forces, Reserves, or National Guard, they will be assured full pay for military leaves for up to ten (10) working days per calendar year provided that they are regular full-time employees; ordered for purposes of military training, encampment, naval cruises, special exercises or like activity; they shall be entitled to receive the difference between their regular rate of pay and the military rate of pay for the first thirty (30) calendar days of any such absence.

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If regular full-time employees are called to active duty during national or state emergencies, as members of the Armed Forces, Reserves, or National Guard, they shall be entitled to receive the difference between their regular rates of pay and their military rate of pay for the duration of their active duty calls.

Military orders should be presented to the General Manager and arrangements for leave made as early as possible before departure.

Should they either voluntarily or involuntarily leave employment to serve in the armed services, they shall be entitled to reinstatement according to state and federal law in effect at the time of their release from active service. No one in this category should be denied re-employment without the District first consulting legal counsel.

## **I. Personal Leave of Absence Policy**

Employees who have been continuously employed with the District for at least one (1) year, may, due to special circumstances, request a personal leave of absence without pay, for a reasonable period of time up to one hundred and eighty (180) days. Requests for leave of absence will be considered on the basis of length of service, performance, responsibility level, the reason for the request, whether other individuals are already out on leave and the expected impact on the District.

### **1. Requests**

A request must be submitted in writing and be approved in writing by the General Manager before a leave begins. A request for an extension of a leave of absence must be submitted in writing and approved in writing by the General Manager before the extended period begins. It is the employee's responsibility to report to work at the end of the approved leave. If the employee fails to report to work on the day after the leave expires, the employee will be considered to have voluntarily resigned.

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## 2. Employee Benefits During A Personal Leave

The District will not pay for group insurance premiums during any portion of a non-medical leave of absence beyond the end of the month in which the leave begins. Accordingly, the premiums beyond that point for such coverage are the employee's complete responsibility. In order to keep the insurance in force, premiums for the period of the leave must be paid in a timely manner. Since premiums are normally due by the first of each month, premiums for a month will be considered untimely if received more than thirty (30) days after this date. Failure to pay premiums in a timely manner will result in immediate termination of coverage and a ninety (90) day waiting period from the date of return from the leave for reinstatement of benefits. Additionally, the District's insurance carrier may require employees on leave to go on a COBRA plan during the leave of absence.

## J. Rest and Break Time Policy

Employees are encouraged to take a 15-minute break in the morning and a similar break in the afternoon in order to "break" up the day and as a relief from office and field routine and tension. Non-exempt employees are encouraged to take at least a 30-minute lunch break.

## K. Part-time or Temporary Employee Paid Sick Leave Policy

California (CA) Paid Sick Leave law (AB 1522) mandates that part-time or temporary employees have the right to accrue and take sick leave for the employee's own or a family member's illness, care, treatment, or preventative care.

If part-time or temporary employees work for the District on or after July 1, 2015, the employees are eligible to accrue sick leave when they work in CA for thirty (30) or more days within a year from the hire date. After thirty (30) days, accrual is one hour of paid leave for every thirty (30) hours worked, with a maximum accrual of 24 hours per year. Unused, accrued paid sick leave will be carried over to the following year, with a maximum accrual of 48 hours.

Part-time or temporary employees are eligible to take sick leave on the ninetieth (90th) day of employment. The employee may submit the sick leave request to the General Manager in writing or verbally. Sick leave is paid at the employee's current rate of pay.

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## L. Personal Time Off (PTO) Policy and Procedure

In order to minimize the economic hardships that may result from out of the ordinary, unexpected or emergency need to take time off, such as an unexpected short-term illness or injury to employees or their immediate family members, the District provides employee paid time off (PTO) benefits. These benefits are intended to be used for the out of the ordinary or unexpected emergency need to take time off and are not intended to be used in lieu of vacation.

Immediate family for PTO purposes is defined as a family member residing with the employee. Employees shall report by telephone to the District office as early as possible, their inability to report to work, and the reason therefore.

Employees are encouraged to use PTO for contagious illnesses that might endanger the health of fellow employees and for illnesses or conditions that might impair safety or performance on the job. The General Manager may send an employee home if these illnesses or conditions are observed.

PTO is earned and accrued from the first day of employment

For full-time employees, PTO accrues at 6.667 hours per month (80 hours per year) with a maximum accrual of 480 hours (60 days). PTO is available when work is missed for any reason other than vacation, holiday, bereavement, jury/witness duty, inclement weather, and time to vote, military leave or workers' compensation. PTO cannot be attached before or after a holiday and/or vacation unless approved by the General Manager.

Full-time employees are eligible to take PTO on the ninetieth (90th) day of employment.

The guidelines for planned and unplanned PTO are defined below.

### 1. Planned PTO

Employee shall submit a request to the General Manager at least eighteen (18) hours in advance of scheduled absence. Time used will be deducted from accrued PTO.

### 2. Unplanned PTO

Employee shall notify the General Manager as soon as possible when time is needed for out-of-the-ordinary, unexpected time away from work because of short-term illness, injury or personal emergencies. This time generally cannot be made up unless approved by the General Manager and will be deducted from accrued PTO.

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## **M. Pregnancy Disability Leave (PDL) Policy**

Any full or part-time regular female employee who is disabled by pregnancy, childbirth, or a related medical condition will, upon written request, be granted a pregnancy disability leave of absence (PDL) without pay not to exceed four (4) months. An employee who is granted a PDL may utilize any accrued sick leave benefits and earned vacation benefits during the period of her leave. Any portion of the leave that occurs after all sick and vacation benefits have been exhausted shall be without pay.

