



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

MONDAY, MAY 6, 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. FISCAL YEAR 2024 – 2025 COST OF LIVING ADJUSTMENT (COLA)

Recommendation: It is recommended that the Committee:

1. Review, discuss, provide feedback, and recommend the Board of Directors approve the implementation of a COLA for all permanent personnel, effective January 1, 2025.

2. FISCAL YEAR 2024 – 2025 CLASSIFICATION AND COMPENSATION SCHEDULE AND MASTER SALARY CHART

Recommendation: It is recommended that the Committee:

1. Review, discuss, provide feedback, and recommend the Board of Directors approve the Fiscal Year 2024 – 2025 Classification and Compensation Schedule and Master Salary Chart.

3. REVIEW UPDATES TO THE DISTRICT’S POLICY AND PROCEDURES MANUAL RELATED TO POLICY NOS. 13, 22, 25-1, 29, 47, AND PROPOSED POLICY NO. 63

Recommendation: It is recommended that the Committee:

1. Review, discuss, provide feedback, and recommend the Board of Directors approve the proposed updates to the District’s Policy and Procedures Manual, effective May 13, 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, May 13, 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 **Friday, May 3, 2024, by 11:00 a.m.**

Brandon Yoshida

Brandon Yoshida, Board Clerk

**STAFF REPORT
PERSONNEL COMMITTEE MEETING**

DATE: May 6, 2024
FROM: Elizabeth Willis, General Manager
BY: Alicia Fernandez, Administrative Services Manager
SUBJECT: **FISCAL YEAR 2024 – 2025 COST OF LIVING ADJUSTMENT (COLA)**

RECOMMENDATION

It is recommended that the Committee:

1. Review, discuss, provide feedback, and recommend that the Board of Directors approve the implementation of a COLA for all permanent personnel, effective January 1, 2025.

BACKGROUND

Each year, the Board considers a COLA proposed by staff in consultation with the District's accountant Eide Bailly. The purpose of the COLA is to adjust each step on the District's Salary Step Chart to keep up with the rising cost of living in the area. The District has historically chosen to use the Bureau of Labor Statistics, Western CPI Data for the Riverside-San Bernardino-Ontario area as a guide in choosing the cost-of-living increase most appropriate for each year. Historically, the District has used the January figures as a guide. The data is tailored to the unique characteristics and cost of living of the Inland Empire as compared with other areas in Southern California.

DISCUSSION/ANALYSIS

In the last several years, the United States has experienced historic inflation. The Bureau of Labor Statistics CPI for Riverside-San Bernardino-Ontario in January 2024 was recorded at 2.9%, which is less than the area has seen for two years prior. After consulting with Eide Bailly accountants, staff proposes a COLA of 3%. If the District were to choose a COLA of 3%, its salary ranges would fall in line with competing government employers and make the District competitive for attracting and retaining talent.

On April 24, 2024, the Finance Committee met to review the proposed COLA and recommended that the Board approve the implementation of a 3% COLA for all permanent personnel, effective January 1, 2025.

FISCAL IMPACT

The cost of a 3% Cost-of-Living Adjustment, effective January 1, 2025, would represent an increase of \$27,700 in personnel and insurance costs during the coming fiscal year.

ATTACHMENT(S)

Attachment 1: Bureau of Labor Statistics, Western CPI Data Summary

Attachment 2: Classification & Compensation Chart w/ COLA Updates



Economy at a Glance

Western Office PRINT:

Riverside-San Bernardino-Ontario, CA

Riverside-San Bernardino-Ontario, CA

Data Series	Back Data	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024
Labor Force Data							
Civilian Labor Force ⁽¹⁾		2,177.8	2,186.7	(P) 2,172.0	2,184.5	(P) 2,184.1	
Employment ⁽¹⁾		2,066.7	2,076.3	(P) 2,061.7	2,065.2	(P) 2,063.6	
Unemployment ⁽¹⁾		111.1	110.3	(P) 110.3	119.3	(P) 120.5	
Unemployment Rate ⁽²⁾		5.1	5.0	(P) 5.1	5.5	(P) 5.5	
Nonfarm Wage and Salary Employment							
Total Nonfarm ⁽³⁾		1,700.8	1,713.6	1,718.5	1,684.9	(P) 1,687.4	
12-month % change		1.8	1.4	1.6	1.3	(P) 1.3	
Mining and Logging ⁽³⁾		1.6	1.6	1.6	1.6	(P) 1.6	
12-month % change		14.3	14.3	14.3	14.3	(P) 14.3	
Construction ⁽³⁾		120.6	118.8	118.9	115.6	(P) 115.8	
12-month % change		4.1	4.9	6.2	7.3	(P) 3.9	
Manufacturing ⁽³⁾		98.1	97.9	98.1	96.9	(P) 96.5	
12-month % change		-2.2	-2.1	-1.2	-2.7	(P) -3.2	
Trade, Transportation, and Utilities ⁽³⁾		458.8	467.4	469.9	452.7	(P) 448.0	
12-month % change		-1.0	-2.3	-2.2	-2.7	(P) -1.8	
Information ⁽³⁾		13.3	13.3	13.3	13.2	(P) 13.2	
12-month % change		2.3	1.5	0.8	-0.8	(P) 0.0	
Financial Activities ⁽³⁾		44.8	45.0	45.0	44.6	(P) 44.8	
12-month % change		-2.0	-0.9	-1.3	-1.3	(P) -0.7	
Professional and Business Services ⁽³⁾		166.8	167.2	168.9	163.7	(P) 163.8	
12-month % change		-4.2	-3.6	-1.3	-0.7	(P) -1.5	
Education and Health Services ⁽³⁾		295.2	296.3	297.4	296.5	(P) 300.3	
12-month % change		7.9	7.6	7.7	7.9	(P) 7.9	
Leisure and Hospitality ⁽³⁾		184.6	185.8	185.1	181.3	(P) 183.4	
12-month % change		1.6	0.5	-0.4	-2.1	(P) -2.2	
Other Services ⁽³⁾		49.9	50.1	50.0	48.6	(P) 49.1	
12-month % change		3.7	4.2	4.6	2.3	(P) 1.9	
Government ⁽³⁾		267.1	270.2	270.3	270.2	(P) 270.9	
12-month % change		5.2	5.1	4.8	4.9	(P) 5.0	
Consumer Price Index: Riverside-San Bernardino-Ontario, CA							
CPI-U, All items ⁽⁴⁾			131.372		131.358		133.144
CPI-U, All items, 12-month % change ⁽⁴⁾			4.3		2.9		4.3
CPI-W, All items ⁽⁵⁾			131.963		131.840		134.144
CPI-W, All items, 12-month % change ⁽⁵⁾			4.4		3.1		4.8
Footnotes							
(1) Number of persons, in thousands, not seasonally adjusted.							
(2) In percent, not seasonally adjusted.							
(3) Number of jobs, in thousands, not seasonally adjusted. See About the data .							
(4) All Urban Consumers, base: December 2017=100, not seasonally adjusted.							
(5) Urban Wage Earners and Clerical Workers, base: December 2017=100, not seasonally adjusted.							
(P) Preliminary							

Data extracted on: April 12, 2024

Source: U.S. Bureau of Labor Statistics

Note: More data series, including additional geographic areas, are available through the "[Databases & Tables](#)" tab at the top of this page.

