



POLICY AND PROCEDURE

IDYLLWILD WATER DISTRICT

APPROVAL DATE	MANUAL	POLICY NO. 2023-001
APPROVED BY: Board of Directors	POLICY TITLE Employee Retention Policy	EFFECTIVE DATE 8/16/2023
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Purpose:

The purpose of the Employee Retention Policy (Policy) is to encourage Idyllwild Water District (IWD) employees to continue employment with IWD for the long term.

Policy:

- This Policy encourages employee loyalty and satisfaction, reducing employee turnover.
- All employees will be required to always maintain a good standard of work performance.
- Employees will be rewarded every year for staying at IWD with a financial incentive of \$2,400 annually, which equals \$200 per month.
- Employees will be paid in the second week of December of every year.
- Employees must complete 12 months per calendar year.
- All applicable taxes will be deducted through the payroll company every year.
- IWD has the right to cancel this Policy without notice.
- This incentive will be one of the benefits of the IWD.