If permitted by the District's insurance carrier, group insurance benefits ordinarily provided by the District will remain in effect until the end of the month in which the leave terminates provided that the employee pays the full cost of this coverage. The insurance carrier might require employees on leave to go on a COBRA plan during the leave of absence. Employees are requested to notify the General Manager that arrangements have been made with the office to pay for the cost of coverage before the leave begins. If they require a PDL, they must notify the General Manager in writing as soon as possible. The written notice should specify the commencement date of the leave, the expected duration of the leave and be accompanied by a signed physician's statement.

Written extension requests of a PDL, not to exceed the four month limitation, must be received by the General Manager prior to the expiration of the approved leave or within three days of an absence. Employees who do not report for work at the end of an approved PDL will be considered to have voluntarily resigned. Employees returning from a PDL shall be required to provide a physician's statement that indicates that they are medically able to return to work.

For employees on PDL, the District guarantees reinstatement to the same or similar job with the same or similar duties, pay, and location unless granting such a leave would substantially undermine the District's ability to operate the business safely and efficiently. Employees on PDL will be credited with all service prior to the commencement of their disability, but not for the period of their disability.

## **N. School Activity Leave Policy**

Any employee who is the parent or guardian of a child in kindergarten through grade 12 may request up to 40 hours off per school year for the purpose of participating in school activities. This time will be unpaid unless they choose to use vacation or compensatory time off for this purpose. They will be limited to no more than eight hours off for this purpose in any one calendar month. Upon request, the District reserves the right to require documentation from the school as proof that they participated in the school activity. This request must be made in writing with as much advance notice as possible.

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## O. Time Off To Vote Policy

In accordance with California state law, if the District work hours do not allow sufficient time off to vote in California general, primary, or presidential elections, the District will offer two (2) hours paid time off for the employee to vote. To receive time off for voting, the employee must notify the General Manager and present a valid voter's registration card. When they return from voting, it will be necessary to present the voter's receipt to the General Manager. Time taken for the purpose of voting must be either at the beginning or end of the normal workday.

## P. Vacation Policy and Procedure

Regular full-time employees are eligible for paid vacation according to months of service. Temporary and part-time employees are not covered under this policy. The General Manager shall schedule the times at which the employee may take their vacation. Length of service with the District, the needs of the District and the wishes of the employee will be considered in the scheduling of vacation time. Vacation must be approved in advance and any request for vacation in excess of ten days or vacation to be taken in advance of accrual needs the approval of the General Manager. Vacation is earned and accrued from the first day of employment with maximum accrual as follows:

KID Service Completion of:	Monthly Accrual	Annual Accrual	Maximum Accrual
Less than 1 year	3.334 hours	40 hours	40 hours
1 - 5 years	6.667 hours	80 hours	80 hours
Over 5 years	10.000 hours	120 hours	120 hours
Over 10 years	13.334 hours	160 hours	160 hours

Employees do not accrue vacation leave during any unpaid leave of absence. No vacation shall be granted during the first year of employment except in emergency situations, where the use of vacation credits is recommended and approved by the General Manager.

At termination or retirement, any unused accrued vacation not to exceed 160 hours or the maximum accrual in the above table will be paid in a lump sum to the employee at his or hers base rate and combined with the final check. In no event shall such payment for unused accrued vacation credit exceed that which is allowed under the terms and conditions of this policy.

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## Q. Unpaid Leave of Absence Policy

Several types of unpaid leave of absence are available to eligible employees under the District policies. The types of leave that are available include personal, family (includes medical), and military. A summary of the rules and restrictions applicable to leave of absence is provided below:

- All leaves of absence are provided on an unpaid basis.
- When returning from a leave of absence for pregnancy, disability, family or military leave, the District guarantees reinstatement to the same or similar job with the same or similar duties, pay, and location unless it would substantially undermine the District's authority to operate the business safely and efficiently.
- When returning from a personal leave of absence, an effort will be made to hold the employee's position open for the period of the approved leave. However, the District will not guarantee reinstatement after a personal leave of absence.
- The District will attempt to reasonably accommodate employees who are released for partial or modified duty by their treating physician.
- The period that the employee is on a leave of absence is not considered time worked for purposes of determining eligibility for or the amount of certain benefits such as vacation and sick benefits. When the employee returns from a leave of absence the eligibility and accrual dates will be adjusted forward to reflect the period of the leave.
- The employee will not be eligible for holiday pay if a paid holiday falls during the leave of absence.
- The employee will be required to pay for the entire cost of group health insurance for: (1) The period of any family leave of absence beyond the end of the third calendar month following the month in which the leave begins; and (2) The entire period of a non-medical leave beyond the end of the calendar month in which the leave begins. The employee is requested to notify the General Manager that they have arranged for all necessary payments with the office before their leave commences.
- Misrepresenting reasons for applying for a leave of absence may result in disciplinary action, including possible termination.

The District's insurance carrier may require employees on leave to go on a COBRA plan during the leave of absence.

## R. Return-to-Work Program (RTW) Policy

In an effort to minimize serious disability due to on-the-job and off-the-job injuries and illnesses and to reduce workers' compensation costs (if applicable), the District has developed a Return-to-Work (RTW) program.

This policy is consistent with the District's responsibilities under the Americans with Disabilities Act to provide reasonable accommodations to persons with disabilities.

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Managers will assist by directing the employee to appropriate care and assisting in proper reporting of the injury or illness while maintaining a positive and constant flow of communication with the injured worker. Managers will also assist in arranging work which meets "light duty" restrictions, as needed, to reduce lost time. The management staff will work with the workers' compensation carrier (if applicable) and the physician to assist with the assessment of the employee's ability to return to work. Together they will actively encourage the treating physician to release the injured worker to work as soon as possible.

By this joint effort, the District will help the injured/ill worker recover at a more rapid rate, gain production for wages paid, minimize the employees' wage loss, and reduce workers' compensation costs.

