



**CHINO BASIN WATER CONSERVATION DISTRICT
PERSONNEL COMMITTEE MEETING AGENDA**

WEDNESDAY, MARCH 27, 2024, AT 11:00 A.M.

**CONFERENCE ROOM
4594 SAN BERNARDINO STREET
MONTCLAIR, CA 91763**

COMMITTEE MEMBERS

**Ryan Sonnenberg, Director
Kati Parker, Director
Gil Aldaco, Director**

GENERAL MANAGER

Elizabeth Willis

LEGAL COUNSEL

Lee McElhaney

NOTICES

PUBLIC COMMENTS: Those interested in participating during the Public Comment period or public testimony period for Public Hearings of the Board meetings, may do so in person the day of the meeting, or by contacting the Board Clerk via email at byoshida@cbwcd.org at least two hours prior to the start of the meeting. Speakers will be required to sign in and each person's name will be called in the order received.

AMERICANS WITH DISABILITIES ACT: The Chino Basin Water Conservation District complies with the Americans with Disabilities Act and amendments thereto. If you require special assistance to participate in this meeting or if you desire a copy of the Agenda in an alternate format, please contact the District office at (909) 626-2711 at least 72 hours prior to the advertised starting time of the meeting.

AGENDA MATERIALS: The agenda and/or agenda packet are available for public inspection at District's website at: <https://cbwcd.org/agendas/>.

CALL TO ORDER

ROLL CALL

ADDITIONS OR CHANGES TO THE AGENDA

In accordance with Section 54954.2 of the Government Code (Brown Act), a two-thirds vote (or unanimous vote if less than two-thirds are present), is required to add an item for action, provided that there is a need to take immediate action and that the need for action came to the attention of the agency after the agenda was posted.

PUBLIC COMMUNICATIONS

This is the time and place for the general public to address the Committee. Due to Brown Act requirements, action will not be taken on any issues not on the Agenda; however, the Committee may refer comments and concerns to staff or request the item be placed on a future agenda. In accordance with District Resolution No. 2020-05: Decorum During Public Meetings, each speaker shall be allotted five (5) minutes of time to address the Board.

DISCUSSION ITEMS**1. RETROACTIVE PAY TO ADMINISTRATIVE ASSISTANT II POSITION FOR DUTIES PERFORMED OUTSIDE OF CLASSIFICATION**

Recommendation: It is recommended that the Committee:

1. Review, discuss, provide feedback, and recommend for Board of Director's approval the retroactive pay options for the Administrative Assistant II position for duties performed outside of classification effective April 8, 2024.

2. CONSERVATION SPECIALIST I/II JOB DESCRIPTIONS UPDATES

Recommendation: It is recommended that the Committee:

1. Review, discuss, provide feedback, and recommend for Board of Director's approval the proposed updates and changes to the Conservation Specialist I/II job descriptions effective April 8, 2024.

3. REVISION OF DISTRICT POLICY NO. 48 – CELL PHONE USAGE AND ALLOWANCE

Recommendation: It is recommended that the Committee:

1. Review, discuss, provide feedback, and recommend for Board of Director's approval amended District Policy No. 48 – Cell Phone Usage and Allowance, effective April 8, 2024

4. REVIEW UPDATES TO THE DISTRICT'S POLICY AND PROCEDURES MANUAL RELATED TO POLICY NO. 30, 30-2 – 30-6, 38, AND 39

Recommendation: It is recommended that the Committee:

1. Review, discuss, provide feedback, and recommend for Board of Director's approval the proposed updates to the District's Policy and Procedures Manual, effective April 8, 2024.

ORAL REPORTS

This is the time and place for the Committee to report on any items of interest. Upon request by an individual Committee Member, the Committee may choose to take action on any of the subject matters listed below.

- Reading entries in the Board Suggestion Box

ADJOURNMENT

The Committee will adjourn to the next **Regular Board Meeting of the Chino Basin Water Conservation District on Monday, April 8, 2024, at 2:00 p.m.**

I, Brandon Yoshida, Board Clerk of the Chino Basin Water Conservation District, do hereby certify that a copy of this agenda has been posted on or before **Sunday, March 24, 2024, by 11:00 a.m.**

Brandon Yoshida

Brandon Yoshida, Board Clerk

**STAFF REPORT
PERSONNEL COMMITTEE MEETING**

DATE: March 27, 2024

FROM: Elizabeth Willis, General Manager

BY: Alicia Fernandez, Administrative Services Manager

SUBJECT: RETROACTIVE PAY TO ADMINISTRATIVE ASSISTANT II POSITION FOR DUTIES PERFORMED OUTSIDE OF CLASSIFICATION

RECOMMENDATION

It is recommended that the Committee:

1. Review, discuss, provide feedback, and recommend for Board of Directors approval the retroactive pay options for the Administrative Assistant II position for duties performed outside of classification effective April 8, 2024.

BACKGROUND

On March 11, 2024, the Board of Directors reviewed and approved the salary labor grades and job descriptions for the Administrative Assistant I, Administrative Assistant II, and newly proposed Administrative Analyst positions. It was recommended that the staff provide a breakdown of the calculated methodology for the suggested retroactive pay for the Administrative Assistant II position, considering the different periods during which the position worked out of classification.

During the discussion, the Board of Directors inquired about the calculation of retroactive pay, particularly concerning the timeframe affected by the closure of District facilities due to COVID-19, spanning from 2020 to the District's reopening to the public in January 2022. The original calculation included duties performed from 2020 through 2024.

It was noted that during the closure period, specific duties typically assigned to the Administrative Assistant II position were temporarily paused and the responsibilities of the Bookkeeper position filled the place of those paused duties. Despite the pause of typical duties in the Administrative Assistant II position and the Bookkeeper position being a lower classification, the employee continued to undertake tasks outside their usual job scope. However, the Board of Directors suggested a review of the calculation, focusing on the period from 2022 to 2024, during which the Administrative Assistant II would have resumed full responsibilities of both positions.

DISCUSSION/ANALYSIS

Staff requested that the District's financial consultant, Eide Bailley LLP, compute the retroactive pay from January 2022 to March 10, 2024, and provided an option with and without interest as shown below:

Option A: Retroactive Pay with Interest	Option B: Retroactive Pay without Interest
\$14,949.90	\$14,854.47

Options A and B include the following rates based on step increases and cost of living adjustments (COLA) in effect and applied to actual paid hours (regular, holiday, vacation, overtime, etc.) during each period.

Class 132

Step 5: 1/1/22 \$32.39/hr

Step 6: 7/1/22 \$33.20/hr (2.5% step increase)

Step 6: 1/1/23 \$34.88/hr (5% COLA)

Step 7: 7/1/23 \$35.75/hr (2.5% step increase)

Step 7: 1/1/24 \$37.56/hr (5% COLA)

Option A includes interest at the following rates (averages from historical credit union savings account rates):

- .025% for 1/1/22 – 12/31/22
- .050% for 1/1/23 – 12/31/23
- 1.00% for 1/1/24 – 3/10/24

FISCAL IMPACT

If the Committee recommends that the Board of Directors consider Option A in retroactive pay, the fiscal impact would be \$14,950.

If the Committee recommends that the Board of Directors consider Option B in retroactive pay, the fiscal impact would be \$14,855.

ATTACHMENT(S)

None



**STAFF REPORT
PERSONNEL COMMITTEE MEETING**

DATE: March 27, 2024

FROM: Elizabeth Willis, General Manager

BY: Scott Kleinrock, Conservation Programs Manager

SUBJECT: CONSERVATION SPECIALIST I/II JOB DESCRIPTIONS UPDATES

RECOMMENDATION

It is recommended that the Committee:

1. Review, discuss, provide feedback, and recommend for Board of Directors approval the proposed updates to the Conservation Specialist I/II job descriptions effective April 8, 2024.

BACKGROUND

On December 20, 2020, the District approved the updated job description for the Conservation Specialist II position, which was vacant. At the time staff proposed that it remain unfilled. However, it would be available to be filled when needed, should the district ever require expanding the responsibilities of any staff members in the Conservation Programs Department.

On December 10, 2018, the last staff member to fill the Conservation Program Specialist II Job Description was promoted to Facilities and Operations Manager. At that time, certain job functions listed in the Conservation Specialist II job description, including administration of the Injury and Illness Prevention Plan, consulting on percolation basin maintenance, and overseeing tree maintenance became functions of the Facilities and Operations Manager position.

To meet District's current needs and to increase the capacity of the Conservation Programs team, significant new responsibilities, which are job functions of neither the current Conservation Specialist I or II positions have been assigned to the current Conservation Specialist I. These "high-level" job functions go beyond expectations and classification for the level I position in the Conservation Specialist position series. These duties are presented in the discussion / analysis section. As a result, the Conservation Specialist I has been working above their class since the beginning of FY 2023/2024.

DISCUSSION/ANALYSIS

The Conservation Technician I, Conservation Technician II, Conservation Specialist I, and Conservation Specialist II job descriptions function as a progressive series, with each level responsible for aspects of multiple activities of the Conservation Programs Department. Each job function requires increasing levels of both responsibility and technical abilities or knowledge. The Conservation Specialist I position is expected to contribute to assigned programs and activities of the Conservation Programs Department, plus function as a program lead with significant administrative, quality control, and junior staff training responsibilities for specific assigned programs.

The Conservation Specialist II position retains all responsibilities of the Conservation Specialist I position plus additional “higher level” responsibilities which may fall either inside or outside of the scope of specific programs of the Conservation Programs Department.

Since the 2020 update of the Conservation Specialist II job description, the District’s needs for the position have shifted. A few parts of the description, crossed out on Attachment 2, became part of the scope of work of the Facilities and Operations Department.

New additions to the proposed job description fall into two categories:

- 1) *Functions previously performed by the Conservation Programs Manager:* These new responsibilities are capable of being performed by an experienced staff member in the Conservation Specialist II position and free up the time of the Conservation Programs Manager to perform other functions which more junior staff members would be unable to perform, thus increasing the overall capacity of the District and the impact of its work. Additions to the job description which fall into this category include:
 - a. Functioning as the primary point of contact for conservation staff serving water retail agencies within the District’s sphere of influence. The main point of contact communicates with these local government agencies about many matters, including programs, inquiries, collaborations, and workshops. The current Conservation Specialist I has already taken on this responsibility.
 - b. Representing the District at assigned interagency meetings and / or committees including the IEUA Water Use Efficiency work group. The current Conservation Specialist I has already taken on this responsibility.
 - c. Representing the District at water and landscape industry conferences and events. The Conservation Programs Manager will continue to perform this function as well, but having two staff members serving in this capacity increases the District’s overall ability to provide representation and leadership at conferences and events. The current Conservation Specialist I has been presenting at conferences and events throughout the past year and has been representing the District well.

- 2) *Functions not currently part of any staff member's job description, but which would provide substantial benefit to District operations and its service to constituents:* This new proposed job function for the Conservation Specialist II position would be tracking new and ongoing state, local, and federal policy related to urban water conservation and landscape water use efficiency while providing information and presentations about policies to local agencies and stakeholders.

While Conservation Programs staff currently keeps up with new policy developments, staff has identified that the District's impact in the region as well as its reputation statewide would be benefitted by tracking these policies at a closer level, and as they develop, are amended, and are implemented. This is a time-consuming process not currently assigned to a specific staff member. The ability to perform this function at a high level requires a senior level of experience both in the water conservation and landscape industry fields to understand both the policy and its practical "on the ground" implications and impacts on daily operations and best practices for landscape industry professionals. The marriage of tracking policy with "on the ground" landscape industry knowledge is an unusual combination of skills that is unique to CBWCD.

District staff have identified a significant gap in the landscape industry in which landscape professionals rarely track water conservation related policy changes and often feel they lack adequate resources or training opportunities to understand how policy matters create the expectation for changes in their professional practices.

Additionally, water industry professionals, including those working in conservation at retail water agencies often do not have the background to fully understand the "on the ground" implications of landscape and water related policy, as most of these professionals in our region come from engineering, administration, or communications backgrounds and lack landscape industry related technical knowledge.

In response to this "industry gap," the District's current Conservation Specialist I has been increasingly engaging with the landscape industry as an expert in the subject matter of conservation policy and how it is intended to impact landscape industry practices.

The District has recognized that formally building this function into the Conservation Specialist II position, and expanding its role as an available expert for both the landscape and water industries on the subjects of landscape water conservation policy and implementation can be a key aspect of growth in the District's impact on water use efficiency.

