



**SANTA CLARITA VALLEY WATER AGENCY
REGULAR BOARD AGENDA
27234 BOUQUET CANYON ROAD
SANTA CLARITA, CA 91350
TUESDAY, JANUARY 2, 2018 AT 6:30 PM**

6:00 P.M. DISCOVERY ROOM OPEN TO PUBLIC

Dinner for Directors and staff in the Discovery Room
There will be no discussion of Agency business taking place prior to the
Call to Order at 6:30 P.M.

OPEN SESSION BEGINS AT 6:30 PM

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENTS – Members of the public may comment as to items not on the Agenda at this time. Members of the public wishing to comment on items covered in this Agenda may do so now or prior to each item as they arise. Please complete and return a comment request form to the Agency Board Secretary. (Comments may, at the discretion of the Board's presiding officer, be limited to three minutes for each speaker.) Members of the public wishing to comment on items covered in Closed Session before they are considered by the Board must request to make comment at the commencement of the meeting at 6:30 P.M.

4. APPROVAL OF THE AGENDA

5. SPECIAL PROCEDURES

- a. Ceremonial Swearing in of Directors
- b. Election of President and Vice President
- c. Directors' Seating Selections at the Board Table

6. CONSENT CALENDAR

PAGE

a. *	Approve Minutes of NCWD December 14, 2017 Regular Board of Directors Meeting	5
b. *	Approve Appointment of Co-General Counsel and Authorization to Enter into a Legal Services Agreement with Lagerlof, Senecal, Gosney & Kruse LLP	9
c. *	Approve Appointment of the Santa Clarita Valley Water Agency General Manager	11

6. CONSENT CALENDAR (CONT.) PAGE

d. *	Approval of Resolutions (1) Setting the Date, Time and Location of the Santa Clarita Valley Water Agency Board meetings, (2) Appointing a Board Secretary and (3) Appointing a Treasurer and Assistant Treasurer	13
e. *	Approve Authorized Positions Effective January 2018	21
f. *	Adopt the Agency Pay Schedule Effective January 2018	31
g. *	Approve Agency Purchasing Policy	37
h. *	Consider Adoption of Policy and Procedures Manual for the Board of Directors of the Santa Clarita Valley Water Agency	43

7. ACTIONS ITEMS FOR APPROVAL PAGE

- a. * Approval of a Resolution Adopting an Employee Manual 81

8. GENERAL MANAGER'S REPORT ON ACTIVITIES, PROJECTS AND PROGRAMS

9. PRESIDENT'S REPORT

10. AB 1234 REPORTS

11. DIRECTORS REPORTS

12. REQUEST FOR FUTURE AGENDA ITEMS

13. ADJOURNMENT

* Indicates Attachment

◆ Indicates Handout

Note: The Board reserves the right to discuss or take action or both on all of the above agenda items.

NOTICES:

Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by telephoning (661) 297-1600, or writing to Santa Clarita Valley Water Agency at 27234 Bouquet Canyon Road, Santa Clarita, CA 91350. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included so that Agency staff may discuss appropriate arrangements. Persons requesting a disability-related accommodation should make the request with adequate time before the meeting for the Agency to provide the requested accommodation.

Pursuant to Government Code Section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Board less than seventy-two (72) hours prior to the meeting will be available for public inspection at the Santa Clarita Valley Water Agency, located at 27234 Bouquet Canyon Road, Santa Clarita, California 91350, during regular business hours. When practical, these public records will also be made available on the Agency's Internet Website, accessible at <http://www.clwa.org>.

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ITEM NO.
6a.

**MINUTES OF REGULAR MEETING OF
THE BOARD OF DIRECTORS OF
NEWHALL COUNTY WATER DISTRICT**

A regular meeting of the Board of Directors of NEWHALL COUNTY WATER DISTRICT was held at the District Office Boardroom located at 23780 North Pine Street, Santa Clarita, CA 91321, on Thursday, December 14, 2017 at 6:30 p.m.

The following Directors were present:

Maria Gutzeit, President
Kathy Colley
Daniel Mortensen
Lynne Plambeck

The following Directors were absent:

B. J. Atkins, Vice President

The following staff members were present:

Stephen L. Cole
Michael Alvord
Rochelle Patterson
Thomas Bunn, Legal Counsel

Also, present were:

Various members of the public

DECLARATION OF POSTING:

A declaration is on file at the District office confirming the posting of the regular meeting agenda next to the front door at the District's office boardroom.

AGENDA:

On motion of Director Mortensen, seconded by Director Colley, and unanimously carried; the Board of Directors adopted the agenda.