## VI. EDUCATIONAL ASSISTANCE POLICY

Recognizing the mutual benefits derived from personal growth and increased work competence, it is the policy of the District to provide financial assistance to regular full-time employees interested in furthering their formal education. To be eligible, an employee must submit an Application for Educational Assistance for approval. All requests must be approved in advance by the General Manager and the Board of Directors and a limit to the amount of the assistance may be set by the Board of Directors. This assistance is provided through the Educational Assistance Program and outlined below.

### A. Degree/Certification/Professional Designation Programs

The District will reimburse the expense of tuition and required text for all courses leading to a job-related degree or certificate. Expenses for tuition and required text to obtain professional designations will be reimbursed at actual cost. The application must be complete with a description of the entire program, listing of classes required, explanation of job-relatedness to the District, targeted career path with the District and defined timelines for completion of courses. A copy of the course description and necessary classes from the school catalog should be included. Successful completion of the course, degree or certificate is a prerequisite for reimbursement.

### B. Professional Courses and Specific Job-related Courses

Professional and job-related course tuition, required text, and exam fee expenses will be pre-paid upon approval.

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## C. Additional Requirements

The employee is responsible for registration and ordering of any necessary text. It is the employee's responsibility to provide the General Manager with transcripts after completion of the course. Each application must include a two-year history of the educational courses the employee has taken while employed at the District. If the employee fails to meet the timelines outlined, the District will have the discretion to discontinue the financing of the program.

**Deleted:** If the employee does not complete or fails a course, he/she will be expected to repeat the course at their own expense or reimburse the District within one year if they decide not to continue pursuit of the program. In general, no future approval will be given until this expense/reimbursement is cleared from the files.

## VII. EMPLOYEE BENEFITS

### A. Introduction

The District has employee benefit programs for full-time employees. These employee benefit programs consist of two categories: uninsured and insured. Uninsured benefits are provided by and/or paid for by the District. Examples are vacation, personal time off and holidays as described in section Paid/Unpaid Leave Policies. Insured benefits are those that are provided through an outside source such as medical, dental and vision care. The District currently provides the benefits as described below. However, the benefits may be changed in the future upon approval of the Board of Directors.

### B. Group Insurance Plans

#### 1. Medical Plan

- Eligibility: Regular full-time employees and their eligible family members
- Waiting Period: First day of the month following 60 days of continuous full-time employment
- Employee Contribution: 30% of dependent cost
- Employer Contribution: 100% of employee cost and 70% of dependent cost
- Providers: Anthem Blue Cross of California, Prudent Buyer Plan, a preferred provider organization (PPO) plan, Classic PPO Plan; or Anthem Blue Cross of California, Prudent Buyer Plan, a preferred provider organization (PPO) plan, Consumer Driven Health Plan
- Benefits Provided: Current information provided upon request

#### 2. Dental Plan

- Eligibility: Regular full-time employees and their eligible family members
- Waiting Period: First day of the month following 90 days of continuous full-time employment
- Employee Contribution: 30% of dependent cost
- Employer Contribution: 100% of employee cost and 70% of dependent cost
- Provider: Delta Dental of California
- Benefits Provided: Current information provided upon request

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### 3. Vision Care

- Eligibility: Regular full-time employees and their eligible family members
- Waiting Period: First day of the month following 90 days of continuous full-time employment
- Employee Contribution: None
- Employer Contribution: 100% of employee and dependents cost
- Provider: Vision Service Plan
- Benefits Provided: Current information provided upon request
- Where To File Claims: All participating vision care providers have claim forms and will file directly with Vision Service Plan.

### C. Workers' Compensation Program

The District provides workers' compensation coverage. This coverage protects the employee injured or disabled on the job. It also provides medical, surgical and hospital treatment in addition to payment for loss of earnings that result from work related injuries. Compensation payments begin from the first day of hospitalization or after the third day following the injury if not hospitalized. The cost of this coverage is completely paid for by the District. "Sick/Paid Time Off" may be used for the three-day waiting period, but may not be used to supplement workers' compensation benefits for time lost from work due to an industrial injury or illness.

If injured while working, the employee must immediately report such injuries to the General Manager, regardless of how minor the injury might be. If employees have any questions regarding this workers' compensation coverage, they should contact the General Manager.

### D. California Public Employees' Retirement System (CalPERS)

Along with Social Security, the District offers to its eligible employees, a retirement plan under the California Public Employees' Retirement System (CalPERS).

Public Employees' Pension Reform Act of 2013 (PEPRA) defines a new member as any of the following:

- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in any California Public Retirement System.
- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who was a member with another California Public Retirement System prior to that date, but who is not subject to reciprocity upon joining CalPERS.
- A member who first established CalPERS membership prior to January 1, 2013, and who is rehired by a different CalPERS employer after a break in service of greater than six months.

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CalPERS refers to all members that do not fit within the definition of a new member as “classic members.” All existing CalPERS members as of December 31, 2012, retain their existing retirement benefit formula(s) for future service with the same employer.

Employees should refer to the member benefit publication for more information on new member benefit formulas mandated by PEPRA.

### 1. Eligibility

Employees eligible for immediate membership and enrolled into CalPERS on the date of hire are:

- Employees hired to work full-time for more than six months.
- Employees working “regular, part-time service,” who work “at least an average of 20 hours a week” for one year or longer.
- Employees already a CalPERS member, unless working in a position excluded by law or contract exclusion. A person currently a member of CalPERS cannot be excluded from membership due to their time base (e.g. working less than 20 hours per week) or appointment length (e.g., 90 days).