Related to the discussion above, the Conservation Specialist I is currently performing responsibilities that go beyond the Conservation Specialist I job description. For this reason, staff is requesting the Board review and revise the proposed changes to the Conservation Specialist II job description. This would allow the District to consider promoting the current Conservation Specialist I into the Conservation Specialist II position at the start of Fiscal Year 2024-2025.

Currently, the Conservation Specialist II job description lists the position as having an Exempt classification. As a highly skilled, but non-supervisory position, staff believes that the job description would be more properly classified as a Non-Exempt classification position. Staff consulted with the District's labor attorney on this matter, and it was confirmed that since 50% or more of this position's duties are not managerial then the position is best classified as a non-exempt position.

FISCAL IMPACT

There will be no fiscal impact in Fiscal Year 2023/2024. Staffing the position will be built into the FY 24-25 budget with a proposed start date of July 1, 2024.

ATTACHMENT(S)

Attachment 1: Conservation Specialist I Job Description, Updated
Attachment 2: Conservation Specialist II Job Description, Updated



POSITION	Conservation Specialist I
SALARY GRADE	131
CLASSIFICATION	Full-Time, 40 hours per week, Non-exempt under the Fair Labor Standards Act (FLSA)
DATE	July 16, 2018 April 8, 2024 (subject to Board approval)

ABOUT THE DISTRICT

Chino Basin Water Conservation District (District) is recognized throughout the state as an innovative, energetic, and effective water conservation organization. The District is dedicated to the protection of the Chino Groundwater Basin to ensure that the current and future water needs of the region will be met. Its core business is two-pronged: (1) increase water supply through groundwater percolation; and (2) decrease water demand through conservation education, workforce training, and services. The District provides programs, services, and resources to audiences of all ages and backgrounds to cultivate a community-wide conservation ethic and build regional capacity for water resilience.

ABOUT THE DEPARTMENT

The Conservation Programs Department provides:

- Landscape audits and retrofits.
- Landscape design and horticultural consultations.
- Irrigation audits and training.
- Professional development courses and certification programs for landscape professionals
- Green infrastructure and low impact development programs that promote water conservation.
- Classes and workshops for residents related to water conservation, landscape transformations and water efficiency.
- Administration of grants and contracts to develop and deliver audit, landscape transformation, efficient irrigation and onsite water percolation services and programs.

ABOUT THE POSITION

The Conservation Specialist I leads and coordinates assigned programs within the Conservation Programs Department, working in coordination with and under supervision of the Conservation Programs Manager and performs a wide variety of tasks in support of the District's mission. **This position differs from the Conservation Specialist II in that it requires a minimum of 3-4 years of intermediate level experience in the field.**

SUMMARY/OBJECTIVE

The Conservation Specialist I is responsible for conservation program development, implementation, and assessment; development, delivery, and assessment of water conservation and landscape related classes to the public and landscape professionals; development, delivery, and assessment of assistance programs; and other duties listed below.

ESSENTIAL FUNCTIONS

Primary duties include, but are not limited to:

- Providing day-to-day operations of district conservation programs as assigned.
- Developing and implementing program integrated follow-up processes for identifying areas of customer comment and improving district performance for administered programs.
- Data collection, analysis, and reporting on the effectiveness of relevant District programs to District management, Board of Directors, or other agencies, as required.
- Contributing to the development of new and improvement of existing District programs.
- Developing, delivering, and program coordination of training and classes for community members on low water use garden design, irrigation systems, landscape conversion and water conservation.
- Participating in the management, content development, administration, and delivery of professional development programs for industries related to water conservation.
- Developing outreach strategies to ensure high levels of participation in District programs.
- Executing outreach strategies including promoting programs through direct communication, flyers, newsletters, and press releases, in coordination with Conservation Programs Manager and other District staff.
- Working with Conservation and Community Programs teams to develop quality research and informational events, workshops and materials on timely water conservation issues.
- Supporting and actively participating in various water conservation programs and technical information programs such as Water Awareness Month activities, Earth Day events, and other programs.
- Supporting and assisting with the full range of water conservation duties and programming performed by the District, as assigned.
- Representing the District with the public, community organizations, local businesses and institutions, and representatives of other agencies as assigned.
- Developing program and project budgets and schedules.
- Can be called upon to participate in maintenance or planning related to District landscapes.
- Consulting and assisting with district irrigation systems and water management.
- Performing special projects and related duties as assigned.

COMPETENCIES

Knowledge and experience, skills, and abilities that the employee must possess to effectively perform job and succeed in position.

Knowledge and Experience

- Knowledge of water use efficiency principles and irrigation system and landscape best practices.
- Knowledge of efficient plants best suited for Inland Valley gardens.
- A demonstration passion for water efficient landscaping.
- A track record in working well with coworkers, professional landscapers, contractors, clients, and the public.
- Significant knowledge of sustainable landscapes, horticulture, and water conservation.
- Experience developing and delivering classes and presentations related to water conservation or landscaping.

Skills

- Proficiency with Microsoft Office Suite.
- Possess strong organization, project management, contract accounting, and report writing skills.
- Design, installation and repair of efficient irrigation systems including spray and drip.
- Troubleshooting, programming, and installation of irrigation controllers including smart controllers.
- Preparing water budgets and irrigation schedules.
- Planning, installation, and maintenance of drought tolerant landscapes.

Abilities

- Prepare and deliver clear, concise, well-organized and interesting presentations to a wide variety of audiences having varying levels of technical knowledge.
- Deal tactfully and courteously with internal and external contacts.
- Carry out direction and effectively communicate orally and in writing.
- Work independently as necessary.
- Initiate, observe and maintain effective safety practices.
- Work in fast-paced environment and ensure that Division projects and programs are undertaken and completed successfully in a timely manner.
- Think creatively about new projects and programs.
- Work well in teams, with a focus on results.
- Communicate effectively, orally and in writing, in English with District Board members, co-workers, and the public in face-to-face, one-on-one and group settings.

SUPERVISION

Receives direct supervision from the Conservation Programs Manager. **The incumbent in this position does not routinely exercise supervision.**

POSITION TYPE AND EXPECTED HOURS OF WORK

- **Full-Time, Non-Exempt, Hourly.**
- **The standard work schedule is from 8:00 a.m. to 5:00 p.m., five days each week.**
- **This position requires occasional evenings and weekend work.**

EDUCATION AND EXPERIENCE

- Minimum High School Diploma or GED is required.
- Bachelor's degree with major course work in areas of environmental studies, ecology, horticulture, landscape irrigation science, landscape architecture, urban planning or directly related fields, or a minimum of 3-4 years of intermediate equivalent work experience is preferred.
- Candidate will have significant work experience in a landscape business, public agency or non-profit organization with at least 3 years of progressively responsible experience in water conservation, irrigation auditing, horticulture and/or landscaping.

WORK ENVIRONMENT

Indoor and outdoor work, year-round, in all weather conditions. Must be able to work outdoors in heat, direct sun, wind, rain, and cold. Must be able to work indoors seated for extended periods of time.

PHYSICAL DEMANDS

- Bending, sitting, lifting, and driving.
- Travel regularly by company vehicle to field sites.
- Use office equipment such as telephones, computers, printers, and copiers.
- Use field equipment and tools such as soil probes and shovels.
- Walk and work on uneven terrain.
- Sit for extended time periods.
- Hearing and vision within normal range.
- Safely lift and carry up to 50 lbs.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Must possess, or obtain within one year of hire, two professional certifications including: Qualified Water Efficient Landscaper Certification (QWEL), Irrigation Association Certified Landscape Irrigation Auditor (CLIA), or other related certification at the Conservation Program Manager's discretion. CBWCD will help employees obtain necessary certifications.
- Valid driver's license and a good motor vehicle driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.

OTHER DUTIES

This job description is not a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.



POSITION	Conservation Specialist II
SALARY GRADE	134
CLASSIFICATION	Full-Time, 40 hours a week, Exempt Non-exempt under the Fair Labor Standards Act (FLSA)
DATE	July 16, 2018 April 8, 2024 (subject to Board approval)

ABOUT THE DISTRICT

Chino Basin Water Conservation District (District) is recognized throughout the state as an innovative, energetic, and effective water conservation organization. The District is dedicated to the protection of the Chino Groundwater Basin to ensure that the current and future water needs of the region will be met. Its core business is two-pronged: (1) increase water supply through groundwater percolation; and (2) decrease water demand through conservation education, workforce training, and services. The District provides programs, services, and resources to audiences of all ages and backgrounds to cultivate a community-wide conservation ethic and build regional capacity for water resilience.

ABOUT THE DEPARTMENT

The Conservation Programs Department provides:

- Landscape audits and retrofits.
- Landscape design and horticultural consultations.
- Irrigation audits and training.
- Professional development courses and certification programs for landscape professionals
- Green infrastructure and low impact development programs that promote water conservation.
- Classes and workshops for residents related to water conservation, landscape transformations and water efficiency.
- Administration of grants and contracts to develop and deliver audit, landscape transformation, efficient irrigation and onsite water percolation services and programs.

ABOUT THE POSITION

The Conservation Specialist II leads and coordinates assigned programs within the Conservation Programs Department, working in coordination with and under supervision of the Conservation Programs Manager and performs a wide variety of tasks in support of the District's mission. This is a senior position to the Conservation Specialist I position and requires ~~a wider scope~~ **5 or more years** of advanced knowledge and additional responsibilities related to agency projects, project management, and safety.

SUMMARY/OBJECTIVE

The Conservation Specialist II performs a wide variety of responsible tasks in support of the District's water conservation mission. The Conservation Specialist II is responsible for conservation program development, implementation, and assessment; development, delivery, and assessment of water conservation and landscape related classes to the public and landscape professionals; ~~development, delivery, and assessment of design assistance programs~~ **interfacing and collaborating with service-area water retail and wholesale agencies; Waterwise Community Center and Park irrigation management**; and other duties listed below.

ESSENTIAL FUNCTIONS

Primary duties include, but are not limited to:

- Providing day-to-day operations of district conservation programs as assigned.
- Developing and implementing program integrated follow-up processes for identifying areas of customer comment and improving district performance for administered programs.
- Data collection, analysis, and reporting on the effectiveness of relevant District programs to District management, Board of Directors, or other agencies, as required.
- Contributing to the development of new and improvement of existing District programs.
- Developing, delivering, and program coordination of training and classes for community members on low water use garden design, irrigation systems, landscape conversion and water conservation.
- Participating in the management, content development, administration, and delivery of professional development programs for industries related to water conservation.
- Developing outreach strategies to ensure high levels of participation in District programs.
- Executing outreach strategies including promoting programs through direct communication, flyers, newsletters, and press releases, in coordination with Conservation Programs Manager and other District staff.
- Working with Conservation and Community Programs teams to develop quality research and informational events, workshops and materials on timely water conservation issues.
- Supporting and actively participating in various water conservation programs and technical information programs such as Water Awareness Month activities, Earth Day events, and other programs.
- Supporting and assisting with the full range of water conservation duties and programming performed by the District, as assigned.
- Representing the District with the public, community organizations, local businesses and institutions, and representatives of other agencies as assigned.
- Developing program and project budgets and schedules.
- **Functioning as the primary point of contact for conservation staff at sphere of influence water retail agencies for purposes including programs, inquiries, collaborations, and workshops.**
- **Representing the District at assigned interagency meetings and / or committees including the IEUA Water Use Efficiency work group.**

- Tracking new and ongoing state, local, and federal policy related to urban water conservation and landscape water use efficiency, providing information and presentations about policies to local agencies and stakeholders.
- Can be called upon to participate in maintenance or planning related to District landscapes.
- Consulting and assisting with district irrigation systems and water management.
- ~~Performing special projects and related duties as assigned.~~
- ~~Administering District IIPP and general safety training programs. Ensuring general staff training practices are up to date and compliant with regulations and best practices.~~
- Coordinating with and inspecting work of contractors as assigned.
- Scheduling, coordinating and hosting tours of District facilities with outside organizations as assigned, including ~~supporting school tours as assistance is required~~ providing tours to college and university classes.
- ~~In coordination with operations staff and Conservation Programs Manager, oversee district facilities tree maintenance and basic tree risk assessment, including collecting bids for and supervising the work of tree work contractors;~~
- ~~Consult or assist with district irrigation and water management as assigned;~~
- Leading Waterwise Community Center, Demonstration Garden, and Park irrigation and outdoor water management, consulting on irrigation systems repair and maintenance, in coordination with Conservation Programs Manager determining irrigation programming, responsible for checking irrigation systems, identifying issues, and explaining District irrigation practices at programs and trainings for landscape professionals.
- ~~Consult with or assist with percolation basin maintenance, improvement, and development projects as assigned including planning, contract administration, and contractor oversight; documentation; and reporting.~~
- Coordinating Conservation Programs Team safety training and related reporting and record keeping.
- Representing the District at water and landscape industry conferences and events.
- Performing special projects and related duties as assigned.

