IDYLLWILD WATER DISTRICT

EMPLOYEE HANDBOOK

ADOPTED 2026
Resolution 812

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INTRODUCTORY STATEMENT

Welcome! As an employee of Idyllwild Water District, you will find your employment to be both rewarding and challenging. Because the quality of our employees is the key to our success, we carefully select our new employees. In turn, we expect employees to contribute to the success of the District.

Idyllwild Water District's mission is:

"TO PROVIDE RELIABLE WATER AND SEWER SERVICE IN A SAFE, COST EFFECTIVE AND ENVIRONMENTALLY SOUND MANNER IN ACCORDANCE WITH COMMUNITY NEEDS".

The Employee Manual contains the District's policies and practices in effect at the time of publication. All previously issued manuals and any inconsistent policy, practice, benefit statements, or memoranda are hereby superseded.

1.1 OVERVIEW

1.1.1 Purpose

The purpose of this employee policy manual is to provide guidance to the employees of the Idyllwild Water District (IWD), which will be referred to as the "District" from here on out. The General Manager is vested with the authority to administer personnel relations in accordance with the terms of this manual.

This manual highlights areas of importance to facilitate efficient and economical service to the public, as well as promote a fair and equitable system of personnel management within the District. This manual does not provide an answer to all personnel questions and issues that may arise regarding responsibilities, obligations, rights, privileges, benefits, and prohibitions which, are placed upon all employees of the District.

This manual is not a contract. Accordingly, it should not be interpreted to create any expressed or implied contractual rights between the District and any employee. It is expressly understood that the contents of this manual do not constitute the terms of a contract of employment or benefits. Thus, this manual should not be construed as a guarantee of continued employment. Any verbal or written representations to the contrary are invalid and should not be relied upon by current or prospective employees.

Employees are expected to read this manual carefully and to know and understand its contents. Every employee is responsible for completing the following within two weeks of receiving this manual: reading and signing the

Acknowledgment Form and return it to the General Manager. This Acknowledgment Form contains important points for employees and provides the District with a record that each employee has received this manual.

The policies set forth in this manual replace any and all previous policy statements, whether written or oral, which differ from or are inconsistent with the policies expressed in this manual. No such prior policies or procedures shall have any force or effect after the effective date of this manual.

This manual may be revised and updated from time to time, as deemed necessary by the General Manager of the District subject to approval by the Board of Directors.

1.1.2 About the District

The Idyllwild County Water District was approved by the voters in 1956 as a legal entity to provide water services. The 130,000 feet of water lines and 63,000 feet of sewer lines are located within 9 square miles covering an area of 1,592 acres.

The District provides two (2) types of utility services to the community of Idyllwild: water service and sewer service. Water and sewer services are provided to a combination of residential, commercial, and industrial customers. Treated well water from our 28 wells is distributed to individual customers living in the community of Idyllwild. For the first 5 years IWD’s main responsibility was to provide water services and later in 1966 constructed its wastewater plant and the sewer collection system. Later the County was dropped from its name to become the Idyllwild Water District.

The District operates under the authority of Section 30000, Division 12 of the California Water Code and engages in water and wastewater activities which are classified as "proprietary". These activities are accounted for much like that of a private business and use the full accrual method of accounting for financial transactions. The major activities include production and treatment of groundwater; sale and delivery of water to domestic and commercial accounts; and collection, treatment, and disposal of wastewater.

The District is governed by a five-member Board of Directors, elected by registered voters of the District (“the Board”). As elected officials, the members of the Board represent the citizens and taxpayers of the District. The Board establishes policies for the District and the employees of the District are responsible for carrying out these policies. Each Director serves a four-year term. The Board of Directors meets regularly on the third Wednesday of every month.

The District's chief administrative officer is the General Manager. The General Manager is appointed by the Board. The General Manager, in turn, is responsible for filling all other employment positions in the District. The General Manager implements the policies adopted by the Board by issuing directives to the District's supervisors and staff. In turn, employees are expected to comply with the directives of the General Manager.

1.1.2.1 District Values

All employees shall demonstrate and abide by the following values:

- **Leadership:** We are a team. The community is supported through mutual cooperation and respect. Great ideas come from many sources, and we listen with an open mind.
- **Caring:** We care about the quality of our water; we care about our customers' satisfaction, and we care about the quality of the working environment.
- **Integrity:** We are honest with one another, with our customers and with our industry partners. We maintain a quality operation that is fiscally sound and forthright. We want the trust and respect of our community and ratepayers.
- **Professionalism:** We are committed to standards of excellence, accuracy, and superior conduct.
- **Vision:** We recognize that decisions we make today impact the future of this District and our community. We value our community's natural resources and actively seek ways to improve our services through local control and stewardship.

1.1.2.2 Open Door

Management adheres to an open-door policy and encourages all employees to share opinions, ideas, and thoughts about general operations, especially relating to improving efficiency, increasing productivity, devising innovative solutions, and achieving desired results. The open-door policy is intended to encourage personnel at all levels of the District to express their opinions and ideas about any general item. The open-door policy allows management to understand details of the District's operations and creative suggestions for improvement that might be lost in translation as the message makes its way through multiple channels.

1.1.2.3 Employee Recognition

Employees receive recognition for every five (5) years of service.

As part of the District Safety Program, individuals or the entire staff may receive awards for continuous safe work actions.

1.2 THINGS TO KNOW

1.2.1 Fiscal Year

The District operates on a fiscal year, from July 1st to June 30th. Unless otherwise noted, employee functions in this manual are based on a fiscal year.

1.2.2 Bulletin Boards

District bulletin boards are reserved for the exclusive use of the District for posting work-related notices or notices which must be posted pursuant to local, state, and federal law. From time to time, special notices and information for employees will be posted by the District on the bulletin boards. Please check the boards regularly for such notices.

2.1 GENERAL POLICIES

2.1.1 Equal Opportunity Employer

The District is an equal opportunity employer and strictly prohibits unlawful discrimination by any employee. It is the policy of the District that its employment practices are administered without regard to:

- Race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists)
- Color
- Religious creed, including religious dress and grooming practices
- Sex (including gender, gender identity, gender expression, transgender, because an individual has transitioned, is transitioning, or is perceived to be transitioning, pregnancy, perceived pregnancy, childbirth and breastfeeding or related medical conditions)
- Marital status or domestic partner status
- Physical or mental disability (including HIV and AIDS)
- Medical condition
- Genetic characteristics or information
- Age (over 40)
- National origin or ancestry
- Sexual orientation (including homosexuality, bisexuality, or heterosexuality, sex stereotyping)
- Military or veteran status
- Citizenship status
- Protected medical leaves (requested or approved)
- Status as a victim of domestic violence, sexual assault, or stalking
- Enrollment in a public assistance program
- Any other consideration made unlawful by applicable discrimination laws

The District is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs and general treatment during employment.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of their Supervisor, the General Manager or Chief Financial Officer. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including termination. All employees must cooperate with investigations conducted pursuant to this policy.

2.1.2 Reasonable Accommodation

Absent undue hardship on the District, or direct threats to the health and safety of employee(s), the District provides employment-related reasonable accommodations to:

- Qualified individuals with disabilities, both applicants and employees, to enable them to perform essential job functions
- Employees with conditions related to pregnancy, childbirth, or a related medical condition, if they so request, and with the advice of their health care provider
- Employee victims of domestic violence, sexual assault, or stalking to promote the safety of the employee victim while at work
- Employees who request reasonable accommodation to address a conflict between religious belief or observance and any employment requirement

Any employee who requires an accommodation in order to perform the essential functions of his or her job should contact their supervisor/manager, Chief Financial Officer or General Manager and request an accommodation. The District will conduct an interactive process with the employee to determine whether the requested accommodation or an alternative is reasonable and can be implemented without imposing an undue hardship on the District.

The District prohibits discrimination, discharge, retaliation, or any other unlawful acts against an individual because such person requests or receives an accommodation under this (or another applicable) policy, or because such individual engaged in any other conduct protected by the law. Additionally, as addressed in the District's separate policy on harassment, discrimination and retaliation, the District prohibits unlawful harassment, discrimination or retaliation against any employee on the basis of an individual's disability, religion, religious creed, sex (including pregnancy, childbirth and related medical conditions), status as a victim of domestic violence, sexual assault or stalking, or any other status as protected by law.

2.1.3 Anti-Harassment, Anti-Discrimination, and Anti-Retaliation

The District has adopted a policy and complaint procedure against harassment, discrimination, and retaliation. The purpose of this policy is to establish a strong commitment to prohibit and prevent discrimination, harassment, and retaliation in the workplace; to define those terms; and to set forth a procedure for investigating and resolving internal complaints. Employees, applicants, unpaid interns, volunteers, officers, or officials who believe they have experienced any form of harassment, discrimination, or retaliation by managers, supervisors, co-workers or third parties whom they have come into contact with are encouraged to report this immediately. Complaints may be made following procedures provided in Appendix A,

Anti-Harassment, Anti-Discrimination, and Anti-Retaliation Policy, to the General Manager, Chief Financial Officer, by contacting the U.S. Equal Employment Opportunity Commission (EEOC), or the California Department of Fair Employment and Housing (DFEH).

2.1.4 Drug Free Workplace

It is the desire of the District that all work environments be safe, productive, and free of the influence of alcohol, marijuana, and/or controlled substances. The District recognizes that the use of alcohol, marijuana, and/or controlled substances in the workplace is not conducive to safe working conditions and will not be tolerated.

Employees will not be at work under the influence of alcohol and/or controlled substances, will not use alcohol, marijuana, and/or controlled substances while on duty or while on paid standby time and will not sell, manufacture, distribute or provide controlled substances to any person while on duty. The District has no intention of interfering with the private lives of its employees unless involvement with alcohol, marijuana, and/or controlled substances off the job affects job performance or public safety.

All employees of the District, whether or not in safety sensitive positions, are subject to reasonable suspicion testing for alcohol, marijuana, and/or controlled substances. In addition, safety sensitive employees (the Department of Transportation's definition includes any employee who must possess a commercial driver license) are subject to pre-employment and random, alcohol, marijuana, and/or controlled substance testing.

Appendix B contains the District's Drug Free Workplace Policy.

2.1.5 Tobacco Free Workplace

The District is committed to providing a healthy and safe workplace for its employees and the public. In keeping with this commitment and in accordance with state law, the use of tobacco or vaping products is strictly prohibited on District premises, other than specially designated areas, in District vehicles, on District work sites, or in the presence of District customers.

2.1.6 Whistle-blower Protection

The General Manager has primary responsibility for:

- Ensuring compliance with this Manual, and ensuring that District employees do not engage in improper activities
- Investigating allegations of improper activities
- Taking appropriate corrective and disciplinary actions

Employees are encouraged to fulfill their obligation to the public and the District by disclosing in writing to their immediate supervisor, to the extent not expressly prohibited by law, improper work-related activities within their knowledge. If the improper activity involves their immediate supervisor, the employee must follow the chain of command and alert the next responsible manager. Employees will not interfere with the General Manager's responsibilities in identifying, investigating, and correcting improper work-related activities.

An employee will not directly or indirectly use or attempt to use the authority or influence of his or her position for the purpose of intimidating, threatening, coercing, commanding, or influencing any other person to deter such person from acting in good faith to report or otherwise bring to the attention of the General Manager any information that, if true, would constitute:

- A work-related violation by a District employee of any law or regulation
- Gross waste of District funds
- Gross abuse of authority
- A specific and substantial danger to public health or safety due to an act or omission of a District employee
- Use of a District office or position or of District resources for personal gain
- A conflict of interest of a District employee

An employee will not use or threaten to use any official authority or influence to affect any action as a reprisal against a District employee who reports or otherwise brings to the attention of the General Manager any information regarding the subjects discussed in this section.

The District also prohibits all the following:

- Taking any retaliatory adverse employment action against an employee because the employee has or is believed to have disclosed information to any government or law enforcement agency, including to the District, if the employee has reasonable cause to believe that the information discloses a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation (Labor Code § 1102.5(b))
- Preventing an employee from disclosing information to a government agency, including to the District, if the employee has reasonable cause to believe that the information discloses a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation (Labor Code § 1102.5(a))
- Retaliating against an employee for refusing to participate in any activity that would result in a violation of state or federal law, or a

violation or noncompliance with a local, state, or federal rule or regulation (Labor Code § 1102.5(c))
- Retaliating against an employee because the employee's family member has, or is perceived to have, engaged in any of the protected activities listed above

Any person who believes that he or she has been subjected to any action prohibited by this section may file a confidential complaint with:

1. The General Manager
2. Any member of the Board of Directors if the complaint involves the conduct of the General Manager

Upon the conclusion of an investigation, the General Manager (or the Board of Directors) will take appropriate action consistent with this Manual.

2.1.7 Conflict of Interest

Pursuant to the provisions of Gov. Code § 87300, et seq. no official or employee will accept a fee, compensation, gift, payment of expenses or any other thing of monetary value in any circumstances in which acceptance may result in or reasonably create the appearance of any one or more of the following:

- Use of public office and/or employment for personal or private gain
- Preferential treatment of any person
- Loss of complete independence or impartiality
- Making a District decision outside of official channels
- Reduction of public confidence in the integrity of the District and/or its employees
- Impeding government efficiency or economy

It is the employee's responsibility to disclose and report all potential conflict of interest situations to his or her supervisor or the General Manager.

Should a District employee be approached by a contractor or supplier and offered a gift or bribe to enhance that contractor's or supplier's position with the District, the employee must immediately report such activity to the General Manager.

Appendix C contains the Conflict-of-Interest Code.

2.1.8 Outside Employment

An employee shall not engage in any paid or self-employment, activity, or enterprise which is inconsistent, incompatible or in conflict with his or her District duties, functions, responsibilities, or that of the department in which he or she is employed at the District. Part-time employees may engage in

outside business employment. To avoid perceived or actual conflicts of interest that may arise from outside employment, all employees must disclose any outside employment activities to the General Manager. (Gov. Code § 1126(a))

2.1.9 Political Activity

District employees and officials are prohibited from engaging in political activity during working hours or on District property, with the exception that political activities may take place at Board of Director meetings. (Gov. Code § 3207)

No District employee or official will participate in political activities of any kind while wearing clothing that identifies the employee as a District employee. (Gov. Code § 3206)

No District employee or official may use District funds or resources to advocate a partisan position or otherwise use District funds or resources to support his or her personal political activities. (Gov. Code § 54964)

2.1.10 Confidentiality

Employees may, during the course of their duties, acquire, develop, use, or learn certain confidential, sensitive, or proprietary information (collectively "Confidential Information") concerning District operations, customers, employees, contractors, vendors, suppliers, or proposed contractors, vendors, or suppliers.

Confidential information includes, but is not limited to: personnel records, customer data, real property acquisition materials, legal memoranda, records pertaining to pending litigation, preliminary drafts, notes or memoranda which are not typically retained in the ordinary course of business, terrorist attack risk, vulnerability assessments, information security records, or trade secrets, as defined by California Evidence Code § 1061(a)(1), whether such secrets are owned by the District or any of its contractors, vendors, or suppliers or proposed contractors, vendors, or suppliers. Employees shall not, during their employment with the District or any time in the future, directly or indirectly:

- Disclose or furnish, to any other person, firm, agency, corporation, client, business or enterprise, any confidential information acquired during their employment
- Individually or in conjunction with any other person, firm, agency, company, client, business, or corporation, employ or cause to be employed any confidential information in any manner whatsoever except in furtherance of the business of the District
- Without the written consent of the District, publish, deliver, or commit to being published or delivered, any copies, abstracts or summaries of

any files, records, documents, drawings, specifications, lists, equipment, and similar items relating to the business of the District, except to the extent required in the ordinary course of their duties

2.1.11 Protecting District Security

Employees are responsible for all equipment assigned to them, including security resources such as key cards, keys, combinations, keypad PINs and passcodes. Employees must take reasonable steps to protect any District equipment provided to them. Duplication of keys is strictly prohibited.

2.1.12 Personal Property

Any loss or damage to personal property of employees that is voluntarily brought on to District premises, will be reviewed for resolution on a case-by-case basis.

2.2 EMPLOYMENT CLASSIFICATIONS

2.2.1 For-Cause Employees

Employees of the District who were hired before January 1, 2019, may only be terminated for cause. The only exceptions to this arrangement are if the employee is in the Introductory Period, as defined in section 2.2.3 below, or if there is a specific written agreement between the District and an employee which has been authorized in advance by the Board of Directors of the District.

2.2.2 At-Will Employment

For all employees hired on or after January 1, 2019, employment at the District is at-will. At-will employment means that an employee may terminate his or her employment at any time with or without advance notice to the District and with or without cause. Likewise, the District may terminate the employment of any employee at any time with or without advance notice and with or without cause.

Except for the General Manager, no manager, supervisor, or representative of the District has any authority to enter into any agreement for employment for any specific period of time or to make any agreement contrary to at-will employment.

2.2.3 Categories

The following is a list of the employment categories used by the District. If an individual has any questions about his or her job category, the individual should check with the General Manager or Chief Financial Officer.

Employee:

The term “employee(s)” shall mean all persons employed by the District. Directors are not employees. Individuals working through an employment

agency (leased employees, etc.) and those working as independent contractors are not considered employees of the District and are not entitled to any employment benefits provided by the District.

New Hire Employee – Introductory Period:

The first twelve (12) months of employment with the District are considered an introductory period. During this time, both the District and the employee have the opportunity to evaluate the working relationship. At the conclusion of the introductory period, and with written confirmation from the General Manager, an employee's status may be changed to "full-time" or "part-time." The introductory period does not automatically end without affirmative action by the General Manager. The District reserves the right, in its sole discretion, to extend the introductory period.

If an employee takes any type of leave of absence during the introductory period, the twelve-month period will be extended by the length of the absence.

Introductory employees are not eligible for all District benefits. However:

- Paid Time Off (PTO) begins to accrue at the start of employment.
- Health care benefits become effective after thirty (30) days of employment.
- Paid Time Off (PTO) leave may not be taken until the employee has completed one hundred eighty (180) days of service.
    - An employee who has completed the introductory period and who regularly works a minimum of 40 hours a week on a continuing basis, is considered a regular full-time employee. Generally, full-time are eligible for all District benefits subject to the terms, conditions, and limitations of each benefit program.

Exempt Employee:

Exempt employees are employees whose job duties meet the federal Fair Labor Standards Act (FLSA) requirements for overtime exemption. Exempt employees are compensated by salaries and are not eligible for overtime pay. The Chief Financial Officer or General Manager will inform the employee if his or her status is exempt. Exempt employees may have job assignments that require full or part-time work.

Non-Exempt Employees:

Non-exempt employees are employees subject to federal FLSA overtime regulations and will be compensated for overtime hours worked in accordance with the law. Non-exempt employees must comply with District policies regarding overtime work.

Regular Full-Time Employees

Regular full-time employees are employees who are normally scheduled to work and who regularly do work a schedule of 40 hours or more per work week.

Regular Part-Time Employees
Regular part time employees are employees who are regularly scheduled to and work 24 hours or less per work week. Part time employees may be assigned a work schedule in advance or may work as needed.

Temporary Employees
Temporary employees are employees who are employed by the District for short-term assignments and who are not considered regular employees. Temporary employees are not eligible for medical benefits and may be classified as exempt or non-exempt according to job duties and method of compensation.

This classification includes but is not limited to persons hired for the following reasons: seasonal peak workloads, water conservation program and emergency extra workloads.

Management Employees
Management employees are those employees specifically designated by the General Manager as responsible for the management of administration and operations. Management employees are exempt salaried employees and therefore are not eligible for overtime compensation.

Supervisory Employees
Supervisory employees are those employees specifically designated by the General Manager as responsible for monitoring the performance of at least one other individual employee. Supervisory employees may or may not be exempt employees.

2.2.4 Verification of Eligibility for Employment

The District is required by federal immigration laws to verify documentation that shows each person's identity and legal authorization to work in the United States. All offers of employment and continued employment are conditioned upon furnishing satisfactory evidence of identity and legal authorization to work in the United States and everyone must attest to his or her identity and legal authorization to work.

2.2.5 Nepotism

Relatives of employees or directors of the District will not be placed within the District as full-time employees for reasons of security, safety and/or morale. Present employees who marry one another will be permitted to continue their employment with the District only if they do not work in a supervisory relationship with one another or otherwise pose difficulties for supervision, security, safety, or morale. If such employee-spouses do work in a supervisory relationship with one another, the District will attempt to reassign one of them to another position for which he or she is qualified if such a position is available. If no such position is available, then one of the employee-spouses will be required to leave the District's employment. The decision as to which employee will leave is left initially to the employee-

spouses. If they do not decide which of them will leave, the District will determine based on the District's needs which employee-spouse will be required to leave the District's employment. Any separation or transfer resulting from the administration of this policy is not disciplinary and is not subject to appeal, or pre- or post-disciplinary appeal due process.

Relatives as referred to in this policy include spouse, registered domestic partner, parents, children, brothers, sisters, grandparents, stepfather, stepmother, stepbrother, stepsister, stepchild, niece, nephew, cousin, uncle, aunt, grandchildren, and in-laws, or any member of an employee's immediate household.