Employees must otherwise be monitored to determine when and if they qualify for membership. Qualification for membership is reached when:

- No term (length) of appointment is specified in the appointment/employment, but full-time employment exceeds six months.
- The employee works more than 125 days in a fiscal year if paid on a “per diem” basis (i.e., “per day”). For this purpose, “day” means each 8 hours of compensated service.
- The person works 1,000 hours in a fiscal year if paid on other than a per diem basis. (All hours the employee is compensated counts toward membership qualifications, even if the compensation would not be reportable to CalPERS if the person was a member (e.g. Any overtime hours worked are counted as qualifying time, even though compensation for overtime hours would not be reportable if the person was a member.)

### 2. Employee Contribution

PEPRA New Members – Miscellaneous member contribution rate is adjusted annually by CalPERS, as of 7/1/23 it is 7.75% of regular semi-monthly compensation. (Overtime compensation is not reportable to CalPERS and is not included.)

Classic First Level – Miscellaneous member contribution rate is 7.0% of regular semi-monthly compensation. (Overtime compensation is not reportable to CalPERS and is not included.)

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### 3. Employer Contribution

Varies according to experience rating

### 4. Vesting Provisions

An employee becomes vested after completion of five years of public service, be it with the District or another public employer who participated in CalPERS. Vesting means funds may be left on deposit for future retirement. Should the employee leave the District and wish to withdraw their employee contributions, a refund may be requested from CalPERS. The employer contributions are only paid upon retirement.

### 5. Benefits Provided and Retirement

A PEPRA member may apply for retirement at age 52 and after earning at least five years of service credit. A Classic member may apply for retirement at age 50 and after earning at least five years of service credit. The retirement date can be any date; however, the amount of the monthly allowance can be affected. Age influences the benefit factor used in the retirement benefit formula. So, an employee may decide to retire on a birthday or at a completed quarter year of age to increase the benefit factor. The PEPRA member benefit formula for the District is 2% at age 62. The Classic member benefit formula for the District is 2% at age 60. There is no mandatory retirement age.

CalPERS will calculate the retirement benefits based on three factors: (1) years of service; (2) a percentage factor determined by age at retirement and benefit formula; and (3) the final average monthly pay rate for the highest 36 consecutive months of work.

To be eligible for retirement a member must terminate, i.e., "separate from", all employment with all CalPERS employers. If the member does not terminate all CalPERS employment before the retirement date the retirement will either be cancelled or an automatic change of the retirement date will be processed when this violation is discovered.

CalPERS members are encouraged to take a CalPERS retirement planning class prior to submitting their application for retirement. CalPERS offers classes designed to educate and inform CalPERS members at any stage of their careers. These classes are available both online and in a classroom with an instructor.

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CalPERS members may apply for retirement online through their personal myCalPERS account at [my.calpers.ca.gov](http://my.calpers.ca.gov) or they can submit and mail a hardcopy retirement application available in Forms & Publications area at [www.calpers.ca.gov](http://www.calpers.ca.gov). Members can also print an application and bring it to a Regional Office. The application for retirement should be submitted no more than 120 days prior to the desired effective retirement date. The application must be received within nine months after discontinuance of employment to be eligible for the earliest possible retirement date, which is the day following the last day on payroll. If not, the retirement date can be no earlier than the first of the month in which CalPERS receives the application. CalPERS retirement planning checklist recommends submitting your application three to four months before the planned retirement date. (Social Security recommends applying for retirement benefits four months in advance.). However, the District strongly urges employees anticipating retirement to make their inquiries at least six months to one year in advance to avoid any unnecessary delays.

The General Manager can provide more detailed information as well as the phone numbers of personnel at CalPERS who can assist in retirement planning.

## VIII. EMPLOYEE GRIEVANCE OR CONCERN PROCEDURE

The District defines a grievance or concern as an expressed dissatisfaction by employees to conditions of their employment. The District encourages its employees who may be experiencing work performance problems, employee-supervisory concerns, peer disturbances or other concerns to bring them to the attention of the General Manager. If the General Manager is involved in the situation or does not respond to the complaint in a reasonable length of time the employee may contact the Board Chairman.

In matters relating to the General Manager's job demotion, reduction in salary, or employment termination, the General Manager may present concerns to the Board of Directors in a closed session or at its next regularly scheduled meeting.

## IX. DISCIPLINARY POLICY AND PROCEDURE

Employees whose conduct is detrimental to the District's service or whose performance falls below standard may be subject to disciplinary action. Prior to termination, suspension or reduction in salary or rate of pay imposed as a disciplinary action, an employee is entitled to receive notice, in writing, of the proposed discipline, the reason therefor and the basis of the charges. The employee shall have an opportunity to respond to the charges orally or in writing before the discipline is imposed. The penalty may vary with each case but, shall usually be one of the following:

- Oral reprimand
- Written reprimand

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- Suspension without pay
- Demotion
- Dismissal

Employees are expected to perform their duties and conduct themselves in such manner that discipline is not necessary. The General Manager shall warn an employee who is performing poorly or behaving improperly. Only when the warning is not heeded, shall disciplinary action ordinarily be taken.

## **X. RESIGNATION/DISMISSAL PROCEDURE**

### **A. Resignation**

When an employee decides to leave for any reason, the General Manager would like an opportunity to discuss the resignation with the employee before final action is taken. Management would appreciate it if the employee would provide a written two-week advance notice. If, as it sometimes happens, management believes it advisable for the employee to leave prior to the end of the two weeks' notice, the employee may be paid for the remainder of that period.

### **B. Dismissal**

District employees have the status of "employee-at-will", meaning that employees have no contractual right, expressed or implied, to remain in the District's employ. The District may terminate employment, or the employee may terminate employment, with or without cause, and with or without notice, at any time. No person has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above, with the exception of the General Manager. All such agreements must be in writing. All of the District's property including but not limited to keys, reports, records, proprietary information or any other job related materials must be returned prior to departure.

### **C. Exit Interview**

The General Manager is responsible for scheduling an exit interview with the employee on the last date of employment and for arranging the return of the District's property.