Geographically based survey data available from BLS:

Employment & Unemployment

- [Employment, Hours, and Earnings from the CES survey \(State and Area\)](#)
- [Local Area Unemployment Statistics](#)
- [Create Customized Maps -- Unemployment Rates](#)
- [Quarterly Census of Employment and Wages](#)
- [Occupational Employment Statistics](#)
- [Geographic Profile](#)

Prices & Living Conditions

- [Consumer Price Index](#)
- [Consumer Expenditure Survey](#)

Compensation & Working Conditions

- [National Compensation Survey](#)
- [Employment Cost Index](#)
- [Injuries, Illnesses, and Fatalities](#)

U.S. BUREAU OF LABOR STATISTICS Western Information Office Attn: EA & I, 90 Seventh Street Suite 14-100 San Francisco, CA 94103-6715

Telephone: 1-415-625-2270_ www.bls.gov/regions/west [Contact Western Region](#)

**CHINO BASIN WATER CONSERVATION DISTRICT
CLASSIFICATION AND COMPENSATION SCHEDULE**

Board Approval Date: ~~03/11/2024~~ **06/10/24 subject to Board approval** (last revised ~~10/9/23~~ **03/11/24**)

	FY 23/24	FY 24/25		DAY OF SERVICE		*MAX WITH COLA
ELECTED OFFICIALS						
Board Members	7	7		\$ 200	\$ 200	N/A
<i>*Per Ordinance No. 23-01 - \$200 per event, up to 10 events per calendar month</i>						
MANAGEMENT CLASSIFICATION (EXEMPT)			RANGE	ANNUAL SALARY RANGE		*MAX WITH COLA
Conservation Programs Manager	1	1	249	\$ 102,517	\$ 134,511	\$ 138,578
Community Programs Manager	1	1	249	\$ 102,517	\$ 134,511	\$ 138,578
Facilities & Operations Manager	1	1	249	\$ 102,517	\$ 134,511	\$ 138,578
Administrative Services Manager	1	1	250	\$ 105,080	\$ 137,874	\$ 142,042
General Manager	1	1	N/A	No Range		
HOURLY CLASSIFICATIONS (NON-EXEMPT)			RANGE	HOURLY RANGE		*MAX WITH COLA
Administration						
Administrative Services Intern	0	0	106	\$ 17.06	\$ 22.37	\$ 23.04
Administrative Assistant I	0	0	125	\$ 27.25	\$ 35.75	\$ 36.83
Administrative Assistant II	1	1	128	\$ 29.34	\$ 38.50	\$ 39.67
Administrative Analyst	1	1	132	\$ 32.39	\$ 42.50	\$ 43.78
Board Clerk	1	1	138	\$ 37.56	\$ 49.29	\$ 50.78
Community Programs						
Youth Programs Teaching Assistant	0.5 (2)	0.5 (2)	106	\$ 17.06	\$ 22.37	\$ 23.04
Outreach & Public Affairs Intern	0	0	106	\$ 17.06	\$ 22.37	\$ 23.04
Community Programs Assistant	0	0	113	\$ 20.26	\$ 26.58	\$ 27.39
Community Programs Educator I	0	0	115	\$ 21.29	\$ 27.93	\$ 28.78
Community Programs Educator II	3	3	125	\$ 27.25	\$ 35.75	\$ 36.83
Community Outreach Specialist	0	0	131	\$ 31.60	\$ 41.46	\$ 42.72
Community Programs Specialist	0	0	131	\$ 31.60	\$ 41.46	\$ 42.72
Conservation Programs						
Conservation Programs Intern	1	0.5 (2)	106	\$ 17.06	\$ 22.37	\$ 23.04
Receptionist	0.5	0.5	110	\$ 18.81	\$ 24.69	\$ 25.43
Conservation Landscape Worker I	1	1	110	\$ 18.81	\$ 24.69	\$ 25.43
Conservation Landscape Worker II	0	0	114	\$ 20.77	\$ 27.25	\$ 28.07
Conservation Technician I	0	0	115	\$ 21.29	\$ 27.93	\$ 28.78
Conservation Technician II	2	2	125	\$ 27.25	\$ 35.75	\$ 36.83
Conservation Specialist I	1	0	131	\$ 31.60	\$ 41.46	\$ 42.72
Conservation Specialist II	0	1	134	\$ 34.03	\$ 44.65	\$ 46.00
Facilities & Operations						
Facilities & Operations Trades Intern	0	1	106	\$ 17.06	\$ 22.37	\$ 23.04
Landscape / Maintenance Worker I	1	1	110	\$ 18.81	\$ 24.69	\$ 25.43
Landscape / Maintenance Worker II	0	0	114	\$ 20.77	\$ 27.25	\$ 28.07
Landscape Maintenance Worker III	1	1	125	\$ 27.25	\$ 35.75	\$ 36.83
Facilities & Basins Technician	1	1	131	\$ 31.60	\$ 41.46	\$ 42.72

Total of 18 full-time equivalent (FTEs) positions were approved by the Board on 6/10/2023

*** A COLA of 3% for FY 24-25 will be effective January 1, 2025**



**STAFF REPORT
PERSONNEL COMMITTEE MEETING**

DATE: May 6, 2024

FROM: Elizabeth Willis, General Manager

BY: Alicia Fernandez, Administrative Services Manager

SUBJECT: **FISCAL YEAR 2024 – 2025 CLASSIFICATION AND COMPENSATION SCHEDULE AND MASTER SALARY CHART**

RECOMMENDATION

It is recommended that the Committee:

1. Review, discuss, provide feedback, and recommend for Board of Directors approval on the Fiscal Year 2024-2025 Classification and Compensation Schedule and Master Salary Chart.

BACKGROUND

Each year, the Board approves a Classification and Compensation Schedule for the upcoming Fiscal Year which is attached herein as "Attachment 1". It lists the job titles, labor grades, and numbers per title that staff suggests will be filled during the upcoming fiscal year. Many positions listed are not filled, as indicated by the "(0)." They are still listed, as they are positions that could be filled in future years. This practice gives the District, which is small, flexibility to look at options for meeting future needs during future budget cycles.

In addition, the Board also approves a Master Salary Chart, which lays out the compensation for each of the twelve steps for each labor grade at the District. This chart allows staff to see their potential for growth in compensation at the District in their current position and in positions they may aspire to grow into during their tenure at the organization.

DISCUSSION/ANALYSIS

This year, staff is recommending the following changes:

Classification and Compensation Schedule and Master Salary Chart

Staff is recommending filling the long-vacant position of Conservation Specialist II with the current Conservation Specialist I. This move would allow the existing staff person to tackle a wider and more complex job functions, including:

- Taking over as the primary point of contact for conservation staff serving water retail agencies in the Chino Basin,
- Representing the District at assigned interagency meetings,
- Representing the District at water and landscape industry conferences and events, and
- 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, stakeholders, and landscape and irrigation contractors, who generally do not understand how these regulations will impact their businesses or how to address them.

These new functions will allow the District to increase the number of experts on staff who are empowered and compensated appropriately for representing the District by speaking on water use efficiency to the water and landscaping industries.

Staff is also recommending approving the updated Master Salary Chart which is attached herein as "Attachment 2". This salary chart includes a proposed 3% cost of living increase, which, with Board approval, would become effective on January 1, 2025.

On April 24, 2024, the Finance Committee met to review the proposed updates and recommended that the Board approve the Classification and Compensation Schedule and Master Salary Chart and at the next regularly scheduled meeting.

FISCAL IMPACT

The Proposed Fiscal Year 24-25 Budget totals \$5,127,000 and is supported by \$4,682,000 in property tax revenues and the use of \$445,000 of reserve funds. Total staff compensation costs as proposed would be \$2,416,300 in wages, taxes, and benefits.