2.3 EMPLOYEE REIMBURSEMENTS

2.3.1 Mileage Allowance

In the event a personal vehicle must be used, the District will reimburse expenses based on the Internal Revenue Service (IRS) current Standard Mileage rate. The Chief Financial Officer will periodically adjust the mileage allowance to correspond to IRS guidelines. Employees must submit proof of the distance (e.g., a Google map of the route) traveled when requesting reimbursement.

2.3.2 Travel Expenses

With the General Manager's permission, employees may travel to work related conferences and similar events. No family members, friends, etc., may ride in a District vehicle at any time. Flight travel should be in coach class; if an employee wishes to upgrade, the employee is responsible for the price difference. Receipts should be itemized and presented to the Chief Financial Officer for reimbursement of appropriate travel expenses, which may include airline tickets, hotel stays and other necessities.

Appendix D contains the Travel Procedures and Expenditures Policy.

2.4 DISTRICT VEHICLES AND PERSONAL VEHICLE USE

2.4.1 Employee Use of District Vehicles

District owned vehicles assigned to employees shall generally be restricted to District business only. Only District employees may drive or be a passenger in a District vehicle. District employees who are on-call may use the vehicle for commuting purposes and may maintain the vehicle at his or her residence, providing the employee resides within the 6 (six) mile limit per the housing stipend policy, so that they may report directly to a work site. De minimis use (such as stopping for a personal errand) during a commute is permitted. Any use beyond de minimis, will be subjected to the guidelines under the Internal Revenue Code and Regulations. Staff may

also use District owned vehicles for District related out of town travel and may take the vehicle home on the way to or from the event.

An employee using a District owned vehicle for these purposes shall provide evidence that he or she is covered under his or her own automobile insurance policy for any claims and damages arising out of his or her personal use of the vehicle. In addition, no individual other than the employee shall operate the vehicle except in the case of an emergency.

Drivers of District owned vehicles are personally responsible for any fines or other citations for traffic violations incurred during the use of the vehicle. The privilege of driving a District owned vehicle may be revoked in the event of repeated violations.

2.4.2 Use of Personal Vehicles for District Purpose

An employee who must use his or her personal vehicle for District purposes (e.g., driving to a conference when a District vehicle is either unavailable or impractical) will be reimbursed by the District at the standard mileage rate established by the IRS.

The employee shall provide evidence that he or she is covered under his or her own automobile insurance policy for any claims and damages arising out of his or her business use of the vehicle. This information must be on file with the Chief Financial Officer or General Manager.

Drivers are personally responsible for any fines or other citations for traffic violations incurred during the use of the vehicle.

2.5 CREDIT CARD USE

2.5.1 Authorized Users

Credit cards are issued to supervisory employees through the authorization of the General Manager or Chief Financial Officer.

2.5.2 Use of District Credit Cards

Employees' use of District credit cards must adhere to the District Issued Credit Card Policy, which may be found in Appendix E.

2.5.3 Account Reconciliation

Detailed receipts for all purchases must be turned in to the supervisor for reconciliation against the monthly credit card bill. Supervisors are responsible for verifying all transactions on credit accounts and for presenting credit card bills and corresponding receipts to the Finance Department in a timely manner. Late charges on credit accounts are unacceptable and may subject an employee to disciplinary action.

2.6 JOB PERFORMANCE

2.6.1 Performance Evaluation

2.6.1.1 Content

The performance evaluation is designed to help employees become aware of the progress made and/or of any areas for improvement. Employees will meet with their immediate supervisor to discuss the evaluation. Each employee is encouraged to ask specific questions and to comment about his or her evaluation. The employee's signature on the evaluation will be required to acknowledge receipt of the evaluation, and that the evaluation will be placed in the employee's personnel file. If an employee refuses to sign the evaluation, the General Manager and the supervisor will note the refusal on the evaluation and sign the notation. A copy of the evaluation will be provided to the employee. It is the responsibility of the employee to read and understand the content of the evaluation. An employee may submit written comments on the evaluation that will be included with the evaluation in the employee's personnel file.

A performance evaluation does not guarantee a merit pay increase, nor is it a promise of continued employment.

2.6.1.2 Schedule

The District will periodically review employee performance and discuss the review with the employee privately. Evaluations may be performed annually, unless otherwise specified by a supervisor. During the first six (6) months of employment, an employee may be evaluated at the completion of three (3) months and at the completion of six (6) months.

2.6.2 Change in Position

2.6.2.1 Promotion

When District employees apply for a change in position, the District considers, among other things, the following factors:

- The qualifications for that position
- Evaluation of the candidate's competency, experience, and ability to perform the work, as determined by past performance and examination of personnel records
- Ability to perform essential job functions of the applicable position

The General Manager will consider the recommendations of the employee's immediate supervisors when reviewing qualifications for

advancement. Change in position is effective upon approval by the General Manager but does not change the at-will nature of the promoted employee's employment with the District. A promotion will result in a new anniversary date, determined by the date of promotion.

2.6.2.2 Lateral Transfers

A lateral transfer is where an employee moves from one (1) position to another that has the same wage range. An employee who moves to a lateral position may not necessarily be eligible for a step increase in pay, as this transfer does not constitute a promotion. Employees transferring to a different job assignment at the same level or grade do not change anniversary dates.

Such transfers may be made at the request of the District, or by the employee. An employee request will be considered and approved by the General Manager if a lateral position is vacant and only if the interests of the District are best served by doing so.

2.6.2.3 Demotion

An employee's inability to perform satisfactorily in a new position may result in a return to his or her former position, provided the former position is available. An employee may also be demoted due to unsatisfactory work performance.

2.6.3 Fitness for Duty Exam

The District may require an employee to undergo a fitness for duty examination to determine whether the employee can perform the essential functions of the job with or without reasonable accommodation when there is significant evidence that:

a. The employee's ability to perform one (1) or more essential functions of his or her job has declined
b. Could cause a reasonable person to question whether an employee is still capable of performing one (1) or more of his or her essential job duties or is still capable of performing those duties in a manner that does not cause harm to himself, herself, or others

The District may also require that a District-approved medical provider conduct the examination.

2.6.4 Modified Duty

The District encourages employees to return to work through an interactive process. Any employee may request modified duty as an accommodation when a temporary disability limits the employee's ability to perform the essential duties of his or her job. The District will consider the request

consistent with federal and state laws including, but not limited to, the Americans with Disabilities Act (ADA).

2.7 EMPLOYEE RECORDS AND RIGHT TO PRIVACY

2.7.1 General

The District maintains a personnel file on each employee. A personnel file will contain only material that the District deems necessary and relevant or that is required by law. Personnel files are the property of the District, and access to the information it contains is restricted to protect employee privacy interests. Access to personnel files will be strictly limited to only those with a legitimate need to have such information for the District's business purposes, or if access is required by law, subpoena, or court order.

2.7.2 Employee Information

Employees must notify the Chief Financial Officer or General Manager promptly of any changes to their home address, phone number, name or number of their dependents, marital status, name change or any other such information necessary for accurate record keeping.

2.7.3. Medical Information

All medical information about an employee or applicant is kept in separate medical files and is treated as confidential. Access to employee or applicant medical information will be strictly limited to only those with a legitimate need to have such information for the District's business purposes, or if access is required by law, subpoena, or court order. In the case of an employee with a disability, supervisors may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations.

2.7.4 Access to Personnel Files

2.7.4.1 Inspection of File

Personnel files can be reviewed at reasonable times and at reasonable intervals, within 30 days of a written request. A former employee is entitled to inspect his or her personnel records one (1) time per year. (Labor Code § 1198.5(d)) A current or former employee and/or his or her representative, who wishes to review his or her personnel file should make a written request to the General Manager. (Labor Code § 1198.5(b)(2)(A))

The inspection must occur in the presence and location of the General Manager or designee and at a time that works best (Labor Code § 1198.5(b)(1)) without loss of compensation to the employee. (Labor Code § 1198.5(c)(2))

If a former employee files a lawsuit relating to a District personnel matter, the right to access personnel records may be suspended while the lawsuit is pending.

2.7.4.2 Copies

A copy of personnel records can be obtained within 30 days after the employer receives a written request. (Labor Code § 1198.5(b)(1)) A current or former employee who wishes to receive such a copy should contact the General Manager or designee in writing. The District may charge a fee for the actual cost of copying. (Labor Code § 1198.5(b)(1); 1198.5 (b)(2)(A))

Prior to making a copy of personnel records or allowing inspection, the District may redact the names of nonsupervisory employees. (Labor Code § 1198.5(g)) Under no circumstances will the District provide access or copying of the following categories of personnel file documents: records relating to the investigation of a possible criminal offense; letters of reference; ratings, reports, or records that were obtained prior to employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination. (Labor Code § 1198.5(h))

2.7.4.3 Representative's Inspection

To have another person/representative inspect his or her personnel files, a current or former employee must provide the person/representative with written authorization. (Labor Code § 1198.5(e)) The General Manager or designee will notify the employee and/or representative of the date, time, and place of the inspection in writing.

2.7.4.4 Personnel File Documents

No person inspecting a personnel file is permitted to add or remove any document or other item to/from the personnel file.

2.7.5 Employment Reference

All requests from outside the District for reference checks or verification of employment concerning any current or former employee must be referred to the Chief Financial Officer or General Manager. Information will be released only if the employee signs an authorization for release of employment information in the form prescribed by the District, except that without such authorization the following limited information will be provided: dates of employment, classifications held, and salary range.

2.7.6 Personnel Records

The District will keep employee personnel files after the termination of employment per the District's record retention policy.

2.8 SEPARATION PROCEDURES

2.8.1 Resignations

To leave District service in good standing, an employee should file a written notice of resignation with the General Manager at least two (2) weeks, preferred, before the employee leaves employment with the District. The General Manager may, however, grant good standing with less notice. "Resignation in good standing" does not include employees who resign while on suspension or while charges or disciplinary actions are pending or resign to avoid dismissal. Resignations may not be withdrawn without the General Manager's approval.

Nothing in this Resignation Policy is intended to or should be taken to limit the at-will employment relationship between the employee and the District. Either the employee or the District can terminate employment at any time with or without cause and with or without advance notice.

2.8.2 Layoffs

The General Manager may abolish any position of employment and the employee holding such position may be laid off, transferred to a lateral position, or demoted if necessary due to lack of work, lack of funds or other economic reason, or because the necessity for a position no longer exists.

2.8.3 Exit Procedures

Upon leaving employment with the District, each employee must return all keys and other District property in as good a condition as when received (normal wear and tear excepted) including but not limited to all files, records, documents, drawings, specifications, lists, equipment and supplies, promotional materials and similar items relating to the business of the District to the General Manager or his or her designee. The employee may be asked to participate in an exit interview with the Chief Financial Officer or General Manager. Each employee will be asked to sign a Personnel Action Form confirming receipt of the final paycheck and that all District property has been returned.

The Chief Financial Officer or General Manager will provide each employee with information regarding any conversion or continuation rights to insurance benefits. When leaving the District, employees and their dependents may have the right to continue group medical and dental benefits at their own expense temporarily under state and federal statute, commonly known as Cal-COBRA and COBRA, respectively.

3.1. PROFESSIONAL CONDUCT

3.1.1 Professional Conduct

District employees are expected to maintain a professional standard of conduct in the performance of their duties. Unsatisfactory performance and/or misconduct may subject an employee to discipline.

3.1.2 Chain of Command

When an employee is seeking clarification on policies, procedures, or specific assigned tasks, those questions should be directed to the employee's supervisor. To the extent an employee has questions that cannot be answered by the employee's supervisor, the employee should direct these questions to the General Manager or Chief Financial Officer. The District encourages employees to follow the chain of command in these instances to ensure that the matter is handled at the level nearest the problem and by the individuals who are most knowledgeable. If the situation cannot be resolved satisfactorily, the matter can be escalated to the next level in the employee's chain of command.

3.2. DISCIPLINE

3.2.1 General

For employees hired before January 1, 2019 (for cause employees) the discipline procedures are described more fully in section 3.2.4. below.

For employees hired on or after January 1, 2019, District policies, practices and procedures are not intended to create a contract of employment and do not, in any fashion, alter the at-will employment relationship under which the District operates. The District has the right to terminate an employee at any time without having to prove cause or justification. However, the District may choose to utilize discipline to address an employee's performance. For all employees, the District reserves the right to discipline District employees on the grounds set forth below. Disciplinary action may be progressive in nature, depending upon the severity of the violation, but serious violations will be addressed with little, or no, progressive discipline.

3.2.2 Unacceptable Conduct

The following is a non-exhaustive list of conduct that is prohibited:

- Falsification of employment records, employment information, or other District records
- Incompetence, inefficiency, or neglect of duty

- Recording the work time of another employee or allowing any other employee to record his or her work time, or allowing falsification of any time sheet, either the employee’s own or another's
- Deliberate or careless damage of any District property or the property of any employee or customer
- Participating in horseplay or practical jokes on District time or on District premises
- Carrying firearms or any other device designed or intended to primarily function as a weapon while on duty (multi tools, pocketknives, razor knives, and other devices designed or intended primarily as tools are not deemed weapons under this policy)
- Possessing any open container of alcohol or possession of illegal drugs while on District property or using District equipment while under the influence of any impairment substances
- Insubordination, including but not limited to failure or refusal to obey the lawful orders or instructions of a supervisor or member of management, or use of abusive or threatening language toward a supervisor or member of management
- Unreported, unauthorized, or habitual absence or tardiness
- Abuse of Paid Time Off (PTO)
- Failure to report unsafe or otherwise harmful situations to a supervisor
- Sleeping on the job
- Failure to observe work schedules including rest and lunch periods.
- Engaging in criminal conduct
- Discourteous treatment of the public or fellow employees
- Causing, creating, or participating in a disruption of any kind during working hours or on District property
- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during the employee’s working time or the working time of the employee solicited
- Distributing unauthorized literature or any written or printed material during working time or in work areas. ("Working time" does not include employee meal and break periods)
- Failure of a non-exempt employee to obtain permission to leave work for any reason during normal working hours
- Unauthorized use of District equipment, time, materials, facilities, or the District’s name
- Excessive personal telephone calls during working hours that interfere with District business
- Failure to provide a physician's certificate when requested or required to do so
- Wearing extreme, unprofessional, or inappropriate styles of dress, or jewelry while working
- Working overtime without authorization or refusing to work assigned overtime

- Committing a fraudulent act or a breach of trust under any circumstances; dishonesty
- Violation of policies or procedures contained in this manual or any revisions thereof

3.2.3 Corrective and Disciplinary Action

The General Manager has sole discretion and right to determine what corrective or disciplinary action is appropriate in each situation and is not required to treat each corrective or disciplinary action as a step in a series of progressive discipline. The following are types of counseling, reprimands, and discipline, which the District may impose:

3.2.3.1 Counseling Memorandum

A counseling memorandum will be provided to an employee to identify: a failure of appropriate conduct or performance issue; the performance the employee is to demonstrate in the future; and consequences for failure to correct the behavior or problem. A counseling memorandum will be retained in the supervisor's file until the completion of the evaluation year, and then documented in the employee performance evaluation, as the supervisor deems necessary.

3.2.3.2 Verbal Reprimand

A verbal reprimand is a verbal direction from a supervisory employee to discontinue inappropriate conduct or to correct a performance issue. A verbal reprimand will be documented in writing and retained in the supervisor's file until the completion of the evaluation year and then documented in the employee performance evaluation, as the supervisor deems necessary.

3.2.3.3 Written Reprimand

A written reprimand is written direction from a supervisory employee to discontinue inappropriate conduct or to correct a performance issue. A written reprimand will be retained in the employee's personnel file and documented in the employee performance evaluation. The employee has the right to have his or her written rebuttal attached to the reprimand in the employee's personnel file, if the employee submits the rebuttal to the issuing supervisory employee, the Chief Financial Officer, or General Manager within five (5) business days after the reprimand is received.

3.2.3.4 Suspension Without Pay

The District may suspend an employee from his or her position without pay. Documents related to a suspension shall become part of the employee's personnel file when the suspension is final and documented in the employee performance evaluation. Employees who are exempt from Fair Labor Standards Act (FLSA) overtime will only be

suspended as authorized by the FLSA.

3.2.3.5 Reduction in Pay or Paid Leave

The District may reduce an employee's pay or paid leave. A reduction in pay for disciplinary purposes may take one (1) of three (3) forms:

1. A decrease in base rate of pay to a lower step within the salary range
2. A decrease in base rate of pay to an employee for a fixed period of time
3. A decrease in paid time off (PTO)

Documents related to a reduction in pay shall become part of the employee's personnel file when the reduction in pay is final and documented in the employee performance evaluation.

3.2.3.6 Demotion

The District may demote an employee from his or her current position to a lower-level position or lower salary allocation. The employee must still meet the minimum qualifications for the lower-level position. Such demoted employee shall not be eligible for a promotion for a period of six (6) months unless an earlier date is otherwise recommended and approved by the General Manager.

A new Employee Performance Evaluation date shall be established unless otherwise recommended and approved by the General Manager.

Documents related to a demotion shall become part of the employee's personnel file when the demotion is final and documented in the employee performance evaluation.

3.2.3.7 Y-Rate

The District may choose to Y-rate an employee when he or she is reassigned to a classification with a lower wage range on the salary schedule. The process of y-rating will allow the employee's base rate to remain the same. Y-rating will automatically end once future increases bring the employee's new wage range up to a level where the employee's Y-rated wage falls within the new wage range.

3.2.3.8 Termination

The District may dismiss an employee from his or her position. Documents related to the dismissal shall become a part of an employee's personnel file when the dismissal is final.

3.2.4 Disciplinary Procedures For Employees Hired Before January 1, 2019

For employees hired before January 1, 2019, before imposing a suspension of four (4) or more workdays, demotion or termination, the employee shall be entitled to the following rights:

3.2.4.1 Service of Written Notice

The affected employee shall be served with a written Notice of Intent to Discipline. The Notice shall describe the violation(s), the proposed discipline to be imposed, the reasons for the proposed discipline, a statement advising the employee of his/her right to request a hearing within two workdays after service of the Notice, and copies of any charges and materials upon which the proposed discipline is based, which copies shall be attached to the Notice of Intent.

3.2.4.2 Service of the Notice of Intent to Discipline

The Notice of Intent to Discipline shall be served whenever possible personally, or by first class mail to the last known address of the employee. Attached to the Notice shall be a Proof of Service, the original of which shall be kept in the employee's personnel file.

3.2.4.3 Request for Hearing

The proposed disciplinary action shall not be imposed until the end of the second full business day following the day the Notice of Intent was personally served, or at the end of the fifth full business day following the day the Notice of Intent was mailed. During that period, the employee's salary shall be continued to be paid, and he/she may be terminated at the end of the second (or fifth, as the case may be) business day if no hearing has been requested by the affected employee. In the event a hearing is requested, the employee shall continue to be paid until a final decision is made.

3.2.4.4 The Hearing

If the employee requests a hearing, it shall be conducted by a neutral third party, such as the General Manager, or an individual designated by the General Manager. The hearing shall be conducted as soon as possible after it is requested, usually no later than 3 business days following the request. The hearing is to be conducted informally for the purpose of giving the employee an opportunity to provide an explanation or mitigation, or to correct mistakes of fact. Neither the General Manager (or third party) nor the employee shall be represented by counsel or by union representatives. Normally, such hearings are concluded within a short period of time; however, the affected employee should be given such additional time as may be reasonably necessary to produce new information or to substantiate his/her explanation or mitigation. The hearing may be continued to a later time in the same day or the next day or such other day as may reasonably be necessary for such purpose. The General Manager

shall issue his/her decision within two business days after the conclusion of the hearing, either approving, disapproving, or modifying the intended discipline.

3.2.4.5 Appeal

An employee may appeal the General Manager's decision to the Board (or the President or Vice President if a majority of the Board designates that individual to hear the appeal) in order to appeal the substantive allegations against him/her, the discipline or level or discipline. An employee must request an appeal hearing in writing within five business days of receipt of the decision after the hearing. The District will then notify the employee of the date and time of the appeal. Although the rules of evidence are relaxed, at the appeal hearing, the employee and the District staff advocating for discipline may present evidence, witnesses and cross-examine witnesses. The District staff and employee may, if appropriate, stipulate that certain documents may be used, if they both intend to rely on the same documents, such as, for example, the Employee Manual. The appeal hearing will be in closed session unless the Employee requests an open public meeting. Ordinarily, a decision will be rendered within thirty days after the close of the appeal hearing.

3.4 EXPECTATIONS

3.4.1 Professional Appearance

Maintaining an appropriate professional appearance is essential to employment at the District. Appropriate appearance means attire and overall appearance that reflects positively on the District, meets the day-to-day needs of the work being done, and is consistent with this policy.

As representatives of the District, employees must present a clean and professional image to customers, coworkers, and management. Employees must practice good grooming and personal hygiene. Employees must dress in uniform, and appropriate safety wear if required or in a professional and appropriate manner otherwise. Appropriate footwear must be worn at all times during work hours or on stand-by duty.

Employees should check with their supervisor for guidance on questions relating to their workplace attire.