### **D. Benefits**

Medical, dental and vision benefits end on the last day of the month of employment. COBRA notification will be sent directly to the employee's home address.

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### E. Final Paycheck

A terminated employee will receive a final paycheck on the next regularly scheduled payday, or earlier if law requires it. Unused vacation will be paid and calculated in accordance with the District's vacation policy.

### F. California Public Employee's Retirement System (CalPERS)

A terminated employee will be notified directly by CalPERS regarding benefit options.

## XI. MODIFICATION POLICY

These policies and procedures are subject to change, from time to time, by the District.

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**ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE POLICIES AND PROCEDURES AND AT-WILL AGREEMENT (EMPLOYEE COPY)**

After you have read this Policies and Procedures manual and have clarified any issues with the General Manager, please complete and sign both copies of the following statement. Two copies are provided, one for your records (Employee Copy) and one for Kinneloa Irrigation District records (District Copy). Return the signed District Copy to the General Manager within five days.

**KID Employee Policies and Procedures Receipt**

I have received my copy of the District’s Employee Policy and Procedures manual. I understand and agree that it is my responsibility to read and familiarize myself with and follow the policies and procedures contained in the manual.

I understand that, except for employment at-will status, the District can change any and all policies or practices at any time. I understand and agree that, other than the General Manager of the District, no supervisor or representative of the District has authority to enter into any agreement, expressed or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the General Manager has the authority to make any such agreement and then only in writing, signed by the General Manager.

My signature below certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between the District and me concerning the duration of my employment. It supersedes all prior agreements, understandings and representations concerning the duration of my employment.

Employee’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Sign, date and keep this copy for your records.***

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**ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE POLICIES AND PROCEDURES AND AT-WILL AGREEMENT (DISTRICT COPY)**

After you have read this Policies and Procedures manual and have clarified any issues with the General Manager, please complete and sign both copies of the following statement. Two copies are provided, one for your records (Employee Copy) and one for Kinneloa Irrigation District records (District Copy). Return the signed District Copy to the General Manager within five days.

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My signature below certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between the District and me concerning the duration of my employment. It supersedes all prior agreements, understandings and representations concerning the duration of my employment.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

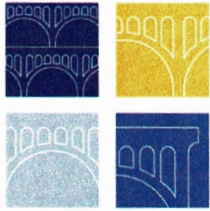
***Sign, date and return this copy to the General Manager.***

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**MEMORANDUM**

**To:** Los Angeles County Independent Special Districts

**From:** William F. Kruse, Special Counsel

**Date:** July 6, 2023

**Subject:** Nomination of Candidates for Special District Alternate Member

As you know, since 1994 special districts in Los Angeles County have been represented by two voting members and one alternate member of the Local Agency Formation Commission. Alternate member Melvin L. Matthews has announced his resignation. Mr. Matthews was elected in April 2022 to serve as LAFCO Alternate Representative with his term ending in May 2026. On behalf of the special districts of Los Angeles County, LAFCO has appointed us to assist in conducting the elections to fill this vacancy.

By law, independent special district seats on LAFCO are filled by the Special District Selection Committee. That Committee is made up of the presiding officers of each independent special district in Los Angeles County.

In order to expedite the process of electing the alternate member to fill Mr. Matthews' remaining term, I have included a form to be used to nominate candidates for consideration for the position. After nominations are received, each district will receive a complete package of nominee resumes, together with a ballot for consideration by the presiding officer of your board. Voting will be conducted by mailed ballot.

Nominations for the Committee's consideration are welcome. Please provide as much relevant information about the candidates as reasonably possible. Any biographical information and/or candidate statement should be **limited to one page**. Please remember that, to be eligible, the nominee must be an elected official or appointed to your board for a fixed term, but shall not be members of the legislative body of a city or county (Government Code section 56332(c)). Nominations must be received in the office of Lagerlof, LLP, **ATTN: WILLIAM F. KRUSE**, no later than **5:00 p.m. on August 25, 2023**.

Please feel free to contact me directly with any questions.  
Voice: (626) 793-9400  
Fax: (626) 793-5900

NOMINATION  
OF  
INDEPENDENT SPECIAL DISTRICT **ALTERNATE MEMBER**  
TO THE  
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Candidate: \_\_\_\_\_

\_\_\_\_\_ is pleased to nominate  
\_\_\_\_\_ as a candidate for appointment as special district **alternate member** to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: \_\_\_\_\_

Agency: \_\_\_\_\_

Type of Agency: \_\_\_\_\_

Term Expires: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

\_\_\_\_\_  
(Name of Agency)

By: \_\_\_\_\_

Its: \_\_\_\_\_

# Association of California Water Agencies

## Online Voting

[Home](#)[How It Works](#)[Logout Tom Majich](#)

## ACWA Board Officers' Election for President & Vice President

Both questions below are optional.

Please vote for only **one** candidate for each seat.

To write-in the name of an eligible qualified candidate, select Write-in and then type the name. Write-in candidates must be an elected or appointed director of an ACWA member agency and must submit a nominating/support resolution from their member agency's board no later than September 15.

Deadline to submit ballots is 5 p.m. on September 15.

## ACWA President

**Cathy Green (Election Committee's preferred candidate)** [\[hide details\]](#)

As ACWA's Vice President since 2022, I have and will continue to diligently listen to and work on behalf of all ACWA members. My vision for ACWA is to fully embrace its motto of *Bringing Water Together*. I believe that we can accomplish this by unifying ACWA members and collaborating with stakeholders to find effective solutions to the challenges we face.