COMPETENCIES

Knowledge and experience, skills, and abilities that the employee must possess to effectively perform job and succeed in position.

Knowledge and Experience

- Learned or technical competencies such as federal and state laws and regulations regarding water conservation.
- Knowledge of landscape design principles.
- Knowledge of water use efficiency principles and irrigation system and landscape best practices.
- Knowledge of efficient plants best suited for Inland Valley gardens.
- A demonstration passion for water efficient landscaping.
- A track record in working well with coworkers, professional landscapers, contractors, clients, and the public.

- Significant knowledge of sustainable landscapes, horticulture, and water conservation.
- Experience developing and delivering classes and presentations related to water conservation or landscaping.

Skills

- Competency in applying technical knowledge and carrying out a learned activity; uses knowledge of a subject or area appropriately to achieve desired results; successful application of knowledge to carry out tasks; putting knowledge and technical skills to beneficial use in a unique, efficient, effective manner. For example, experience in applying principles of landscape design and knowledge of drought-tolerant plants to public spaces, applying knowledge of social media and analytics to develop outreach campaign, educator with classroom management skills, etc.
- Proficiency with Microsoft Office Suite and photo editing software. Proficiency with landscape design software preferred.
- Strong organization, project management, contract accounting, and report writing skills. Proficiency with Microsoft Word and Excel.
- Design, installation and repair of efficient irrigation systems including spray and drip.
- Troubleshooting, programming, and installation of irrigation controllers including smart controllers.
- Preparing water budgets and irrigation schedules.
- Planning, installation, and maintenance of drought tolerant landscapes.

Abilities

- Prepare and deliver clear, concise, well-organized and interesting presentations to a wide variety of audiences having varying levels of technical knowledge.
- Deal tactfully and courteously with internal and external contacts.
- Carry out direction and effectively communicate orally and in writing.
- Work independently as necessary.
- Initiate, observe and maintain effective safety practices.
- Work in fast-paced environment and ensure that Division projects and programs are undertaken and completed successfully in a timely manner.
- Think creatively about new projects and programs.
- Work well in teams, with a focus on results.
- Communicate effectively, orally and in writing, in English with District Board members, co-workers, and the public in face-to-face, one-on-one and group settings.
- Implement principles of landscape design, installation and maintenance of irrigation products.
- Learn design and drafting software.
- Oversee and quality control work of contractors.

SUPERVISION

Receives direct supervision from the Conservation Programs Manager. **The incumbent in this position does not routinely exercise supervision.**

POSITION TYPE AND EXPECTED HOURS OF WORK

- Full-Time, Non-Exempt, Hourly.
- The standard work schedule is from 8:00 a.m. to 5:00 p.m., five days each week.
- This position requires occasional evenings and weekend work.

EDUCATION AND EXPERIENCE

- Minimum High School Diploma or GED is required.
- Bachelor's degree with major course work in areas of environmental studies, ecology, horticulture, landscape irrigation science, landscape architecture, urban planning or directly related fields, or a minimum of 5 or more years of advanced equivalent work experience is preferred.
- Candidate will have significant work experience in a landscape business, public agency or non-profit organization with at least 3 years of progressively responsible experience in water conservation, irrigation auditing, horticulture and/or landscaping.

WORK ENVIRONMENT

Indoor and outdoor work, year-round, in all weather conditions. Must be able to work outdoors in heat, direct sun, wind, rain, and cold. Must be able to work indoors seated for extended periods of time.

PHYSICAL DEMANDS

- Bending, sitting, lifting, and driving.
- Travel regularly by company vehicle to field sites.
- Use office equipment such as telephones, computers, printers, and copiers.
- Use field equipment and tools such as soil probes and shovels.
- Walk and work on uneven terrain.
- Sit for extended time periods.
- Hearing and vision within normal range.
- Safely lift and carry up to 50 lbs.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Must possess, or obtain within one year of hire, two professional certifications including: Qualified Water Efficient Landscaper Certification (QWEL), Irrigation Association Certified Landscape Irrigation Auditor (CLIA), or other related certification at the Conservation Program Manager's discretion. CBWCD will help employees obtain necessary certifications.
- Valid driver's license and a good motor vehicle driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.

OTHER DUTIES

This job description is not a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.



**STAFF REPORT
PERSONNEL COMMITTEE MEETING**

DATE: March 27, 2024

FROM: Elizabeth Willis, General Manager

BY: Alicia Fernandez, Administrative Services Manager

SUBJECT: **REVIEW AMENDED POLICY NO. 48 – CELL PHONE USAGE AND STIPEND**

RECOMMENDATION

It is recommended that the Committee:

1. Review, discuss, provide feedback, and recommend for Board of Directors approval amended Policy 48 – Cell Phone Usage and Stipend, effective April 8, 2024.

BACKGROUND

On July 25, 2008, the Board of Directors authorized cell phone allowances of \$92 a month for the General Manager and \$58 for the Assistant General Manager, Conservation Specialist II, and Conservation Specialist III positions.

At its August 2015 meeting, the Board approved position title and classification changes to establish an Executive Management Team consisting of the Executive Director, Deputy Executive Director, Community Programs Manager, and Conservation Programs Manager. Since these replaced existing positions that were authorized to receive cell phone reimbursements, they were provided the monthly cell phone reimbursement as well. At an undetermined point, the Facilities and Landscape Supervisor was authorized to receive the same reimbursement. When the title for that position was upgraded to Facilities and Operations Manager, the reimbursement continued.

On July 11, 2018, the Board of Directors approved changes to the cell phone reimbursement authorization to include the Landscape Maintenance Lead position that was previously classified as the Landscape Maintenance Worker III position in May of 2017. The Landscape Maintenance Worker III position was reclassified as the Facilities and Basin Technician in January 2021 and the reimbursement continued.

DISCUSSION/ANALYSIS

The cell phone policy was not updated to reflect the changes previously approved by the Board as of July 2018. It was also only tailored to establish usage guidelines for field employees using

“push to talk” technology to effectively communicate business needs and safety concerns to each other and records management/retention guidelines.

The District recently implemented a facility and property management system, MaintainX, to increase its workforce productivity by making it easier to schedule, record, and monitor maintenance work orders and maintain asset management. As a result, the new cell phones (smart phones) were purchased to replace the “push to talk” phones. Cell phones have been assigned to field employees who either respond to work orders and/or regularly use a cellphone in performance of their job duties. The new cellphones allow employees to effectively communicate without being limited to the “push to talk” feature.

Currently, it is necessary to update the existing policy to establish a set of guidelines, criteria, and conditions governing the usage of District provided cell phones and for reimbursement of business use of personal cell phones for the Executive Management team. Executive Management employees will continue to be eligible to receive a cell phone stipend in lieu of a District owned cell phone. The District will be responsible for paying the monthly standard plan of the new cell phones, including data usage; therefore, all employees who have been assigned a District cell phone will no longer be eligible for the stipend. With the exception of Executive Management and/or on-call employees, District cell phones will need to remain at the District headquarters.

The existing authorized monthly stipend to employees for the use of personally owned cell phones is \$92 a month for the General Manager and \$58 for all other managers. The District is recommending that the allowance be amended to \$65 for all members of the Executive Management team. This change makes the allowance even across all managers.

FISCAL IMPACT

The fiscal impact is estimated to be \$3,900 per year within the FY 2023-2024 budget. Reimbursements for existing and proposed cell phone stipends are included in Accounts 50120 (Salary Employee Wages) and 50130 (Hourly Employee Wages).

ATTACHMENT(S)

Attachment 1: Policy No. 48 – “Cell Phone Usage and Stipend”

Policy No.: 48
Issue No.: 12
Effective Date: 04/13/09-04/08/24 (Pending Board Approval)
Subject: ~~Mobile~~ Cell Phone ~~Policy~~ Usage and Stipend

Policy No. 48 – ~~Mobile~~ Cell Phone ~~Policy~~ Usage and Stipend

Purpose: To establish a set of guidelines, criteria, and conditions governing the usage of the usage policy for District provided mobile-cell phones and for reimbursement of business use of personal cell phones.

Policy/Procedure: The District will provide District owned cell phones to eligible employees makes available for to be used solely for the purpose of conducting the District's business employee use during business activities mobile phones for field employees. The purpose of these phones is to provide employees who either respond to work orders and/or regularly use a cell phone in performance of their job duties with in the field with "Push to Talk" technology that allows them to effectively communicate business needs and safety concerns to each other when they are in the field. Executive Management employees are eligible to receive a cell phone stipend in lieu of a District owned cell phone. Employees that are listed as "on-call" during nights and weekends will be allowed to take the District cell phone home.

1. Eligibility:

Eligibility includes the Executive Management employees (Managers and above) or determined on a case-by-case basis and approved by the General Manager and/or designee.

2. Use of District Owned Cell Phones:

Cell phones provided by the District for work related use are to be protected by the employee and returned when employment ends. Mobile-Cell phones are considered District property, and the District will pay for the entire cost of the device and data usage. This option is limited to a standard plan and business-related purchases. Phone usage should be limited to District business needs and emergency situations. Personal use of District phones is prohibited, including non-business related purchases such as applications, music, games, etc.

At the end of the employee's work shift, mobile-cell phones are to be placed in their charger at the District office-headquarters to be ready for their next use. With the exception of Executive Management and/or on-call employees, District cell phones are not allowed to leave the District office once the employee's work shift ends.

3. Use of Personally Owned Cell Phones:

The District has elected to provide a monetary monthly stipend to Executive Management employees. A cell phone acquired by this method is the personal property of the employee and the employee is responsible for paying the entire cost of the device and data usage.

Policy No.: 48
Issue No.: 12
Effective Date: ~~04/13/09~~ 04/08/24 (Pending Board Approval)
Subject: ~~Mobile Cell Phone Policy~~ Usage and Stipend

4. Reimbursement Procedures:

The District will provide a monthly stipend of up to a maximum of \$58 per month (\$696 annually / \$26.77 per pay period) for Executive Management employees who choose to use their personally owned cell phone in lieu of a District owned one.

5. Cell Phone Equipment:

Employees that may pose a higher risk of damaging District owned cell phones are required to use a durable phone case that can handle rugged working conditions while protecting the phone from potential damage, such as an OtterBox case and screen protectors. Eligibility for this purchase will be determined on a case-by-case basis and approved by the General Manager and/or designee. Purchases will be made by the Administrative Services Department.

6. Employee Responsibilities:

Employees shall comply with all applicable laws and regulations regarding the use of cell phones while operating a motor vehicle.

Employees assigned a District cell phone and/or receiving the monthly stipend must sign the cell phone acknowledgement form.

7. Records Management/Retention:

All electronic communications are official District records and are the property of the District. The District reserves the right to access and disclose all messages sent through its system for any purpose.

Messages transmitted over the ~~mobile-cell~~ phone system should be those involved in the District business activities for the accomplishment of business related tasks or any communication directly related to District business, administration, or practices.

The California Public Records Act (CPRA), Government Code Section 6520, requires the District to make all public records available for inspection and to provide copies upon request.

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

Revision:

Issue No. 01: 04/13/09, Original policy.

Issue No. 02: 04/08/24, Updated to include updated usage guidelines. (Pending Board Approval)

**STAFF REPORT
PERSONNEL COMMITTEE MEETING**

DATE: March 27, 2024

FROM: Elizabeth Willis, General Manager

BY: Alicia Fernandez, Administrative Services Manager

SUBJECT: **REVIEW UPDATES TO THE DISTRICT'S POLICY AND PROCEDURES MANUAL
RELATED TO POLICY NO. 30, 30-2 - 30-6, 38, AND 39**

RECOMMENDATION

It is recommended that the Committee:

1. Review, discuss, provide feedback, and recommend for Board of Directors approval the proposed updates to the District's Policy and Procedures Manual, effective April 8, 2024.

BACKGROUND

As with other policies, the District's Policy and Procedures Manual needs to be updated periodically to address changes in the law, best practices, and the District's operations. Staff has begun working on a comprehensive review of the manual and will be recommending proposed revisions as needed.