Employees who may be called on to switch job assignments during the day, must have appropriate work-related changes of clothing with them for the assignment.

EXAMPLE: A meter reader on a hot day is wearing shorts and running shoes as he walks his route. He gets a call, pulling him from the meter route

to help fix a leak. He changes into work pants, hard hat, and steel toe boots for that job.

3.4.2 Logo Attire

Employees may only wear District uniforms for District-related business and shall not publicly wear District uniforms during non-work hours or for purposes unrelated to the provision of services for the District. Employees who fail to comply will be subject to discipline.

To maintain professional appearances and to prevent non-employees from wearing disposed District clothing, all worn District uniforms must be discarded.

3.4.3 Customer Relations

The District's image to customers and the general public is critical to our success. Accordingly, each employee is responsible for ensuring that his or her personal image and the District's image is raised to the highest possible level. All employees are expected to be prompt, polite, courteous, and attentive to District customers and the public.

3.4.4 Limitations on Solicitations, Distribution and Access

Employees are prohibited from soliciting for charitable, nonprofit, or personal activities during work hours. Circulating materials, such as school fundraisers or charitable walk-a-thons, is permitted during meals or breaks and before or after work.

4.1 WORKING HOURS

4.1.1 Regular Hours of Work

The regular hours of work each day are consecutive except for interruptions for meal periods. The 40 hours workweek consists of seven (7) consecutive days beginning on Saturday and ending the following Friday. “Overtime” is defined as time worked in excess of 40 hours worked in a workweek or time worked in excess of eight hours worked on a regularly scheduled workday.

4.1.1.1 Seasonal Hours of Work

The District may operate on a 4/10 work schedule during the period of Daylight Saving Time. The 4/10 work schedule shall consist of four (4) workdays of ten (10) hours for a total of forty (40) hours per week. The seasonal 4/10 schedule shall begin at the start of Daylight Saving Time and end at the conclusion of Daylight Saving Time, as established by federal and state law.

During this period, the daily work schedule shall begin at 7:00 a.m. and end at 5:30 p.m.

Appendix F contains the District’s 4/10 Workweek Schedule Policy.

Employees’ hours include an unpaid 30-minutes meal break, and two paid ten (10) minute breaks during each consecutive four (4) hours worked.

4.1.2 Punctuality and Attendance

Attendance and punctuality that is observant of scheduled hours on a regular basis is an essential function.

4.1.2.1 Punctuality

An employee who is not at work and ready to start working at his or her scheduled work time is considered tardy. More than three (3) instances of tardiness by a non-exempt employee during any 12-month period are considered excessive. Any unexcused absence is considered excessive. Excessive tardiness or absence is grounds for discipline, up to and including termination.

4.1.2.2 Attendance

Employees who are unable to report for work on any day must call their supervisor when practicable before the beginning of the workday or shortly after the beginning of the workday. Absent extenuating circumstances, employees must call in on any day they are scheduled to work and will not report to work. When an employee is absent for

three (3) or more consecutive days, because of an injury or illness, a doctor note shall be required before the employee returns to work.

4.1.2.3 Request for Time Off
Employees shall request leave in advance with a minimum number of days' notice equal to the number of days of planned leave.

4.1.2.4 Excessive Absences
One or more absences that are not preapproved, in consecutive pay periods may be excessive and subject to review by the General Manager and may be grounds for discipline, up to and including termination.

4.1.3 Job Abandonment

The District expects employees to report to work on time for every scheduled shift. An employee who is unable to report to work at the designated time is required to notify his or her supervisor as soon as practicable but no later than the employee's scheduled start time. A constructive resignation occurs and is effective when an employee has been absent from duty for three (3) or more consecutive working days without authorized leave. The District may consider that a constructive resignation has occurred due to the absence, or that the absence provides a reasonable basis for believing that the employee has abandoned the job.

At minimum, one (1) phone call to speak with the employee will occur. A voice message may be left for the employee. If the employee is unable to contact the District for any absence, he or she should ask a representative (such as a family member) to do so on the employee's behalf. If the employee or a representative is unable to contact the District due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or his or her representative from contacting the District within the allotted time), the employee or his or her representative must contact the District as soon as practicable to explain the situation. In extreme circumstances, the District will consider the explanation and its timing before determining if the voluntary resignation will be upheld.

After being absent for three (3) consecutive working days, a written notice will be sent via U.S.P.S. Priority Mail, including a Proof of Service Form, to the employee. If known, a notice may also be sent to the employee's personal e-mail address. The employee will be given written notice, at employee's address of record, of the circumstances of the job abandonment, and an opportunity to provide an explanation for employee's unauthorized absence. The employee will be provided five (5) calendar days to respond in writing why employee's employment with the District should

not be terminated due to job abandonment or to arrange for an appointment with the General Manager before final action is taken to explain the unauthorized absence and failure of timely notification. The decision of the General Manager is final.

4.2 COMPENSATION

4.2.1 Overview

The General Manager shall determine, and/or recommend, the compensation of all District employees based upon performance. Base rate of pay may be adjusted upward in a single fiscal year in an amount not to exceed five (5) % at the General Manager's discretion. All changes in the salary schedule will be reported to the Board of Directors.

The current salary schedule is available to employees from the General Manager or Chief Financial Officer. Only the grade level and classifications, including unfilled classifications, are displayed.

Employees who have consistently rated above average on their performance evaluations and have otherwise excelled in the performance of their job duties beyond what is ordinarily expected, may be eligible for a merit pay increase of one (1) level per year. Any decision to award a merit pay increase is made by and at the discretion of the employee's direct supervisor and the General Manager.

4.2.2 Fair Labor Standards Act

As a public agency, the District falls under the governance of the Fair Labor Standards Act (FLSA). FLSA regulates the wages paid to District employees, including overtime and recordkeeping. Information on the FLSA is posted on the District's bulletin boards. Employees who have questions regarding the FLSA should speak with the Chief Financial Officer or General Manager.

4.2.3 Pay Periods

All employees of the District are paid weekly, every Friday. Time sheets for payroll are due to the Chief Financial Officer by Thursday at 4:00 p.m. to ensure timely processing. The weekly payroll covers work performed during the preceding workweek (Saturday through Friday).

All employees are expected to enter their time worked each day on their time sheet, which must be turned in on time. Employees should direct questions regarding payroll to their supervisors. It is the employee's responsibility to complete the time sheet accurately and submit it to their supervisor for review and approval. Failure to submit an accurate time sheet on time may result in a delay of payment or discipline, up to and

including termination if the inaccuracy is intentional or due to gross negligence.

4.2.4 Wage Garnishment

The District must comply with court orders directing garnishment of wages. A garnishment will reduce the employee's take-home pay.

4.2.5 Cost of Living Adjustment

Cost of Living Adjustments (COLA) may be considered annually at the discretion of the Board of Directors. Any such adjustment is typically based on data published by the U.S. Bureau of Labor Statistics (BLS) applicable to Southern California.

COLAs shall be used in computing all salary related costs and shall be effective on a date designated by the Board of Directors.

4.2.6 Overtime Pay

Non-exempt employees shall be eligible for overtime compensation. No employee shall work overtime unless the employee's immediate supervisor authorizes the additional work time. Employees who work unauthorized overtime will be compensated for such work, but will be subject to discipline, up to and including termination.

All hours worked over a regularly scheduled time worked in excess 40 hours in a workweek shall be paid at the overtime rate of one and a half (1.5) times the employee's regular rate of pay. An employee will be paid for overtime worked by rounding up to the nearest 15-minute interval.

EXAMPLE: If a non-exempt employee who is scheduled for an eight (8) hour workday works an additional hour, he or she will be paid one (1) hour overtime, even if he or she has not exceeded 40 hours in that week.

Time worked does not include Paid Time Off (PTO), or other leave whether paid or unpaid. No employee may work more than 12 hours in a 24-hour period without the approval of the General Manager or his or her designee.

Exempt employees are not eligible for overtime pay.

4.2.7 Working Early/Staying Late

Non-exempt employees shall not enter or remain in District work areas for any purpose except to report for, be present during and to conclude a work period. Without approval by their supervisor, non-exempt employees must not begin work and clock in at his or her working area more than seven (7) minutes before they are scheduled to begin and must stop work and clock out from his or her work area no later than seven (7) minutes after their work

scheduled for the day is completed. Work area does not include District parking lots, gates or other similar outside areas. Employee work time is rounded up or down to the nearest 15 minutes interval.

EXAMPLES: An employee clocks out at the end of a workday at 5:03 pm. His or her timecard will be rounded down to 5:00. Another employee stays a few minutes later at his or her supervisor's request and clocks out for the day at 5:12 pm. His or her timecard is rounded up to 5:15 pm.

4.2.8 Working on Holidays

Employees required to work on a scheduled stand-by holiday shall be paid time and a half of the employee's base rate of pay.

4.2.9 Standby / On-Call Emergency Coverage Policy

All field employees, including supervisors, must participate in the Districts' standby duties. Standby duties cover the times when district offices are closed and generally include weekdays (Monday through Friday) for the hours from 4:30 pm to 8 am and weekend/holidays hours covering a 24-hour period, ending at 8 am on the next business day. The standby rotation week begins at 4:30 pm on Friday and ends at 8 am on the following Friday. Employees performing standby duties shall be compensated, in addition to their normal work hours, based on their hourly rate of pay.

- For weekday standby, the employee will receive one (1) hour of pay for each day while on standby at their regular hourly rate
- For weekend standby, the employee will receive two (2) hours of pay for each day while on standby at their overtime hourly rate and (2) hours of pay for Saturday and (2) hours of pay for Sunday for doing the water and sewer plants rounds provided plant rounds do not exceed two hours
- For holiday standby, the employee will receive four (4) hours of pay for each holiday while on standby at their hourly rate
- If an employee is required to physically respond to a call, the employee shall enter the actual response time on their timecard and the employee will be compensated for these hours at their overtime/holiday hourly rate

The procedure for responding to a call:

- A cell phone will be issued to the on-call person to use for all business calls only
- When the District's answering service calls the on-call person, the on-call will receive a text message with the problem and name and number of the requesting customer
- A call may be needed to the customer to determine the reason for the call. At the end of each week, on Monday, the answering service will

send an email regarding all the previous week's text messages to the District

- All calls will be kept in a log on a form provided by the District and maintained in the truck. At the end of the on-call duty week, the completed form must be turned in to the District office where it will be maintained in the Standby Service Logbook. This log will include:
    - Notification time
    - Caller and telephone number
    - Nature of the call
    - Action taken
    - Time spent on the response

Employees performing standby duties must respond to off-hours requests for assistance within a reasonable time frame after receiving notice from the answering service. Reasonable time is defined as ½ hour (30 minutes).

It is the Idyllwild Water District's policy to respond during non-business hours to emergencies, which are defined as those affecting public health and safety i.e., loss of water from mainline piping, water system operations affecting delivery of water to customers, wastewater system operations affecting sewage treatment.

Non-emergency requests such as shutting off the customer valve for the convenience of the customer may be subject to a charge. This type of response should be so noted in the log.

Sample Log

Notification Time	Caller and Telephone Number	Nature of the Call	Action Taken	Time Spent on the Response

5.1 INTRODUCTION

5.1.1 Notice

This chapter of the Employee Policy Manual is intended to provide a general overview of the benefits currently available to eligible employees of the District. State and/or federal laws govern some of these benefits, while others are determined by the District or governed by a benefit provider. Should there be a discrepancy between the contents of this manual and a provision of an applicable law, benefit plan, or contract, then the law, plan document, or contract will prevail.

This manual does not describe all the exclusions, limitations, or conditions of the benefit programs. Employees who wish to review any official plan documents or who have questions about employee benefits may make an appointment with the Chief Financial Officer or General Manager for that purpose.

The District reserves the right to curtail, reduce, change, suspend or discontinue any non-vested benefit in its sole discretion at any time. Employees will be notified of any changes in employee benefit programs. The District's right to make these changes is not limited by an employee's length of service or by an employee's reliance on availability of benefits or any other factor. Part-time and temporary employees are not eligible for benefits unless required by law.

5.1.2 Administration of Employee Benefits

All the employee benefit programs at the District are administered by the District or its designated administrators. The District reserves the exclusive authority and discretion to determine all issues of eligibility and all questions of interpretation and administration of each benefit program.

5.2 HOLIDAYS

5.2.1 Observed Holidays

The District observes the following 15 paid holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Abraham Lincoln's Birthday
- President's Day
- Memorial Day
- Juneteenth
- Independence Day (Observed)
- Labor Day

- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

5.2.1.1 Recognized Holiday Dates

Each year, the General Manager shall designate the recognized dates of District holidays. When a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. When a holiday falls on a Sunday, the following Monday shall be observed. When a holiday falls on a regularly scheduled workday under the 4/10 schedule, the District shall provide ten (10) hours of holiday pay so that employees are not required to use Paid Time Off (PTO) to complete the workday.

5.2.1.2 Exceptions

If operational needs require coverage on a recognized holiday, employees may be scheduled to work. In such cases, employees will be compensated in accordance with applicable overtime and holiday pay policies.

5.3 PAID TIME OFF FOR VACATION OR SICK LEAVE

5.3.1 Paid Time Off

The Idyllwild Water District combines vacation, sick, and personal time into Paid Time Off ("PTO"). Only regular full-time employees accrue PTO. Temporary, seasonal, and part-time employees do not accrue PTO but will accrue paid sick leave at the rate of one (1) hour for every thirty (30) hours worked, up to a minimum of 24 hours (or 3 days) per year, in compliance with California law**.** This benefit is a method of furthering the health and general welfare, as well as establishing standards to ensure maximum and reasonable job attendance. PTO can be used for any reason.

5.3.1.1 Rate of Accrual of Paid Time Off (PTO)

Regular full-time employees shall accrue Paid Time Off (PTO) as set forth in the chart below for each pay period:

Years of Service	Hours Accrued per Week
0–5 years	3.39
5-9 years	4.16
9+ years	4.92

5.3.1.2 Maximum Accrual

No Paid Time Off (PTO) shall be accrued above 450 hours; in order to accrue; an employee who has banked 450 hours must use or cash out time before July 1 of each year.

Employees who have reached the maximum accrual will cease accruing until the employee has used enough personal time to fall under the maximum. Employees may, upon written request and approval by the General Manager, be permitted to receive a cash payment for all or part of their accrued, unused Paid Time Off (PTO) balances.

5.3.1.3 Use of Paid Time Off

Paid Time Off (PTO) may be granted in minimum units of a one-half (1/2) hour increments provided such time has been earned at the time of use. Selection of Paid Time Off (PTO) dates is subject to written approval from the employee's supervisor with a minimum notice of one day per each day requested.

EXAMPLE: If a regular full-time employee requests five (5) PTO days off, the employee must provide a written request five (5) business days prior to the start of requested PTO.

The use of any Paid Time Off (PTO) is the responsibility of the employee and must be noted on the employee's time sheet for each pay period in which time is taken.

5.3.1.4 When Paid Time Off is Exhausted

If an absent employee exhausts his or her accrued Paid Time Off (PTO), the employee may request unpaid time off subject to the approval by the General Manager.

5.3.1.5 Paid Time Off (PTO) Payout at Separation

At separation of employment, cash out of accrued Paid Time Off (PTO) is 100% at current rate of pay at separation.

5.4 PAID ADMINISTRATIVE BENEFITS

5.4.1 Paid Administrative Benefits

The District provides paid administrative benefits to its regular full-time exempt employees. This benefit is a means of rewarding and encouraging management employees to participate in and attend meetings, activities, and events on behalf of the District and to spend time outside of normal working hours otherwise in the service of the District. Paid administrative benefits are not considered vacation and are a privilege of paid time away from work.

5.4.1.1 Eligibility and Accrual

Regular full-time exempt employees are allocated 80 hours of paid administrative benefits on the first day of each fiscal year (July 1st).

New exempt employees or promoted employees will receive paid administrative benefits on the first day of their exempt status as follows:

a. If the start date falls after January 1st, but before June 30th, the exempt employee will receive 80 hours of paid administrative benefits
b. If the start date falls after July 1st, but before, December 31st, the exempt employee will receive 40 hours of paid administrative benefits

5.4.1.2 Use of Paid Administrative Benefits

Paid Administrative Benefits may be granted in minimum units of a quarter hour provided such time is available at the time of use. Selection of paid administration benefit dates is subject to written approval from the employee's supervisor with a minimum notice of one day per each day requested.

EXAMPLE: If a regular full-time exempt employee request five (5) paid administrative benefit days off, the employee must provide a written request five (5) business days prior to the start of requested paid administrative benefits.

The use of paid administrative benefits must be recorded in the District's payroll records.

5.5 CATASTROPHIC ILLNESS LEAVE DONATION

5.5.1 Catastrophic Illness Leave Donation

The District has established a policy to allow employees to voluntarily donate accrued leave time to fellow employees who are incapacitated due to a medical emergency and who have exhausted all other paid leave credits, including any PTO, floating holiday time, and paid administrative benefits.

5.5.1.1 Medical Emergency

For purposes of this policy, a "medical emergency" means a medical condition of the employee or an immediate family member of the employee that will require the prolonged absence of the employee from

duty and will result in a substantial loss of income to the employee because the employee will have exhausted all paid leave.

5.5.1.2 Donated Leave Requests and Receipt
All leave donations and requests for receipt of donated leave must be approved by the General Manager. The General Manager may approve a donation request in full, deny it outright, or approve it at a reduced number of hours. The decision whether or not to approve a leave donation or the receipt of donated leave is made at the sole discretion of the General Manager.

5.5.1.3 Qualifications for Leave Donations
In order to qualify for leave donations, an employee must submit a written application describing the medical emergency to the General Manager. The application should include appropriate verification of the need for leave from the employee's or family member's medical provider. The application must also specify the number of leave hours requested. The employee may, but is not required to, voluntarily include information about the nature of the medical emergency in order to inform prospective leave donors. Although an employee is ineligible to receive donated leave while he or she has accrued leave available, a donation application may be submitted prior to the anticipated date that all leave balances will be exhausted.

5.5.1.4 Medical Information
Upon receipt of a valid request for donations from an eligible employee, the General Manager shall prepare a notice to all District employees of the eligible employee's need for donations. Confidential medical information shall not be included in the posted notice unless voluntarily provided by the requesting employee for this purpose.

5.5.1.5 Voluntary Donations
All donations are entirely voluntary. Donations are irrevocable, as donated leave is deemed to be surrendered to the District. The Employee shall be responsible for compliance with all applicable state and federal tax laws concerning the leave donation and the deductibility thereof.

Donations must be made in whole-hour increments.

5.6 INTEGRATION OF OTHER BENEFITS

5.6.1 Workers' Compensation
A covered employee who is entitled to receive temporary disability

indemnity under the California Labor Code (Workers' Compensation) may elect to take only that portion of accumulated PTO benefit that, when added to the employee's disability indemnity, will equal the employee's total base salary. The election must be made by filing a request to integrate these benefits with the Chief Financial Officer or General Manager prior to the end of the bi-monthly pay period.

5.6.2 State Disability Insurance (SDI)

Eligible employees are covered by State of California Disability Insurance pursuant to the California Unemployment Insurance Code. Disability insurance is payable when the employee cannot work because of illness or injury not caused by employment at the District, or when the employee is entitled to temporary workers' compensation at a rate less than the daily disability benefit amount. Specific rules and regulations governing disability payments are available from the Chief Financial Officer or General Manager.

Deductions from your paycheck to pay for this insurance and is required by law. The California Employment Development Department has information and forms related to SDI Claims.

5.6.3 Social Security and Medicare

The District and its employees, including Board Members, participate in the Federal Social Security and Medicare portion of Social Security.

5.7 INSURANCE BENEFITS

5.7.1 Group Medical Insurance

5.7.1.1 Coverage Effective Date

Benefits will inure to employees who have completed the 30-days of employment and have been specifically approved in writing as a full-time employee pursuant to these rules, unless otherwise exempted under these rules or under a contract with the employee.

5.7.1.2 Eligibility

Regular full-time employees are insured by a choice of group medical plans sponsored by the District. Employees are required to work a minimum of 32 hours per week to be eligible for group medical insurance.

Each employee should verify eligibility for coverage before undergoing treatment to ensure that treatment is covered.

5.7.1.3 Coverage

Employees may opt out of group medical insurance coverage. Coverage shall be in accordance with the terms of the medical insurance plan as it exists. Employee's family members, including registered domestic partners, may participate in the medical insurance plans offered by the District. Coverage may be maintained for children to the age of 26.

For regular full-time employees, open enrollment will be held once a year, to allow the selection of health plans. Individuals with a qualifying event, as defined by federal law, such as a change in marital status or change in number of dependents, may make a change within the individuals' medical plan by contacting the Chief Financial Officer or General Manager within ten (10) days of the qualifying event to obtain the required form. Employees with a non-qualifying event, such as an address change, must also contact the Chief Financial Officer or General Manager as quickly as possible.

5.7.1.4 District Contribution

The District's contribution to group medical insurance premiums will be as set forth in the District's Summary of Benefits provided to employees during open enrollment. The District reserves the right to eliminate or modify any of its benefits at any time.