As your ACWA President, I will continue to advance the momentum I have built on key initiatives including: 1) advocating for state accountability on water infrastructure investments and policy issues, 2) spearheading the ACWA Council of Past Presidents to mentor new members so that they are aware of membership benefits, and 3) furthering ACWA's economical, efficient, and effective member services through sound fiscal, HR, managerial, and administrative practices.



I will also work on three new initiatives including: 1) re-examining ACWA dues to provide equity for all members, 2) strengthening the Association's ability to attract, develop, and retain top industry talent, and 3) increasing non-dues revenues.

I ask for your vote so that I may continue working to ensure ACWA offers value for all members. My experience, qualifications, decade long ACWA membership, and role as ACWA Vice President have provided me a unique understanding of ACWA as the nation's largest statewide coalition of public water agencies. Please contact me any time at 714.321.0522 or CGreen@OCWD.com.

### **ACWA Board Member and Committees**

- ACWA Vice President (2022-current)
- Executive Committee (2020-current)
- Region 10 Chair (2018-2019)
- Region 10 Vice Chair (2016-2017, 2020-2021)
- Region 10 Board Member (2012-2021)
- Water Quality Committee (2012-current)
- Energy Committee (2019-current)
- State Legislative Committee (2012-2015)

### **Orange County Water District**

- President (2015-2016, 2022-current)
- 1st Vice President (2013, 2014, 2019-2022)
- Director (2010-current)
- Joint Planning Committee Chair
- Labor Ad Hoc Committee Chair



## Civic, Professional Experience

- Huntington Beach Mayor (2003, 2009)
- Council Member (2002-2010)
- Registered Nurse
- Law degree



Write-in:

## ACWA Vice President



**Ernesto "Ernie" A. Avila (Election Committee's preferred candidate)**

[\[hide](#)

[details\]](#)

I want to be the next Vice-President of the Association of California Water Agencies (ACWA) because I want ACWA to continue to be the nexus of knowledge and leadership in water for California. We are emerging from a multi-year drought, and I will put my energy into strategies to keep water in the public eye with ACWA as the trusted sources for information and innovation. A priority for me is to ensure that ACWA continues to equip member agencies with information and resources necessary to support their water supply reliability efforts, implement infrastructure and watershed improvements, and address the challenges associated with climate change.



I have 40 years of experience with California water as a Civil Engineer, General Manager, Executive Director of three water coalitions involving over 50 water agencies, and I currently serve as CCWD Board President. I have led or supported over \$5 Billion in California water infrastructure serving over 5 million citizens and many industries today.

I have supported ACWA for 20 years including serving on the Board of Directors,

the Executive Committee, the Region 5 Board, the Federal Affairs Committee, the ACWA Foundation Steering Committee and Chair of the Local Government Committee.

This year, we have gone from extreme drought conditions to concerns about flooding in months. ACWA has been leading the discussions for water supply reliability, investments in infrastructure, including above- and below-ground storage, and it is now crucial to progress beyond conversations to action. I want to work with all ACWA members to find strategies to advance projects and I will work with ACWA members to keep our seat at the table to affirm the state's commitment to help fund and facilitate these critical investments.

I would be honored to represent our members as the next Vice-President of ACWA. Learn more at: [ccwater.com/AvilaForACWAVP](https://ccwater.com/AvilaForACWAVP).



**Michael Saunders** [\[hide details\]](#)

I have been working with water issues as an elected; with MSRs as a County LAFCO commissioner; through my work with the CABY Integrated Regional Water Management Group; my work in the water use efficiency workgroups with the Department of Water Resources; and as an Executive Board member of the Regional Water Authority. I have been active in ACWA since I became an elected official in 2018, each year increasing my level of participation and leadership, from conferences to workgroups to symposiums. I was a member of the Diversity, Equity, and Inclusion Workgroup which helped form the new ACWA Foundation. I am currently a member of the Headwaters Workgroup, Water Use Efficiency Workgroup, State Infrastructure Workgroup, and the Membership Committee. I also participate in the State Legislative Committee. I am on the ACWA Region 3 Board and have worked on a regional forum and event and on our regional issues dealing with guidelines and legislation.



The qualities I can bring to the office is my understanding of the water issues from our Region and the State along with my working relationship with our Board members, Regional members, ACWA members, ACWA staff, elected officials, and District Staff. Coming from a small agency, the input from our members is vital and

important to bring each Agency's issues, strategies, and suggestions to the table and make every agency feel valued. I will continue to be a strong legislative advocate, continue to build on our outreach, and rely and utilize the expertise and talents of our members and ACWA staff. I am enthusiastic and committed to the work of ACWA and hope to bring my excitement to our members and continue to push for the growth and success of ACWA.

I would be honored to have your vote.



**Write-in:**

Continue

Cancel

This is the online voting system of [Association of California Water Agencies](#). Powered by [Simply Voting](#).

# OFFICIAL REGION 8 Board Ballot

2024-2025 TERM



**Please return completed ballot  
by Sept. 15, 2023**

**E-mail:** [regionelections@acwa.com](mailto:regionelections@acwa.com)

**Mail:** ACWA  
980 9th Street, Suite 1000  
Sacramento, CA 95814

## General Voting Instructions:

- 1 You may either vote for the slate recommended by the Region 8 Nominating Committee or vote for individual region board members. Mark the appropriate box to indicate your decision.
- 2 Complete your agency information. The authorized representative is determined by your agency in accordance with your agency's policies and procedures.

Submitted board candidate bios and headshots are available on [www.acwa.com/elections/2023-region-elections/](http://www.acwa.com/elections/2023-region-elections/).

## 1 Nominating Committee's Recommended Slate

I concur with the Region 8 Nominating Committee's recommended slate below.