CONSENT CALENDAR:

On motion of Director Mortensen, seconded by Director Colley, and unanimously carried; the Board of Directors adopted the Consent Calendar as follows:

1. Disbursement vouchers, voucher register Report and A/P Aged Payables Report:

General Account 110007 through 110209
Construction 05448 through 05449
Payroll Account 199100908 through - 00917
Board of Directors Monthly Activity Report

Board of Directors approved disbursement of funds for above numbered vouchers and Aged Payables report.

2. Minutes:

Regular Board Meeting dated November 9, 2017 held at 6:30 pm.
Special Joint Board Meeting dated November 13, 2017 held at 6:00 pm.
Special Joint Board Meeting dated December 4, 2017 held at 6:00 pm.
Board of Directors approved the above listed minutes.

3. The Old Road Storage Water Agreement for Construction of Water System Improvements

Board of Directors authorized the General Manager to enter into the “Agreement for Construction of Water System Improvements” with WC Newhall, LLC.

DISCUSSION AND/OR ACTION ITEMS:

1. Fiscal Year 2017 Comprehensive Annual Financial Report
After presentation by Michael Zizzi, from the auditing firm Leaf & Cole, LLP, on motion of Director Plambeck, seconded by Director Colley and unanimously carried the Board of Directors received and filed the Fiscal Year 2017 Comprehensive Annual Financial Report.
2. Newhall Water System Master Plan
Tony Akel, from Akel Engineering Group, Inc. gave a presentation on the Newhall Water System Master Plan. After discussion, on motion of Director Mortensen, seconded by Director Colley and unanimously carried, the Board of Directors approved the Newhall Water System Master Plan and directed staff to file a CEQA exemption.
3. Reimbursement Agreement with the Local Agency Formation Commission for the County of Los Angeles (LAFCO)
After discussion, on motion of Director Mortensen, seconded by Director Colley and carried, the Board of Directors authorized the General Manager to proceed with the Reimbursement Agreement with LAFCO.
Ayes: Directors: Gutzeit, Colley, and Mortensen
Abstained: Directors: Plambeck
4. Santa Clarita Valley Water Transition Update
Stephen L. Cole, General Manager, updated the Board of Directors on the Santa Clarita Valley Water Transition.
No action was taken.

REPORTS

1. Attorney’s Report:
Legal Counsel, Thomas Bunn, had no updates to report to the Board of Directors.
2. Directors’ Report:
The Board of Directors reported, either written or verbal, on the following items:
 - a. CLWA Board meeting report (Atkins)
 - b. AB 1234 Reporting:
Maria Gutzeit: ACWA Fall conference November 28 – November 30
BJ Atkins: SCV-GSA Board Meeting November 8; VIA Monthly Luncheon November 21
Kathy Colley: ACWA Fall conference November 28 – December 1
Dan Mortensen: none to report
Lynne Plambeck: ACWA Fall conference November 28 – December 1
3. Director of Finance Report:
Director of Finance/Administration, Rochelle Patterson, updated the Board on the following financial items:
 - a. Status of Customer Service and Accounting Projects
 - b. Projected New 2017-2018 Connection Fees
 - c. Statement of Net Assets
 - d. Profit and Loss Statement

- e. General and Administrative Expense (Monthly)
- f. Investments
- g. 3-month Cash flow
- h. Comparative Monthly and YTD Water Sales Revenue
- i. YTD Capital Project Expenditures

Board of Directors received and filed monthly financial reports.

4. Assistant General Manager Report:

Assistant General Manager, Michael Alvord, updated the Board on the following items:

- a. Engineering and Operations
- b. Water Statistics

5. General Manager Report:

General Manager, Stephen L. Cole, updated the Board on the following items:

- a. Perchlorate Update
- b. Water Supply Outlook
- c. Will Serve – Tapia Canyon

DIRECTOR REQUEST FOR FUTURE AGENDA ITEMS

None

ADJOURNMENT:

On motion of Director Mortensen, seconded by Director Colley and unanimously carried, the meeting was adjourned at 8:31 p.m.