Group medical insurance coverage will not be covered by the District during an unpaid leave of absence or during disability leave (other than the District's pregnancy disability leave policy), except as required by law. In such cases, the employee may reimburse the District for the premium (which may include an administration fee).

Continuance of group medical insurance coverage upon separation from the District will be provided under COBRA.

For information regarding the maximum monthly medical insurance contributions policy see Appendix I. For current maximum contributions or other questions regarding group medical insurance, please contact the Chief Financial Officer or General Manager.

5.7.1.5 Open Enrollment

Employees will be offered the right to change plans during annual Open Enrollment from November 1st to 30th each year. Elections made during the Open Enrollment period remain in force for the duration of the following calendar year.

5.7.2 Group Dental Insurance

5.7.2.1 Coverage Effective Date
Benefits will inure to employees who have completed the 30-days of employment and have been specifically approved in writing as a full-time employee pursuant to these rules, unless otherwise exempted under these rules or under a contract with the employee.

5.7.2.2 Eligibility
Regular full-time employees are insured by group dental insurance coverage sponsored by the District. Employees are required to work a minimum of 32 hours per week to be eligible for group dental insurance.

5.7.2.3 Coverage
Employees may opt out of group dental insurance coverage. Coverage shall be in accordance with the terms of the group dental insurance plan as it exists. Employee's family members, including registered domestic partners, may participate in the group dental insurance plan offered by the District. Coverage may be maintained for dependent children to the age of 26.

5.7.2.4 District Contribution
The District will pay the group dental insurance plan premiums for eligible employees, and for eligible dependents. The District reserves the right to eliminate or modify any of its benefits at any time.

Group dental insurance plan coverage will not be covered by the District during an unpaid leave of absence or during disability leave (other than the District's pregnancy disability leave policy), except as required by law. In such cases, the employee may reimburse the District for the premium (which may include an administration fee).

In the event of any increase in group dental insurance plan premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage at the discretion of the Board of Directors.

Continuance of group dental insurance plan coverage upon separation from the District will be provided under COBRA.

For further information regarding group dental insurance, please contact the Chief Financial Officer or General Manager.

5.7.3 Group Life Insurance

5.7.3.1 Coverage Effective Date

Group life insurance plan coverage begins on the first day of the month following one (1) full year after employment and completing introductory period.

EXAMPLE: If a regular full-time employee begins employment on January 1st, the group life insurance plan coverage is effective on January 1st of the following year.

5.7.3.2 Eligibility

Regular full-time employees are insured by group life insurance coverage sponsored by the District. Employees are required to work a minimum of 32 hours per week to be eligible for group life insurance coverage.

5.7.3.3 Coverage

Employees may not opt out of group life insurance plan coverage. Coverage shall be in accordance with the terms of the group life insurance plan as it exists.

Group life insurance coverage will not be covered by the District during an extended leave of absence (other than pregnancy disability leave).

5.7.3.4 District Contribution

The District will pay the group life insurance plan premium rates for eligible employees. The District reserves the right to eliminate or modify any of its benefits at any time.

Group life insurance plan coverage will not be covered by the District during an unpaid leave of absence or during disability leave (other than the District's pregnancy disability leave policy), except as required by law. In such cases, the employee may reimburse the District for the premium (which may include an administration fee).

In the event of any increase in group life insurance premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage at the discretion of the Board of Directors.

For further information regarding group life insurance plan coverage, please contact the Chief Financial Officer or General Manager.

5.7.4 Group Vision Insurance

5.7.4.1 Coverage Effective Date
Benefits will inure to employees who have completed the 30-days of employment and have been specifically approved in writing as a full-time employee pursuant to these rules, unless otherwise exempted under these rules or under a contract with the employee.

5.7.4.2. Eligibility
Regular full-time employees are insured by group vision insurance coverage sponsored by the District. Employees are required to work a minimum of 32 hours per week to be eligible for group vision insurance coverage.

5.7.4.3 Coverage
Employees may opt out of group vision insurance plan coverage. Coverage shall be in accordance with the terms of the group vision insurance plan as it exists. Employee's family members, including registered domestic partners, may participate in the group vision insurance plan offered by the District. Coverage may be maintained for children to the age of 26.

5.7.4.4 District Contribution
The District will pay the group vision insurance plan premium rates for eligible employees and for eligible dependents. The District reserves the right to eliminate or modify any of its benefits at any time.

Group vision insurance plan coverage will not be covered by the District during an unpaid leave of absence or during disability leave (other than the District's pregnancy disability leave policy), except as required by law. In such cases, the employee may reimburse the District for the premium (which may include an administration fee).

Continuance of group vision insurance plan coverage upon separation from the District will be provided under COBRA.

For further information regarding group vision insurance, please contact the Chief Financial Officer or General Manager.

5.7.5 Retiree Health Benefits

The District offers Retirees certain health benefits after permanent employees who qualify retire. This benefit is subject to change at any time before retirement. After retirement, to the extent permitted by law, changes may be made. Consult with the Chief Financial Officer or the General Manager for details and qualifications.

5.7.6 Workers' Compensation Insurance

District employees are protected by Workers' Compensation Insurance while employed by the District at no cost to employees. The policy covers employees in case of occupational injury or illness. Every occupational injury or illness, no matter how slight, must be reported immediately to a supervisor. The supervisor will explain the steps that should be taken next.

5.8 OTHER BENEFITS

5.8.1 Retirement Plan

The District provides one or more retirement plans, including a 457(b) Deferred Compensation Plan, a 401(a) Plan and a Money Purchase Plan. These are subject to change at any time before retirement. After retirement, such policy may be changed the extent permitted by law. Eligible employees are those who have become full-time employees and who has been given written notice of passing their introductory period. Board Members are not included as eligible employees for the retirement plan. The effective date of participation in a retirement plan begins on the 1st day of the month after the employee is classified as a full-time employee who has been given written notice of passing the introductory period.

For detailed information, please contact the Chief Financial Officer or the General Manager.

5.8.2 Clothing and Boots Allowance

The District offers an annual reimbursement of up to $350 for field service personnel for personal protective equipment (PPE), e.g., steel/composite toe boots.

Rain clothes and coats are provided for field service personnel and paid for by the District.

All personnel may be provided with logo shirts.

5.8.3 Membership in Organizations

The District may assist employees in the payment of membership dues for organizations related to the services and operations provided by the District. The General Manager has the sole discretion to decide whether the District will contribute toward membership dues for such organizations.

General Manager approval for all training requests must be obtained prior to attendance and/or making reservations. Reasonable fees, tuition, and approved expenses will be paid by the District; however, for courses and tests required to obtain or renew a license or certification required in the class specification for their position, employees will be reimbursed for fees, tuition, and approved expenses only after successfully obtaining the

required license or certificate. If an employee fails a certification or licensing exam on his or her first effort, all subsequent expenses related to obtaining that certification must be paid by the employee.

5.8.4 Employee Stipened for Residing Within Six (6) Miles of the District

To attract employees to live in Idyllwild area to increase the efficiency and effectiveness of the district, as well as to reduce any turn-over.

Appendix G contains the Employee Stipend for Residing Within Six (6) Miles of the District.

6.1 ABOUT LEAVES OF ABSENCE

6.1.1 Overview

This Manual contains only a summary of available leaves. Some leaves have detailed requirements regarding eligibility, duration, benefits, etc. Employees should contact the Chief Financial Officer or General Manager for additional information.

6.1.2 Adult Literacy Programs

The District will make reasonable accommodations for any employee who reveals a literacy problem and requests assistance in enrolling in an adult literacy program unless it would result in undue hardship to the District. The District will also assist employees who wish to seek literacy education training by providing employees with the location of local literacy programs.

The District will take reasonable steps to safeguard the privacy of any employee who identifies himself or herself as an individual with a literacy problem. An employee who wishes to identify himself or herself as such an individual can contact the General Manager directly. Further, individuals who are performing satisfactorily or who can otherwise be reasonably accommodated will not be subject to termination of employment because they have disclosed literacy problems.

While the District generally encourages employees to improve their literacy skills, employees will not be reimbursed for the costs incurred in attending a literacy program. Employees may use accrued PTO to make up for work that is missed to attend literacy classes. (California Labor Code §1040-1044)

6.1.3 Bereavement

In the event of the death of a current spouse, registered domestic partner, child (step-child), parent (step-parent, legal guardian or parental figure), brother (step-brother), sister (step-sister), grandparent, grandchild or grandparent-in-law -, mother-, father-, sister-, brother-, son-, or daughter-, an employee may take up to five (5) scheduled workdays off with pay per year with the approval of the Chief Financial Officer or General Manager.

Bereavement leave is not compensable when the employee is on a pre-approved (paid or unpaid) leave of absence, bona fide layoff, or for days falling outside the employee's regular work period.

6.1.4 Court Appearances

6.1.4.1 On-Duty Time

Any regular employee called as a witness arising out of and in the course of District employment will be deemed to be on-duty and there will be no loss of salary, but any witness fees, not including mileage, received by the employee will be paid to the District. Employees released from witness duty during their normal duty hours will report back to work unless employees contact their direct supervisors and receive authority not to return to work. Non-exempt employees may use accrued Paid Time Off (PTO) for the remaining hours. Exempt employees who serve less than four (4) hours of witness duty may use accrued PTO for the remaining hours.

6.1.4.2. Private Litigation

Any employee called as a witness in a private or civil matter outside the course and scope of their District employment will not be compensated by the District. Employees may use accrued PTO. It is the employee's responsibility to decide for payment of witness fees from the involved parties in accordance with the California Code of Civil Procedure.

6.1.5 Hardship Leave

In extraordinary circumstances, the General Manager has the discretion to grant up to five (5) days of paid leave to an employee who needs to take time off from work due to a significant hardship, and who has exhausted all other paid leave accruals, PTO benefits, and paid administrative benefits.

Examples of circumstances that could demonstrate a significant hardship include, but are not limited to, the following:

- The employee was the victim of domestic violence, sexual assault, or stalking
- The employee was a victim of a serious or violent crime
- The employee was a victim of a major disaster or emergency

An employee requesting discretionary hardship leave must submit in writing to the Chief Financial Officer or General Manager describing the hardship in question. The General Manager may request additional information or require appropriate documentation before deciding to grant hardship leave. The requesting employee must exhaust all applicable paid leave before he or she is eligible to receive hardship leave. However, applying for hardship leave may be submitted prior to the anticipated dates that leave balances will be exhausted.

The decision whether to grant paid leave pursuant to this section is made at the sole discretion of the General Manager.

The decision to grant or deny leave under this section does not affect an employee's entitlement to unpaid leave pursuant to other provisions of this Manual or applicable law. Hardship leave runs concurrently with any applicable unpaid leave provided by law.

6.1.6 Jury Duty

The District encourages employees to serve when called for jury duty. Exempt employees will receive full regular base rate of pay for up to ten (10) days of jury duty, less any daily jury fees paid by the court. Non-exempt employees will receive full regular base rate of pay while serving up to ten (10) days of jury duty. The time spent on jury duty is not considered work time for purposes of calculating overtime.

Employees who have the option to call in for juror status should exercise that option. The employee will provide to his or her supervisor evidence of jury service, such as notice for jury duty and any timecards or similar appearance documents issued by the court.

6.1.7 Grand Jury Duty

The District encourages employees to serve when called for Grand Jury duty. Employees should notify the District as soon as practicable of the need for leave to serve on a Grand Jury, including providing appropriate documentation. Nonexempt employees may use accrued unused paid time off for leave taken under this policy. Exempt employees will be paid their full weekly salary unless they are on leave for the entire workweek during which no work is performed. If so, they may unused paid time off for leave taken under this policy.

Employees who have the option to call in for juror status should exercise that option. The employee will provide to his or her supervisor evidence of jury service, such as notice for jury duty and any timecards or similar appearance documents issued by the court.

6.1.8 Leave of Absence Without Pay

The General Manager may grant unpaid leaves of absence to employees in certain circumstances. It is important to request any leave in writing as far in advance as possible, to maintain contact with the supervisor and the Chief Financial Officer or General Manager during a leave, and to give prompt notice if there is any change in the return date. If the leave expires and the employee fails to report for work on the scheduled return date without contacting his or her supervisor and the Chief Financial Officer or General Manager, it will be assumed that the employee does not plan to return and has terminated his or her employment voluntarily. If the employee is unwilling or unable to return to work at the conclusion of any leave, employment may be terminated.

The employee must exhaust his or her accrued PTO before beginning an unpaid leave of absence. PTO is not earned during an unpaid leave of absence, and an employee on an unpaid leave of absence is not eligible for holiday pay. An unpaid leave of absence can affect an employee's medical benefit plan coverage.

Employees must present verification of their need for a leave of absence for leave approval. An approved leave of absence may be up to eight (8) weeks, unless otherwise approved by the General Manager or provided by law.

Employees cannot obtain other employment (other than military duty) or apply for unemployment insurance while on a leave of absence. Acceptance of other civilian (non-military) employment while on leave will be treated as a voluntary resignation from employment with the District.

6.1.9 Military Leave

The District provides military leaves of absence to employees who serve in the uniformed services as required by the Uniformed Services Employment and Reemployment Rights Act of 1994 and applicable state laws.

The employee shall provide their supervisor with notice of the need for military leave when they are informed of the request for duty. A copy of the military orders specifying the dates, site and purpose of the activity or mission shall be provided to the supervisor upon receipt. Within the limits of such orders, the supervisor may determine when the leave is to be taken and may modify the employee's work schedule to accommodate the request for leave.

Employees on qualifying military leave will receive full pay to the extent provided by law. Employees on elective military leave may select to use accrued PTO during unpaid military leave. Employees on military leave are entitled to continued health plan coverage to the extent provided by the USERRA, the Uniformed Services Employment and Reemployment Rights Act of 1994. As with other leaves of absence, failure to return to work or to re-apply within applicable time limits may result in termination of employment.

Additionally, an employee who works more than 20 hours per week and who is the spouse of a qualified member of the Armed Forces, National Guard or the Reserves may be entitled to take up to ten (10) days of unpaid leave during a period in which his or her spouse is on leave from deployment during a period of military conflict.

Qualified California employees will be given up to 10 days leave during that time in which the employee's spouse or domestic partner is on leave from deployment in a combat zone with the active duty or reserve military or national guard during a period of military conflict. Employees may use accrued PTO time to cover this absence. If the employee has no accrued PTO, the employee must request time off without pay.

Qualifying employees are employees who work an average of 20 hours per week and have a spouse or domestic partner who is serving as (1) a member of the U.S. Armed Forces and who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States or (2) a member of the Armed Forces Reserve Components or the National Guard and has been deployed during a period of military conflict.

Qualifying employees who wish to request this leave must provide the District with a written request for such leave within two business days of receiving official notice that the military spouse or domestic partner will be on leave from deployment. The employee must also provide written documentation to the District certifying that the military member will be on military leave from deployment.

6.1.10 California Family Rights Act (CFRA)

The California Family Rights Act (CFRA) authorizes eligible employees to take up a total of 12 weeks of paid or unpaid job-protected leave during a 12-month period. While on leave, employees keep the same employer-paid health benefits they had while working. Eligible employees can take the leave for one or more of the following reasons:

- The birth of a child (including the child of a domestic partner) or adoption or foster care placement of a child.
- To care for an immediate family member (spouse, domestic partner, child of any age, parent, sibling, grandparent, or grandchild) with a serious health condition.
- When the employee is unable to work because of a serious health condition (excluding pregnancy)
- A qualifying military exigency related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child (of any age), or parent in the United States Armed Forces, as specified in Section 3302.2 of the Unemployment Insurance Code.

Employees must notify the District as soon as they are aware of the need for such leave. For foreseeable leave, the employee must provide 30 calendar days' advance notice. For events not foreseeable 30 days in advance, the employee must give notice as soon as is practicable, and generally must comply with the District's normal call-in or notice procedures.

All requests for CFRA Leave should include enough information to make the District aware that the employee needs qualifying leave, and the anticipated timing and duration of the leave, if known. If an employee fails to provide the requisite 30-day advance notice for foreseeable events without a reasonable excuse for the delay, the District reserves the right to delay the start of the leave until at least 30 days after the date on which the employee does provide such notice. Once aware the employee needs leave, the District will inform the employee as to whether the employee is eligible under CFRA for such leave. The District may request documentation evidencing the need for such leave as permitted by law.

Eligible employees who take CFRA Leave should note that they are guaranteed employment in the same or a comparable position upon termination of such leave, subject to any exceptions provided by law.

If the District employs both parents who are entitled to CFRA Leave, both employees are entitled to 12 weeks of leave each.

The District will not discriminate against an employee for exercising CFRA rights or giving information or testimony as to the employee's or another person's CFRA Leave; nor will the District interfere with or limit the exercise or attempted exercise of such rights.

6.1.11 Paid Family Leave

California Paid Family Leave (PFL) provides up to six (6) weeks of partial pay to employees who take time off from work to care for a seriously ill family member (child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner) or to bond with a new child entering the family through birth, adoption, or foster care placement.

PFL is not a leave entitlement; rather, PFL is a monetary wage replacement benefit for employees taking leave that would otherwise be unpaid (e.g., New Parent Leave, Pregnancy Disability Leave, or a leave of absence without pay). This benefit is offered through State Disability Insurance (SDI) and the State of California Employment Development Department (EDD). Health care benefits are not covered while on PFL but may be covered under another provision of this Manual. For information on compensation and health care coverage, please contact the Chief Financial Officer or General Manager.

The District does not employ 50 or more employees; therefore, District employees are not eligible for benefits under the Family Medical Leave Act (FMLA).

6.1.11.1 Eligibility

- Employee has earned at least $300 from which SDI deductions were withheld during the employee's base year.
- Employee is unable to do employee's regular or customary work due to the need to provide care for a seriously ill family member or to bond with a new child.
- Employee has lost wages because employee was caring for a seriously ill family member or bonding with a new child.

6.1.11.2 Definition

A serious health condition means an illness, injury, impairment, or physical or mental condition of a patient that involves any period of incapacity (e.g., inability to work or perform other regular daily activities) or inpatient care in a hospital, hospice, or residential medical care facility and any subsequent treatment in connection with such inpatient care; or continuing treatment by a physician/practitioner.

Unless complications arise, cosmetic treatments, the common cold, influenza, earaches, upset stomach, minor ulcers, and headaches other than migraines, are examples of conditions that do not meet the definition of a serious health condition for purposes of PFL.

SDI may require an independent medical examination of the care recipient to determine initial or continuing eligibility.

6.1.11.3 Applying for Paid Family Leave

An employee must apply directly to SDI for PFL benefits. An employee may apply through the Employment Development Department (EDD) website or by submitting a paper application to SDI.

An employee must complete and submit a claim form no earlier than the first day family leave begins, but no later than 49 days after family leave begins or the employee may lose benefits.

SDI will notify the District that an employee is receiving PFL benefits.

6.1.12 Pregnancy Disability Leave

6.1.12.1 Temporary Disability

A pregnant employee will be allowed to be absent for the period during which, in the opinion of their attending physician and, where necessary, a District designated physician, the employee is temporarily disabled because of pregnancy, childbirth or a related medical condition.

When an employee is disabled due to pregnancy, the employee will furnish the District a certification from their health care provider. The

certification must include a statement that the employee is disabled due to pregnancy, the date on which the employee became disabled due to pregnancy, the probable duration of the period or periods of disability, and an explanatory statement that, due to disability, the employee is unable to work at all or is unable to perform any one (1) or more of the essential functions of their position without undue risk to themselves, the successful completion of their pregnancy, or to other persons.

6.1.12.2 Time of Leave Request

When an employee's leave is foreseeable and at least 30 days' notice has been provided, and if a medical certification is requested, the employee must provide it before the leave begins.

When this is not possible, the employee must provide the requested certification to the District within the time frame requested by the District within 15 calendar days, unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts.

An employee is eligible for PDL upon commencement of employment. There is no length-of-service requirement for PDL.

6.1.12.3 Compensation During Leave

PDL is without pay. However, the employee may use accrued PTO. PDL will be treated as any other disability leave and may entitle the employee to short-term / long-term disability benefits or additional unpaid leave requested by the employee and granted by the General Manager.

6.1.12.4 Benefits During Leave

In accordance with the State of California's Pregnancy Disability Leave law, an employee on PDL is entitled to up to four (4) months (17 1/3 weeks) of job-protected leave for the time that the employee is disabled due to pregnancy and/or childbirth. PDL does not need to be taken in one (1) continuous period.

If the employee is disabled by pregnancy, coverage will continue for up to four (4) months for each pregnancy (as opposed to each leave year).

While on PDL, the employee is entitled to continued coverage in the District's group health insurance and supplemental policies to the same extent as when the employee was working. As such, in order to maintain coverage, employees are required to pay timely the full employee contribution to maintain their group health plan coverage,

either through payroll deduction or by paying the District directly. The District may recover premiums it paid to maintain health coverage, if an employee does not return to work following PDL.

PTO does not accrue while an employee is on unpaid PDL.

Whenever an employee is also receiving PFL and PDL these leaves will run concurrently.

Part-time employees are eligible for leave on a pro-rated basis.