The objective of the Manual is to provide fair and equitable management of the District's personnel. The Manual is intended to ensure uniform and fair treatment for District employees and to define guidelines for all employees of the District.

DISCUSSION/ANALYSIS

The major revisions are summarized below:

- **Policy No. 30 – Timekeeping and Payroll Administration:** *This policy was updated to include clear guidelines on timekeeping procedures, enforcement, paydays and submittal deadlines, changing employee information, and completion of personnel action form for personnel files. The policy title was also updated from Timesheet Submittals and Payroll-related Employee Status Changes.*
 - Original Policy No. 32 – Compensation, Work Schedules and Records and Reports contained language related to payroll deductions, wage garnishments, and FLSA non-

exempt employees. *That language was removed from the policy and incorporated into Policy No. 30, as it relates to Timekeeping and Payroll Administration. No changes were made to that section. Language relating to wage garnishments was removed.*

- **Policy No. 30-2 – Meal and Rest Periods:** *Original Policy No. 32 – Compensation, Work Schedules and Records and Reports contained language related to meals and rest periods. Staff believes it would be best contained as a separate policy for the purposes of clarity for the reader. The proposed policy provides detailed guidelines for meal and rest periods for employees (original language is noted and changed entirely).*
- **Policy No. 30-3 – Alternative Work Week Schedule:** *This policy was renamed and updated to include the employee benefits of an alternative work week schedule. It was also updated to clarify the language throughout in the “Introduction”, “Policy”, “Eligibility”, and “Flexibility” sections (policy is redlined to show revisions).*
- **Policy No. 30-4 – Work Schedule:** *Original Policy No. 32 – Compensation, Work Schedules and Records and Reports contained language related to work schedules that staff believes would be best contained as a separate policy. The original language was incorporated into the proposed policy but was updated to define the District’s work hours, define a traditional work week, update the alternative work week definition, update the “Flex Time” section to comply with California labor law, remove repetitive language, and clarify language throughout (policy is redlined to show revisions).*
- **Policy No. 30-5 – Compensation:** *Original Policy No. 32 – Compensation, Work Schedules and Records and Reports contained language related compensation that staff believes would be best contained as a separate policy. The original language was incorporated in the proposed policy and minimal changes were made to it. However, the policy was updated to include detailed language related to salary, performance evaluations, compensation review, merit-based step increases, and cost of living adjustment (COLA) guidelines (policy is redlined to show revisions).*
- **Policy No. 30-6 – Personnel Records and Access:** *Original Policy No. 32 – Compensation, Work Schedules and Records and Reports contained language related to “Records and Reports” that staff believes would be best contained as a separate policy. The original language was incorporated into the proposed policy and had minimal updates (policy is redlined to show revisions).*
- **Policy No. 38 – Vacation:** *The policy procedures/sections were categorized by subject such as “Eligibility”, “Accrual”, etc. enhance user-friendliness. The policy was also updated to include vacation request procedures, recommend adjusting the maximum accrual of hours, update vacation usage tracking, clarify separation of employment language, and add the option to payout vacation. Adding the vacation payout option provides several benefits such as financial planning and flexibility for employees and may improve productivity and attendance for the District.*
- **Policy No. 39 – Holidays:** *This policy was updated to clarify language related to floating holiday eligibility and conditions.*

Staff will submit the proposed policy changes to the District's insurance provider, ACWA JPIA, and District Counsel prior to Board approval. Pending adoption, staff will update and share the updated Policy and Procedures Manual with all employees.

FISCAL IMPACT

No fiscal impact.

ATTACHMENT(S)

Attachment 1: Policy No. 30 – Timekeeping and Payroll Administration

Attachment 2: Policy No. 30-2 – Meal and Rest Periods

Attachment 3: Policy No. 30-3 – Alternative Work Week Schedule

Attachment 4: Policy No. 30-4 – Work Schedule

Attachment 5: Policy No. 30-5 – Compensation

Attachment 6: Policy No. 30-6 – Personnel Records and Access

Attachment 7: Policy No. 30-2 – Compensation, Work Schedules and Records and Reports, original policy with redlines and without redlines.

Attachment 8: Policy No. 38 – Vacation Pay

Attachment 9: Policy No. 39 – Holiday Pay

Policy No.: 30
Issue No.: 34
Effective Date: 03/01/98 04/08/24 (Pending Board Approval)
Subject: Timesheet Submittals and Payroll-related Employee Status Changes

Policy No. 30 – Timekeeping sheet Submittals and Payroll Administration-related Employee Status Changes

Purpose: —To establish the procedures and time frames/deadlines for submission of payroll timesheet and personnel actions which affect the processing of the District's biweekly payroll.

Policy/Procedure:

Accurately reporting time worked is the responsibility of every non-exempt employee. The District must keep an accurate record of actual time worked to calculate employee pay and benefits. To enable the District to process an efficient and timely biweekly payroll, the following deadlines have been established:

1. Timekeeping – Nonexempt employees must accurately record the time they begin and end their work daily. They must also record the beginning and ending time of any split shift or departure from work for personal reasons. Altering, falsifying, or tampering with time records is prohibited and subjects the employee to discipline, up to including termination. Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick, vacation, administrative leave, etc.
 - a. Non-exempt employees may not start work until their scheduled starting time.
 - b. It is the employee's responsibility to approve timecards to certify the accuracy of all time recorded.
 - c. Any errors in the timesheet should be reported immediately to their department manager and/or the administrative services manager, who will attempt to correct legitimate errors.
2. Enforcement – Altering, falsifying, tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.
- 4.3. Paydays and Submittal Deadlines – Effective on March 1, 1998, the District pays salaried and hourly employees on a bi-weekly basis, with payroll cutoff at 11:59 p.m. Saturday. (Pay periods run for fourteen consecutive calendar days.)
 - a. On their last workday and/or no later than Friday -at 9:00 a.m. at the end of each bi-weekly pay period, each ~~hourly~~ non-exempt employee will complete, signapprove, ~~date~~ and submit their timesheet to their ~~supervisor~~ Department Manager for approval.:-
 - b. Employees are paid every other Thursday for two weeks prior. Direct deposit funds will be available on that payday Thursday.
 - b. ~~The District will process paychecks and issue them to all employees within seven days following the cutoff date.~~

Policy No.: 30
Issue No.: 34
Effective Date: 03/01/98 04/08/24 (Pending Board Approval)
Subject: Timesheet Submittals and Payroll-related Employee Status Changes

- c. Transactions received before the cutoff will be processed in the current pay period. Transactions received after the cutoff will be processed in the following pay period. These transactions include, but are not limited to:

- Merit-based step increases.
- Promotions/demotions.
- Insurance changes that affect premium amounts.
- State and/or Federal Income Tax withholdings (W-4 Changes).
- Deferred compensation withholding changes.
- Terminations, ~~resignations~~resignations, and retirements.
- Cost of living adjustments.

4. Changing Employee Information – The current address and phone numbers are essential for payroll administration purposes. These changes should be noted in writing or via email as soon as possible. Each employee is responsible for notifying the Administrative Services Manager of changes in their personal status including, but not limited to:

- a. Name and/or marital status.
- b. Address and/or telephone number.
- c. Number of eligible family members for health benefits.
- d. Tax payroll deductions.
- e. Emergency contact information.
- f. Changes to deferred compensation.

5. Personnel Action Forms (PAF) – Department Managers are responsible for completing and submitting a PAF, to the Administration Services Manager, for employees in their department when there are changes in their personnel/employment status including but not limited to:

- a. Appointments such as new hire, promotion, layoff, resignation, termination, etc.
- b. Personnel changes such as salary/title change, transfer, leave of absence, work schedule change, etc.

6. Payroll Deductions – The District will provide for payroll deduction of the following amounts in addition to the normal federal and state tax withholdings and benefit payments required by law:

- a. Amounts necessary to adjust jury duty payments received by employees or similar payments received by the employee for periods previously compensated by the District, upon verification of payment by the court.
- b. Appropriate sums shall be withheld from the pay checks of District employees for:

Policy No.: 30
Issue No.: 34
Effective Date: 03/01/98 04/08/24 (Pending Board Approval)
Subject: Timesheet Submittals and Payroll-related Employee Status Changes

- Medicare
- OASDI
- CA SDI
- Social Security

7. Wage Garnishment – employee wage garnishments created additional work on the office staff. Discharge because of multiple garnishments is permitted by law. Therefore, the District policy is that wage levies for multiple garnishments shall be considered grounds for dismissal.
8. FLSA Non-exempt Employees – shall be paid at their respective wage rate on the basis of timecards turned in. Any timecards not turned in by the day after the end of the pay period may be grounds for discipline. Each employee is responsible for preparing an individual timecard. This includes workdays, time on sick leave, time off due to work-related injury, authorized holidays and vacations.
 - a. Employees paid hourly working an Alternative Work Week are owed time and a half for all work performed in any workday beyond the schedule established by the Alternative Work Week agreement, up to 12 hours a day, or for all work performed in any week beyond the schedule established by the Alternative Work Week agreement for that week.
 - b. Employees paid hourly working an Alternative Work Week are owed double the employee's regular rate of pay for all hours worked in excess of 12 in any workday and for all hours worked in excess of eight hours on the seventh consecutive day of work in a workweek.

Revision:

Issue No. 02: 02/12/97

Issue No. 03: 03/01/98

Issue No. 04: 04/08/24, updated to include timekeeping and payroll administration procedures.

**(REMOVED COMPENSATION, WORK SCHEDULE/RECORDS AND REPORTS
LANGUAGE FROM EXISTING POLICY NO. 30-2 – TO CONTAIN THEM AS A
SEPARATE POLICY)**

Policy No.: 30-2
Issue No.: 1
Effective Date: 04/08/24 (subject to Board approval)
Subject: Meal and Rest Periods

Purpose: The District provides all non-exempt employees who work more than five hours in a workday with an uninterrupted, duty-free, 30-minute or 60-minute meal period that shall begin no later than the end of the fifth hour of work. The District also provides all employees with the opportunity to take a 10-minute paid rest break during every four hours worked (or major fraction thereof), which should be taken as far as practicable in the middle of each work period.

Policy/Procedures: Employees are generally authorized and permitted to schedule their meal and rest breaks at their own discretion under this policy; however, Department Managers may schedule meal and rest breaks to ensure the smooth operation of their departments and/or the organization as a whole.

Meal Periods:

1. Eligibility – Non-exempt employees who work more than five hours in a workday are provided and afforded an uninterrupted, duty-free, 30-minute or 60-minute meal period that is to begin no later than the end of the fifth hour of work. Non-exempt employees who work more than 10 hours in a workday are provided and afforded a second uninterrupted, duty-free, 30-minute or 60-minute meal period that is to begin no later than the end of the 10th hour of work.
 - a. Employees are to be relieved of all duty during their meal period, so that employees are free to use their meal period times as they wish. The District schedules work assignments with the expectation that all employees will take their duty-free meal periods, and the agency encourages employees to do so.
 - b. Employees are expected to accurately reflect their duty-free meal period on their timecard. At no time may any employee perform off-the-clock work or otherwise alter, falsify or manipulate any aspect of their time-keeping records to inaccurately reflect or hide meal periods taken or time spent working during meal periods.
2. On-Duty Meal Periods - in limited situations when the nature of employees' duties prevents the employees from being relieved of all duty, certain designated employees may be authorized to work an "on-duty meal period." Employees will be permitted to take an on-duty meal period *only* if the nature of their job duties requires an on-duty meal period, and the employees and the District have agreed in advance and in writing to an on-duty meal period. In this situation, the on-duty meal period will be paid and treated as regular hours worked.
 - a. Employees may *not* take "on-duty meal periods" without prior preapproval from their Department Manager and/or Administrative Services Manager.

**(REMOVED COMPENSATION, WORK SCHEDULE/RECORDS AND REPORTS
LANGUAGE FROM EXISTING POLICY NO. 30-2 – TO CONTAIN THEM AS A
SEPARATE POLICY)**

Policy No.: 30-2
Issue No.: 1
Effective Date: 04/08/24 (subject to Board approval)
Subject: Meal and Rest Periods

3. Waiver of Meal Period - Employees may waive their meal periods only when they will complete their workday in six hours. If employees work more than 10 hours in a day, they may waive their second meal periods only if they take their first meal periods and they do not work more than 12 hours that day.
 - a. Employees wishing to waive a meal period are required to submit a completed and signed meal period waiver form to the Administrative Services Manager. As such, this waiver does not apply to employees who will be working regularly scheduled nine- and eight-hour days.