### CHAIR:

- **Anthony R. Fellow, Ph. D**, Vice President, Upper San Gabriel Valley Municipal Water District

### VICE CHAIR:

- **William Cooper**, Director, Santa Clarita Valley Water Agency

### BOARD MEMBERS:

- **Frank Colcord**, Director, Foothill Municipal Water District
- **Robert Lewis**, Board of Director, Rowland Water District
- **John T. Morris**, Member, Board of Directors, Metropolitan Water District of Southern California
- **Leonard E. Polan**, Director, Las Virgenes Municipal Water District
- **Scott Quady**, Board Member, Calleguas Municipal Water District

OR

## Individual Board Candidate Nominations

I do not concur with the Region 8 Nominating Committee's recommended slate. I will vote for individual candidates below as indicated.

### CANDIDATES FOR CHAIR: (CHOOSE ONE)

- Anthony R. Fellow**, Ph. D, Vice President, Upper San Gabriel Valley Municipal Water District

### CANDIDATES FOR VICE CHAIR: (CHOOSE ONE)

- William Cooper**, Director, Santa Clarita Valley Water Agency

### CANDIDATES FOR BOARD MEMBERS: (MAX OF 5 CHOICES)

**Frank Colcord**, Director, Foothill Municipal Water District

**William Cooper**, Director, Santa Clarita Valley Water Agency

**Robert Lewis**, Board of Director, Rowland Water District

**John T. Morris**, Member, Board of Directors, Metropolitan Water District of Southern California

**Leonard E. Polan**, Director, Las Virgenes Municipal Water District

**Scott Quady**, Board Member, Calleguas Municipal Water District

2

AGENCY NAME

AUTHORIZED REPRESENTATIVE

DATE

# General Manager's Report for the Board of Directors Meeting on August 22, 2023

## I. Customer Account Information

### A. Customer Accounts –

Active accounts: 590  
 Delinquent accounts receiving late charges: 18  
 Accounts shut off for non-payment: 0

### Aged Receivables –

Month	Current	30 days	60 days	90 days or greater	Total
<b>August 2022</b>	\$27,954.41	\$2,246.84	\$85.58	\$0.00	\$30,286.83
<b>September 2022</b>	\$29,084.27	\$1,156.90	\$102.42	\$0.00	\$30,343.59
<b>October 2022</b>	\$26,598.27	\$5,782.60	\$523.20	\$102.42	\$33,006.49
<b>November 2022</b>	\$20,997.03	\$5,621.74	\$2,148.38	\$362.14	\$29,129.29
<b>December 2022</b>	\$21,306.67	\$2,502.76	\$330.18	\$418.02	\$24,557.63
<b>January 2023</b>	\$22,653.06	\$2,307.71	\$72.16	\$0.00	\$25,032.93
<b>February 2023</b>	\$18,189.83	\$4,318.89	\$75.79	\$0.00	\$22,584.51
<b>March 2023</b>	\$35,127.70	\$1,920.64	\$879.11	\$0.00	\$37,927.45
<b>April 2023</b>	\$66,896.69	\$2,115.94	\$442.92	\$746.62	\$70,202.17
<b>May 2023</b>	\$12,468.11	\$1,150.61	\$0.00	\$0.00	\$70,202.17
<b>June 2023</b>	\$3,814.55	\$2,532.17	\$0.00	\$0.00	\$6,674.75
<b>July 2023</b>	\$19,782.26	\$4,981.87	\$0.00	\$0.00	\$24,764.13

## II. General Manager's Projects and Activities

### A. Meetings/Outreach/Key Contacts

1. FEMA Facilities Tour and Site Inspection – 7/24/23
2. SCWUA Lunch Meeting – 7/27/23 “Lead & Copper Rules Revisions” presented by Dmitry Ginzburg
3. RBMB Pumping and Storage Committee Meeting – 8/1/23
4. Los Angeles County Public Works – Los Angeles County Water Plan Update presentation 8/9/23
5. JPIA WebEx re: CalOSHA requirements for supervising employers – 8/15/23
6. DDW online meeting regarding Fluoride compliance plan – 8/15/23
7. FWMD Managers Meeting – 8/16/23

### B. Office Staff Updates

1. IT Upgrade Project: All work including new Fire Wall Complete. Larger UPS installed in server closet to solve network down issues due to power surges.
2. Hazard Mitigation Plan – PWAG received a grant to hire a consultant to assist agencies with creating an EPA compliant Multi-Jurisdictional Hazard Mitigation Plan. KID is currently not required to have an America's Water Infrastructure Act (AWIA) compliant plan, but we require one if we intend to participate in future funding opportunities for hazard mitigation projects. There are currently no funding opportunities for hazard mitigation projects available.
3. JPIA Risk Advisor meeting March 23<sup>rd</sup> reviewed district Injury and Illness Prevention Plan, Hazard Identification and Correction, Emergency Preparedness, Accident Investigation and discussed Valve Exercise and Maintenance program. JPIA emailed a Risk Assessment Evaluation with various recommendations on 4/14/23, General Manager working on addressing noted deficiencies.

### C. System Project Updates

1. Hi-Lo Tunnel Pipeline at canyon exit fused and ready for final installation using HDPE
2. Villa Knolls curb stop repair complete at cul-de-sac end.
3. Various electrical equipment repairs and safety hazard mitigation projects have been completed at K-3 Well and Sage Booster Station. K3 VD A/C troubleshooting ongoing.
4. Completed Holly Tanks site earthwork and retaining wall project, exterior painting of both tanks to be scheduled by Utility Services Group when weather cools.
5. Completed brush cutting and removal at East Tank to evaluate access and scope of earthwork removal via FEMA Grant.
6. Eucalyptus Booster Pump 3: Vendor engaged. Anticipated project cost of \$63,500 which is over current budget of \$45,000. Expecting components to arrive late July then field work will be scheduled.
7. Brown-Glen Pipeline Improvement Project – Final plans and specifications are being prepared. No funding is allocated for 2023.
8. Vosburg Reservoir Rehab – scope of work to be developed and budgeted following dive inspection.
9. Wilcox Reservoir Road – Road is passable, no immediate work is planned. FEMA Request for Public Assistance submitted.
10. House Tunnel Repair – Pipeline repairs are complete, sanitary seal is complete. Tunnel was sampled and approved by DDW to bring back online early August.
11. Tree Trimming – required at various locations, project list being developed.