ATTACHMENT(S)

Attachment 1: Classification and Compensation Schedule for Fiscal Year 2024-2025

Attachment 2: Master Salary Chart, including proposed 3% increase effective January 1, 2025

Attachment 3: Master Salary Chart effective January 1, 2024

**CHINO BASIN WATER CONSERVATION DISTRICT
CLASSIFICATION AND COMPENSATION SCHEDULE**

Board Approval Date: ~~03/11/2024~~ **06/10/24 subject to Board approval** (last revised ~~10/9/23~~ **03/11/24**)

	FY 23/24	FY 24/25		DAY OF SERVICE	
ELECTED OFFICIALS					
Board Members	7	7		\$ 200	\$ 200
<i>*Per Ordinance No. 23-01 - \$200 per event, up to 10 events per calendar month</i>					
MANAGEMENT CLASSIFICATION (EXEMPT)			RANGE	ANNUAL SALARY RANGE	
Conservation Programs Manager	1	1	249	\$ 105,616	\$ 138,578
Community Programs Manager	1	1	249	\$ 105,616	\$ 138,578
Facilities & Operations Manager	1	1	249	\$ 105,616	\$ 138,578
Administrative Services Manager	1	1	250	\$ 108,257	\$ 142,042
General Manager	1	1	N/A	No Range	
HOURLY CLASSIFICATIONS (NON-EXEMPT)			RANGE	HOURLY RANGE	
Administration					
Administrative Services Intern	0	0	106	\$ 17.57	\$ 23.04
Administrative Assistant I	0	0	125	\$ 28.07	\$ 36.83
Administrative Assistant II	1	1	128	\$ 30.23	\$ 39.67
Administrative Analyst	1	1	132	\$ 33.37	\$ 43.78
Board Clerk	1	1	138	\$ 38.70	\$ 50.78
Community Programs					
Youth Programs Teaching Assistant	0.5 (2)	0.5 (2)	106	\$ 17.57	\$ 23.04
Outreach & Public Affairs Intern	0	0	106	\$ 17.57	\$ 23.04
Community Programs Assistant	0	0	113	\$ 20.87	\$ 27.39
Community Programs Educator I	0	0	115	\$ 21.93	\$ 28.78
Community Programs Educator II	3	3	125	\$ 28.07	\$ 36.83
Community Outreach Specialist	0	0	131	\$ 32.56	\$ 42.72
Community Programs Specialist	0	0	131	\$ 32.56	\$ 42.72
Conservation Programs					
Conservation Programs Intern	1	0.5 (2)	106	\$ 17.57	\$ 23.04
Receptionist	0.5	0.5	110	\$ 19.38	\$ 25.43
Conservation Landscape Worker I	1	1	110	\$ 19.38	\$ 25.43
Conservation Landscape Worker II	0	0	114	\$ 21.40	\$ 28.07
Conservation Technician I	0	0	115	\$ 21.93	\$ 28.78
Conservation Technician II	2	2	125	\$ 28.07	\$ 36.83
Conservation Specialist I	1	0	131	\$ 32.56	\$ 42.72
Conservation Specialist II	0	1	134	\$ 35.06	\$ 46.00
Facilities & Operations					
Facilities & Operations Trades Intern	0	0.5 (1)	106	\$ 17.57	\$ 23.04
Landscape / Maintenance Worker I	1	1	110	\$ 19.38	\$ 25.43
Landscape / Maintenance Worker II	0	0	114	\$ 21.40	\$ 28.07
Landscape Maintenance Worker III	1	1	125	\$ 28.07	\$ 36.83
Facilities & Basins Technician	1	1	131	\$ 32.56	\$ 42.72

Total of 18 full-time equivalent (FTEs) positions were approved by the Board on 6/10/2023 ~~4~~

***Effective Date January 1, 2025**

**STAFF REPORT
PERSONNEL COMMITTEE MEETING**

DATE: May 6, 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 NOS. 13, 22, 25-1, 29, 47, AND PROPOSED POLICY NO. 63

RECOMMENDATION

It is recommended that the Committee:

1. Review, discuss, provide feedback, and recommend the Board of Directors approve the proposed updates to the District's Policy and Procedures Manual, effective May 13, 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. 13 – Travel, Reimbursements, and Expense Report Procedures:** *This policy was renamed and updated to include clear guidelines and procedures for reimbursing employees and Board members for expenses incurred during official travel for conferences, training, seminars, meetings, or other travel on authorized District business.*
- **Policy No. 22 – Vehicle Use:** *This policy was updated to include a monthly car allowance for the Facilities and Operations Manager. This allowance would be received in lieu of mileage reimbursement and/or a District provided vehicle. The Facilities and Operations Manager is expected to drive at a moment's notice to any of the District's basins and keeping track of*

mileage can be onerous. Additional guidelines were added related to operating a District vehicle, vehicle maintenance, and driving records.

- **Policy No. 25-1 – Definitions:** *This policy was updated to clarify and/or add definitions of the various employee types and to remain consistent with Policy No. 29 – Introductory Employment Period. In addition, at-will employment and the District allowed work weeks were added.*
- **Policy No. 29 – Introductory Employment Period:** *This policy was renamed and updated to include an objection, define the length of introductory employment periods for the various employee types, and add an “Expectations” section. It was also updated to remain consistent with recently updated Policy No. 36 – Sick Leave.*
- **Policy No. 47 – Board Member Compensation, Reimbursement, and Ethics Training:** *This policy was updated to remain consistent with Policy No. 13 – Travel, Reimbursement, and Expense Report Procedures. Policy No. 13 applies to both employees and directors; therefore, repeated language was removed from the policy.*
- **Policy No. 63 – Travel Pay:** *This is a new proposed policy that establishes guidelines and procedures for employees who travel for official business purposes. This policy ensures compliance with applicable laws and regulations while promotion cost-effective and responsible travel practices.*

Staff submitted the proposed policy changes to the District’s legal counsel for review. In addition, the policies related to the introductory period and travel pay were submitted to the District’s labor law counsel for review. 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. 13 – Travel, Reimbursements, and Expense Report Procedures

Attachment 2: Policy No. 22 – Vehicle Use

Attachment 3: Policy No. 25-1 – Definitions

Attachment 4: Policy No. 29 – Introductory Employment Period

Attachment 5: Policy No. 47 – Board Member Compensation, Reimbursement, and Ethics Training

Attachment 6: Policy No. 63 – Travel Pay

Policy No.: 13
Issue No.: 23
Effective Date: 09/11/065/13/23 (subject to Board approval)
Subject: Travel, Reimbursements, and Expense Report Procedures Payment or Reimbursement for Conferences, Seminars, Training, or Meetings

Policy No. 13 – Travel, Reimbursements, and Expense Report Procedures Payment or Reimbursement for Conferences, Seminars, Training, or Meetings

Purpose: To establish guidelines and procedures for ~~for attendance and expense payments or reimbursing ements~~ employees for expenses incurred during official travel for conferences, training, seminars, or meetings, or other travel on authorized District business, and to conform to Internal Revenue Service reporting requirements concerning record keeping. To record the five basic reporting requirements: 1) date; 2) cost; 3) place; 4) business purpose; and 5) for meals and entertainment, the names and business relationship of each person entertained. ***For reference, in this policy Directors will also fall under the category of employees but may also refer to Policy No. 47 – Board Member Compensation, Reimbursement, and Ethics Training.***

Policy/Procedure: Employees may pay all of their own business expenses and request reimbursement from the District by submitting an ~~en~~ expense reports, or expenses may be paid directly by the District, provided there is prior approval by the Board of Directors. Reimbursements for expenses are made only for those expenses which are individually itemized and explained. Employees will provide original and itemized receipts for all expenses whenever possible.

It is the policy of the District that where budget allocations permit, authorized officers and employees shall be reimbursed for reasonable out of pocket expenses incurred in the performance of official District business, when such expenditures are authorized in advance, and the employee's attendance is deemed to be directly beneficial to the District.