Rest Periods:

1. Eligibility – employees are permitted and authorized to take a paid, duty-free 10-minute rest break during each four-hour shift or major fraction thereof. The District generally will not authorize a rest break for employees whose total daily work time is less than three and one-half hours.
 - a. Rest breaks may not be combined with meal periods, and they may not be used to shorten the workday.
2. Rest breaks are counted as hours worked; therefore, employees are not required to record their rest breaks on their timecards or in the District's timekeeping system.

Rest breaks will be provided as follows:

Shift (Hours Worked in a Day)	Number of Paid Rest Breaks
At least 3.5 but less than 6 hours	1
At least 6 but less than 10 hours	2
At least 10 but less than 14 hours	3

Original language from Policy No. 30-2

1. ~~Meal and Rest Periods—under California labor law a 30-minute unpaid meal break is provided to all employees who work more than five hours. An employee has the option to waive this lunch period provided that s/he has not worked more than six hours with supervisor's approval. As such, this waiver does not apply to CBWCD employees who will be working regularly scheduled nine- and eight-hour days. Employees are provided with a net 10-minute paid rest period for every four hours worked or major fraction thereof. Insofar as is practicable, the~~

**(REMOVED COMPENSATION, WORK SCHEDULE/RECORDS AND REPORTS
LANGUAGE FROM EXISTING POLICY NO. 30-2 – TO CONTAIN THEM AS A
SEPARATE POLICY)**

Policy No.: 30-2
Issue No.: 1
Effective Date: 04/08/24 (subject to Board approval)
Subject: Meal and Rest Periods

~~rest period should be in the middle of the work period. The Division of Labor Standards Enforcement (DLSE) considers anything more than two hours to be a “major fraction of four.” A rest period is not required for employees whose total daily work time is less than three and one-half hours. The rest period is counted as time worked and therefore, the employer must pay for such periods.~~

Revision:

Issue No. 1 – 04/08/24, policy previously existed under Policy No. 30-2 – Compensation, Work Schedule/Records and Reports; Removed meal/rest period language to create a separate policy.

Policy No.: 30-3
Issue No.: 23
Effective Date: 04/13/0904/08/24 (subject to Board approval)
Subject: Alternative Work Week Schedule ~~Written Disclosure~~

Policy No. 30-3 – Alternative Work Week Schedule ~~Written Disclosure~~

Purpose: The purpose of this document is to support and establish the creation of an Alternative Work Week to promote employee well-being, enhance employee morale, decreased absenteeism, work-life balance, and increased productivity.

Policy/Procedure:

Chino Basin Water Conservation District ("District") Alternative Work Week Written Disclosure:

1. **Introduction** – ~~CBWCD has investigated moving from a~~ in addition to a ~~Traditional ly~~ Work Week ~~scheduled forty hour~~ (40-hour work week consisting of five eight-hour days), five-day work week to an, the District offers its employees an Alternative Work Week schedule. ~~An Alternative Work Week is defined as any regularly scheduled work week that requires an employee to work more than eight hours in one 24 hour period.~~
2. **Policy** – The District has determined through communications with its employees that the 9/80 work week would be the Alternative Work Week most agreeable to its employees, and therefore to the District. In a scheduled two-week, 80-hour pay period, employees who request an alternative work week schedule and receive approval for it, will work eight nine-hour days and one eight-hour day and have one eight-hour work day off every two weeks. It is important to note that the Alternative Work Week schedule is not appropriate for all positions, or in all settings, or for all employees, and must be preapproved by the Department Manager and General Manager. Pay periods begin at 12:00 p.m. on designated Fridays and/or flex day and extend through 11:59 a.m. on alternate Fridays and/or flex day. Full-time employees on a management approved Alternative Work Week schedule may use one hour of vacation and/or administration time during District paid holidays within their first six months of service to be paid for the 9th hour of the day and receive one full paid day off during a District holiday; however, employees may not use sick time accrual for this purpose.
3. **Eligibility** – This policy shall apply to eligible full-time employees who wish to participate in the Alternative Work Week schedule, for Departments that have decided to offer it. Probationary employees accrue vacation and sick leave, but may not use the accrued time during the introductory employment period, or extension thereof. To be eligible, employees must meet the following criteria:
 - a. -Have been a full time ~~full-time~~ permanent employees, currently scheduled to work the standard forty hour per week work schedule.
 - b. Have satisfactory performance record.
 - c. have the approval of their immediate Department Manager.
 - d. Have been employed by the District for at least six months.

Policy No.: 30-3
Issue No.: 23
Effective Date: 04/13/0904/08/24 (subject to Board approval)
Subject: Alternative Work Week Schedule~~Written Disclosure~~

2.4. Disclosure:

- a. Wages: There will be no changes to the employee's rate of pay as a result of changing to an Alternative Work Week. An employee who works under the Alternative Work Week will see no changes in that employee's paycheck from that of a standard work week.
- b. Overtime: Employees on an Alternative Work Week earn overtime differently than those who are entitled to overtime pay after only eight hours per day. Employees working an Alternative Work Week are due time and a half for all work performed in any workday beyond the schedule established by the Alternative Work Week agreement, up to 12 hours a day, or for all work performed in any week beyond the schedule established by the Alternative Work Week agreement. Thus, the employee will be paid time and a half for hours worked in excess of nine hours a day on a scheduled nine-hour work day or in excess of eight hours on that employee's scheduled eight hour or for hours in any week in excess of the schedule established by the Alternative Work Week agreement. Double time is owed for all work performed in excess of 12 hours per day, or in excess of eight hours on an unscheduled workday (refer to Policy No. 30-1 – Overtime).
- c. Lunch-Meal & Break-Rest Periods: Under California labor law a 30-minute unpaid meal break is provided to all employees who work more than five hours. An employee has the option to waive this lunch period provided that s/he has not worked more than six hours with Department Manager approval. As such, this waiver does not apply to CBWCD employees who will be working regularly scheduled nine- and eight-hour days. A ten-minute rest break is provided for every four hours of work. These lunch and break periods will not be affected by the change to the Alternative Work Week (refer to Policy No. 30-2 – Meal and Rest Periods).
- d. Sick Pay: The number of sick days and rate of accrual will remain unchanged by the Alternative Work Week schedule. However, the rate of usage will change slightly as an employee who calls in sick on a day scheduled for nine hours will have those nine hours deducted from that employee's sick time, instead of the eight hours that would have been deducted under a traditional work schedule or the 9/80 Alternative Work Week scheduled eight-hour day. Sick pay may not be used to supplement the eight-hour of holiday pay.
- e. Holiday Pay: If a District observed holiday falls on an employee's 9/80 Alternative Work Week scheduled day off, the employee will accrue eight hours of holiday time. If an observed holiday falls on the employee's eight-hour workday, the employee will be credited with eight hours of holiday pay. If an observed holiday falls on the employee's nine-hour workday, the employee may elect to use one

Policy No.: 30-3
Issue No.: 23
Effective Date: 04/13/0904/08/24 (subject to Board approval)
Subject: Alternative Work Week Schedule~~Written Disclosure~~

hour of vacation ~~or floating holiday~~ leave accrual to supplement the eight-hour holiday pay (refer to Policy No. 39 – Holidays).

- f. Vacation: The number of vacation days and rate of accrual will remain unchanged by the Alternative Work Week. However, the rate of usage will change slightly. If an employee takes a one-week vacation the week s/he is scheduled to work five days, 44 hours vacation will be deducted from the employee's vacation accrual for that week. If an employee takes a one-week vacation during the week scheduled for a 9/80 day off, 36 hours will be deducted from the employee's vacation accrual balance. If an employee takes one day of vacation leave at a time, vacation time off will be deducted at the rate of nine hours for nine-hour workdays and eight hours for eight-hour workdays (refer to Policy No. 38 – Vacation).

5. Flexibility: -Participation in an alternative work week schedule is a privilege, not a right, and is voluntary for employees whose Department Managers have decided to offer the alternative work week schedule. Management reserves the right to temporarily revert the schedule to a traditional work week to accommodate training, special events, or other pressing circumstances. Management reserves the right to return to a traditional work schedule any time the needs of the District require it or for other work-related reasons and must ensure that there is no disruption in the District's operations. Management reserves the right to adjust alternative work week schedules for field employees working in severe heat weather conditions and/or for operational reasons. An employee working an Alternative Work Week who receives an unsatisfactory performance evaluation may be returned to the traditional work schedule if the supervisor determines the employee's performance is negatively impacted by the Alternative Work Week.

3.6. Medical Benefits: The health coverage enjoyed by the permanent full-time employees of the District will not be affected by the Alternative Work Week.

The District will include a separate listing by officer/employee outlining applicable charges in the Director's Board Meeting package. The listing will be accessible as public record in conjunction with the regular Board Meeting materials.

Revision:

Issue No. 02: 04/13/09, Alternative Work Week Written Disclosure.

Issue No. 03: 04/08/24, updated policy, eligibility requirements and flexibility sections.

**(REMOVED LANGUAGE FROM EXISTING POLICY NO. 30-2 –
COMPENSATION, WORK SCHEDULE/RECORDS AND REPORTS TO
CONTAIN AS A SEPARATE POLICY)**

Policy No.: 30-4
Issue No.: 1
Effective Date: 04/08/24 (subject to Board approval)
Subject: Work Schedule

Purpose: The purpose of this policy is to provide clear guidelines and definitions for standard work schedules while facilitating team coordination to meet the District's staffing needs and identifying labor law requirements.

Policy/Procedures: The District must ensure consistency with staffing requirements during its operating hours while promoting fairness and understanding of work schedules across the workforce with the goal of maintaining efficiency among employees with varying schedules.

Work Schedule:

1. Work Hours – as a general rule, departments are to be staffed during the District's operating hours.
2. Traditional Work Week – employees working a traditional 40-hour work week consisting of five eight-hour days.
3. ~~Normal~~ Alternative Work Week – CBWCD has determined through communications with its employees that the 9/80 work week would be the Alternative Work Week most agreeable to its employees, and therefore to the District. In a scheduled two-week, 80-hour pay period, employees who request an alternative work week schedule and receive approval for it, will work eight nine-hour days and one eight-hour day and have one eight-hour work day off every two weeks. ~~an employee will work eight nine-hour days and one eight-hour day and have one eight-hour work day off every two weeks. It is important to note that the Alternative Work Week schedule is not appropriate for all positions, or in all settings, or for all employees, and must be preapproved by the Department Manager and General Manager.~~
4. Flex Time – FLSA non-exempt employees cannot request flex time in lieu of being paid overtime. ~~flex time for District~~ However, non-exempt employees that work overtime during a traditional or alternative work week, may request to leave early on a day during the same pay period. Prior written approval from the Department Manager and/or General Manager shall be obtained no later than the conclusion of the previous work shift ~~is subject to prior approval of the General Manager. For FLSA non-exempt employees, flex time must be confined to a work week as defined above. For FLSA exempt employees shall be permitted the flexibility to adjust their work schedules it should occur within the same pay period.~~
5. ~~Normal Work Day – in a scheduled two week, 80-hour pay period, an employee will work eight nine-hour days and one eight-hour day and have one eight-hour work day off every two weeks.~~

**(REMOVED LANGUAGE FROM EXISTING POLICY NO. 30-2 –
COMPENSATION, WORK SCHEDULE/RECORDS AND REPORTS TO
CONTAIN AS A SEPARATE POLICY)**

Policy No.: 30-4
Issue No.: 1
Effective Date: 04/08/24 (subject to Board approval)
Subject: Work Schedule

6. Secondary Employment – employees must notify the District of all secondary employment if it will affect district operations. All employees are prohibited from any secondary employment that interferes with their normal job duties or which creates a conflict of interest regarding their primary employment. Interference is not limited to an actual conflict in hours of employment or conflict of interest, but also includes the ability of the employee to devote his full attention to District responsibilities; to be fit for duty, not to be tired from a second job while on duty; and not having to switch hours with other employees for the purpose of performing a second job.

Any employee who engages in after or before hours work at a secondary job must accomplish the following:

- a. Receive the written permission of the General Manager prior to accepting secondary employment;
- b. When requested by the General Manager, obtain from the secondary employee a waiver of liability for the District from the secondary employer;
- c. It is incumbent on the employee to make it clear to the secondary employer that he, the employee, is not performing any duties as a representative of the Chino Basin Water Conservation District;
- d. When engaging in secondary employment, the employee is prohibited from wearing any uniform of the Chino Basin Water Conservation District; and
- e. Employees may not use District time to perform work for another employer.