6.1.12.5 Reinstatement

Upon the expiration of PDL and the District's receipt of a written statement from the health care provider that the employee is fit to return to duty, the employee will be reinstated to their original or an equivalent position, so long as it was not eliminated for a legitimate business reason during the leave.

If the employee's original position is no longer available, the employee will be assigned to an open position that is substantially like the employee's original position in terms of job content, status, pay, promotional opportunities, and geographic location.

If upon return from leave an employee is unable to perform the essential functions of their job because of a physical or mental disability, the District will initiate an interactive process with the employee in order to identify a potential reasonable accommodation.

An employee who fails to return to work after the termination of their leave will lose their reinstatement rights.

6.1.12.6 Lactation Accommodation

In accordance with California Labor Code § 1030, the District will provide accommodations to lactating employees who need to express breast milk during work hours in accordance with applicable law. The break time, if possible, will run concurrently with the employee's regular break time. Break time for a nonexempt employee that does not run concurrently with rest time already authorized for the employee is unpaid. However, if the employee performs any work during such break, she must accurately record all time worked and the District will compensate her for such time.

In accordance with California Labor Code § 1031, the District will make all reasonable efforts to provide the employee with the use of a room or other location, other than the restroom, in close proximity to the employee's work area, for the employee to express milk in private. This

room shall be clean, safe, and free of hazardous materials, contain a surface to place a breast pump and other personal items, contain a place to sit, and have access to electricity or alternative devices.

In addition, the District will provide access to a sink with running water and a refrigerator suitable for storing milk (or other cooling device suitable for storing milk) in close proximity to an employee's workspace. In the event that more than one employee needs use of the lactation room, the District will discuss alternative options with the employees to determine what arrangement addresses their needs, such as finding an alternative space or creating a schedule for such use.

Employees who are nursing have a right to request a lactation accommodation. Such requests may be made verbally or in writing, should indicate the need for an accommodation in order to express breastmilk at work, and should be directed to the District's Human Resources Administrator. The District shall respond to such requests in a reasonable manner, not exceeding five business days. If the District cannot provide break time, location, or other reasonable accommodations in accordance with this policy, it will inform the requesting employee in writing. Because lactation accommodation needs may change over time, employees may request changes to existing accommodations by a written request to the District's Human Resources Administrator that describes the nature of the change that is requested.

The District prohibits any form of retaliation or discrimination against an employee for exercising or attempting to exercise any rights provided under the above policies. Any such conduct or violations of the above-referenced policies should be reported to the Human Resources Administrator. Employees also have the right to file a complaint with the California Labor Commissioner for violation of a lactation accommodation right described in the policy above.

6.1.13 School Related Leave

Pursuant to the Family School Partnership Act (Labor Code § 230.8), any District employee who is a parent, guardian or grandparent having custody of one (1) or more children in kindergarten or grades 1 through 12 or attending a licensed day care facility will be allowed up to 40 hours each calendar year, not to exceed eight (8) hours in any calendar month, without pay, to participate in activities of the school of their child, or to find, enroll, or reenroll his or her child in a school or with a licensed child care provider. The employee must provide reasonable advance notice of the planned absence. This leave may also be used to address a childcare provider or school emergency if the employee gives notice to the employer. The

employee may be required to use PTO to cover the absence. The District may require the employee to provide documentation from the school as verification that the employee participated in school activities on a specific date.

6.1.14 Substance Abuse Rehabilitation

If an employee decides to voluntarily enter a substance abuse rehabilitation program, he or she may be eligible for an unpaid leave of absence to participate in the program. The District will take reasonable steps to safeguard the privacy of any employee who identifies himself or herself as an individual with a dependency problem. An employee who wishes to identify himself or herself as such an individual can contact a supervisor or manager of his or her choice directly. (California Labor Code § 1025)

While the District generally encourages employees to take action to treat dependency problems, employees will not be reimbursed for the costs incurred in attending a rehabilitation program. Employees may, however, use accrued PTO during a requested leave.

When recommended by a Substance Abuse Professional (SAP) pursuant to Department of Transportation regulations, participation in and completion of the rehabilitation program is mandatory. Prior to return-to-duty testing, an employee must follow the rehabilitation program recommended by the SAP and agree to sign a return-to-duty agreement. The duration and frequency of follow-up testing will be determined by the SAP but will not be shorter than one (1) year or longer than five (5) years.

NOTE: Health insurance plans may provide coverage for rehabilitation costs. Health benefits information can be obtained from the District's Chief Financial Officer or General Manager.

6.1.15 Time Off for Victims of Violent Crime or Domestic Violence

In accordance with California Labor Code § 230.1-230.2, any District employee who is a victim of domestic violence or sexual assault is entitled to take time off from work to seek relief (such as a temporary restraining order) or other assistance to help safeguard the health, safety, or welfare of the employee and/or his or her child. The employee must provide reasonable advance notice of the intent to take leave for this reason unless advance notice is not feasible. An employee may be required to provide documentation establishing the right to such time off.

Leave for this purpose is unpaid, though an employee may choose to use any available accrued paid leave.

The District will make every effort to maintain the confidentiality of the employee.

6.1.16 Time Off to Vote

In accordance with California Election Code, § 14000, employees are eligible for paid time off for the purpose of voting if they do not have sufficient time outside of working hours to vote. The intent of the law is to provide an opportunity to vote to workers who would not be able to do so because of their jobs.

Subject to the conditions above, an employee may take up to two (2) hours off to vote in a statewide election, without any loss of pay, if the employee is scheduled to work during voting hours (typically 7 AM to 8 PM). In general, a “statewide election” is defined as one (1) in which all voters in the state have an opportunity to vote on at least one (1) common race or issue. An employee is entitled to take as much time as actually needed to vote, but only up to two (2) hours of that time will be paid.

Time off for voting may be taken only at the beginning or end of the employee’s regular work shift unless other arrangements are approved in advance by the General Manager. If the employee needs time off to vote, the employee must notify his or her supervisor at least two (2) working days prior to the election. The employee must note on the employee’s timecard the time approved for voting purposes.

An employee, who serves as an election official in a local, special, or statewide election, is eligible for an unpaid leave on the day of the election. Employees should give supervisors as much notice as possible if they plan to serve as an election official. (California Government Code § 19844.7)

6.1.17 Volunteer Firefighter’s Leave

If an employee is a registered volunteer firefighter who intends to perform emergency duty during work hours, the employee should alert his or her supervisor so that the District is aware that the employee may have to take time off to perform emergency duty. In the event the employee is a volunteer firefighter and needs to take time off for emergency duty, he or she should alert the supervisor before leaving District premises. (California Labor Code § 230.3-230.4) Time off for volunteer firefighter duty is unpaid leave, but employees may use accrued PTO.

6.1.18 Workers’ Compensation Leave

All employees will be covered by the workers' compensation laws of the state. Employees who are absent from work by reason of an injury or illness covered by workers’ compensation, will continue in pay status under the following provisions.

The District may integrate PTO and then compensatory time, with temporary disability payments for an employee who is eligible for workers’

compensation. The employee will continue in pay status and receive his or her pay until his or her accumulated paid leave and authorized compensatory time hours have been depleted to the nearest hour. Any employee who is eligible for temporary disability payments under the workers' compensation law will, for the duration of such payments, receive only that portion of the employee's regular salary that, together with said payments, will equal the employee's regular salary.

6.1.19. Leave for Organ and Bone Marrow Donation

The District will grant an employee the following leaves of absence:

- Bone Marrow Donation: A paid leave of absence of up to five business days in any one-year period for the purpose of donating the employee's bone marrow to another person.
- Organ Donation:
    - A paid leave of absence of up to 30 business days in any one-year period for the purpose of the employee donating the employee's organ to another person.
    - An additional unpaid leave of absence, not exceeding 30 business days in a one-year period, for the purpose of the employee donating the employee's organ to another person.

For leaves of absence under this policy that are paid, employees are required to use their available accrued Paid Time Off (PTO) as follows: up to five (5) workdays of PTO for bone marrow donation and up to two (2) workweeks of PTO for organ donation.

To qualify for leave under this policy, the employee must provide written verification to the District's Human Resources Department confirming that the employee is an organ or bone marrow donor and that the donation is medically necessary.

Leave taken for the donation of an organ or bone marrow will not constitute a break in service for purposes of salary adjustments, Paid Time Off (PTO) accrual, or seniority. During any leave taken under this policy, the District will continue to maintain and pay for the employee's coverage under any group health plan for the duration of the leave.

Leave provided under this policy may be taken in one or more periods. Leave taken under this policy will not run concurrently with any leave taken pursuant to the federal Family and Medical Leave Act or the California Family Rights Act.

Upon expiration of a leave of absence authorized by this policy, the District will restore the employee to the position held by the employee when the leave began or to a position with equivalent seniority status, employee benefits, pay, and

other terms and conditions of employment. The District may decline to restore an employee because of reasons unrelated to the employee's exercise of rights under this policy.

7.1 SAFETY

7.1.1 Injury and Illness Prevention Program

The District is concerned about the safety of all employees and is committed to maintaining a safe work environment. District, State, and Federal law requires that employees be provided a working environment free form recognized safety hazards, and with proper tools and equipment necessary to accomplish work assignments in a safe manner. To achieve a safe work environment the District has adopted an Injury and Illness Prevention Program (IIPP). All employees shall be familiar with the IIPP and are responsible for implementing safe practices, policies, and procedures. Employees are expected to always act in the safest manner possible to protect themselves and others; therefore, the District encourages every employee to take action to prevent unsafe working conditions. All supervisors maintain a copy of the IIPP, and it is available upon request.

Appendix H contains the Injury and Illness Prevention Program.

7.1.2 Personal Protective Equipment

7.1.2.1 Supervisor Responsibility

Supervisors are responsible for training their employees on the use of Personal Protective Equipment (PPE). Employees are required to wear all PPE as required by their job function without exception.

Some employees are required to wear steel or composite toe cap boots. Additionally, employees who perform meter reading, who opt to wear tennis shoes, must have steel or composite toe cap tennis shoes.

7.1.2.2 Safety Compliance Standards

All boots and tennis shoes shall meet safety compliance standards and be identified with the ASTM F2413-11 number. ASTM F2413-11 is the Standard Specification for Performance Requirements for Protective (Safety) Toe Cap Footwear, which covers the minimum requirements for the design, performance, testing, and classification of protective footwear. The identifying number for compliant shoes can be found on the inside of the tongue.

Employees are responsible for maintaining their PPE in good condition and replacing damaged items in a timely manner so as not to create safety hazards.

7.1.2.3 Failure to Comply

Failure to use required personal protective equipment is a violation of CAL- OSHA requirements and will result in disciplinary action up to and including termination of employment with the District.

7.1.2.4 Reimbursable Personal Protective Equipment
Boots and tennis shoes as defined in this section are reimbursable through the clothing allowance as defined in Section 5.8.2.

7.1.3 Workplace Violence Prevention

The goal of the District is to provide every employee a safe work environment. To this end it is the District's policy that violence or the threat of violence, in the workplace will not be tolerated in any form. Workplace violence is any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the worksite, ranging from threats and verbal abuse to physical assaults and even homicide, that can affect and involve employees, clients, customers, and visitors. If any employee observes or becomes aware of any of any workplace violence related actions or behavior by an employee, customer, consultant, visitor, or anyone else, he or she should notify the Human Resources Administrator or General Manager immediately. Further, employees should notify the Human Resources Administrator or General Manager if any restraining order is in effect, or if a potentially violent nonwork-related situation exists that could result in violence in the workplace.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, the District will inform the reporting individual of the results of the investigation. To the extent possible, the District will maintain the confidentiality of the reporting employee and of the investigation. The District may, however, need to disclose results in appropriate circumstances, for example, in order to protect individual safety. The District will not tolerate retaliation against any employee who reports workplace violence.

If the District determines that workplace violence in violation of this policy has occurred, the District will take appropriate corrective action and will impose discipline on offending employees. The appropriate discipline will depend on the particular facts but may include written or oral warnings, probation, reassignment of responsibilities, suspension, or termination. If the violent behavior is that of a non-employee, the District will take appropriate corrective action in an attempt to ensure that such behavior is not repeated.

Under certain circumstances, the District may forego disciplinary action on the condition that the employee takes a medical leave of absence. In addition, the District may request that the employee participate in counseling, either voluntarily or as a condition of continued employment.

7.1.3.1 Personal Safety

The District will provide reasonable accommodations to ensure the personal safety of its employees from outside parties. If a situation occurs where an employee feels they are in danger, they should remove themselves from the situation and immediately report the incident to a supervisor. The District will obtain a restraining order if necessary to protect employees from abuse by an individual not employed by the District if the threat is the result of District employment.

An Employee should notify the Chief Financial Officer or General Manager if a restraining order is in effect either protecting or restraining the employee or if the employee is connected in any way to a potentially violent non-work situation. Copies of any protective or restraining order must be provided to the Chief Financial Officer or General Manager.

Appendix I contains the District's Workplace Violence Prevention policy.

7.1.4 Pepper Spray

The District is concerned with the welfare and safety of its employees in the field, especially in situations where employees may be confronted by a stray and/or aggressive animal. To address possible encounters with potentially dangerous animals, the District supports field staff's use of pepper spray for self-defense purposes. Pepper spray has been proven to be an effective form of self-protection when encountering dangerous animals. The spray does not kill the animal, but when properly applied, stops the animal, and provides the user with time to safely leave the area.

Pepper spray is a chemical with an active ingredient derived from the cayenne pepper plant. Use of pepper spray solely for self-defense purposes is allowed by state law in accordance with Penal Code § 22810.

Employees working in the field who have received authorization from the General Manager and completed the required training are authorized to carry and use pepper spray as a self-defense measure while on duty. Pepper spray is considered an available self-defense option to facilitate an employee's withdrawal from an assault or attack by an animal.

Appendix J contains the District Pepper Spray policy.

8.1 Use of District Owned Media

8.1.1 Purpose

This section defines standards, procedures and restrictions for employees who use District devices for business purposes. The District uses various forms of electronic communication, including, but not limited to personal and laptop computers, e-mail, telephones (landlines and mobile), fax machines, and online services (Internet and Intranet). All electronic communications, including all software and hardware, remain the sole property of the District. Employees shall have no expectation of privacy while using District owned equipment.

8.1.2 Data

Employees are required to protect the integrity of District data, which may include proprietary or other confidential information. An employee who allows, either deliberately or inadvertently, a breach in District technology security or confidentiality may be subject to disciplinary action, up to and including termination of employment.

8.1.3 Personal Use of Electronic Media

Access to the Internet and other types of District paid computer access is to be used for District-related business. Minimal personal use of e-mail and Internet is permitted if it does not interfere with job performance. Communication systems are not to be used in ways that may be disruptive, offensive to others, or harmful to morale. For example, anything that may be construed as harassment, discrimination, or retaliation of others based on any protected category shall not be displayed or transmitted.

Employees should consider all transmissions to be of a permanent nature, such that the District will be able to retrieve and read or view them at a later time. Therefore, all communications on District computers and systems should be composed with the belief that they will be subject to the same review as written communication.

Employees are not permitted to access the electronic communications of any other employee or third party unless directed to do so by District management.

Employees may not install personal software on District computer systems. All software installed should get approval from IT for no other purpose than protecting the District’s network. All electronic information created by an employee using any means of electronic communication furnished by the District is and shall remain the property of the District. Employees who misuse electronic communications and engage in defamation, copyright or

trademark infringement, discrimination, harassment, or related actions will be subject to disciplinary action, up to and including termination.

8.1.4 Passwords

The District reserves the right to inspect District owned equipment and systems at any time, to access and review electronic files, messages, mail, etc., and to monitor the use of electronic communications. The District will override all passwords if it becomes necessary.

The Systems Administrator shall be responsible for the administration of access controls to all District computer systems.

Each user's computer and network access are protected by a personal confidential password to be determined by the user. It is the user's responsibility to maintain the confidentiality of their password. Individual users can be held accountable for the use of their account by others.

Each user shall be responsible for all computer transactions made with the user's password. A user may not use another user's password to gain access to the computer system without authorization nor may a user offer the use of their privileges for another user's access. Users with a need to access a coworker's files should contact their Department Manager.

Users are expected to log out or lock the screen when leaving a workstation for an extended period. To prevent unauthorized access every user is expected to log off the computer every day at the close of the workday.

Employees are not to share passwords with anyone, including supervisors. Passwords should be changed every 90 days. Strong passwords include:

- Both upper- and lower-case characters
- Both numeric and special characters as well as letters
- No personal information, such as family names or birthdates

8.1.5 E-Mail

Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs or Trojan horse code. Some personal use of e-mail is acceptable but should be stored in a separate folder from business items.

Employees shall have no expectation of privacy in any email that they send or receive using the District's email system. If an employee receives an offensive message, he or she shall report the matter to the Systems Administrator.

8.1.5.1 Brown Act Compliance
E-mail messages sent to a quorum of the District board or committee subject to the Brown Act, should be of an informational nature only and should not solicit feedback or encourage separate communication amongst a quorum.

8.2 Use of Personal Media

8.2.1 Using Personal Electronics on the Job
Using personal electronic devices such as mobile phones is discouraged during work hours unless the employee is working independently and on a task that generally is not considered hazardous. Employees are encouraged to use their work breaks and lunch time to return personal calls. Supervisors are responsible for determining when it is appropriate for employees to use personal electronic devices and advising employees accordingly.

8.2.1.1 Use of Electronic Devices While Driving
Employees are expected to adhere to the California Vehicle Code, including those regulations regarding the use of electronic devices while driving. California Vehicle Code § 23123 requires the use of a hands-free device while driving.

8.2.2 Security
All employees using personal devices for the benefit of the District, must employ security measures to protect data from being compromised. This includes using password access, encryption, and physical control of the devices. Confidential District information should not be stored on any personal device, unless authorized by the General Manager.

If a personal device is lost or stolen, inform the Systems Administrator immediately. If there is any suspicion that the device's security has been compromised in any way, notify the Systems Administrator immediately.

8.3 Social Media

8.3.1 Social Media
Social media are forms of electronic communications (such as websites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (as videos).

8.3.2 Social Networking
Social networking is the creation and maintenance of personal and business relationships especially using online platforms.

The District views social networks such as web-based discussions or conversation pages and other forms of social media such as Facebook, LinkedIn, Twitter, YouTube, etc., as significant platforms for communication. This policy establishes direction for employees regarding social networking etiquette and prohibited communications.

Employees are advised to not publicize their place of employment on their social networking profiles, except for LinkedIn. Employees shall not engage in conduct that is unbecoming to the District. All employees have an obligation to the District to ensure that any communication they make, including social networking communications, must not impact the reputation of the District negatively or disrespect the District, its customers, or its vendors. Employees may publicly speak on behalf of the District only when authorized by the General Manager. Employees should direct inquiries from news media regarding District business to the General Manager.

8.3.2.1 Prohibited Communications

Examples of Prohibited Communications:

- Employees shall not use the District logo in posts unless given consent by the General Manager.
- Employees shall not link posts to the District's website or post District material on a social media site without consent by the General Manager.

This list contains examples only and is not intended to be, nor is it, an exhaustive list of prohibited communications. All District policies that regulate employee conduct apply to social media activity including, but not limited to, policies related to illegal harassment, code of conduct, and protecting confidential and/or proprietary information. 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 exists, employees should use their professional judgment and take the most sensible action possible. Consult with your manager or supervisor if you are uncertain.

8.3.2.2 Employee Privacy

The District is prohibited by law from requiring or requesting an employee or applicant for employment to disclose a username or password for the purpose of accessing personal social media, to access personal social media in the presence of the employer, or to divulge any personal social media. The District is also prohibited from discharging, disciplining, threatening to discharge or discipline, or otherwise retaliating against an employee or applicant for not complying with a request or demand by the District that violates this provision.

Violations of this policy will result in discipline, up to and including termination, depending on the severity of the situation and its impact on the District.

8.3.3 Equipment and System Maintenance

The Systems Administrator is responsible for ensuring all District electronic communications equipment and systems are properly maintained and secure. Accordingly, the Systems Administrator will, from time to time, define maintenance, operational and access standards for user compliance.

Users are prohibited from connecting accessories and from modifying the settings or programs to any District-issued computers, unless otherwise authorized by the Systems Administrator. Users with issues or problems regarding District-owned information systems and technology resources should contact the Chief Financial Officer and not attempt to repair problems themselves.

8.3.3.1 Security and Virus Protection

The Systems Administrator is responsible for maintaining security and anti-virus software on the District network and on all District computers. Users shall not download and/or install any programs, antivirus software or other type of software without approval from the Chief Financial Officer.

All users must promptly perform updates to operating systems, security and anti-virus programs as requested by IT personnel.