1. ~~Authorization to Attend~~Approvals – District employees shall secure the approval of the appropriate level of management prior to attendance at conferences, training, seminars, or meetings.
 - a. Due to the limited pool of funds, approval for local seminars and training attendance shall be given highest priority.
 - b. Where possible, early application should be made to assure that adequate funds are available.
 - c. Non-budgeted travel must be preapproved by the General Manager.
 - e.d. Only Department Managers
2. ~~Cost of Accommodations Lodging~~ – cost of overnight accommodations for conferences, training, seminars, or meetings may be reimbursed or paid directly by the District. In general, hotel accommodations should be for the standard room rate, government room rate, or conference attendee rate, whichever is less. Upgrades to accommodations are not covered.

Policy No.: 13

Issue No.: 23

Effective Date: 09/11/065/13/23 (subject to Board approval)

Subject: Travel, Reimbursements, and Expense Report Procedures ~~Payment or Reimbursement for Conferences, Seminars, Training, or Meetings~~

- a. The expense shall be limited to the reasonable cost of adequate accommodations as determined by the Manager and/or the Board of Directors.
 - b. Costs which are deemed to be unnecessary, unrelated or excessive may not be reimbursed or paid.
 - c. The cost of meals, entertainment, and lodging on a hotel billing shall be reported separately, according to the itemized receipt.
 - d. The District will pay for a single occupancy room (including taxes, parking, and other allowable expenses) for as many nights as is necessary based on the time and location of the event. Lodging will be provided to employees the night prior to the meeting or conference when flight schedules do not allow for arrival on the day of the event prior to the start. Lodging will be provided on the last day of the event if the event ends late in the day and no return flights are available.
3. Transportation – transportation to a conference, training, seminar, or meeting may be reimbursed or paid directly by the District, based upon the following considerations:-
- a. The employee making travel arrangements shall secure the most reasonable and appropriate method, taking into consideration distance, overtime, lost work time and total costs to the District after all expense items are tabulated.
 - b. To secure the most economical mode of transportation in keeping with availability, convenience, and propriety of the District, all meeting travel arrangements shall be made with the endorsement of the Manager.
 - c. If the employee wishes to drive rather than fly to a destination, the District will reimburse the lesser of the mileage rate to and from the site or the amount of the lowest cost airline coach fare within one week after the meeting or conference is booked plus the cost of transportation from the airport to the meeting or conference site for the time necessary for the business travel only.
 - d. When air travel is the most appropriate method of transportation, coach class shall be utilized.
 - e. A private automobile may be used when necessary. Reimbursement for such use shall follow the guidelines in District policy involving the use of private vehicles on District business.
 - f. A rental car may be used when appropriate public transportation is unavailable or more expensive.
 - g. While traveling, the use of rental vehicles is discouraged. Shuttle services, buses, taxis, or car services between airports and meeting locations, including a ##% gratuity per fare, will be covered. Rental vehicles shall only be permitted when no other transportation is available, or when alternative transportation would be more expensive.
 - h. While traveling long distances and the employee's private automobile is considered unsafe for the conditions involved, the District will reimburse the employee up to the cost of a plane ticket booked within a week of the reservation, plus car service to and from the airport.

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Subject: Travel, Reimbursements, and Expense Report Procedures ~~Payment or Reimbursement for Conferences, Seminars, Training, or Meetings~~

4. Registration – registration and related fees may be reimbursed or paid by the District for all authorized attendance.

a. Employees must cancel any registration or reservation that will not be used.

4.5. Compensation for Conference/Meeting Attendance – employees shall receive their regular compensation for attendance at approved conferences, training, seminars, or meetings that are held on their regularly scheduled workdays and within their regularly working hours, per Policy No. 63 – Travel Pay.

6. Mileage Allowance – the reimbursement paid to the employee for the use of their own personal vehicle during travel on official District business (see Policy No. 22 – Vehicle use). The mileage reimbursement rate will be the prevailing rate established by the Internal Revenue Service (IRS).

~~5.7.~~ Other Meal Expenses – actual cost of meals while on business travel will be reimbursed when documented by appropriate receipts. The actual cost includes non-alcoholic beverages, taxes, and up to ##% percent tip. ~~Other Meal e~~ Expenses may be reimbursed or paid directly by the District.

• a. Except as otherwise provided, the guidelines for meal reimbursements, including tax and tip, shall be a maximum of a \$75.00 stipend per day. If the guidelines are exceeded, written justification must be attached to the expense claim form. Alcohol consumption and entertainment expenses will not be reimbursed.

b. The employee shall submit the completed and signed Expense Report every month. Receipts are required, including those for meals and taxi or bus fares. All applicable receipts and/or invoices shall be attached. The employee shall forward this form to the Manager for approval.

c. Receipts must show the itemized meal and should have the employee's name and the nature of the business documented.

d. Reimbursement shall not exceed the daily meal limit amounts set above, regardless of the amount of receipts submitted.

If the employee is required to attend a lunch on behalf of the District for business purposes and/or business travel, the District will reimburse the employee for the actual cost of the meal and non-alcoholic beverage, taxes, and tip when documented by appropriate receipts.

• —

— Entertainment Expense – e

8. entertainment expense may be reimbursed or paid directly by the District for reasonable business entertainment expenses only when necessary to promote a specific public purpose of the District. All entertainment must be explained with the following details:

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- a. Date
- b. Cost
- c. Place (name and location)
- d. ~~B~~business purpose
- e. ~~T~~type of entertainment (e.g., lunch, dinner)
- f. ~~B~~business relationship of each person present: name, title, agency, company, etc.

Officers and employees entertain fellow officers and employees only when this is the most efficient way to accomplish a specific business purpose and only with prior approval of the Board of Directors or the Manager. In all cases, the officers and employees avoid excessive expenses. The employee of senior rank pays the expense.

District officers and employees do not entertain vendor representatives.

9. Travel Advances – if in the judgement of the General Manager, the estimated expense is too high to expect an employee to finance themselves and be reimbursed at the conclusion of the travel.
- a. The General Manager may authorize a cash advance of a minimum of one hundred dollars (\$100) up to a maximum of one thousand dollars (\$1,000) to the employee.
 - b. Approved cash advances shall be submitted to the Administrative Services Manager three weeks prior to departure schedule and the employee will be notified when the requested funds are available for pickup. Receipts of a cash advance for travel expenses do not constitute pre-approval for the expenditure of the entire amount so advanced, as all expenditures must be reasonable, justified, not exceed the allowed daily stipend, and approved.
 - c. If an employee has accepted a cash advance, a reconciliation of the advance payment must be made on the basis of actual expenses incurred as part of the expense report and submitted to the District within ten (10) calendar days, but no more than thirty (30) calendar days, of returning from the conference or meeting.
 - d. If actual expenses exceed the amount of the advance, any approved additional expenses will be reimbursed.
 - e. If actual expenses do not exceed the amount of the advance received, the employee shall attach a personal check made payable to the District for the unused portion of the advance.
 - f. If reimbursement for unused or unsubstantiated expense has not been received within 30 calendar days of returning from the conference or meeting, or if no Expense Report form has been submitted, the amount advanced or unsubstantiated will be withheld from the employee's next paycheck.

10. Other Provisions

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- a. Spouses and guests are permitted to accompany the employee on District travel and at conferences, seminars, and meetings, except when such accompaniment would interfere with the conduct of District business. Any additional costs associated with participation of the spouse or other guests are the employee's responsibility.
- b. If internet access is necessary for District related business, the District will reimburse internet access connection and/or usage fees away from home for the necessary business travel period only. The rate must be listed as such on the invoice, so as not to be confused with other incidental costs.
- c. Baggage and valet handling fees of a generally accepted/reasonable amount (e.g., \$5-10), and gratuities of up to (##%) will be reimbursed.