Revision:

Issue No. 01 – 04/08/24, policy previously existed under Policy No. 30-2 – Compensation, Work Schedule/Records and Reports; removed “Work Schedules” section to create a separate policy.

**(REMOVED COMPENSATION, WORK SCHEDULE/RECORDS AND REPORTS
LANGUAGE FROM EXISTING POLICY NO. 30-2 – TO CONTAIN AS A SEPARATE
POLICY)**

Policy No.: 30-5
Issue No.: 1
Effective Date: 04/08/24 (subject to Board approval)
Subject: Compensation

Policy No. 30-5 – Compensation

Purpose: To define the Compensation guidelines.

Policy/Procedures: The District recognizes that maintaining a competitive compensation system is critical to its goals of delivering high-quality services to its citizens. Therefore, the District strives to provide compensation for its employees to attract qualified applicants, retain employees, and motivate employees to maintain the highest standards of performance.

Compensation:

1. Compensation Philosophy – as a public entity, the District is committed to rendering the highest level of service possible at a fair and reasonable cost. The District's ability to achieve this objective is affected by a number of factors, one of which is the quality performance of District employees. To attract and retain highly competent employees, promote continuous superior performance, and give full recognition to District financial constraints, the following criteria will be considered in establishing employee compensation:
 - a. ~~The impact of compensation on the cost of services~~, financial position of the District, and overall operational cost.
 - b. Compensation paid for similar work in other similar public and private organizations.
 - c. The relative worth or value of individual employee's services to the success of the District.
 - d. The general and specific performance of employees.
 - e. Status of the labor force, economic conditions, recruitment and retention, experience and other factors influencing the maintenance of a stable and efficient work force.
2. Salaries – for new hires, factors considered in establishing the base salary are education, previous work experience, position, and other relevant factors.

For existing employees, adjustments to the base salary generally occur as a result of a performance evaluation, a promotion, or a significant increase or decrease in job responsibilities as well as business circumstances and other relevant factors.

- a. A promotion occurs when an employee accepts a position that is a higher-level grade. A salary increase is generally given to recognize an increase in job responsibilities. A demotion occurs when an employee accepts a job at a lower level.

**(REMOVED COMPENSATION, WORK SCHEDULE/RECORDS AND REPORTS
LANGUAGE FROM EXISTING POLICY NO. 30-2 – TO CONTAIN AS A SEPARATE
POLICY)**

Policy No.: 30-5
Issue No.: 1
Effective Date: 04/08/24 (subject to Board approval)
Subject: Compensation

3. Compensation Review and Merit-Based Step Increase – reviews may occur semi-annually in December and annually in June. The department manager and General Manager will evaluate performance based on the outcome of the performance evaluation process, the position of the salary within the range, and job responsibilities.

Merit-based step increases, if any, are given based on performance and in accordance with current business circumstances of the District. An employee may receive their first step increase either (1) during their first agency-wide staff evaluations prior to the July 1st start of the new Fiscal Year or (2) at their first six-month performance evaluation, whichever comes last. No one shall wait longer than 12 months to be eligible to receive their first step increase. All these factors will determine whether or not a merit-based step increase is awarded. **There are no automatic pay increases.**

Most employees will have the opportunity to receive a merit-based step increase at the beginning of the new fiscal year following the June employee evaluation period, discussing progress and goals achieved during the previous fiscal year and setting new goals and objectives for the coming fiscal year. Merit-based step increases will become effective at the beginning of the first full pay period after the start of the new fiscal year on July 1st.

Note: any employee on a performance improvement plan may be ineligible for merit pay increases, promotion, or Alternative Workweek Schedule.

4. Cost of Living Adjustment (COLA) – A twelve step compensation system has been established for each position. Agency wide, all steps for active positions may be upgraded annually for inflation. The COLA percentage adjustment will be reviewed and approved by the Board. Generally, the Board uses the Riverside-San Bernardino-Ontario region of the Consumer Price Index released by the U.S. Bureau of Labor Statistics to determine whether and how high the COLA should be set for each fiscal year. It is not required to use that measure and may choose another at its discretion. If approved, the COLA adjustment will be effective during the first full pay period in January of the following fiscal year.
5. Job Description – job descriptions define essential duties that an employee is required to perform in each classification as a condition of continued employment. They are not intended to limit the work which may be performed since other tasks may be assigned that are similar in nature.

**(REMOVED COMPENSATION, WORK SCHEDULE/RECORDS AND REPORTS
LANGUAGE FROM EXISTING POLICY NO. 30-2 – TO CONTAIN AS A SEPARATE
POLICY)**

Policy No.: 30-5
Issue No.: 1
Effective Date: 04/08/24 (subject to Board approval)
Subject: Compensation

6. Employee Paycheck – each employee's check stub indicates total gross earnings, net earnings, or "take-home pay", deductions, and other important information. The check stub should be examined and retained for personal records.
7. During the course of employment, changes affecting payroll status will likely occur from time to time. Examples are changes of dependents and changes required to adjust an excessive or insufficient tax withholding situation. Questions concerning these changes should be directed to the **Administrative Services Manager**.

Revision:

Issue No. 01: 04/08/24, policy previously existed under Policy No. 30-2 – Compensation, Work Schedule/Records and Reports; removed compensation related language to create a separate policy.

**(REMOVED COMPENSATION, WORK SCHEDULE/RECORDS AND REPORTS
LANGUAGE FROM EXISTING POLICY NO. 30-2 – TO CONTAIN AS A
SEPARATE POLICY)**

Policy No.: 30-6
Issue No.: 1
Effective Date: 04/08/24 (subject to Board approval)
Subject: Personnel Records and Access and Reports

Purpose: District maintains updated personnel documentation including, but not limited to, emergency contact information, taxes, insurance, and onboarding. These records serve the purpose of supporting the Administrative department in record compliance.

Policy/Procedures: The District utilizes this policy as a guide for the maintenance and management of employee personnel files.

1. Personnel File – the accuracy of personnel records is essential for the proper handling of many items of great importance to employees, including the emergency notification of family, income tax deductions, insurance coverage, and other fringe benefits from the District. It is the employee's responsibility to keep the District updated on personal information so that the District may effectively handle those programs and tasks which are for the employee's benefit. Realizing the personal nature of the data in the personnel records, the District respects the employee's confidentiality and will not disclose this information without written approval, or as required by law. An employee may request to review their personnel file, in the presence of the Administrative Services Manager or the General Manager, by submitting a written request twenty-four hours in advance to the General Manager and/or designee.

In order that the District may keep complete and current records, it is mandatory that the employee notify the District office immediately whenever there is a change in the employee's:

- a. Address
 - b. Telephone Number
 - c. Person to notify in the event of an emergency.
 - d. Name, through marriage or otherwise.
 - e. Marital status
 - f. Number of Dependents
 - g. Insurance Beneficiary
 - h. Military Status
 - i. Driver's License Number and date of expiration when a condition of employment.
 - j. Proof of automobile insurance, if required.
7. Newly Hired Employees – all new employees who have received a conditional job offer must furnish the District office with:
 - a. Documentation that establishes identity and employment eligibility (I-9).
 - b. Valid Social Security card.
 - c. For positions that will operate motor vehicles:
 - A Department of Motor Vehicles report must be provided prior to beginning employment. The report must demonstrate a valid driving

**(REMOVED COMPENSATION, WORK SCHEDULE/RECORDS AND REPORTS
LANGUAGE FROM EXISTING POLICY NO. 30-2 – TO CONTAIN AS A
SEPARATE POLICY)**

Policy No.: 30-6
Issue No.: 1
Effective Date: 04/08/24 (subject to Board approval)
Subject: Personnel Records and Access and Reports

status and a good motor vehicle driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two years duration (candidates are responsible for the cost of the report).

- A valid California driver's license with picture.
- In order for an employee to operate their personal vehicle for company business the employee will need to provide proof of auto insurance demonstrating coverage determined by the district.
- d. **Proof of completion of** fingerprint **services** performed by a Live Scan provider supported by the Department of Justice (DOJ). All successful candidates that have received a conditional offer of employment by the District must be fingerprinted at a Live Scan provider, at the employee's expense (District will reimburse once cleared), and cleared by the DOJ prior to beginning employment. No person shall be employed if they have been convicted of any sex offense, a controlled substance offense or any violent or serious felony.
- e. **Proof of completion of** pre-employment physical examination and drug screen. Employees must pass a physical exam including a screening for the use of illegal substances to meet the district's zero tolerance policy.
- f. California Fair Political Practices Commission Form 700, if applicable.
- g. IRS Form #W-4.

Revision:

Issue No. 1 – 04/08/24, policy previously existed under Policy No. 30-2 – Compensation, Work Schedule/Records and Reports; removed compensation related language to create a separate policy.

REDLINE COPY

Policy No.: 30-2
Issue No.: 5
Effective Date: 07/11/14
Subject: Compensation, Work Schedule/Records and Reports

Policy No. 30-2 – Compensation, Work Schedule/Records and Reports

Compensation:

1. Compensation Policy-Philosophy – as a public entity, the District is committed to rendering the highest level of service possible at a fair and reasonable cost. The District's ability to achieve this objective is affected by a number of factors, one of which is the quality performance of District employees. ~~In order to~~To attract and retain highly competent employees, promote continuous superior performance, and give full recognition to District financial constraints, the following criteria will be considered in establishing employee compensation:
 - a. The impact of compensation on the cost of services, financial position of the District, and overall operational cost.
 - b. Compensation paid for similar work in other similar public and private organizations.
 - c. The relative worth or value of individual employee's services to the success of the District.
 - d. The general and specific performance of employees.
 - e. Status of the labor force, economic conditions, recruitment and retention, experience and other factors influencing the maintenance of a stable and efficient work force.

2. Salaries – for new hires, factors considered in establishing the base salary are education, previous work experience, position, and other relevant factors.

For existing employees, adjustments to the base salary generally occur as a result of a performance evaluation, a promotion, or a significant increase or decrease in job responsibilities as well as business circumstances and other relevant factors.

- a. A promotion occurs when you accept a position that is a higher-level grade. A salary increase is generally given to recognize an increase in job responsibilities. A demotion occurs when you accept a job at a lower level.

3. Compensation Review and Merit Increase – reviews may occur semi-annually in December and annually in June. The Department Manager and General Manager will evaluate the performance based on the outcome of the performance evaluation, the position of the salary within the range and job responsibilities.

Merit increases, if any, are given based on performance and in accordance with current business circumstances of the District. Management reserves the right to increase an employee's salary by one (1) or two (2) steps based on the employee's performance evaluation. Any increase beyond one (1) step, but within the adopted salary range, must be authorized by the General Manager. An employee must have

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worked no less than six (6) months with the Districts to be eligible for a step increase. All these factors will determine salary changes within the pay range. **There are no automatic pay increases.**

Note: any employee on a performance improvement plan may be ineligible for merit pay increases, promotion, or Alternative Workweek Schedule.

4. Cost of Living Adjustment (COLA) – Minimum and maximum salary ranges have been established for each position. These ranges may be reviewed and may be upgraded annually for inflation. The COLA percentage adjustment will be reviewed and approved by the Board. If approved, the COLA adjustment will be effective during the first full pay period in July.

2-5. Job Description – job descriptions define essential duties that an employee is required to perform in each classification as a condition of continued employment. They are not intended to limit the work which may be performed since other tasks may be assigned that are similar in nature.

3-6. Employee Paycheck – each employee's check stub indicates total gross earnings, net earnings, or "take-home pay", deductions, and other important information. The check stub should be examined and retained for personal records.

4-7. During the course of employment, changes ~~effecting~~ affecting payroll status will probably occur from time to time. Examples are changes of dependents and changes required to adjust an excessive or insufficient tax withholding situation. Questions concerning these changes should be directed to the ~~General Manager~~Administrative Services Manager.