8.3.3.2 Remote Access

Users are prohibited from accessing the District Information Systems and Technology Resources internal network from a remote location (a location not physically connected to the District network) unless specifically authorized by the Department Manager or General Manager. Authorized remote access users should only access District systems in a manner specified by the Systems Administrator, and are subject to the following:

- Remote access users shall be responsible for always maintaining District security
- At no time shall unauthorized users have access to internal District networks or files
- Storage of confidential District information on any non-District owned device is strictly prohibited
- Remote access users shall exercise due diligence in ensuring non-District devices used to connect to the District systems are free from viral infections. Exercise due diligence means, a)

ensuring an antivirus/antimalware application is installed on the device and is up-to-date and that daily quick scans are run. Additionally, the antivirus/antimalware application should be configured to run scans when external drives or devices are attached to the system

- Support will be provided only for District devices used for remote access
- Personal devices used for remote access will not be serviced by the District
- The District will not be liable for damage to personal devices, nor the data stored on them
- Storing District information in cloud-based storage services is prohibited unless specifically authorized by the Department Manager or General Manager
- At no time shall confidential or sensitive District information be stored in a cloud-based storage service
- Authorized users of cloud-based storage services must provide account information (username and passcode) to the Systems Administrator and give the District permission to access the site at any time
- All activity during a remote session is subject to District policies

9.1 Definitions

9.1.1 At-Will Employee
An at-will employee serves at the pleasure of the District and can be terminated at any time without cause and without the opportunity to appeal. Employees hired after January 1, 2019, employment with the District is “at-will,” meaning that both the employee and the District, through action of the General Manager, have the right to terminate employment at any time with or without advance notice, and with or without cause.

9.1.2 Weekly Pay Period
Employees shall be paid weekly on every Friday. Forty (40) hours shall constitute a workweek.

9.1.3 Business Day
A business day is any day in which the District’s main administration office is open for business.

9.1.4 Catastrophic Illness
A catastrophic illness is a severe illness requiring prolonged care or recovery and may disable an employee from working, creating a financial hardship.

9.1.5 Conflict of Interest
A situation in which an employee is able to derive personal benefit from actions or decisions made during the course of business.

9.1.6 Continuous Employment
The period of actual service commencing with the employee’s hire date and continuing until broken by resignation or dismissal for the purpose of determining eligibility for paid leave and eligibility for performance step advancement.

9.1.7 Cost of Living Adjustment (COLA)
The COLA is an increase to all wages to keep up with the rate of inflation. The COLA is approved at the discretion of the Idyllwild Water District Board of Directors.

9.1.8 Demotion
The change in classification of a regular employee from a position in one class to another class having a lower maximum rate of pay.

9.1.9 Employee

Any person employed by the District. The Board of Directors is not employees. Individuals working through an employment agency and those working as independent contractors are not considered employees of the District and are not entitled to any employment benefits provided by the District.

9.1.10 Exempt Employee

Employees whose job duties meet the Federal Fair Labor Standards Act (FLSA) requirements for overtime exemption. Exempt employees are compensated by salaries and are not eligible for overtime pay.

9.1.11 Fair Labor Standards Act (FLSA)

The FLSA is a federal law which establishes minimum wage, overtime pay eligibility, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments.

9.1.12 Hire Date

The beginning date of the employee's current period of continuous employment with the District.

9.1.13 Holiday/Holiday Pay

A declared holiday, constituting eight (8) or ten (10) hours dependent on what day the holiday falls on, is granted as time off with pay for regular full-time employees.

9.1.14 Injury Illness Prevention Program

The IIPP is a basic written workplace safety program. Title 8 of the California Code of Regulations (T8CCR) section 3203 requires every employer to develop and implement an effective IIPP.

9.1.15 Interactive Process

The interactive process is a collaborative effort involving an employer and employee to determine if the employee can return to work subsequent to an occupational or non-occupational injury, disease, or disorder.

9.1.16 Lateral Transfers

A lateral transfer is where an employee moves from one position to another that has the same wage range.

9.1.17 Layoff

Termination of employment of an employee without prejudice for any of the following reasons:

- Necessity due to lack of work, funds, or other economic reason
- Necessity for a position no longer exists

9.1.18 Logo Attire

Clothing/hats adorned with the District's name or symbol.

9.1.19 Modified Duty

Modified duty is an offer for a temporary work assignment made to a worker who is recovering from an illness or injury and who has received clearance from a physician to return to work under specific limitations.

9.1.20 Nepotism

In the business world, nepotism is the practice of showing favoritism toward an employees' family members or friends in economic or employment terms.

9.1.21 Non-Exempt Employee

Employees subject to Federal FLSA overtime regulations and are compensated for overtime hours worked in accordance with the law. Non-exempt employees must comply with District policies regarding overtime work.

9.1.22 Overtime

To the extent the District utilizes a 4/10 work schedule, overtime would constitute any hours worked in excess of 10 hours per day or 40 hours per week.

9.1.23 Pay Day

Employees are paid weekly on every Friday.

9.1.24 Pay Period

Seven (7) calendar days as designated by the District.

9.1.25 Promotion

The change of a regular employee to a position in a class allocated to a wage range where the top step is a higher maximum rate of pay than the top step of the class that the employee formerly occupied.

9.1.26 Reasonable Accommodation

Reasonable accommodation is assistance or changes to a position or workplace that will enable an employee to do his or her job despite having a disability. Under the Americans with Disabilities Act (ADA), employers are required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship.

9.1.27 Reassign

To assign a new duty, a different classification or department.

9.1.28 Reclassification

The act of changing a position by raising it to a higher class or reducing it to a lower class on the basis of significant changes in the nature, difficulty or responsibility of the duties performed in the position.

9.1.29 Regular Work Hours

The 40-hour workweek consists of seven (7) consecutive days beginning on Friday and ending the following Friday.

9.1.30 Regular Full-Time Employees

Employees normally scheduled to work and who regularly do work a schedule of 40 or more hours per week.

9.1.31 Regular Part-Time Employees

Employees who are regularly scheduled to work fewer than 24 hours per week. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis. Part-time employees are not eligible for employee benefits, including paid time off (PTO), vacation, or holiday pay, unless otherwise required by law.

9.1.32 Resignation

The voluntary termination of employment with the District.

9.1.33 Safety Sensitive

Safety sensitive positions have public safety implications, such as operating water resources.

9.1.34 Temporary Employment

Individuals hired by the District for short term assignments and who are not considered regular employees. Temporary employees are not eligible for employee benefits and may be classified as exempt or non-exempt according to the job duties and method of compensation.

9.1.35 Termination

Employment dismissed for cause.

9.1.36 Work Week

The standard work week is as follows:

- October 1st to March 31st
  - Employees work a 5/8 schedule, five (5) days at 8 hours per day.
- April 1st to September 30th
  - Employees work a 4/10 schedule, four (4) days at 10 hours per day.

9.1.37 Y-Rate

The process by which an employee's base rate of pay is not decreased when either: 1) the employee is reassigned to a classification with a lower range on the salary schedule; or 2) the wage range for the employee's classification is set to a lower range on the wage schedule. Y-rating will automatically end once future increases bring the employee's new classification wage range up to a level where the employee's Y-rated wage falls within the new classification wage range.

APPENDIX A

ANTI-HARASSMENT, ANTI-DISCRIMINATION, AND ANTI-RETALIATION POLICY

I. PURPOSE

The District is committed to providing an atmosphere free of harassment, discrimination, and retaliation in employment. This policy provides an organizational action plan and workplace conduct guidelines to maintain such an environment; further defines what is meant by those terms; provides avenues for reporting discrimination, harassment, or retaliation; and provides a procedure for investigation and resolution of employee complaints.

II. POLICY

A. Harassment or discrimination on the basis of any of the following is unlawful and will not be tolerated:

- Race or color (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists)
- Religion or creed (including religious dress and grooming practices)
- Disability, mental and physical (including HIV and AIDS)
- Sex and gender (including gender, gender identity, gender expression, transgender, because an individual has transitioned, is transitioning, or is perceived to be transitioning, pregnancy, perceived pregnancy, childbirth and breastfeeding and related medical conditions)
- Ancestry or national origin
- Citizenship status
- Medical condition (cancer history and diagnosis)
- Genetic characteristics or information
- Marital status or domestic partner status
- Age (over 40)
- Sexual orientation (including homosexuality, bisexuality, or heterosexuality or sex stereotyping)
- Military and veteran status
- Protected medical leaves (requested or approved)
- Status as a victim of domestic violence, sexual assault, or stalking
- Enrollment in a public assistance program
- Membership in any other legally protected category

B. This policy applies to all employees, applicants, unpaid interns, volunteers, vendors, or independent contractors involved in the operations of the District.

The District will not tolerate harassment discrimination, or retaliation against or by employees, members of the public, or anyone conducting business with the District.

C. Disciplinary action up to and including termination will be instituted for prohibited behavior by employees. Action will be taken on a case-by-case basis for applicants, unpaid interns, volunteers, vendors, or independent contractors for prohibited behavior.

D. Protected activity includes making a request for an accommodation for a disability; making a request for accommodation for religious beliefs; making a complaint under this policy; opposing or reporting violations of this policy; or participating in an investigation under this policy.

E. Employees found to be retaliating in violation of this policy will be subject to disciplinary action up to and including termination. Action will be taken on a case-by-case basis for applicants, unpaid interns, volunteers, vendors, or independent contractors for retaliating in violation of this policy.

III. HARASSMENT, DISCRIMINATION, AND RETALIATION DEFINED

A. Harassment

1. Harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation will not be tolerated, whether or not it is severe enough to be unlawful. Harassment includes conduct that 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 of employment or career development. This policy prohibits harassment in any form, including, but not limited to:

    a. Oral or written harassment such as epithets, derogatory comments, slurs, unwanted sexual advances or invitations, race-oriented stories or jokes, or inappropriate comments on appearance (including dress or physical features) or gender identification.
    b. Visual harassment such as derogatory posters, photography, cartoons, drawings, or gestures.
    c. Physical harassment such as assault, touching, impeding, or blocking movement, or interfering with work directed at an employee because of his or her sex or any other protected basis.

2. Sexual harassment includes any unsolicited, offensive, or unwelcome sexual advances, requests for sexual favors, and other oral or written,

visual, or physical conduct of a sexual nature which occurs under any of the following circumstances:

a. Submission to such conduct is made by expressing or implicating a term of condition of an individual's employment.
b. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the individual.
c. Other examples of sexual harassment include unwelcome sexual flirtation 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 or use in the work environment of sexually suggestive objects or pictures, posters, jokes, cartoons, or calendar illustrations.

3. Sexual harassment also includes gender-based harassment by a person of the same gender. Prohibited sexual harassment may not always be motivated by sexual desire. Such conduct has the potential to negatively affect an employee's work performance.

B. Discrimination

This Policy prohibits treating individuals unequally because of the individual's protected category as defined in this Policy.

C. Retaliation

1. Any adverse treatment of an employee, applicant, unpaid intern, volunteer, vendor, or independent contractor, which occurs because that person has:

- Reported harassment or discrimination
- Has participated in the complaint and investigation process
- Has otherwise engaged in a protected activity

2. Retaliation against an employee for engaging in protected activity is strictly prohibited. If an employee believes to have been subjected to any such retaliation, he or she is required to report it in accordance with the complaint procedures that follow.

IV. HARASSMENT INVOLVING THE PUBLIC

The District strictly prohibits harassment of any member of the public by any person conducting District business or otherwise representing the District.

Dealing with the public can be challenging and sometimes contentious. While employees are expected to interface with the public as their duties dictate

(sometimes in difficult or even volatile situations), employees are not expected to endure actual harassment by members of the public. If an employee feels that he or she is being subjected to harassment by a member of the public, the employee should report such harassment to his or her supervisor, the Chief Financial Officer, General Manager, or any District supervisor with whom the employee feels comfortable speaking. Employees will not be penalized for refusing to tolerate harassment from a member of the public.

V. COMPLAINT PROCEDURE

A. Employees may have legitimate claims of harassment even if they have not lost a job or some other economic benefit. Harassment that unreasonably impairs working ability or emotional well-being at work violates this policy and will not be tolerated even when the harassment does not rise to the level of unlawful harassment.

B. Employees who believe they have been subjected to harassment, discrimination, or retaliation on the job because of a prohibited basis, are encouraged to immediately use the procedure outlined in this policy to file a complaint and have it investigated. The District requires all employees to report conduct prohibited by this policy whether or not they are personally involved. It is important that employees inform the District as soon as possible about any prohibited harassment, discrimination, or retaliation.

1. Employee Responsibilities

   All employees are required to report any incidents of harassment, discrimination, and retaliation forbidden by this policy immediately so that complaints can be quickly and fairly resolved. Any individual who feels comfortable doing so should let a fellow employee know when that employee's behavior or comments are offensive or unwelcome, even if the situation does not rise to the level of a violation of this policy. However, individuals are not required to handle these situations on their own. Individuals may report to his or her supervisor, the Chief Financial Officer, General Manager, or any District supervisor with whom the individual feels comfortable speaking to for any of the following:

   - An individual is not comfortable handling a situation directly with another employee
   - An individual believes that he or she has been or is being harassed, discriminated, or retaliated against
   - An individual is aware or suspects that another person has been harassed, discriminated, or retaliated against

   The District provides a workplace complaint form that employees can use to submit and document complaints. Employees are encouraged to submit

complaints in writing, but they are not required to use this form. Employees should feel free to submit complaints orally if they choose. The workplace complaint form may be found as Attachment A.

2. Supervisor Responsibilities

   Each supervisor has the responsibility of maintaining a work environment free of harassment, discrimination, and retaliation. This responsibility includes being available to discuss this policy with the employees they supervise and to assure the employees that they are not required to endure any form of prohibited harassment, discrimination, and retaliation.

   If someone reports a harassment allegation to a supervisor, it is the responsibility of the supervisor to take immediate action by documenting the incident(s) and reporting the allegation of harassment to the Chief Financial Officer or General Manager.

   Any supervisor who fails to take appropriate action to report or address harassment, discrimination, or retaliation can and will be disciplined up to and including termination.

3. Investigation

   The District will investigate all complaints of harassment, discrimination, and retaliation in a prompt, objective, and thorough manner. This investigation can include interviews of those with relevant knowledge where appropriate. The District's investigation will be designed to maintain, to the extent possible, the privacy and confidentiality of all parties involved. The General Manager is responsible for directing an investigation into such allegations and for facilitating the imposition of appropriate remedial action, where warranted.

   The District prohibits conduct severe enough to be unlawful. Yet even more, the District's workplace conduct standards also prohibit conduct and comments which are not severe enough to violate state or local or federal law—but which are still inappropriate in the workplace. As a result, the District will take prompt, appropriate, and effective corrective action (e.g., remedial measures) any time it is established that discrimination, harassment, or retaliation in violation of this policy has occurred—whether or not such violation also violates the law. Corrective action may include, for example: training, referral to counseling, or disciplinary action ranging from a verbal or written warning to termination of employment, depending on the circumstances.

   After completion of the investigation, the District will communicate the confidential findings (i.e., "sustained," "not sustained," or "inconclusive") to

the complainant, the alleged harasser, and members of management with a legitimate need to know.

If there is a finding that harassment, discrimination, or retaliation in violation of this policy has occurred, the District will take appropriate and immediate action. This may include imposing discipline, up to and including termination. The specific action taken will depend upon the specific circumstances.

The District will not tolerate retaliation against an individual for good faith reports of harassment, discrimination, or retaliation; assisting another in making a report; cooperating in an investigation; filing an administrative complaint with a government agency; or engaging in other protected activity. Such retaliation is a separate violation of the law and of District policy and is subject to disciplinary action up to employment termination. Individuals who believe they have experienced or been threatened with such retaliation, and any manager or supervisor who learns of possible retaliation, must immediately report it using the same reporting process above.

Employees are urged to contact the Chief Financial Officer or General Manager if they have any questions or concerns about this policy.

4. Reporting and Performance Standards

   An employee, job applicant, unpaid intern, volunteer, or contractor who makes a complaint of discrimination, harassment, or retaliation is in no manner excused or exempt from the same performance standards to which others performing the same or similar work are held accountable. All job performance standards will be maintained throughout and following any investigation undertaken as a result of this procedure. Failure to meet job-related performance standards may be grounds for disciplinary action.

5. Other Complaint Options

   Complaints of unlawful harassment may be filed with the California Department of Fair Employment and Housing (DFEH) and/or the federal Equal Employment Opportunity Commission (EEOC). These agencies may accept, investigate, and prosecute complaints. DFEH provides additional information regarding the legal remedies and complaint process available through the government agencies.

   California Department of Fair Employment and Housing (DFEH): (800) 884-1684 or www.dfeh.ca.gov

Equal Employment Opportunity Commission (EEOC): (800) 669-4000 or www.eeoc.gov

VI. CONFIDENTIALITY

Every effort possible will be made to assure the confidentiality of complaints made under this policy. Complete confidentiality cannot occur, however, due to the need to fully investigate and the duty to take effective remedial action. As a result, confidentiality will be maintained to the extent possible. The District will not disclose a completed investigation report except, as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

Attachment A – Workplace Complaint Form

ATTACHMENT A
WORKPLACE COMPLAINT FORM

Please check one: ☐ Informal Complaint ☐ Formal Complaint

SECTION I

Employee's Name (Complainant): _____

Address: _____

Work Phone: _____

Home Phone: _____

Position / Title: _____

Department: _____

Supervisor's Name: _____

SECTION II

Please list the Employee Policy that you believe has been violated:

_____

_____

_____

_____

_____

SECTION III

Please list the accused by name and title. Also, please include his/her Department:

Name: _____ Title: _____

Department: _____

Name: _____ Title: _____

Department: _____

Name: _____ Title: _____

Department: _____

SECTION IV

- Please list date(s) and location(s) of workplace incident.
- Please list each incident separately.
- Please describe the specific act(s) or omission(s) which is alleged to be inappropriate as clearly and completely as possible.

INCIDENT #1

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

Description of Incident: _____

INCIDENT #2

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

Description of Incident: _____

INCIDENT #3

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

Description of Incident: _____

SECTION V

Please state the information/facts known in support of the allegation(s):

SECTION VI

Please identify the name(s) of whom you (complainant) wish to have interviewed as possible witness(es):

SECTION VII

Please describe the relief or corrective action sought by you (complainant):

SECTION VIII

Other comments:

I declare that to the best of my knowledge, the information provided in this complaint is true and correct:

_____
Print Name

_____ _____
Complainant's Signature Date

APPENDIX B

DRUG FREE WORKPLACE POLICY

I. PURPOSE

In compliance with the Drug Free Workplace Act of 1988, the District has a longstanding commitment to provide a safe, quality-oriented, and productive work environment. Alcohol and/or controlled substance abuse poses a threat to the health and safety of the Districts employees and to the security of the equipment and facilities. The unlawful manufacture, distribution, possession, or use of a controlled substance is prohibited in the workplace and District vehicles. For these reasons, the District is committed to the elimination of alcohol and/or controlled substance use and abuse in the workplace. A violation of this policy will subject the employee to disciplinary action, up to and including termination.

II. POLICY

This policy establishes the District's goal to provide a safe and drug free work environment for employees.

III. EMPLOYEE ASSISTANCE PROGRAMS (EAP)

The District provides an EAP that offers counseling and treatment of drug- and/or alcohol-related problems.

IV. PROHIBITED CONDUCT

A. Employees may not have any alcohol, marijuana, and/or controlled substances in their bodily system during working hours, on-call duty, or being subject to call back. Additionally, the manufacture, distribution, possession, or use of controlled substances by any employee in any District workplace or wherever District business is performed is prohibited. (41 U.S.C. §§ 8102-8103; Gov. Code § 8355(a)(1))

B. Employees are required to notify their supervisor, Chief Finance Office, or General Manager before beginning work when taking medications that may affect the employee's ability to safely and efficiently and/or competently conduct his or her job duties. The employee does not need to report the specific medication or the employee's underlying medical condition.

C. Failure to notify the Chief Finance Office or General Manager of any criminal conviction for a drug violation that occurred in the workplace within five (5) days after such conviction is prohibited. (41 U.S.C. §§ 8102-8103)

V. DEFINITIONS

A. Being under the influence of controlled substances and/or alcohol means being impaired in any way from fully and proficiently performing job duties and/or having a detectable amount of said substances in one's body.

B. For purposes of this policy, "controlled substances" includes any drug not legally obtainable under either state or federal law, or both, or any drug that is legally obtainable but not legally obtained or used. This includes prescription drugs obtained illegally and prescription drugs not being used for the prescribed purpose or being used in excess of the prescribed dosage. It does not include prescription drugs possessed and used under a valid prescription.

C. Further, the District's safety sensitive classifications will be held to the federal standards under the Department of Transportation (DOT) as applicable.

VI. DRUG AND ALCOHOL TESTING

A. The District has discretion to test applicants and employees for alcohol and drug use, using an outside laboratory, under the following circumstances:

1. Pre-Employment

   All individuals offered employment in a safety sensitive position must submit to a pre-employment drug and alcohol test prior to hiring. All offers of employment for safety sensitive positions are contingent upon successful completion and passing of a drug test. If the applicant is under age 18, a consent form must be signed by the employee's parent or guardian prior to screening

   At the applicant's request, any positive test result may be retested independently and at the applicant's expense. Applicants whose test results are positive for the use of controlled substances or alcohol intoxication will be deemed to have failed the pre-employment physical examination.

2. Post-Accident

   Post-accident drug and alcohol testing will be required if an employee is involved in an accident and there is a reasonable suspicion that drug or alcohol use may have been a factor or cause.