### D. Regulatory Compliance and Reporting

1. Monthly Water Quality Reporting – Monthly reporting due by the 10<sup>th</sup> of each month.
2. Water Quality Emergency Notification Plan – annual requirement, filed timely in April 2023
3. Electronic Annual Report for 2022 (eAR) – released 3/13/23, due by 5/13/23. Draft submittal made to DWR staff for their review on 4/24/23. DDW staff reviewed and approved for final filing on 6/28/23.
4. Drought and Conservation Report – required per Order No. DDW\_HQ\_Drought2023-001 issued on 1/1/23. New requirement for monthly data due quarterly. Q2 report was filed timely on 7/5/23. Q3 report is due by the end of October.
5. 2022 Consumer Confidence Report was issued to all customers on 6/19/23 and included final public notice for Citation 22C\_007 and Citation 23C-003.
6. Fluoride Variance – KID fluoride variance expires on 12/13/23. Compliance Plan submitted to DDW on 7/10/23.
7. Federal Lead and Copper Rule Revisions: Notice received from SWRCB on 2/14/23. All public water systems to develop and submit a service line material inventory to the SWRCB, DDW by 10/16/24. This inventory includes service line material on both District side of meter, and customer side of meter.
8. PFOA, PFOS and PFAS Chemicals: Impacts of regulations are being monitored through trade groups that KID is affiliated with and Raymond Basin monitoring.
9. SB 552 – status of compliance, must meet Fire Flow requirements by January 2032. Costs to be considered in Master Planning.
10. SB 1020 – Clean Energy, Jobs, and Affordability Act of 2022 – requires 100% of all state agency electricity consumption to be from renewable and carbon neutral sources by 2035.

\* Organization Acronyms:

ACWA – Association of California Water Agencies

ACWA JPIA – Association of California Water Agencies Joint Powers Insurance Authority

CSDA – California Special Districts Association

CUEA – California Utilities Emergency Association

DDW – Dept. of Drinking Water

DWR – Dept. of Water Resources

FMWD – Foothill Municipal Water District

KID – Kinneloa Irrigation District

LAFCO – Local Agency Formation Commission of Los Angeles County

PWAG – Public Water Agencies Group

RBMB – Raymond Basin Management Board

SWRCB – State Water Resources Control Board

LCRR – Lead and Copper Rule Revisions

### III. Incident Reports

Customer Leaks	System Leaks	Water Waste	Water Quality	Customer Service*	Comments
3	1	0	0	3	Hastings Heights Service Leak

\* Customer service includes requests for water shutoff to facilitate customer plumbing repairs, inquiries about water bills, requests for leak checks and general questions.

## IV. Water Supply Summary as of end of July for the Watermaster Year 2023-2024

Raymond Basin Groundwater (Acre Feet)		Kinneloa Irrigation District Water Tunnels (Acre Feet)	
Water Rights	516	Eucalyptus	0.0
Less Temporary 30% Reduction in Water Rights	-154.8	Far Mesa	4.3
Prior Year Carryover	*51.6	Delores	17.8
Leases/Exchanges	0	House	0.0
Prior Year Spreading	*124.0	Holly High/Low	10.2
Short Term Storage	*183.3		
Current Year Spreading	0		
Total Allowable Extractions	720.1		
Less Water Extracted YTD This Watermaster Year	-35.3	Year to Date Tunnel Production	32.3
Remaining Allowable Groundwater Extractions through June 2023	*684.8	Remaining Estimated Tunnel Production through July 2023**	98.2
Total Available Water Supply (Remaining Allowable Groundwater + Remaining Estimated Tunnel Production through June 2024)		783.0 Acre Feet	
Less Remaining Forecasted Retail Water Sales through June 2024		-538.4 Acre Feet	
Estimated Surplus Water through July 2024***		244.6 Acre Feet	

**Total Delivery to City of Pasadena for Watermaster Year 2022-2023 = 238.5 Acre Feet**

**Total Retail Water Sales for Watermaster Year 2022-2023 = 492.8 Acre Feet**

\* KID Staff Estimate as of 8/20/23; RBMB Final Values Not Yet Published

\*\* Assumes 50% of Tunnel Production will be diverted to spreading due to Fluoride Blending program implementation

\*\*\* This is the forecasted surplus water available for sale in the current year and/or carryover to the next Watermaster year which starts on July 1 subject to the carryover limits established by the Raymond Basin Management Board. Regarding the available surplus water, we will maximize the carryover to the next year and deliver the balance of the forecasted surplus water (if any) to the City of Pasadena. *Current Agreement with City of Pasadena for sale of excess groundwater expires June 30, 2025.*

In the 2021-2022 year, 51.5 Acre-Feet were sold to the City, 51.6 Acre-Feet were carried over to 2022-2023 and 45 Acre-Feet were put into our short-term storage account. Although we may lease additional pumping rights from another agency with surplus pumping rights, this is not considered a guaranteed source of supply since it is subject to negotiation from another Raymond Basin member.

As of 6/30/23, the KID has 751.3 Acre Feet in a Long-Term Storage Account. Beginning July 2019, Long Term Storage Accounts were frozen and pumping restricted. Long Term Storage Accounts are reduced 1% per year to account for basin loss. Long Term Storage Accounts are effectively inaccessible under current RBMB policies. KID Staff does not consider Long Term Storage Account available as part of our portfolio.