11. Unauthorized Expenses

- a. Items of personal nature are not reimbursable, including: movies; live shows and music entertainment shows; premium television services; alcoholic beverages; gift certificates; laundering or dry-cleaning; spas; gyms; barbers; magazines; shoeshine; travel insurance; purchase of clothing or toiletries; loss of tickets; fines or traffic violations; non-mileage personal automobile expenses, including repairs insurance or gasoline; personal losses incurred while on District business; excess baggage; spouse and/or guest accommodation; office equipment and other items of a personal nature.
- b. Spouses and guests are allowed to accompany the employee on District travel and at conferences, seminars, and meetings when using public or private transportation. Additional costs associated with the participation of the spouse or other guests are the employee's responsibility. This includes any increased [hotel room rates](#) due to double occupancy.
- c. Expenses for which employees receive reimbursement from another agency are not reimbursable.
- d. If unauthorized expenses have been paid by the District (i.e., via credit card or petty cash), the employee will be responsible for immediate reimbursement to the District. If expenses have not been reimbursed within ten (10) calendar days of discovery, expenses will be recovered through a payroll deduction on the employee's next paycheck.

12. Expense Report Form and Record Keeping

- a. Upon return from the event and/or any travel that requires employee reimbursement, including any other eligible employee reimbursement (e.g. supply purchase, medical reimbursement, etc.) the employee must submit an approved Expense Report form to the Administrative Services Manager.
 - This form shall itemize all expenses associated with the event, travel, or approved expenditure and is approved by the Department Manager. All original receipts/supporting documentation must be attached. This form is due to the Administration Services Manager within ten (10) working days, not no more

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- than thirty (30) working days, of the employees return, including reimbursement for mileage related to any business travel.
- All Expense Report forms received after 30 working days will not be reimbursed unless preapproved by Administration.
 - All Expense Report forms for medical reimbursement must be submitted on a monthly basis, those received after 45 calendar days will not be reimbursed unless preapproved by Administration.
- b. Expense Report forms must document that the expenses in question meet the requirements of this policy.
- c. If an employee has lost a receipt for a travel-related item, a memo is required. The memo must include the following:
- Explain the circumstances in detail, such as time, activity, and reason for losing the receipt.
 - Include all receipt information such as place of business, amount, date, description of item, copy of menu items upon availability, etc.
 - The employee must sign the form and the Department Manager must approve it.

13. Compliance – use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:
- a. Loss of reimbursement privileges;
 - b. Revocation of District Cal Card;
 - c. A demand for restitution to the District;
 - d. The District reporting the expenses as income to the employee to state and federal tax authorities;
 - e. Civil penalties up to the maximum allowable by law;
 - f. Prosecution for misuse of public resources; and
 - g. Other disciplinary measures as allowable under the District's policies.

Revision:

Issue No. 01:

Issue No. 02: 09/11/06, approved

Issue No. 03: 05/13/24, updated existing sections throughout and added #9-13

Policy No.: 22
Issue No.: 89
Effective Date: 2/14/2205/13/24 (subject to Board approval)
Subject: Vehicle Use

Policy No. 22 – Vehicle Use

Purpose: To identify the eligibility and reporting requirements of District employees provided car allowance and/or mileage reimbursement by District funds and to establish guidelines relative to the use of both employee vehicles and the vehicles and other mobile equipment used or owned by the District.

Policy/Procedure:

1. The General Manager shall receive a monthly car allowance at a rate specified in the General Manager employment agreement as approved by the Board. The monthly car allowance will be included on annual W2 reporting, in accordance with Internal Revenue Codes and guidelines.
2. The Facilities and Operation Manager shall receive a monthly car allowance of fifty-five dollars (\$55) in-lieu of receiving reimbursement for mileage and/or a District provided vehicle.
- 2-3. While operating any vehicle or other mobile equipment for District business, all employees shall possess a valid California driver's license, and shall comply with all requirements of the California Vehicle Code and local regulations. In addition, all employees shall maintain a driving record deemed acceptable by District management and District insurance carriers.
- 3-4. Except for the General Manager, the District's employees and Directors shall be reimbursed for the business use of personal vehicles at a rate equal to the mileage reimbursement rate allowed by the United States Internal Revenue Service. District staff will provide an "Expense Reimbursement Report" form for each Director to submit when that Director requests to be compensated for use of their personal vehicles to attend Board meetings and attend to authorized business for the CBWCD. District employees will be reimbursed for mileage with a starting and ending address of District headquarters or in accordance with the District Policy No. ## - Travel Pay. ~~Whereas~~ Directors will be reimbursed for mileage with a starting and ending address of their homes. All Expense Report forms shall be submitted on a timely basis per District Policy No. 13 – Travel, Reimbursements, and Expense Report Procedures.
- 4-5. The employee's private vehicle insurance is the primary insurance on the employee's private vehicle, and the District shall not be responsible for the replacement or repair of any private vehicle, not otherwise owned, rented, or leased by the District, used to conduct District business, if said vehicle is damaged or destroyed during the course of such use.
- 5-6. Employees, while performing work for the District, are not, nor shall they be, required to operate their private vehicle off-highway, i.e. off-of-paved thoroughfares available for use by the general public.
- 6-7. Employees, while operating District owned, rented, or leased vehicles and other mobile equipment, shall not permit "non-employees" to ride thereon or therein unless such non-employees are conducting business for or on behalf of the District or unless a life-threatening medical emergency exists.
- 7-8. District owned, rental, or leased vehicles and other mobile equipment shall only be utilized to conduct District business and no personal business or activity shall be conducted therein or thereon. Securing personal meals is not District business.
9. Should a District owned, rental, or leased vehicle or other mobile equipment become significantly damaged an investigation shall be conducted to determine the facts,

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circumstances and cause of the incident. The General Manager and one other full-time employee shall conduct such investigation. In the event the General Manager was the operator of the damaged vehicle or equipment the investigation shall be conducted by two other full-time employees. In the event the operator is determined to be legally responsible for the damage to District owned, rented, or leased vehicles or other mobile equipment, then such operator may be disciplined.

10. Any employee operating a District vehicle must meet the following requirements:
 - a. Possess a valid California driver's license with a license class that permits operation of the District vehicle being used, and submit valid driver's license upon each expiration date.
 - b. No driver shall operate a vehicle under the influence of alcohol or drugs, including over-the-counter or prescription medication known to impair one's ability to drive or operate machinery.
 - a. Maintain an acceptable driving record • Follow the guidelines stated in this policy at all times.
 - c. From time to time an employee may have a need to carry business associates, Directors, stakeholders; however, transporting family, friends, or strangers is a violation of District policy.
11. District vehicles shall be parked and locked. The assigned District employee shall maintain possession of the vehicle keys at all times. When parked in public areas the vehicle shall be parked securely off street whenever possible.
12. Vehicle Maintenance - All District-provided vehicles are designated as "non-smoking" areas and employees are expected to keep the vehicles in clean, well-maintained condition. Neglecting to maintain a vehicle could result in costly repairs to the District. Unusual wear-and-tear above industry average or neglecting to properly maintain a District-provided vehicle may result in the loss of use of the vehicle and the employee may be subject to further disciplinary action.
13. Driving Record - drivers using a company vehicle and/or who regularly travel by car for work purposes shall maintain a driving record acceptable to the District and its automobile insurance provider. Written notification to the Driver's Department Manager is required within one (1) working day of receiving any of the major violations listed below:
 - a. Minor violations: Three (3) minor violations in a 12-month period or five (5) minor violations in a three-year period (e.g. failure to wear a seatbelt) will result in loss of District-provided vehicle use and loss of privilege of driving for District business. The driver may also be subject to disciplinary action.
 - b. Major violations: A major driving violation conviction (e.g. reckless driving, eluding a police officer, street racing, hit and run, driving under the influence, or driving with a suspended or revoked license) will result in loss of District-provided vehicle use and loss of the privilege of driving for District business. The driver may also be subject to disciplinary action.