3. Random

   Random drug and alcohol testing of employees may be required where permitted by state and federal law; or

4. Reasonable Suspicion

   The District may require a blood test, urinalysis, or other drug and/or alcohol screening of those employees who are reasonably suspected of using or being under the influence of drugs or alcohol at work, under the following circumstances:

   a. Reasonable suspicion to test exists if, based on objective factors, a reasonable person would believe that the employee is under the influence of drugs or alcohol at work. Examples of objective factors, include, but are not limited to: unusual behavior, slurred or altered speech, body odor, red or watery eyes, untidy appearance, unsteady gait, lack of coordination, sleeping on the job, a pattern of abnormal or erratic behavior, a verbal or physical altercation, puncture marks or sores on skin, runny nose, dry mouth, dilated or constricted pupils, agitation, hostility, confused or incoherent behavior, paranoia, euphoria, disorientation, inappropriate wearing of sunglasses, tremors, an accident involving agency property or equipment, or other evidence of recent drug or alcohol use.

   b. Document and Analysis: In order to receive authority to test, the supervisor must record the factors that support reasonable suspicion in writing and analyze the matter with the Chief Financial Officer or General Manager. Any reasonable suspicion testing must be pre-approved by the Chief Financial Officer or General Manager.

   c. Testing Protocol: If the documentation and analysis show that there is a reasonable suspicion of drug or alcohol abuse at work, upon approval by the Chief Financial Officer or General Manager, the employee will be relieved from duty, and transported to the testing facility and to the employee's home after the test. The employee will be placed on sick or other paid leave until the test results are received.

B. Employees who refuse or fail to take a lawfully required drug and/or alcohol test, those who fail a drug and/or alcohol test, those who refuse to consent, in writing, to take a drug and/or alcohol test, those who tamper with or otherwise attempt to improperly influence the result of a drug and/or alcohol test, or those who otherwise violate this policy are subject to immediate termination of employment in the first instance.

C. The District reserves the right to conduct reasonable searches of offices, lockers, storage areas, furniture, District vehicles and other places under the common control of the District and its employees, and to enlist the assistance of law enforcement personnel in connection with the enforcement of this policy.

VII. CONVICTION FOR DRUG-RELATED OFFENSE

An employee who is convicted under a federal or state criminal drug statute relating to any conduct prohibited by this policy will be deemed to have violated this policy. Upon receiving notice of an employee conviction for any such violation, the District will either (a) take appropriate disciplinary action in accordance with this policy, and/or (b) require the employee to participate in and satisfactorily complete a drug abuse assistance, rehabilitation, or counseling program. Employees will notify the Chief Financial Officer or General Manager of any conviction under a criminal drug statute.

APPENDIX C

CONFLICT OF INTEREST CODE
OF THE
IDYLLWILD WATER DISTRICT

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted 2 Cal. Code of Regs. Section 18730 which contains the terms of a standard conflict of interest code which can be incorporated by reference in an agency's code. After public notice and hearing Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, regulation and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the Idyllwild Water District (the "District").

All Officials and Designated Positions required submitting a statement of economic interests shall file their statements with the Board Secretary as the District's Filing Officer. The Board Secretary shall make and retain a copy of all statements filed by Members of the Board of Directors, General Manager, and Chief Financial Officer and forward the originals of such statements to the Clerk of the Board of Supervisors in the County of Riverside. The Board Secretary shall retain the originals of the statements of all other Officials and Designated Position and shall make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code Section 81008)

CONFLICT OF INTEREST CODE
OF THE
IDYLLWILD WATER DISTRICT

EXHIBIT "A"

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

District Officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18700.3(b), are NOT subject to the District's Code, but must file disclosure statements under Government Code Section 87200 et seq. [Regs. § 18730(b)(3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments[1]:

- Members of the Board Directors
- General Manager
- Chief Finance Officer

[1] Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT-OF-INTEREST CODE

DESIGNATED POSITIONS' TITLE OR FUNCTION	DISCLOSURE CATEGORIES ASSIGNED
Chief Finance Officer	?
General Counsel	?
General Manager	?

EXHIBIT "B"

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the Designated Position must disclose for each disclosure category to which he or she is assigned.[3]

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, that do business in or own real property within the jurisdiction of the District.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the District.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, that provide services, products, materials, machinery, vehicles, or equipment of a type utilized by the District.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, that provide services, products, materials, machinery, vehicles, or equipment of a type purchased or leased by the Designated Position's department, unit, or division.

[3] This Conflict-of-Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)

APPENDIX D

TRAVEL PROCEDURES AND EXPENDITURES POLICY

I. PURPOSE

It is in the best interest of the District to invest in the employees to allow them to stay current and educated about activities, developments, and professional trends affecting their ability to provide high-quality job performance, which includes external and internal customer service. As such, travel to attend hearings, meetings, conferences, or other gatherings is of value to the District and its rate payers.

II. POLICY

This policy establishes business travel guidelines for employees that are fair, accountable, and transparent.

This policy applies to all District employees who travel on official business for the District. Contract employees and consultants are not covered under this policy, and they will be governed by the contractual agreement between their company and the District.

III. GENERAL GUIDELINES

A. Employees are responsible for exercising good judgment when requesting, arranging, and traveling. Good judgment includes being fiscally responsible when spending District funds on travel and related activities. Travel should be thoroughly planned well in advance. Personal business should not be mixed with official business if it will cost the District in dollars or lost time, or if it will harm the District's interests in any way.

B. This policy is not intended to address every issue, exception, or contingency that may arise during District travel. Accordingly, the basic standard that should always prevail is to exercise good judgment in the use and stewardship of the District's resources.

C. Prior to travel or expense, funds shall be identified and accounted for in each department's line-item budget. If possible, funds shall be encumbered prior to actual travel.

D. The District's preference is to reimburse an employee's actual and necessary costs after travel has occurred through receipts, rather than provide funds in advance of travel or expense. However, the District will, on a case-by-case basis, provide travel advances upon request by the employee and approval of the Chief Financial Officer or designee.

E. Itemized receipts are required for all business travel expenditures. Itemized receipts include a list of each cost incurred, item by item. For example, an itemized receipt for a lunch establishment would include the cost of the hamburger, fries, soda plus tax and tip on separate lines. In addition to the itemized receipt, all travel expenses shall include the following information:

- The amount of the expenditure
- The date and place of the expenditure
- The business purpose of the expenditure; and
- The business relationship to the person(s) entertained, as well as the individual's names.

F. Business travel expenditures not substantiated with the above information will be deemed non-business related. Non-business travel related expenses paid for with District issued credit card or a travel advancement will be repaid to the District by the employee within ten (10) business days of returning from such travel. Non-business-related travel expenses paid for directly by employees will not be eligible for reimbursement by the District. Failure to repay non-business-related travel expenses will result in a suspension of future travel and/or withholding such amounts from the employee's paycheck, as well as disciplinary action, up to and including termination.

IV. PROCEDURES

A. Upon completion of travel, a final accounting of all expenses shall be approved by the appropriate manager or supervisor and submitted to the Chief Financial Officer within ten (10) business days. The final accounting is made by submitting all receipts with the information detailed in Section III, E above along with any relevant District credit card statements.

B. The District will pay all approved expenses including transportation, lodging, registration fees, meals, and any other related expenses for official business in compliance with this policy.

C. There are four (4) methods of payment for travel expenses:

1. Direct vendor payment by check in advance. Direct vendor payments are made by the District to an organization to pay for specific travel related costs such as registration fees, lodging and airfare and is the best method of payment.
2. Use of a District issued credit card. Credit cards are issued and used pursuant to District policy.
3. Payment by the employee to be claimed for reimbursement. Reimbursement for out-of-pocket expenditures is processed after travel has been completed; or
4. Travel advance. Travel advances are provided to the employee prior to travel and may be provided upon request subject to approval by the Chief Financial Officer or designee. If the employee fails to reconcile expenses upon returning to work, they shall forfeit the ability to receive future advances.

V. AUTHORIZED TRAVEL

Expenses incurred by employees while engaging and/or participating in the following activities and/or events constitute authorized and reimbursable expenses provided all other requirements of this policy are met:

1. The seminar, meeting, or conference is mandatory, reimbursable, or otherwise necessary to accomplish key District or employee goals and objectives and is unavailable locally if overnight accommodations are required.
2. Communication with representative(s) of regional, state, and national government and their respective agencies and entities on District adopted or authorized policy positions.
3. Attendance of educational seminars designed to improve skill and information levels.
4. Attendance at an approved conference, convention, training, seminar, or other meeting.
5. Participation in regional, state, and national organizations whose activities affect the District's interests.
6. Attendance of functions of local civic or community organizations where there is a clear nexus between the event and the employee's job.

VI. UNAUTHORIZED EXPENSES

The following personal expenditures shall not be reimbursed:

- The personal portion of any trip
- The purchase of alcohol, tobacco, or related costs
- Political or charitable contributions
- Family expenses, including those of a partner when accompanying the employee on official business; child or pet care
- Entertainment expenses including theatre, shows, movies (either in-room or in theaters). Sporting events, golf, spa treatments, etc.
- Non-mileage personal automobile expenses including repairs, gasoline, traffic citations, and other expenses
- Loss of or damage to personal items while on District business; or
- Changes to travel arrangements for personal reasons that could have reasonably been foreseen

VII. TRANSPORTATION

A. Air, train, private automobile, or other mode of public transportation shall be selected on the basis of the lowest reasonable cost to the District after all expense items are tabulated, including travel time salary costs.

   1. Airfare: Employees shall book the most economical and reasonable mode and class of transportation available that is consistent with scheduling needs. First class travel is prohibited.
   2. Automobile: The District's preferred travel method is to utilize a District vehicle for official business. If a District vehicle is not available the employee may use a personal vehicle and will be reimbursed as described in section VII, B below.

3. Car Rental: Rental rates that are reasonable and economical are eligible for reimbursement.
4. Taxis/Shuttles: Reasonable actual costs for taxi and shuttle fares will be reimbursed including up to a 15 percent gratuity per fare.

B. Automobile mileage is reimbursable if the employee is required to use a personal vehicle for travel at the IRS rates in effect at the time of travel. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include reimbursable expenses such as bridge and road tolls, which are also reimbursable. Proof of insurance must be presented if requested.

C. Reimbursement for personal auto usage for business will be calculated per the current IRS guidelines, based on the following:

1. If an employee drives round-trip from her or his residence to work function, including driving to an airport, the round-trip mileage the employee would have driven from his or her residence to work must be subtracted from the round-trip mileage. Any excess mileage is reimbursable to the employee at the current IRS approved rate.
2. If an employee drives from work to a meeting, training function or airport, the round-trip mileage from the District facility to the event is reimbursable at the current IRS approved rate.
3. Employees who receive a car allowance will not receive any additional mileage/travel reimbursement.
4. In instances where more than one (1) employee is traveling to the same event, the employee that receives a car allowance shall drive if both employees are departing and returning near the same time from the same location.
5. The District highly encourages carpooling to save District resources, and to be eco-friendly.

VIII. TRAVEL TIME AND HOURS WORKED

A. The following principles shall be applied when determining hours worked for the purposes of calculating work hours and proper compensation, in compliance with the Fair Labor Standards Act.

1. Travel time to and from an airport or public transportation terminal is considered hours worked.
2. Time spent for air travel or other means of public transportation when required by the District shall be considered hours worked. Travel time shall include actual hours for travel, up to one- and one-half hours of wait time prior to departure of the flight and shall conclude upon arrival at the hotel or when returning, upon return to the employee’s home.
3. Employees are required to take the most expedient and efficient means of travel possible to meet the needs of the District. Therefore, an employee who opts to drive a personal vehicle instead of taking air travel or other faster means of travel, shall only record the

time he or she would have received had they traveled via a faster mode of transportation reasonably available. For example, an employee may prefer to drive to San Diego, taking nine (9) hours, rather than flying which takes one- and one-half hours plus the one- and one-half hours of wait time prior to the departure of the flight. The employee shall only record three (3) hours of work time on their timesheet.

4. If an employee is required to report to work at a location other than the normal work location, the travel time to and from the other location may be considered work time if travel to that location falls outside the definition of ordinary home to work travel. For example, an employee living in Hemet being asked to report to Riverside would be compensated for the travel time to/from their Idyllwild workplace to the Riverside location. However, an employee living in Beaumont reporting to the Riverside location would not record travel time as hours worked since it would be less than their normal home to work commute time.
5. Managers and supervisors should be mindful of employee's schedules and try to reduce/prevent over-time as a result of travel whenever possible. Additionally, managers and supervisors shall use their discretion when accounting for multiple attendees at events and the impact related to the specific mode of transportation.

B. Ordinary home to work travel shall not be considered as hours worked. If an employee is required by the District to conduct business on the way to work, the employee shall record all hours worked from the onset of that activity to the time the employee reaches the workplace to begin his or her shift. For example, if an employee is directed to pick up supplies on their way into the office, the employee shall record hours from the time they make the stop to pick up those supplies to the time they arrive at the worksite through the completion of their shift, less normal meal periods

IX. LODGING

A. The District will pay for or reimburse for lodging expenses when travel on official district business reasonably requires an overnight stay. Lodging shall be booked at the most economical and reasonable rates for lodging that is in a location that is reasonable and convenient in relation to the employee's official business needs. For lodging in connection with a conference or organized educational activity, such lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, if lodging at the group rate is available to the traveler at the time of booking. If the group rate is not available, the traveler shall use comparable lodging.

B. It is recommended that employees inquire with the Chief Financial Officer or designee about the use of the Claim for Exemption from Transit Occupancy Tax when possible.

C. While determining appropriate lodging arrangements, employees shall take into consideration the start and end times as well as the duration of the event. Employees generally shall not book prior evening overnight accommodations for travel within the local vicinity, which includes a round trip distance of 100 miles or less. Additionally, employees shall not book overnight accommodations for the same day the event ends. Any exception to this shall be pre-approved by the Chief Financial Officer or designee.

X. MEAL EXPENSES

A. Daily meal expenses shall be reimbursed in accordance with current IRS published Maximum Federal Per Diem Rates in effect for the highest cost area of California at the time of travel. The District will reimburse for documented meal expenditures, including gratuity, up to the Maximum Federal Rate. Documentation shall include all items as outlined in Section III, E of this policy.

B. The Chief Financial Officer shall provide the current IRS published Maximum Federal Rates and the applicable guidelines, including time departure reductions. The Finance Department shall account for meals that are provided at a meeting or while in transit (a group lunch advertised in a conference brochure, for example). Appropriate reductions must be made from the Maximum Federal Rate based on available information to Finance. After travel is completed, if the employee did not utilize the paid meal and incurred a personal meal expense, the employee may be reimbursed for the applicable meal with proper documentation if the employee can demonstrate a compelling reason why the paid meal was not utilized.

C. Meal expenses, including gratuity, in excess of the Maximum Federal Rate will not be reimbursed without approval of the Chief Financial Officer. The employee may receive reimbursement above the Maximum Federal Rate if a compelling reason can be demonstrated.

D. District funds cannot be used to purchase alcohol, tobacco, or other related costs.

XI. MISCELLANEOUS EXPENSES

A. Employees will be reimbursed for actual telephone, internet, fax, parking, tolls, tipping (meals fall under the Maximum Federal Rates), taxi, or other reasonable expenses which shall be supported by receipts. Where receipts are not available, a signed declaration of expenditure may be accepted by the Chief Finance Officer at his or her discretion.

B. Employees shall make every effort to utilize cost effective means to park vehicles overnight. The District recommends overnight parking in the hotel where the employee is staying. Valet parking, while not encouraged, is allowed if it is the only means available for reasonable and safe parking.

XII. CASH ADVANCES

A. Employees may request a cash advance to cover anticipated expenses while traveling or conducting business on behalf of the District. The request for an advance should be submitted to the Chief Financial Officer or designee no more than 30 days before and no less than ten (10) days prior to the disbursement. Every effort should be made to request the cash advance ahead of the normal check run date occurring prior to the disbursement.

B. Upon request, the Chief Financial Officer or designee shall determine if a cash advance is necessary and appropriate. Employees who have a District issued credit card are not eligible for a cash advance unless credit cards are not accepted.

C. Any unused advance must be returned to the District within ten (10) calendar days of the employee's return along with supporting receipts documenting advance expenditures. If the employee fails to reconcile expenses upon their return, they forfeit the ability to receive future advances.

XIII. SPOUSES AND GUESTS

Spouses and guests may accompany employees on District travel and at conferences, seminars, and meetings. However, any additional costs associated with the participation of a spouse or guest is the employee's responsibility.

XIV. EXPENSES TO ACCOMMODATE DISABILITIES

This policy shall not be construed to limit the District's ability to reimburse travelers for necessary expenses in excess of that which is otherwise permitted under this policy where such additional expenses are necessary to accommodate for a disability.

XV. RATES

The Chief Financial Officer is responsible for updating the Maximum Federal Rates published by the U.S. General Services Administration (GSA) annually on October 1st. The Finance Department shall also update the IRS allowed mileage reimbursement rate on January 1st of each year or as any changes are implemented by the IRS.

XVI. UNFORESEEN AND UNCONTROLLABLE NATURAL EVENTS

Unforeseen and uncontrollable natural events are directly and exclusively results from the occurrence of natural causes that could not have been prevented by the exercise of foresight or caution. Examples include earthquake, flood, hurricane, and tornado. During such an event, the District will work with the employee to make lodging, meal, travel, and other reasonable accommodations. However, the District shall not pay overtime costs associated with such events.

APPENDIX E

CREDIT CARD POLICY

I. PURPOSE

The purpose of this policy is to establish guidelines for the District to issue credit cards to employees for covering expenses related to authorized travel and enabling a cost-effective, convenient, and streamlined method of purchasing items.

II. POLICY

A credit card may be issued to an individual who is a regular employee of the District and agrees to be held liable to the credit card company for all charges while conducting official District business. Credit cards are issued through the authorization of the Chief Financial Officer or General Manager or designee.

III. PROCEDURES FOR OBTAINING CREDIT CARDS

A. The District may establish a credit card in the name of the District employee, with an approved financial institution provider, for District business use only. The cardholder will receive monthly statements.

B. The Chief Financial Officer shall establish procedures and forms for implementing and monitoring a credit card purchasing program through a financial institution provider that includes, but is not limited to, the following:

1. A dollar limitation on the credit card.
2. A dollar limitation of purchasing authority assigned to the cardholder per transaction made with the credit card.
3. A dollar limitation of purchasing authority assigned to the cardholder for the total of all charges made during each monthly billing cycle.
4. Merchant category blocking.

IV. AUTHORIZED CREDIT CARD USE

A. Cardholders are authorized to use their credit card to purchase merchandise or services required as a function of their duties at the District.

B. A purchase made with a credit card may be made in-store, by telephone, fax, and internet or U.S. mail. A purchase order may be required per established procurement policies and procedures.

C. If a credit card is issued for the purpose of covering expenses related to authorized travel, upon billing or no later than ten days of the billing date, the employee using a credit card

shall submit a fully itemized travel expense log. Any charges against the credit card not properly identified on the travel expense log shall be paid by the employee by check or cash.

V. UNAUTHORIZED AND/OR INAPPROPRIATE CREDIT CARD USE

Credit cards shall not be used to purchase items for non-District purposes, even if the cardholder intends to reimburse the District. Unauthorized and/or inappropriate credit card use includes, but is not limited to:

- Items for personal use
- Cash advances
- Non-business-related food and beverages for an individual employee. (However, authorized cards may allow for food and non-alcoholic beverages for business-related meetings and travel in compliance with travel policies and after obtaining approval for special expenses)
- Alcoholic beverages or tobacco
- Weapons of any kind or explosives
- Relocation expenses
- Entertainment
- Recreation

VI. DISCIPLINARY ACTION

A. A cardholder who makes an unauthorized purchase with the credit card will be subject to revocation of the credit card, potential disciplinary action including restitution to the District for unauthorized purchases, possible card cancellation, up to and including termination and criminal prosecution.

B. If any item purchased with a credit card is not acceptable, arrangements must be made for a return for credit or an exchange. A cash refund or check is prohibited unless the vendor insists that a refund must be made by cash or check, then the funds must be deposited immediately with the Chief Financial Officer.

C. If, for any reason, disallowed charges are not repaid before the credit card billing is due and payable, the District shall have a prior lien against and a right to withhold any and all funds payable to the employee.

D. Any employee who has been issued a credit card by the District shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the Chief Financial Officer. The District shall have unlimited authority to revoke use of any credit card issued under this section, and, upon such revocation order being delivered to the credit card company, shall not be liable for any costs.

VII. RESPONSIBILITY AND ACCOUNTABILITY

It is the responsibility of each individual cardholder to:

1. Always safeguard the credit card and associated account number; lost or stolen credit cards shall be reported immediately to the credit card agency and the District Finance Department
2. Always keep credit card in a secure location
3. Prevent unauthorized persons from using the credit card and or associated account number
4. Obtain and retain original itemized receipts for goods and services purchased. All forms of canceled checks and copies of credit card bills do not substitute for original receipts. An employee may be allowed to file an affidavit in lieu of receipt if the original is lost or not obtained
5. Review in a timely manner, monthly statements from the financial institution for accuracy and ensuring all transactions posted are legitimate transactions made by the cardholder. Receipts and/or packing slips must be attached to the monthly statement. The cardholder must sign the statement certifying all the charges.
6. Submit the statement and receipts to the Chief Financial Officer within ten (10) business days of the billing date for payment processing
7. Surrender the credit card and corresponding support documentation to the Chief Financial Officer upon separation from the District

VIII. PERIODIC REVIEWS

The Chief Financial Officer shall conduct periodic reviews for proper card use. Credit card records will be audited from time to time.