~~5-8. The District will provide for payroll deduction of the following amounts in addition to the normal federal and state tax withholdings and benefit payments required by law:~~

~~a. Amounts necessary to adjust jury duty payments received by employees or similar payments received by the employee for periods previously compensated by the District, upon verification of payment by the court.~~

~~b. Appropriate sums shall be withheld from the pay checks of District employees for:~~

- ~~• Medicare~~
- ~~• OASDI~~
- ~~• CA SDI~~
- ~~• Social Security~~

~~6-9. Wage Garnishment – employee wage garnishments created additional work on the office staff. Discharge because of multiple garnishments is permitted by law. Therefore, the District policy is that wage levies for multiple garnishments shall be considered grounds for dismissal.~~

Commented [AF1]: This policy now lives as a separate policy 30-5 Compensation

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Subject: Compensation, Work Schedule/Records and Reports

~~7.10. FLSA Non exempt Employees shall be paid at their respective wage rate on the basis of timecards turned in. Any timecards not turned in by the day after the end of the pay period may be grounds for discipline. Each employee is responsible for preparing an individual timecard. This includes workdays, time on sick leave, time off due to work-related injury, authorized holidays and vacations.~~

~~a. Employees paid hourly working an Alternative Work Week are owed time and a half for all work performed in any workday beyond the schedule established by the Alternative Work Week agreement, up to 12 hours a day, or for all work performed in any week beyond the schedule established by the Alternative Work Week agreement for that week.~~

~~b. Employees paid hourly working an Alternative Work Week are owed double the employee's regular rate of pay for all hours worked in excess of 12 in any workday and for all hours worked in excess of eight hours on the seventh consecutive day of work in a workweek.~~

Commented [AF2]: This language now lives under Policy 30, as its timesheet/payroll related

Work Schedule / Records and Reports:

~~1. Work Hours – as a general rule, departments are to be staffed during the District's operating hours.~~

~~2. Traditional Work Week – employees working a traditional 40-hour work week consisting of five eight-hour days.~~

~~1-3. Normal—Alternative Work Week – CBWCD has determined through communications with its employees that the 9/80 work week would be the Alternative Work Week most agreeable to its employees, and therefore to the District. In a scheduled two-week, 80-hour pay period, employees who request an alternative work week and receive approval for it will work eight nine-hour days and one eight-hour day and have one eight-hour work day off every two weeks. an employee will work eight nine-hour days and one eight-hour day and have one eight-hour work day off every two weeks. It is important to note that the Alternative Work Week schedule is not appropriate for all positions, or in all settings, or for all employees, and must be preapproved by the department manager and General Manager.~~

~~2-4. Flex Time – FLSA non-exempt employees cannot request flex time in lieu of being paid overtime. flex time for District. However, non-exempt employees that work overtime during a traditional or alternative work week, may request to leave early on a day during the same pay period. Prior written approval from the Department Manager and/or General Manager shall be obtained no later than the conclusion of the previous work shift. is subject to prior approval of the General Manager. For FLSA non-exempt employees, flex time must be confined to a work week as defined above. For FLSA exempt employees shall be permitted the flexibility to adjust their work schedules –it should occur within the same pay period.~~

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~~3. Normal Work Day — in a scheduled two week, 80 hour pay period, an employee will work eight nine hour days and one eight hour day and have one eight hour work day off every two weeks.~~

4.5. Secondary Employment – employees must notify the District of all secondary employment. All employees are prohibited from any secondary employment that interferes with their normal job duties or which creates a conflict of interest in regard to their primary employment. Interference is not limited to an actual conflict in hours of employment or conflict of interest, but also includes the ability of the employee to devote his full attention to District responsibilities; to be fit for duty, not to be tired from a second job while on duty; and not having to switch hours with other employees for the purpose of performing a second job.

Any employee who engages in after or before hours work at a secondary job must accomplish the following:

- a. Receive the written permission of the General Manager prior to accepting secondary employment;
- b. When requested by the General Manager, obtain from the secondary employee a waiver of liability for the District from the secondary employer;
- c. It is incumbent on the employee to make it clear to the secondary employer that he, the employee, is not performing any duties as a representative of the Chino Basin Water Conservation District; and
- d. When engaging in secondary employment, the employee is prohibited from wearing any uniform of the Chino Basin Water Conservation District.

~~5. Meal and Rest Periods — under California labor law a 30 minute unpaid meal break is provided to all employees who work more than five hours. An employee has the option to waive this lunch period provided that s/he has not worked more than six hours with supervisor's approval. As such, this waiver does not apply to CBWCD employees who will be working regularly scheduled nine and eight hour days. Employees are provided with a not 10 minute paid rest period for every four hours worked or major fraction thereof. Insofar as is practicable, the rest period should be in the middle of the work period. The Division of Labor Standards Enforcement (DLSE) considers anything more than two hours to be a "major fraction of four." A rest period is not required for employees whose total daily work time is less than three and one-half hours. The rest period is counted as time worked and therefore, the employer must pay for such periods.~~

6. Personnel File – the accuracy of personnel records is essential for the proper handling of many items of great importance to employees, including the emergency notification of family, income tax deductions, insurance coverage, and other fringe benefits from the District. It is the employee's responsibility to keep the District updated on personal information so that the District may effectively handle those programs and tasks which

Commented [AF3]: All language under Schedule and Records and Report are now part of Policy No. 30-4 Work Schedules

Language related to work schedules was updated for accuracy and consistency purposes to match with recently updated policy #30-1 - Overtime.

I also removed repeated language regarding normal work day.

Commented [AF4]: Removed to incorporate as a separate policy, Policy No. 30-2 - Meal and Rest Periods.

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Subject: Compensation, Work Schedule/Records and Reports

are for the employee's benefit. Realizing the personal nature of the data in the personnel records, the District respects the employee's confidentiality and will not disclose this information without written approval, or as required by law. An employee may request to review his personnel file by submitting a written request twenty-four hours in advance to the General Manager.

In order that the District may keep complete and current records, it is mandatory that the employee notify the District office immediately whenever there is a change in the employee's:

- a. Address
- b. Telephone Number
- c. Person to notify in the event of an emergency.
- d. Name, through marriage or otherwise.
- e. Marital status
- f. Number of Dependents
- g. Insurance Beneficiary
- h. Military Status
- i. Driver's License Number and date of expiration when a condition of employment.
- j. Proof of automobile insurance, if required.

7. Newly Hired Employees – all new employees who have received a conditional job offer must furnish the District office with:

- a. Documentation that establishes identity and employment eligibility (I-9).
- b. Valid Social Security card.
- c. For positions that will operate motor vehicles:
 - A Department of Motor Vehicles report must be provided prior to beginning employment. The report must demonstrate a valid driving status and a good motor vehicle driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two years duration (candidates are responsible for the cost of the report).
 - A valid California driver's license with picture.
 - In order for an employee to operate their personal vehicle for company business the employee will need to provide proof of auto insurance demonstrating coverage determined by the district.
- d. Proof of Results of completion of fingerprint services research performed by a Live Scan provider supported by the Department of Justice (DOJ), local police department. All successful candidates that have received a conditional offer of employment by the District new to the district must be fingerprinted at a Live Scan provider, at the employee's expense (District will reimburse once cleared), and cleared by the Department of Justice-DOJ prior to beginning employment. No person shall be employed if they have been convicted of any sex offense, a controlled substance offense or any violent or serious felony.

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- e. Proof of completion Results of pre-employment physical examination and drug screen. Employees must pass a physical exam including a screening for the use of illegal substances to meet the district's zero tolerance policy.
- f. California Fair Political Practices Commission Form 700, if applicable.
- g. IRS Form #W-4.

Commented [AF5]: Now lives as a separate policy 30-6

Revision:

Issue No. 01: 03/12/97, Original policy.
Issue No. 02: 03/08/00, Establish Overtime Guidelines.
Issue No. 03: 03/09/09, Alternative Work Week Written Disclosure.
Issue No. 04: 07/11/14, Meal and Rest Period DLSE Clarification.

ORIGINAL POLICY

Policy No.: 30-2
Issue No.: 4
Effective Date: 07/11/14
Subject: Compensation/Work Schedule/Records and Reports

Policy No. 30-2 – Compensation/Work Schedule/Records and Reports

Compensation

1. "Compensation Policy". As a public entity, the District is committed to rendering the highest level of service possible at a fair and reasonable cost. The District's ability to achieve this objective is affected by a number of factors, one of which is the quality performance of District employees. In order to attract and retain highly competent employees, promote continuous superior performance, and give full recognition to District financial constraints, the following criteria will be considered in establishing employee compensation:
 - A. The impact of compensation on the cost of services, financial position of the District, and overall operational cost.
 - B. Compensation paid for similar work in other similar public and private organizations.
 - C. The relative worth or value of individual employee's services to the success of the District.
 - D. The general and specific performance of employees.
 - E. Status of the labor force, economic conditions, recruitment and retention, experience and other factors influencing the maintenance of a stable and efficient work force.
2. "Job Description". Job descriptions define essential duties than an employee is required to perform in each classification as a condition of continued employment. They are not intended to limit the work which may be performed since other tasks may be assigned that are similar in nature.
3. "Employee Paycheck". Each employee's check stub indicates total gross earnings, net earnings, or "take-home pay", deductions, and other important information. The check stub should be examined and retained for personal records.

During the course of employment, changes effecting payroll status will probably occur from time to time. Examples are changes of dependents and changes required to adjust an excessive or insufficient tax withholding situation. Questions concerning these changes should be directed to the General Manager.

The District will provide for payroll deduction of the following amounts in addition to the normal federal and state tax withholdings and benefit payments required by law:

- A. Amounts necessary to adjust jury duty payments received by employees or similar payments received by the employee for periods previously compensated by the District, upon verification of payment by the court.
- B. Appropriate sums shall be withheld from the pay checks of District employees for:
 1. Medicare

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2. OASDI
 3. CA SDI
 4. Social Security
4. "Wage Garnishment". Employee wage garnishments created additional work on the office staff. Discharge because of multiple garnishments is permitted by law. Therefore, the District policy is that wage levies for multiple garnishments shall be considered grounds for dismissal.
5. "FLSA Non-exempt Employees" shall be paid at their respective wage rate on the basis of timecards turned in. Any timecards not turned in by the day after the end of the pay period may be grounds for discipline. Each employee is responsible for preparing an individual timecard. This includes workdays, time on sick leave, time off due to work-related injury, authorized holidays and vacations.
- A. Employees paid hourly working an Alternative Work Week are owed time and a half for all work performed in any workday beyond the schedule established by the Alternative Work Week agreement, up to 12 hours a day, or for all work performed in any week beyond the schedule established by the Alternative Work Week agreement for that week.
 - B. Employees paid hourly working an Alternative Work Week are owed double the employee's regular rate of pay for all hours worked in excess of 12 in any workday and for all hours worked in excess of eight hours on the seventh consecutive day of work in a workweek.

Work Schedule / Records and Reports

1. "Normal Work Week". CBWCD has determined through communications with its employees that the 9/80 work week would be the Alternative Work Week most agreeable to its employees, and therefore to the District. In a scheduled two week, 80 hour pay period, an employee will work eight nine hour days and one eight hour day and have one eight hour work day off every two weeks.
2. "Flex Time". Flex time for District Employees is subject to prior approval of the General Manager. For FLSA non-exempt employees, flex time must be confined to a work week as defined above. For FLSA exempt employees it should occur within the pay period. Prior written approval from the General Manager shall be obtained no later than the conclusion of the previous work shift.
3. "Normal Work Day". In a scheduled two week, 80 hour pay period, an employee will work eight nine hour days and one eight hour day and have one eight hour work day off every two weeks.
4. "Secondary Employment". Employees must notify the District of all secondary employment. All employees are prohibited from any secondary employment that

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interferes with their normal job duties or which creates a conflict of interest in regard to their primary employment. Interference is not limited to an actual conflict in hours of employment or conflict of interest, but also includes the ability of the employee to devote his full attention to District responsibilities; to be fit for duty, not to be tired from a second job while on duty; and not having to switch hours with other employees for the purpose of performing a second job.

Any employee who engages in after or before hours work at a secondary job must accomplish the following:

- A. Receive the written permission of the General Manager prior to accepting secondary employment;
 - B. When requested by the General Manager, obtain from the secondary employee a waiver of liability for the District from the secondary employer;
 - C. It is incumbent on the employee to make it clear to the secondary employer that he, the employee, is not performing any duties as a representative of the Chino Basin Water Conservation District; and
 - D. When engaging in secondary employment, the employee is prohibited from wearing any uniform of the Chino Basin Water Conservation District.
5. "Meal and Rest Periods". Under California labor law a 30 minute unpaid meal break is provided to all employees who work more than five hours. An employee has the option to waive this lunch period provided that s/he has not worked more than six hours with supervisor approval. As such, this waiver does not apply to CBWCD employees who will be working regularly scheduled nine and eight hour days. Employees are provided with a net 10-minute paid rest period for every four hours worked or major fraction thereof. Insofar as is practicable, the rest period should be in the middle of the work period. The Division of Labor Standards Enforcement (DLSE) considers anything more than two hours to be a "major fraction of four." A rest period is not required for employees whose total daily work time is less than three and one-half hours. The rest period is counted as time worked and therefore, the employer must pay for such periods.
6. "Personnel File". The accuracy of personnel records is essential for the proper handling of many items of great importance to employees, including the emergency notification of family, income tax deductions, insurance coverage, and other fringe benefits from the District. It is the employee's responsibility to keep the District updated on personal information so that the District may effectively handle those programs and tasks which are for the employee's benefit. Realizing the personal nature of the data in the personnel records, the District respects the employee's confidentiality and will not disclose this information without written approval, or as required by law. An employee may request to review his personnel file by submitting a written request twenty-four hours in advance to the General Manager.