Revision:

Issue No. 6: 08/13/03

Issue No. 7: 08/14/17, Update title of General Manager. Update car allowance per General Manager employment agreement.

Issue No. 8: 02/14/22, Clarify language pertaining to Items 3 and 6.

Policy No.: 22
Issue No.: 89
Effective Date: 2/14/2205/13/24 (subject to Board approval)
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Issue No. 9: 05/13/24, Updated item #3 and added Items 9-12.

Policy No.: 25-1
Issue No.: 45
Effective Date: 2/14/2205/13/24
Subject: Definitions

Policy No. 25-1 – Definitions

NOTE: The singular includes the plural and the plural includes the singular. The masculine, feminine or neuter are mutually inclusive.

Purpose: To establish clear definitions of employment terms utilized throughout this policy manual.

Policy/Procedure:

1. Regular Full-Time Employee – an at-will employee who has successfully ~~met~~ completed the Introductory Employment period requirements for a full-time position and are assigned a definite work schedule of at least 40 hours per week and their employment is expected to continue for an indefinite period of time. Regular Full-time Employees may be exempt or non-exempt and are eligible for employee benefits.
2. Part-Time Employee – an at-will employee who has successfully completed the Introductory Employment period for a part-time position and works a regular schedule of less than 1,000 hours per fiscal year ~~forty hours per week or less than twelve months per year, and their employment is expected to continue for an indefinite period of time.~~ A Part-Time employee is not entitled to benefits enjoyed by regular Full-Time employees unless otherwise prescribed by law.
3. Temporary Employee – an ~~worker~~ at-will employee, including interns, hired for a limited time (6-12 month period) only to complete a particular task or for a specified time period and are limited to working 849 hours per fiscal year (July 1 through June 30). "Temporary Employee" status may be renewed for a new task or additional time period at the District's sole discretion. If a Temporary Employee is transferred to another department within a single fiscal year, then the 849-hour maximum would still apply and runs concurrently with all assignments within that year. A Temporary Employee is not entitled to benefits enjoyed by regular Full-Time employees and all assignments are at-will and may be terminated at any time and have no appeal rights. Student interns, trade/vocational students, or college students at the graduate and undergraduate levels, may be employed directly by the District as Temporary Employees. To qualify for an internship, the candidate must be 18 years old, either a student currently enrolled or a recent graduate within 2-years of a college, university, or graduate program with a GPA of 2.0, or currently enrolled in trade/vocational studies. A student internship term will last the course of one school year, including a summer session. However, individual student interns may request to start another internship term again for one or more additional school years up to 3-years. Interns shall be compensated by payment at an hourly rate and/or with school credit, as approved by the educational institution they attend.
4. Exempt Employee – an employee paid on a salary basis for work performed with no overtime pay.
5. Non-Exempt Employee – any employee who is paid wages for each hour of work performed and is eligible to receive overtime pay according to law.

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- 4.6. Introductory Employee – an employee who is hired by the District ~~in a~~ to fill a full-time new position as a new-hire, rehire, promotion, or transfer (including interns), and performs work during the Introductory Employment period, but who has not completed the introductory period, -per Policy No. 29.
7. Introductory Employment Period – an employee shall not attain the status of a regular full-time employee until he or she has completed an Introductory Employment period of continuous service in a regular full-time position with the District per Policy No. 29 Introductory Employment. The term “continuous service” as used in this provision means uninterrupted service with the District, and excluding time related to unauthorized absences, interruption of service due to illness, and authorized leaves of absence. Such interruptions or absences may result in the extension of the Introductory Employment period per Policy No. 29, or the commencement of a new Introductory Employment period based on the District’s needs. The Introductory Employment period may be extended by the ~~Executive Director~~ General Manager or designee. During the Introductory Employment period or any extension thereof, the employee may be terminated by the District for any reason, and with or without cause.
- 5.8. At-Will Employment - all employees, including interns (with the exception of the General Manager who is employed under a contract with the District), hired by the District may resign at any time and that the District may terminate said employee at any time, without or without cause.
- 6.9. Traditional Work Week – employees working a traditional 40-hour work week consisting of five eight-hour days.
7. Alternative Work Week – a 9/80 work week where 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 workday off every two weeks.
- 8.10.

Revision:

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

Issue No. 02: 08/08/16, Conforming changes with Policy No. 29 Introductory Employment.

Issue No. 03: 07/13/20, Use of term “Introductory Employment Period” rather than “Probationary Period” in alignment with industry standards.

Issue No. 04: 02/14/22, Added definition of student and college inters to “Temporary Employee” category.

Issue No. 05: 05/13/24, Added definitions, Item Nos 4-5 and 8-9; updated all others.

Policy No.: 29
Issue No.: ~~4~~ 5
Effective Date: ~~04/13/20~~ 05/13/24
Subject: Introductory Employment **Period** and ~~Accrual of Sick Leave and Vacation Time~~

Policy No. 29 – Introductory Employment **Period and ~~Accrual of Sick Leave and Vacation Time~~**

Purpose: To establish an introductory period of employment during which the employee and the District can determine whether the employment is a good match and meets the needs of the District.

Policy/Procedure:

Objection:

The introductory period is designed to allow the employee and Department Manager an appropriate orientation, training, and evaluation period to determine if a satisfactory working relationship can be established between the employee and the District. Upon completion of the introductory period, the employees' performance will be reviewed. If it is determined that a satisfactory working relationship cannot be established, neither the employee nor the Department Manager are obligated to continue employment.

Length of Period:

1. All newly hired ~~or rehired permanent~~ employees ~~or rehired employees~~ will serve an introductory period of employment of one year ~~(2,080 hours)~~ **from the date of hire, without a break in service.**
2. All newly hired temporary employees, including interns, will serve an introductory period of employment of 30 days from the date of hire, without a break in service.
3. All employees promoting or transferring to a new position will serve an introductory period of employment of 3 months from the date of promotion. The introductory period will not affect vacation and sick time usage.

Restrictions:

1. Although employees accrue vacation and sick leave during the Introductory Period, accrued vacation time may not be used ~~during the first~~ **until the employee has completed** six (6) months of **continuous** employment (**See Policy No. 38**), and accrued sick leave time may not be used during the first ~~89~~ **30** days of employment (**See Policy No. 36**).
2. Pursuant to the Consolidated Omnibus Budget Reconciliation Act (COBRA), an original probationary (Introductory Employment period) employee may elect, at his/her cost, to continue for up to eighteen (18) months, District-offered health insurance that is in effect at the time of his/her termination.

Expectations:

1. The Department Manager shall communicate expectations and job responsibilities, provide necessary training, evaluate the employee's competencies, and periodically meet with the employee for performance check-in discussions during the introductory period.

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Subject: Introductory Employment ~~Period~~ and ~~Accrual of Sick Leave and Vacation Time~~

2. Prior to the expiration of the introductory period, the Department Manager shall formally communicate whether or not the employee has successfully completed the introductory period.
3. At the discretion of the immediate Department Manager and approval of the General Manager, an employee's introductory employment period may be extended to give the employee the opportunity to improve their performance and/or meet their targets.
 - a. The introductory period may be extended between one (1) and three (3) months and the employee shall be notified prior to the expiration of the introductory employment period.
4. Employment during the introductory period is at-will, meaning that if at any time during the introductory period the Department Manager determines that the employee cannot meet the position requirements or that the individual's performance is unacceptable, the District may terminate employment with or without cause or advance notice. The Department Manager must consult with the General Manager and/or designee.
 - a. Introductory employees new to the District whose employment is terminated by the District do not have recourse to the District's formal progressive discipline procedures but may review the termination decision with the General Manager and/or designee.
5. Successful completion of the introductory period does not guarantee continued or permanent employment. Employment with the District is at-will, meaning an employee's employment is for an indefinite period of time and it is subject to termination by the employee or the District, with or without cause, with or without notice, and at anytime.