APPENDIX F

4/10 WORKWEEK SCHEDULE POLICY

I. PURPOSE

To set forth the District's policy and procedure governing the establishment and administration of an available 4/10 workweek schedule.

II. POLICY

The District has designated a 4/10 workweek schedule for field employees and administration staff as approved by the General Manager. If at any time the District determines the work schedules and/or workweek periods offered must be changed, affected employees will be notified of the change at least one (1) pay period in advance of the change. Scheduling of a 4/10 work schedule, including the selection of workdays, work times, and the day off, shall be done by management based on business needs. Employees may, however, request consideration for an alternate schedule and day off. Written management approval is required.

III. 4/10 WORKWEEK SCHEDULE

A. Work Schedule

The 4/10 work schedule shall consist of four (4) workdays of ten (10) hours for a total of forty (40) hours per week. The 4/10 work schedule begins on March 1st and ends on August 31st of each year. The 4/10 daily work schedule starts at 7:00 am and ends at 5:30 pm.

Under the Federal Fair Labor Standards Act (FLSA), the workweek is defined as "a fixed and regularly recurring period of seven (7) consecutive 24-hour periods (168 hours)." When an employee is assigned to a 4/10 schedule, the 4/10 work week begins on Monday or Tuesday, depending on the supervisor approved work schedule.

B. Pay Periods

Employees should be aware that pay periods may not coincide with the designated FLSA workweek. For purposes of assessing overtime, management determines whether the employee worked over ten (10) hours on a scheduled workday or 40 hours within the FLSA workweek, regardless of the pay period.

IV. HOLIDAYS, PERSONAL TIME OFF AND JURY DUTY

A. Holidays

Employees who are eligible for holiday pay will be paid for the appropriate workday hours in which the holiday falls, in accordance with the 4/10 work schedule.

B. Leave

Time off from work using accrued vacation, sick, or other paid leave banks or bereavement leave will be charged one (1) hour for every hour taken. Time off from work on the eight (8) hour workday will be charged at eight (8) hours. Time off from work on the ten (10) hour workday will be charged ten (10) hours.

C. Jury Duty and Grand Jury Duty

An employee shall not be entitled to jury duty pay, or to overtime pay or compensatory time off for jury duty on their day off.

V. OVERTIME

A. Overtime Earned

When a non-exempt employee is on a 4/10 work schedule, overtime for hours exceeding ten (10) hours in a scheduled workday or 40 hours in a workweek will be based on the FLSA workweek. Overtime will be paid at one- and one-half rate of an employee's regular rate of pay.

B. Overtime Paid

The 4/10 FLSA workweeks may not correspond with the District's pay periods. Therefore, where adjustments to overtime compensation cannot be calculated until the completion of the employee's workweek (e.g., when they occur in the last half of the 8-hour day), a one (1) pay period delay in the employee receiving the additional compensation may occur.

VI. TRANSITIONING TO OR FROM A 4/10 WORK SCHEDULE

When an employee transitions from a different work schedule to a 4/10 alternate work schedule, there will be a change to the beginning of the FLSA workweek.

A. Transitioning to a 4/10 Alternate Work Schedule

For a non-exempt employee, the transition to a 4/10 alternate work schedule will be set to begin during a 40-hour calendar workweek.

B. Transitioning to a Normal 40 Hour Work Schedule

For a non-exempt employee, the transition back to a normal 40-hour workweek from a 4/10 work schedule will be set to begin the week following. This will result in working Monday

through Friday eight (8) hours per day for five (5) days a week that produce a 40 hours of straight time per work week.

APPENDIX G

APPROVAL DATE 3/20/2019	EMPLOYEE MANUAL	POLICY NO. 2019.001
APPROVED BY: Board of Directors	POLICY TITLE **EMPLOYEE STIPEND FOR RESIDING WITHIN 6 MILES OF THE DISTRICT**	EFFECTIVE DATE 4/1/2019
		Page 1 of 1

Purpose:

To attract employees to live in Idyllwild area to increase the efficiency and effectiveness of the district, as well as to reduce any turn-over.

Policy:

- Stipend applies for all administrative and field work staff who reside in Idyllwild or reside within 6 miles from Idyllwild Water District Office at 24945 Highway 243, Idyllwild, CA 92549
- Stipend needs to be approved by the General Manager of Idyllwild Water District
- Stipend will not apply for the General Manager or Temporary workers
- Stipend will be $350 per month for full time employee
- Stipend will be a separate item on the paycheck under name “Housing Allowance”
- Stipend will not be eligible for Pension contribution or Medical Contribution
- The Board has the right to cancel this policy for any reason
- The stipend will be eligible for any tax deduction
- The stipend will apply after the worker has passed the probation period of 6 months or one year, upon General Manager’s discretion
- The stipend will cease after separation of the employee from Idyllwild Water District, whether by resignation or termination
- If the admin or the field worker moves away from the 6-mile requirement, the stipend will stop right away
- The employee will be responsible to show proof of the residency

APPENDIX H

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) for the IDYLLWILD WATER DISTRICT

RESPONSIBILITY

The Injury and Illness Prevention Program (IIP Program) administrator, the District's General Manager, has the authority and responsibility for implementing the provisions of this program for the Idyllwild Water District.

All managers and supervisors are responsible for implementing and maintaining the IIP Program in their work areas and for answering worker questions about the IIP Program.

COMPLIANCE

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices include one or more of the following checked practices:

- ✓ Informing workers of the provisions of our IIP Program.
- ✓ Evaluating the safety performance of all workers.
- ✓ Recognizing employees who perform safe and healthful work practices.
- ✓ Disciplining workers for failure to comply with safe and healthful work practices.

COMMUNICATION

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes one or more of the following checked items:

- ✓ Review of our IIP Program.
- ✓ Posted or distributed safety information.
- ✓ A system for workers to anonymously inform management about workplace hazards.

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our workplace:

Competent Observer	Area
[Enter name of competent observer]	[Enter name of area observed]

Periodic inspections are performed according to the following schedule:

1. Whenever workplace conditions warrant an inspection.

ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Visiting the accident scene as soon as possible.
2. Interviewing injured workers and witnesses.
3. Examining the workplace for factors associated with the accident/exposure.
4. Determining the cause of the accident/exposure.
5. Taking corrective action to prevent the accident/exposure from reoccurring.
6. Recording the findings and corrective actions taken.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered.

TRAINING AND INSTRUCTION

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

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

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIP Program.
2. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
3. Proper reporting of hazards and accidents to supervisors.

EMPLOYEE ACCESS TO THE IIPP

Our employees, or their designated representative, shall have the right to examine and receive a copy of our IIIPP. This will be accomplished by:

1. Providing employees with a copy of this program in the Employee Manual.

An employee must provide written authorization in order to make someone their "designated representative." The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

RECORDKEEPING

We have checked one of the following categories as our recordkeeping policy.

- ✓ Category 3. We are a local governmental entity (any county, city, or district, and any public or quasi-public corporation or public agency therein) and we are not required to keep written records of the steps taken to implement and maintain our IIP Program.

HAZARD ASSESSMENT AND CORRECTION RECORD

Date of Inspection: [Enter date] Person Conducting Inspection: [Enter name]

Unsafe Condition or Work Practice: [Provide details, including root causes]

Corrective Action Taken: [Provide details, including solutions to root causes]

Date of Inspection: [Enter date] Person Conducting Inspection: [Enter name]

Unsafe Condition or Work Practice: [Provide details, including root causes]

Corrective Action Taken: [Provide details, including solutions to root causes]

Date of Inspection: [Enter date] Person Conducting Inspection: [Enter name]

Unsafe Condition or Work Practice: [Provide details, including root causes]

Corrective Action Taken: [Provide details, including solutions to root causes]

ACCIDENT/EXPOSURE INVESTIGATION REPORT

Date & Time of Accident: [Enter information]
Location: [Provide details]

Accident Description: [Enter details, including all events that lead up to the incident]

Workers Involved: [Enter information]

The underlying cause(s) of the accident/exposure: [Detail all root causes]

Corrective Actions Taken: [Provide details, including potential solutions to the root causes]
Manager Responsible: [Enter name]
Date Completed: [Enter date]

WORKER TRAINING AND INSTRUCTION RECORD

EMPLOYEE NAME	TRAINING DATES	TYPE OF TRAINING	TRAINERS
[Enter employee full name]	[Enter training date(s)]	[Enter course name(s)]	[Enter name of trainer(s)]

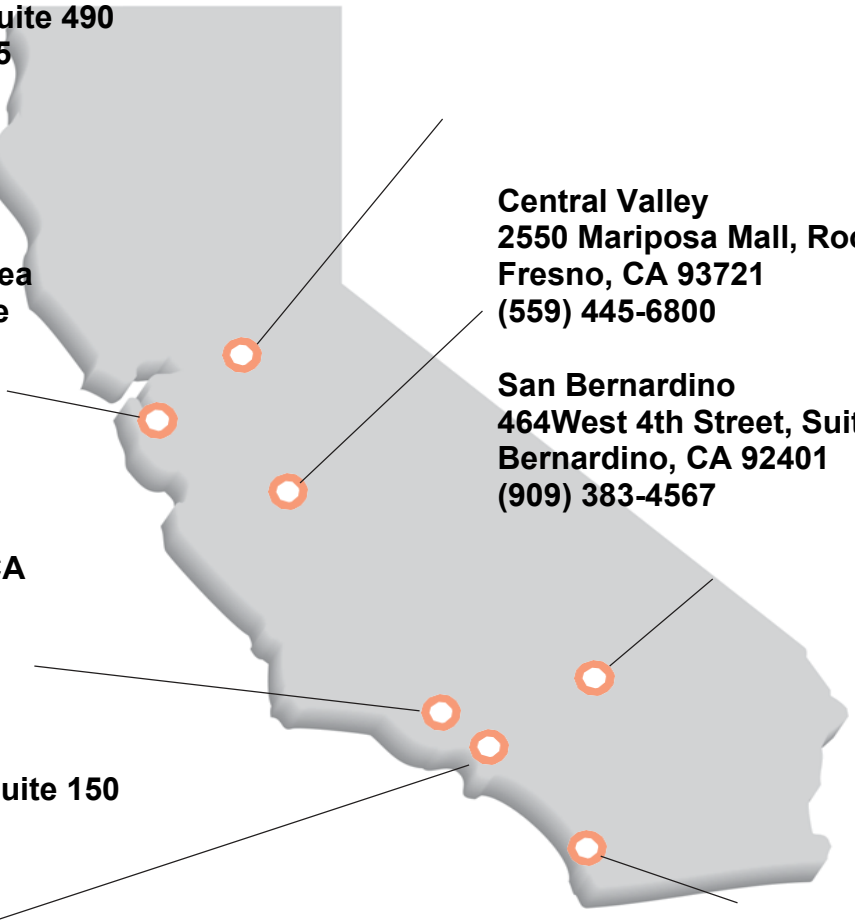
California Department of Industrial Relations

Cal/OSHA Consultation Service

• Toll-free Number: **1-800-963-9424** • Internet: **www.dir.ca.gov**

On-site Assistance Program Area Offices

Northern California
1750 Howe Avenue, Suite 490
Sacramento, CA 95825
(916) 263-0704



Central Valley
2550 Mariposa Mall, Room 2005
Fresno, CA 93721
(559) 445-6800

San Francisco Bay Area
1515 Clay Street, Suite 1103
Oakland, CA 94612
(510) 622-2891

San Bernardino
464West 4th Street, Suite 339 San Bernardino, CA 92401
(909) 383-4567

San Fernando Valley
6150 Van Nuys Blvd., Suite 307 Van Nuys, CA 91401
(818) 901-5754

LA/Orange County
1 Centerpointe Dr., Suite 150

La Palma, CA 90623
(714) 562-5525

San Diego/ Imperial
7575 Metropolitan Dr., Suite 204 San Diego, CA 92108
(619) 767-2060

Voluntary Protection Program
Oakland, CA 94612
(510) 622-1081

APPENDIX I

WORKPLACE VIOLENCE PREVENTION POLICY

I. PURPOSE

The goal of the District is to provide every employee a safe work environment.

II. POLICY

Safety and security of employees is of vital importance to the District. Acts or threats of physical violence, including intimidation, harassment and/or coercion, which involve or affect the District, or which occur on District property, will not be tolerated. Any act or threat of violence should be documented and reported to a supervisor immediately.

The prohibition against threats and acts of violence applies to all persons involved in District operations including, but not limited to District personnel, contract and temporary workers, and anyone else on District property. Violations of this policy by any individual may result in disciplinary action, up to and including termination, and/or legal action as appropriate.

III. DEFINITIONS

Workplace violence is defined as any conduct that causes an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends, and/or property. Specific examples of workplace violence include, but are not limited to, the following:

1. Threats or acts of physical harm directed toward an individual, his or her family, friends, associates, or property
2. Bullying behavior, i.e., acts or verbal comments that could ‘mentally’ hurt or isolate a person in the workplace; repeated incidents or a pattern of behavior intended to intimidate, offend, degrade, or humiliate a particular person or group of people; the assertion of power through aggression
3. The destruction of, or threat of destruction, of District property or another employee’s property
4. Fighting, challenging another person to fight, or participating in dangerous or threatening horseplay
5. Striking, punching, slapping, or assaulting another person.
6. Grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise
7. Harassing or threatening phone calls

8. Surveillance
9. Stalking
10. Possessing a weapon(s) on District property or in District vehicles. "Weapon" is defined as a firearm, unauthorized chemical agent, club or baton, knife, or any other device, tool, or implement that can cause bodily harm if used as a weapon or displayed in such a manner to cause harm or threaten a person with harm

IV. INCIDENT REPORTING PROCEDURES

1. Any District employee, who is a victim of any violent threatening or harassing conduct, who is a witness to such, or who receives a report of such conduct, whether the alleged perpetrator is a District employee or non-employee, must immediately report to their supervisor or the Chief Financial Officer or General Manager. Employees also should notify the Chief Financial Officer or General Manager of any restraining order in effect, or if a potentially violent non-work-related situation exists that could result in violence in the workplace.

   Anyone who fears for the safety of person(s) at the scene of the violent act should call law enforcement immediately.

2. The Chief Financial Officer or General Manager will document the incident, including the employee's name(s), date/time, location, incident description, witness name(s) and statements, description of unidentified parties, description of the act(s) and/or behavior(s) arising from the incident, action taken, and provide any other relevant information regarding the incident.

3. The Chief Financial Officer or General Manager will take appropriate steps to provide security, such as:

   a. Placing the employee alleged to have engaged in workplace violence on Administrative Leave, pending investigation
   b. Any threatening or potentially violent person will be requested to leave the site
   c. Immediately contacting an appropriate law enforcement agency

V. INVESTIGATION

The Chief Financial Officer or General Manager will investigate the violations of the policy as necessary. All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, the District will inform the reporting individual of the results of the investigation. To the extent possible, the District will maintain the confidentiality of the reporting

employee and of the investigation. The District may, however, need to disclose results in appropriate circumstances, for example, in order to protect individual safety. The District will not tolerate retaliation against any employee who reports workplace violence.

If the District determines that workplace violence in violation of this policy has occurred, the District will take appropriate corrective action and will impose discipline on offending employees. The appropriate discipline will depend on the particular facts but may include written or oral warnings, probation, reassignment of responsibilities, suspension, or termination. If the violent behavior is that of a non-employee, the District will take appropriate corrective action in an attempt to ensure that such behavior is not repeated.

Under certain circumstances, the District may forego disciplinary action on the condition that the employee takes a medical leave of absence. In addition, the District may request that the employee participate in counseling, either voluntarily or as a condition of continued employment.

VI. PREVENTION

The District will enforce this policy by:

1. Training supervisors on their responsibilities under this policy
2. Assuring that reports of workplace violence are addressed and documented accurately and timely
3. Notifying the Chief Financial Officer or General Manager and/or law enforcement authorities of any incidents
4. Making all reasonable efforts to maintain a safe and secure workplace
5. Maintaining records and documents of follow up actions taken related to reports of workplace violence

APPENDIX J

PEPPER SPRAY POLICY

I. PURPOSE

The District is concerned with the welfare and safety of its employees in the field, especially in situations where employees may be confronted by a stray and/or aggressive animal. To address possible encounters with potentially dangerous animals, the District supports field staff's use of pepper spray for self-defense purposes. Pepper spray has been proven to be an effective form of self-protection when encountering dangerous animals. The spray does not kill the animal, but when properly applied, stops the animal, and provides the user with time to safely leave the area.

II. POLICY

The District supports field staff's use of pepper spray for self-defense purposes when encountering dangerous animals. Pepper spray is a chemical with an active ingredient derived from the cayenne pepper plant. Exposure to pepper spray in aerosol form has physiological effects including inflammation and swelling of the mucus membranes of the eyes, nose, and throat and involuntary closure of the eyes. Pepper spray, also known as oleoresin capsicum (OC), is available commercially in containers that can be used for self- defense purposes. Use of pepper spray solely for self-defense purposes is allowed by state law in accordance with Penal Code § 22810.

III. AUTHORIZATION

A. Employees may request authorization by the General Manager to carry pepper spray while on duty

B. Authorized employees who have completed the required training may carry pepper spray

C. The District will supply the pepper spray container

D. Training will be performed by the Safety Coordinator or approved instructor and will include:

1. Review of this policy
2. The instructions accompanying the pepper spray container
3. Penal Code § 22810
4. Usage training

IV. PROCEDURES

A. Usage Criteria

1. Pepper spray may be used for self-defense when an employee reasonably believes that it is necessary to protect him- or herself from an imminent physical threat posed by an animal. Pepper spray may be used to incapacitate an attacking animal to avoid physical harm and facilitate escape from danger
2. Employees should use verbal techniques to de-escalate a confrontation, if possible, before resorting to deployment of pepper spray
3. Once the attacking animal is incapacitated, use of pepper spray is no longer justified

B. Usage Procedures

1. Whenever possible, employees should be upwind from the attacking animal before using pepper spray and should avoid entering the spray area
2. Employees should maintain a safe distance from the attacking animal of between four (4) and six (6) feet
3. A single spray burst of between one (1) and three (3) seconds should be directed at the attacking animal's eyes, nose, and mouth. Additional burst(s) may be used if the initial or subsequent burst proves ineffective.

C. Effects of Pepper Spray and Staff Response

1. Within several seconds of being sprayed with pepper spray, the animal will normally display symptoms of temporary blindness and have difficulty breathing and will have a burning sensation in the throat and lungs
2. Employees should retreat to a safe distance from the attacking animal and immediately call 9-1-1 to request law enforcement assistance
3. Employees should encourage bystanders to move to a safe location, as applicable

D. Reporting Procedures

1. Any intentional, or unintentional, use of pepper spray shall be reported to the supervisor on the day of the incident, either by phone or in person
2. A written Incident Report shall be completed by the employee by the end of the next workday and submitted to their supervisor

E. Inspection and Replacement

1. Pepper spray devices shall be maintained in an operational and charged state by authorized employees or vendors
2. Employees are responsible for following the manufacturer's instructions for care and storage of the pepper spray container
3. Employees are responsible for requesting replacement of a damaged, inoperable, or empty device
4. District issued pepper spray containers must be safely stored in the authorized employee's locker at the District while employees are not on shift

ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING

I acknowledge that I have received a copy of the Employee Manual, issued by the Idyllwild Water District on _____, 20___. I have promptly read its contents. I agree to observe and abide by the conditions of employment, policies, and rules contained in this Manual. I understand that this Manual refers to current benefit plans maintained by the District and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I understand and agree that my relationship with the District is ‘‘at-will,’’ which means that my employment is for no definite period and may be terminated by me or by the District at any time and for any reason with or without cause or advance notice. I understand that the District retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the District.

I understand and agree that nothing in the Manual creates or is intended to create a promise or representation of continued employment and that employment at the District is employment “at-will”; employment may be terminated at the will of either the District or myself with or without cause. I also understand and agree that, except for the at will employment relationship and any other policy required by law, the District may change any policy or practice and/or my hours, wages, working conditions, job assignments, position title, compensation rates and benefits in its sole discretion.
.
I also acknowledge receipt of the District’s anti-harassment, discrimination and retaliation policy set forth in this Manual, and I certify that I have read it, understand it, and agree to comply with its terms and conditions.

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 my employment and the circumstances under which my employment may be terminated. I also understand that if I violate the rules, policies, and procedures set forth herein that I may be subject to discipline, up to and including termination of my employment. This Manual supersedes all prior agreements, understandings, and representations concerning my employment. I understand that if I have questions regarding the

Handbook that I can discuss with my management team or the Human Resources Administrator.

Employee Name: _____

Employee Signature: _____

Date: _____

(To be place in employee's personnel file)