Approved:

ROCHELLE PATTERSON, Secretary of the
BOARD OF DIRECTORS of the
Newhall County Water District

MARIA GUTZEIT, President of the
BOARD OF DIRECTORS of the
Newhall County Water District

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BOARD MEMORANDUM

DATE: December 20, 2017

TO: Santa Clarita Valley Water Agency Board of Directors

FROM: Matthew G. Stone
General Manager *mgs*

SUBJECT: Approve Appointment of Co-General Counsel and Authorization to Enter into a Legal Services Agreement with Lagerlof, Senecal, Gosney & Kruse LLP

SUMMARY AND DISCUSSION

At the joint Board meeting of the Castaic Lake Water Agency (CLWA) and Newhall County Water District (NCWD) held on December 4, 2017 regarding the transition of CLWA and NCWD into the Santa Clarita Valley Water Agency (SCV Water), the Boards of Directors indicated a desire to appoint Joseph Byrne of Best Best & Krieger LLP (BBK) and Thomas Bunn of Lagerlof, Senecal, Gosney & Kruse LP (Lagerlof), as co-general counsel to the Santa Clarita Valley Water Agency (SCV Water).

Mr. Byrne and Mr. Bunn have worked together for over two years to bring CLWA and NCWD together to create SCV Water, including writing significant portions of SB 634. They both have a significant amount of institutional knowledge about CLWA and NCWD respectively and have been intimately involved in the transition to SCV Water. This knowledge and their overall expertise is of significant value to SCV Water going forward and it is in the best interests of SCV Water to continue to retain both as co-general counsel. As co-general counsel, they will work together to coordinate the provision of legal services and divide responsibilities as necessary to provide high quality legal services and reduce the overall legal costs to SCV Water.

The engagement with BB&K and Lagerlof would continue under the same terms and conditions as what existed between each firm and CLWA and NCWD respectively. Because Lagerlof did not have a written contract with NCWD, it is also necessary at this time to authorize the General Manager to enter into a legal services agreement with Lagerlof on the same terms as existed between Lagerlof and NCWD. The legal services agreement that existed between BB&K and CLWA would remain in effect.

FINANCIAL CONSIDERATIONS

The fiscal study conducted in 2016 projected potential legal cost savings through both the cessation of litigation and reduction in duplicate legal work to support two separate and independent operating agencies. The estimated savings of ending litigation is \$350,000. It was estimated that an approximate 28% savings (\$140,000) in legal expenses could also be achieved.

The actual savings will depend on the number and complexity of legal issues encountered going forward.

Utilizing both legal resources in coordination for an interim period can reduce duplication of effort on issues where there is a prior or continuing history with one or the other law firm.

RECOMMENDATIONS

1. That the Board of Directors appoint Joseph Byrne of BB&K and Thomas Bunn of Lagerlof as co-general counsel to SCV Water and,
2. Authorize the General Manager to enter into a legal services agreement with Lagerlof that is based on the same terms and conditions as between Lagerlof and NCWD, incorporating the same insurance requirements in the CLWA-BB&K agreement.
3. Revisit this arrangement for provision of General Counsel services within 12 months.



BOARD MEMORANDUM

DATE: December 27, 2017
TO: Santa Clarita Valley Water Agency Board of Directors
FROM: Joseph Byrne
Legal Counsel
SUBJECT: Approve Appointment of the Santa Clarita Valley Water Agency General Manager

SUMMARY AND DISCUSSION

At the joint Board meeting of the Castaic Lake Water Agency (CLWA) and Newhall County Water District (NCWD) held on December 4, 2017 regarding the transition of CLWA and NCWD into the Santa Clarita Valley Water Agency (SCV Water), the Boards of Directors indicated a desire to appoint Matthew Stone as General Manager to the Santa Clarita Valley Water Agency (SCV Water). Mr. Stone was the General Manager of CLWA since December 2015 and he played a key leadership role in the creation of and transition to SCV Water. The appointment of Mr. Stone would continue under the same terms and conditions as his existing employment agreement, which was assumed by SCV Water as the successor entity to CLWA.

FINANCIAL CONSIDERATIONS

None.

RECOMMENDATION

Consistent with the Board's intent expressed at the December 4, 2017 joint board meeting, the Board of Directors appoint Matthew G. Stone as General Manager of SCV Water upon the same terms and conditions as his existing employment agreement.

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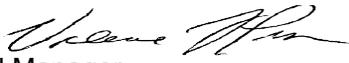


ITEM NO.
6d.

BOARD MEMORANDUM

DATE: December 26, 2017

TO: SCV Water Board of Directors

FROM: Valerie L. Pryor 
Assistant General Manager

SUBJECT: Approval of Resolutions (1) Setting the Date, Time and Location of the Santa Clarita Valley Water Agency Board Meetings, (2) Appointing a Board Secretary and (3) Appointing a Treasurer and Assistant Treasurer

SUMMARY AND DISCUSSION

Attached for consideration are resolutions establishing meeting dates and times and appointing Agency officers.

FINANCIAL CONSIDERATIONS

None.