Policy No.: 30-2
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Effective Date: 07/11/14
Subject: Compensation/Work Schedule/Records and Reports

In order that the District may keep complete and current records, it is mandatory that the employee notify the District office immediately whenever there is a change in the employee's:

- A. Address
- B. Telephone Number
- C. Person to notify in the event of an emergency.
- D. Name, through marriage or otherwise.
- E. Marital status
- F. Number of Dependents
- G. Insurance Beneficiary
- H. Military Status
- I. Driver's License Number and date of expiration when a condition of employment.
- J. Proof of automobile insurance, if required.

7. "Newly Hired Employees". All new employees must furnish the District office with:
- Documentation that establishes identity and employment eligibility (I9)
 - Valid Social Security card
 - For positions that will operate motor vehicles:
 - A Department of Motor Vehicles report demonstrating valid driving status and a good motor vehicle driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two years duration.
 - A valid California driver's license with picture.
 - In order for an employee to operate their personal vehicle for company business the employee will need to provide proof of auto insurance demonstrating coverage determined by the district.
 - Results of fingerprint research performed by local police department. All successful candidates new to the district must be fingerprinted at the employee's expense and cleared by the Department of Justice prior to beginning employment. No person shall be employed if they have been convicted of any sex offense, a controlled substance offense or any violent or serious felony.
 - Results of pre-employment physical examination and drug screen. Employee must pass a physical exam including a screening for the use of illegal substances to meet the district's zero tolerance policy.
 - California Fair Political Practices Commission Form 700, if applicable
 - IRS Form #W4

Revision:

Issue No. 01: 03/12/97, Original policy.

Issue No. 02: 03/08/00, Establish Overtime Guidelines.

Issue No. 03: 03/09/09, Alternative Work Week Written Disclosure.

Issue No. 04: 07/11/14, Meal and Rest Period DLSE Clarification.

Policy No.: 38
Issue No.: 56
Effective Date: 06/12/23 04/08/23 (Pending Board Approval)
Subject: Vacation Pay

Policy No. 38 – Vacation Pay

Purpose: Vacation time provides employees with paid time off for their personal use

Policy/Procedure: To establish clear guidelines and procedures regarding the allocation, scheduling, and usage of vacation time for employees.

~~4. Eligibility~~ – full-time employees ~~See chart above.~~ are eligible for vacation time.

~~2.1.~~ Part-time employees are not eligible for vacation time.

2. Accrual – full-time employees earn vacation time according to the following schedule:

Months of Service	Per Paycheck Accrual	Annual Accrual
0-36 months	3.69 hours	96 hours
37-60 months	4.62 hours	120 hours
61-72 months	4.92 hours	128 hours
73-96 months	5.23 hours	136 hours
97-108 months	5.54 hours	144 hours
109-120 months	5.85 hours	152 hours
121+ months	6.15 hours	160 hours

General Manager: The General Manager's vacation accrual is determined by the General Manager's contract.

~~a.~~ Employees are eligible to use accrued vacation time after completing six (6) months of continuous employment. However, full-time employees on a management-approved 9-80 schedule may use one hour of vacation time during District paid holidays within their first six months of service to be paid for the 9th hour of the day and receive one full paid day off during the District holiday.

a.

b. Vacation hours shall be accrued on a pro rata basis calculated with each pay period.

c. While part-time employees are not eligible for vacation, if they were employed with the District full time and transitioned to part-time employment, they may keep and use any vacation time accrued during their tenure as a full-time employee.

d. Part-time employees that transition to full time employment can count time served with the District toward the District's vacation accrual chart as follows: all hours

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worked as throughout the part-time employee's tenure with the District will be divided by 2,080, or the number of full-time working hours in a year. The formula is as follows (total hours worked as a part time employee of the District/2,080 = years of service for vacation accrual). For example, if an employee worked 20 hours per week for three years, they will have accrued one and a half years, or 18 months, of service. The District's Administrative Services Department will follow that formula to determine the number of months of service based on that calculation and the General Manager will review and sign off on the determination.

Commented [AF1]: This language was not revised, but simply moved under "Accruals" section.

3. ~~Vacation Requests~~ – when considering vacation requests, the General Manager may schedule vacations as necessary to minimize the effect of the vacation schedule on District operations. Vacation requests must be submitted ~~in writing on a form~~ electronically through the District's timekeeping system approved by the General Department Manager at last 7 days in advance and/or as soon as possible, to be considered for approval. Dates should be approved by a manager and secured in the electronic timekeeping system prior to any purchases of flights, hotels, or other rentals

3.

4. ~~Unused Vacation Time~~ – employees are encouraged to use their vacation time every year. However, an employee may carry forward vacation earned but not used up to a maximum of 240 hours. Employees will not accrue additional vacation time until the total accrued hours ~~is~~are reduced below 240 hours.

4.

5. ~~Vacation Usage Tracking~~ – the General Manager is responsible for seeing that all vacation time used by employees is reported. The District will maintain accurate records of vacation accrual, usage, and balances for all employees.

5.

6. ~~Separation of Employment~~ – upon ~~termination~~ separation of employment after completion of the Introductory Employment period per Policy No. 29 and continuous employment during that time, an eligible the employee is will be paid for vacation all accrued but unused vacation time through the date of termination, computed at the employee's straight time then in effect.

6.

7. ~~Payout of Vacation~~ – annually, an employee may request for the District to pay out no more than 80 hours of the employee's annual accrual amount at the current rate of pay, provided the employee maintain a balance of no less than 50% of their annual earned accrual amount. All requests must be submitted in the month of November to be paid no later than the last payroll run in the Month of December. Please review the examples below:

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a. Example 1: An employee with 0-36 months of service that has accrued 124 hours of vacation time, may only request a payout for a maximum of 48 hours to maintain their accrual balance no less than 50% (96 hrs. annual accrual/2=48 hours are 50% of the employee's annual earned accrual amount).

b. Example 2: An employee with 61-72 months of service that has accrued up to 140 hours of vacation time, may only request a payout for a maximum of 76 hours to maintain their accrual balance to no less than 64 hours (128 hrs. annual accrual/2=64 hours are 50% of the employee's annual earned accrual amount).

c. Example 3: An employee with 121+ months of service that has accrued up to 200 hours of vacation time, may only request a payout for a maximum of 80 hours (160 hrs. annual accrual/2=80 hours are 50% of the employee's annual earned accrual amount).

~~7. Vacation hours shall be accrued on a pro-rata basis calculated with each pay period.~~

~~8. While part-time employees are not eligible for vacation, if they were employed with the District full time and transitioned to part time employment, they may keep and use any vacation time accrued during their tenure as a full time employee.~~

~~1. Part time employees that transition to full time employment can count time served with the District toward the District's vacation accrual chart as follows: all hours worked as throughout the part time employee's tenure with the District will be divided by 2,080, or the number of full-time working hours in a year. The formula is as follows (total hours worked as a part time employee of the District/2,080 = years of service for vacation accrual). For example, if an employee worked 20 hours per week for three years, they will have accrued one and a half years, or 18 months, of service. The District's Administrative Services Department will follow that formula to determine the number of months of service based on that calculation and the General Manager will review and sign off on the determination.~~

Commented [AF2]: This was KEPT and MOVED under Section 1. "Accruals"

Commented [AF3]: This was KEPT and MOVED under Section 1. "Accruals"

Commented [AF4]: This was KEPT and MOVED under Section 1. "Accruals"

Revision:

Issue No. 01: 01/10/96, original policy.

Issue No. 02: 08/08/16, conforming changes with Policy No. 29 Introductory Employment; clarifying changes.

Issue No. 03: 04/13/20, change to #1, length of time before use of accrued vacation.

Issue No. 04: 02/12/23, retroactively applied to 01-01-2022 – years of service listed as months to eliminate confusion as to when vacation hour accruals should change.

Issue No. 05: 06/12/23, vacation accrual chart updated and items #7 and #8 added.

Issue No. 06: 04/08/24, included request procedures, updated the accruals and tracking, clarify separation of employment language, and add payout of vacation option.

Policy No.: 39
Issue No.: ~~56~~
Effective Date: 09/11/23
Subject: Holiday Pays

Policy No. 39 – Holiday Pays

Purpose: To provide eligible employees with holiday time off with pay.

Policy/Procedure:

1. Eligibility – employees who are classified as regular, full-time employees are eligible to receive holiday pay. Employees who are classified as part-time employees are eligible to receive holiday pay if their regularly scheduled workday falls upon the day that the District observed holiday is scheduled each year. Employees classified as temporary employees are *not eligible* to receive holiday pay.

4.2. Paid Holidays - the District pays regular, full-time employees for fourteen holidays per year:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- Two Floating Holidays (8 hours each day)

The following conditions apply to the District's holiday pay policy:

For the purpose of this policy, a District-observed holiday is defined as a day off of regularly scheduled work with 8 hours of pay.

2.3. If the District-observed holiday falls on Saturday, employees will have the preceding Friday off. If the District-observed holiday falls on Sunday, employees will have the following Monday off.

3.4. If a District-observed holiday falls on an employee's 9/80 Alternative Work Week scheduled day off, the employee will accrue eight hours of holiday pay. The employee shall coordinate with their manager to schedule that accrued holiday pay to be used within the same pay period when the District-observed holiday occurred. In limited circumstances and per management's discretion, the accrued holiday pay may be used in the subsequent pay period or later, but only in exceptional circumstances.

4.5. If a District-observed holiday falls on the employee's eight-hour workday, the employee will be credited with eight hours of holiday pay.

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~~5.6.~~ If a District-observed holiday falls on a 9/80 employee's nine-hour workday, the employee may elect to use one hour of accrued vacation leave to supplement the eight-hour holiday pay.

~~6.7.~~ At the start of each year, the District designates 12 days as District-observed holidays and posts a list of those days.

~~7.8.~~ Part-time employees will receive holiday pay if their regularly scheduled workday falls upon the day that a District-observed holiday is scheduled each year. The intention of this policy is that eligible part-time employees receive a District-observed holiday day off with pay as their full-time colleagues do so that they do not lose income while the District is closed for a District-observed holiday. Accordingly, eligible part-time employees will receive holiday pay for the number of hours they are normally scheduled to work on that day of the week that the District-observed holiday falls. If a District-observed holiday falls on a day that a part-time employee does not work, that part-time employee will not receive holiday pay.

9. Floating Holidays – starting January 1, 2024, all eligible full-time employees will be entitled to two paid days off per year to be used only for employee/relative birthdays, work anniversary, religious or cultural reasons/events/holidays or observance of, or other state or federal holiday during which the District remains open, or in connection with holidays that the District offers (for example, extending a holiday weekend) at the employee's discretion, subject to management approval. Part-time employees are not eligible to receive floating holidays. No later than January 1 each year, each employee must submit the dates they desire to use their two floating holidays that year to the General Manager for approval. The week between Christmas and New Years is a popular time, and approval for holidays and vacations during that time will prioritize keeping minimal staffing on campus to allow it to be open to the public. The General Manager has final approval on the scheduling of floating holidays. Submission of a desired date does not guarantee its approval, and staff may be asked to submit a second or third choice based on availability.

a. A new employee hired before the end of the first half of the calendar year will receive two floating holidays upon hire; a new employee hired during the second half of the calendar year will receive one floating holiday upon hire.

b. Floating holidays may not be carried over to the next calendar year and will expire if not used, nor can they be cashed out if not taken or paid upon separation of employment.

~~8.—~~

Revision:

Issue No. 01: 01/10/96, Original policy.

Issue No. 02: 01/12/00

Issue No. 03: 03/09/09

Issue No. 04: 01/10/10

Issue No. 05: 09/11/23, adding two floating holidays, updated items no.'s 3 and 5, and adding items no.'s. 7 and 8.

Issue No. 06: 04/08/24, updated to clarify floating holiday eligibility and conditions.