Revision:

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

Issue No. 02: 09/14/15, Change length of introductory period & delete #3 entirely.

Issue No. 03: 06/30/16, Conform to Policy No. 36, AB 1522 Legal Update.

Issue No. 04: 04/13/20, Change length of vacation time use, add #3.

Issue No. 05: 03/11/24, Change length of sick time use to reflect updated Policy No. 36, added Objective section, and added #2-3 in Duration and #1-5 in Expectation sections.

Policy No.: 47
Issue No.: ~~67~~
Effective Date: ~~11/09/2005/13/24~~
Subject: Board Member Compensation, Reimbursement, and Ethics Training

Policy No. 47 – Board Member Compensation, Reimbursement, and Ethics Training

Purpose: To ensure compliance with AB1234 and to establish policies with respect to 1) Board member compensation, 2) Board member reimbursement, and 3) Board member ethics training.

Policy/Procedure:

Compensation:

1. Amount – the amount of Board member compensation by the District shall be determined in accordance with all applicable requirements to the California Water Code. The Board shall set the rate of such compensation for a day's service and shall set the maximum number of day's service for which a Board member may receive compensation each month from the District, by adoption of a separate ordinance.
2. Day's Service – the term "day's service" is defined as attendance or participation of a Board member, in person or via teleconference, at a meeting with one or more other parties for the performance of official duties on behalf of the District.
 - a. Meetings – a "meeting" is defined as any meeting listed on Exhibit A, Category A. Where the meeting is a District Committee meeting, only appointed committee meeting members shall qualify for compensation.
 - b. Daily Limitation – if a Board member attends or participates in multiple meetings in a single day, the Board member shall be eligible for compensation for only one meeting on that day.
3. Procedure – to receive compensation for attendance or participation at the meetings listed in Exhibit A, it is suggested that the Board member submit to the District's office staff a payment request on the General Manager-approved Board Expense Report Form on a calendar-month basis at the first Board meeting following the end of the calendar month being reported. If the meetings listed by the Board member on the Expense Report satisfy this policy for expenditure of public resources, then the District's General Manager is authorized to approve the payment request. If any of the meetings identified by the Board member on the Expense Report for the calendar month are not included in the list of pre-approved meetings listed in Exhibit A, or if the payment request fails to expressly comply with this policy, then the District's General Manager shall include the payment request on the agenda for the next regular meeting, at which time the Board will consider approval.
4. Report – Board members shall provide brief reports on all meetings for which they receive compensation from the District at the next regular meeting of the Board. Reports may be made orally, in writing, or by reference to any minutes included in the agenda materials.

Policy No.: 47
Issue No.: 67
Effective Date: 11/09/2005/13/24
Subject: Board Member Compensation, Reimbursement, and Ethics Training

Reimbursement:

1. Procedures – The District shall reimburse Board members for reasonable costs incurred related to attendance or participation at approved meetings. Directors may pay all of their own business expenses and request reimbursement from the District on expense reports. Expenses may be paid directly by the District per Policy No. 13 – Travel, Reimbursement, and Expense Report Procedures, provided there is prior approval by the Board of Directors.

Reimbursements for expenses are made only for those expenses which are individually itemized and explained. Receipts are required, including those for meals, ~~and taxi/car service~~, or bus fares. Directors will provide original receipts for all expenses whenever possible. Directors shall submit the completed and signed Expense Report every month and/or may be submitted with the next available payroll if prior approval is received. All applicable receipts and/or invoices shall be attached.

~~A. Eligible Expenses. Expenses eligible for reimbursement shall be limited to: 1) registration or tuition costs, or other charges for participation at the meeting; 2) transportation to and from the meeting, including airfare, car rental, or mileage for use of a Board member's own automobile, and other miscellaneous transportation costs (shuttle, taxi, parking, etc.); 3) lodging at the single room rate; and 4) reasonable costs of meals, not including alcohol. (See Section 2.D)~~

~~A. Rates:~~

- ~~• Registration, Tuition, and Meeting Charges. Registration and related fees may be reimbursed or paid by the District for all authorized attendance.~~
- ~~• Transportation
 - Transportation to a conference, training, seminar, or meeting may be reimbursed or paid directly by the District.
 - To secure the most economical mode of transportation in keeping with availability, convenience, and propriety of the District, all meeting travel arrangements shall be made with the endorsement of the General Manager.
 - When air travel is the most appropriate method of transportation, coach class shall be utilized.
 - A private automobile may be used when necessary. Reimbursement for such use shall follow the guidelines in District policy involving the use of private vehicles on District business.
 - A rental car may be used when appropriate public transportation is unavailable or more expensive.~~

Commented [AF1]: Already addressed in Policy No. 13

~~C. Lodging. Cost of overnight accommodations for conferences, training, seminars, or meetings may be reimbursed or paid directly by the District. The expense shall be limited to the reasonable cost of adequate accommodations as determined by the General Manager and/or the Board of Directors. Costs which are deemed to be unnecessary, unrelated or excessive may not be reimbursed or paid. The cost of~~

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~~meals, entertainment, and lodging on a hotel billing shall be reported separately, according to the itemized receipt.~~

~~C. Meals. Except as otherwise provided, the guidelines for meal reimbursements, including tax and tip, shall be a maximum of \$75.00 per day. If the guidelines are exceeded, written justification must be attached to the expense claim form. Alcohol consumption will not be reimbursed.~~

~~D. Entertainment Expense. Entertainment Expense may be reimbursed or paid directly by the District for reasonable business entertainment expenses only when necessary to promote a specific public purpose of the District. All entertainment must be explained with the following details:~~

- ~~• date~~
- ~~• cost~~
- ~~• place (name and location)~~
- ~~• business purpose~~
- ~~• type of entertainment (e.g., lunch, dinner)~~
- ~~• business relationship of each person present: name, title, agency, company, etc.~~

~~Officers and employees entertain fellow officers and employees only when this is the most efficient way to accomplish a specific business purpose and only with prior approval of the Board of Directors or the General Manager. In all cases, the officers and employees avoid excessive expenses. The employee of senior rank pays the expense.~~

~~District officers and employees do not entertain vendor representatives.~~

~~E. Ineligible Expenses. Board members shall not be eligible for District reimbursement of any expenses incurred by any person traveling or attending a meeting as a guest of the Board member. No Board member shall be eligible for District reimbursement of any expense for personal services not related to District business.~~

2. Report – Board members shall provide brief reports on all meetings for which they receive compensation from the District at the next regular meeting of the Board. Reports may be made orally, in writing, or by reference to any minutes included in the agenda materials.

Ethics Training:

1. Requirement – Under Assembly Bill 1234, District officials must receive training in ethics laws no later than one year from the first day of service with the District. Thereafter, each District official must receive such training at least once every two years.

Commented [AF2]: Already address in Policy No. 13

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Subject: Board Member Compensation, Reimbursement, and Ethics Training

2. Application.

- a. District Official – the term “District official” means all Board members and all executive staff of the District.
- b. Ethics Laws – the phrase “ethics laws” includes, but is not limited to, the following:
 - Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws;
 - Laws relating to claiming prerequisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies;
 - Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws; and
 - Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.

3. Agency Responsibilities.

- a. Records – the Agency shall maintain records indicating the dates that the District officials satisfied the requirements of this policy and the entity that provided the training. The District shall maintain these records for at least five years after District officials receive the training. These records are public records subject to disclosure under the California Public Records Act.
- b. Notice – the District is required to provide information on training available to meet the requirements of this policy to its officials at least once every two years.