RECOMMENDATION

That the Board of Directors approve the attached resolutions (1) Setting the Date, Time and Location of the Santa Clarita Valley Water Agency Board Meetings, (2) Appointing a Board Secretary and (3) Appointing a Treasurer and Assistant Treasurer.

Attachments

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RESOLUTION NO.

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SANTA CLARITA VALLEY WATER AGENCY
SETTING THE DATE, TIME AND LOCATION
OF THE SANTA CLARITA VALLEY WATER AGENCY
BOARD MEETINGS**

WHEREAS, the Santa Clarita Valley Water Agency (SCV Water) was established on January 1, 2018 and the Board of Directors of SCV Water would like to set its regular Board meeting dates, time and location; and

WHEREAS, it is in the best interest of the SCV Water Board of Directors to establish regularly scheduled meetings to review and approve proposed actions of the Agency; and

WHEREAS, all meetings will be conducted in full compliance with the Brown Act; and

WHEREAS, the Board of Directors would like to establish the first and third Tuesday of each month at 6:30 pm for its regular meeting dates; and

WHEREAS, the Board of Directors desire to also schedule a regular meeting on January 9, 2018 at 6:30 pm to conduct agency business; and

WHEREAS, the location of said meetings would be held at the Santa Clarita Valley Water Agency located at 27234 Bouquet Canyon Road, Santa Clarita, CA 91350 in the Boardroom.

NOW THEREFORE BE IT RESOLVED that the Board of Directors of SCV Water does hereby adopt this resolution and the schedule as listed above setting the regular Board meetings to start at 6:30 pm and be held at the Santa Clarita Valley Water Agency located at 27234 Bouquet Canyon Road, Santa Clarita, CA 91350 in the Agency's Boardroom during the first and third Tuesday of each month with one additional regular meeting to be scheduled on January 9, 2018.

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RESOLUTION NO.

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SANTA CLARITA VALLEY WATER AGENCY
APPOINTING A SECRETARY
TO THE BOARD OF DIRECTORS**

WHEREAS, Section 16 of the Santa Clarita Valley Water Agency Act requires the Board of Directors to appoint a secretary and define the duties for such secretary; and

WHEREAS, the Board Policies and Procedures define the duties of the secretary; and

WHEREAS, the Board determines that April Jacobs is well-qualified to hold the office of Board Secretary, having previously served in this capacity for over 11 years as Board Secretary to the former Castaic Lake Water Agency, and intends to appoint her.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. April Jacobs is appointed to the office of Board Secretary to serve in such office at the pleasure of the Board with the compensation established for Agency employees holding such office as may be in effect from time-to-time; and
2. Be it further resolved that such appointment shall not alter or impair April Jacobs' status as an Agency employee other than the level of compensation paid by reason of holding such office.

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RESOLUTION NO.

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SANTA CLARITA VALLEY WATER AGENCY
APPOINTING AN AGENCY TREASURER
AND ASSISTANT TREASURER**

WHEREAS, Section 16 of the Santa Clarita Valley Water Agency Act requires the Board of Directors to appoint a Treasurer of the Agency and define the duties of such; and

WHEREAS, the Board Policies and Procedures define the duties of the Treasurer and also require that the Board appoint an Assistant Treasurer; and

WHEREAS, Valerie L. Pryor, an Agency employee serving as Assistant General Manager, is well qualified to hold the office of Treasurer and is recommended for that office by the General Manager; and

WHEREAS, Beverly Johnson, an Agency employee serving as Director of Finance, is well qualified to hold the office of Assistant Treasurer and is recommended for that office by the General Manager.

NOW, THEREFORE, BE IT RESOLVED that Valerie L. Pryor is hereby appointed to hold the office of Treasurer of the Agency; and Beverly Johnson is hereby appointed to hold the office of Assistant Treasurer of the Agency.

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BOARD MEMORANDUM

DATE: December 26, 2017

TO: SCV Water Board of Directors

FROM: Valerie L. Pryor 
Assistant General Manager

SUBJECT: Approve Authorized Positions Effective January 2018

SUMMARY AND DISCUSSION

Management recommends approval of Attachment A as the list of 216 authorized positions for the Santa Clarita Valley Water Agency. Attachment B shows the list of the 223 authorized positions for the Castaic Lake Water Agency, Newhall County Water District, Santa Clarita Water Division and Valencia Water Company as of December 31, 2017. In reviewing the organization charts of the previous agencies and in anticipation of more efficient operations, seven positions are being eliminated. Management has also identified areas of unmet needs, and has proposed new classifications in those areas (Asset Management Coordinator, Emergency Preparedness Specialist and Inspector Supervisor), but has not recommended additional position authority at this time. It is likely that other vacant positions would be re-purposed to these unmet needs in the future. The list of authorized positions is reviewed each year as part of the budget process.