Review of Policy on Annual Basis - each year the Board shall review this Policy to determine its effectiveness and the necessity for its continued operation. The District’s General Manager shall report to the Board on the operation of this Policy, and make any recommendations deemed appropriate, including proposals to amend the Policy. Upon conclusion of its review, the Board may take any action it deems appropriate concerning this Policy. Nothing shall preclude the Board from taking action on the Policy at times other than upon conclusion of the annual review.

Policy No.: 47
Issue No.: ~~67~~
Effective Date: ~~11/09/2005/13/24~~
Subject: Board Member Compensation, Reimbursement, and Ethics Training

EXHIBIT A

CATEGORY A – CBWCD Board Meetings and CBWCD Public Events

Category A includes meetings that are directly associated with CBWCD require no pre-approval and for which no additional reporting is required since minute action for these agency meetings meets the reporting requirement of AB 1234.

- CBWCD Board of Directors
- CBWCD Personnel Committee
- CBWCD ~~Education Programs~~ Committee
- CBWCD Finance Committee
- CBWCD ~~Chino-Basin~~-Recharge Committee
- Any Ad Hoc Committees formed by a vote of the Board of Directors
- Any District-sponsored and District-run events such as field trips, tours, Open House, Earth Day, etc.

CATEGORY B – Other Local Events

“Other Local Events” include events that do not require the purchase of a bus, plane, or train ticket to travel and/or overnight stays. They include, but are not limited to, events such as Council Meetings for cities within the District’s service area, community events hosted by cities or by local elected officials within the District’s service area, or meetings of local organizations such as Chambers of Commerce or service organizations, provided there is a reasonable expectation that a member’s attendance will directly advance or promote District goals or objectives.

A Director may be compensated and/or reimbursed for attending a local event provided the Director writes a 3-4 sentence justification for attendance, to be included in the “AB 1234 – Director Travel, Training, and Meeting Report” on the Consent Calendar. If any Director chooses to challenge compensation or reimbursement for attendance at a Category B meeting, the challenging Director may request the agenda item pertaining to that meeting be pulled from the Consent Calendar and voted on separately.

CATEGORY C – Meetings at Partner Organizations

At the beginning of each Fiscal Year, Board Members will vote on assignments for attendance at meetings of each organization listed below to ensure broad, diverse, and consistent District representation at such events. A primary and alternate will be chosen. If the primary and alternate members designated are both unable to attend, another member may be later designated for this purpose. At events considered to be of particular importance, multiple directors may be authorized to attend. Compensation and reimbursement for attendance at Category C meetings may be approved post-attendance on the Board’s consent calendar.

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- a. Association of California Water Agencies (ACWA)
- b. Association of San Bernardino County Special Districts (ASBCSD)
- c. California Groundwater Coalition (CGD)
- d. California Special Districts Association (CSDA)
- e. Cal Trust
- f. Chino Basin Watermaster
- g. Cucamonga Valley Water District
- h. Groundwater Recharge Coordinating Committee (GRCC)
- i. Inland Empire Utilities Agency (IEUA)
- j. Joint Powers Authority (JPIA)
- k. LAIF
- l. Local Agency Formation Commission (LAFCO)
- m. Metropolitan Water District (MWD)
- n. Monte Vista Water District
- o. Southern California Water Committee (SCWC)
- p. Southern California Storm Water Taskforce
- q. Southern California Recycled Water Taskforce
- r. Urban Water Institute (UWI)
- s. Water Education Foundation (WEF)

CATEGORY D – Events Requiring Travel

“Events Requiring Travel” include events that require the purchase of a bus, plane, or train ticket to travel and/or overnight stays. This includes, but is not limited to, conferences, training events, or tours hosted by ACWA, CDSA, or other organizations that CBWCD works with in carrying out the business of the District.

At all Events Requiring Travel, to be eligible for compensation for Days of Service Attendance, and reimbursement for attendance fees and reasonable expenses incurred, Board approval of a member’s attendance must be obtained prior to registration and attendance.

Revision:

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

Issue No. 02: 07/08/13, Annual Review, Added Three Committees to Category A.

Issue No. 03: 10/13/14, Annual Review, Major Revision.

Issue No. 04: 03/09/15, Add WEF Membership to Category B

Issue No. 05: 08/08/16, Annual review; Category A amended to reflect committee changes; change in title.

Issue No. 06: 11/09/20, Amend Exhibit A.

Issue No. 07: 05/13/24, Remove duplicate language already addressed in Policy No. 13

Policy No.: 63 **NEW PROPOSED POLICY**
Issue No.: 1
Effective Date: 05/13/24
Subject: Travel Pay

Policy No. 63 – Travel Pay

Purpose: The purpose of this Travel Policy is to establish guidelines and procedures for employees who travel for official business purposes. This policy ensures compliance with applicable laws and regulations while promoting cost-effective and responsible travel practices.

Policy/Procedures: Generally, the time employees spend commuting to and from work is not considered work time and is excluded from this policy. However, the District considers time spent traveling for work-related purposes during the workday as work time, and thus pays nonexempt employees travel pay, as described in this policy, for such time.

1. Eligibility – non-exempt employees who are required and/or authorized to travel for work-related purposes during the workday, including not limited to conferences, meetings, training sessions, and client visits, are eligible for travel pay at their regular base rates of pay under this policy.
2. Timekeeping – employees are expected to record work-related travel time on their electronic timesheet pursuant to the District Policy No. 30 – Timekeeping and Payroll Administration policy.
3. Types of Travel Pay – travel pay will apply in the following circumstances:
 - a. **From work to off-premises worksite(s).** Once an employee reports to work, if he or she is required to travel to an off-premises worksite, all time spent from the time the employee leaves the work premises until the employee returns to his or her normal work location is counted as work time.
 - b. **From home to off-premises worksite(s).** If an employee is required to travel to and from an off-premises worksite directly from his or her home, all time spent for such travel, less the employee's normal commute time, is counted as work time.
 - **Example:** you have a 20-minute roundtrip commute between your home and your regular work site (the office). You are asked to report for the day for a special assignment at another location, which is 60 minutes round trip from your home. In this case, you will report 40 minutes of work time (60 minutes traveling minus 20 minutes for your ordinary commute).
 - c. **Extended Overnight travel.** If an employee is required to travel out of town for work-related purposes, the time spent traveling (within the employee's normal work hours) to and from the out-of-town location, including all time spent as a passenger on an airplane, train, bus, taxicab or car, or other mode of transportation, and time spent waiting to purchase a ticket, check baggage, or get through security or on board the vehicle or plane is, under such circumstances, time spent carrying out the employer's directives is

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considered work time; however, any time the employee spends engaged in personal activities (such as meal time, sleeping, sightseeing, watching television, or engaging in purely personal pursuits not connected with traveling or making necessary travel connections such as spending an extra day in a city before the start or following conclusion of a conference to sightsee) will not count as work time.

- When travel time occurs outside of regular working hours, the employee will not be compensated for travel time when they are a passenger on an airplane, train, boat, bus, or car. If a non-exempt employee is required to drive and they are the driver, then that travel time will be compensated.
4. Personal Vehicle Use – when using a personal vehicle for official travel, employees will be reimbursed at the IRS-approved mileage rate inclusive of fuel, maintenance, and insurance costs.
 - a. Expense Reports must be submitted for reimbursement no later than 3 months.
 5. Authorization and Approval – all travel plans must be authorized and approved in advance by the employee's Department Manager. Travel expenses incurred without proper authorization may not be reimbursed.
 - a. As detailed in District Policy No. 13 – Travel, Reimbursement, and Expense Report Procedures policy, employees will be reimbursed for all reasonable travel-related costs incurred.

Revision:

Issue No. 1 – 05/13/24, original policy (**Subject to Board Approval**)