This list of positions and classifications is generally based on the Castaic Lake Water Agency Classification Plan. Staff from all organizations reviewed the Classification Plan and found that is it the most comprehensive Plan and has been regularly updated through organizational and classification studies. Where the Castaic Lake Water Agency Classification Plan did not accommodate existing classifications from the other organizations, those classifications were placed into the new Plan. In general, existing employees will be placed into the position closest to the employee's current position.

FINANCIAL CONSIDERATIONS

None.

RECOMMENDATION

That the Board of Directors approve the attached list of authorized positions effective January 2018.

Attachments



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Attachment A
SCVWA Authorized Positions - January 2018

Proposed Authorized Positions by Department - SCVWA - January 1, 2018

SCVWA Position	No.
Management	
General Manager	1
Assistant General Manager	2
Board Secretary	1
Administrative Technician	1
Subtotal Management	5
Engineering Services	
Chief Engineer	1
Principal Engineer	3
Senior Engineer	2
Civil Engineer	1
Engineering Technician II	4
Engineering Technician I	1
Administrative Analyst	1
Administrative Technician	2
Inspector Supervisor *	0
Senior Inspector	1
Inspector	3
Laboratory/Regulatory Affairs Supervisor	1
Water Quality Scientist II	3
Water Quality Technician	1
Subtotal Engineering Services	24
Finance and Administration	
Director of Finance	1
Controller	1
Retail Administrative Officer	1
Accounting Manager	1
Senior Accountant	1
Accountant	2
Senior Accounting Technician	2
Accounting Technician II	4
Customer Service Manager	1
Customer Service Supervisor	3
Customer Service Representative II	8
Customer Service Representative I	4
Resource Conservation Manager	1
Water Conservation Specialist II	2
Water Conservation Specialist I	1
Director of Administrative Services	1
HR/RM Supervisor	1
Human Resources Analyst	2
Senior Management Analyst	1
Financial Analyst	1
Administrative Analyst	1
Purchasing Coordinator	1
Warehouse/Purchasing Technician	1
Office Assistant II	1
Administrative Technician	2
Event Coordinator	1
Director of Technology Services	1
Asset Management Coordinator *	0
GIS Supervisor/Planner	1
Senior Information Technology Technician	1
Information Technology Technician	2
Information Systems Specialist	1
Engineering Technician II	1
GIS/CAD Technician	2
Subtotal Finance and Administration	55

Attachment A
SCVWA Authorized Positions - January 2018

Proposed Authorized Positions by Department - SCVWA - January 1, 2018

SCVWA Position	No.
Operations and Maintenance	
Chief Operating Officer	1
Director of Operations and Maintenance	1
Safety Officer	1
Safety and Security Specialist	1
Emergency Preparedness Specialist *	0
Buildings and Grounds Supervisor	1
Senior Facilities Maintenance Technician	1
Facilities Maintenance Technician II	2
Operations and Maintenance Superintendent	1
Electrical/Instrumentation Supervisor	1
Distribution/Mechanical Supervisor	1
Senior Electrical Technician	2
Senior Instrumentation Technician	3
Senior Distribution/Mechanical Technician	3
Distribution and Mechanical Technician II	4
Electrical and Instrumentation Technician II	1
Senior Treatment Plant Operator	6
Treatment Plant Operator	3
Executive Assistant	1
Administrative Technician	2
Warehouseman/Mechanic	1
Utility Maintenance Supervisor	1
Water Utility Foreman (Operations)	1
Water Utility Foreman	2
Senior Utility Worker	4
Utility Worker II	9
Utility Worker I	9
Senior Water Worker	2
Water Worker II	3
Water Worker I	3
Facilities Supervisor	1
Production Supervisor	3
Senior Production Operator	2
Production Operator II	12
Production Operator I	4
Operations Supervisor	1
Senior Field Customer Service Representative	1
Field Customer Service Representative II	7
Field Customer Service Representative I	1
Cross Connection Specialist	1
Warehouseman	1
Water Quality/Compliance Supervisor	1
Water Quality Specialist	1
Water Quality Distribution Technician	2
Senior Production Operator	1
Production Operator II	2
Water Quality Specialist	1
Subtotal Operations and Maintenance	113

Attachment A
SCVWA Authorized Positions - January 2018

Proposed Authorized Positions by Department - SCVWA - January 1, 2018

SCVWA Position	No.
Water Resources, Watersheds and Outreach	
Director of Water Resources	1
Principal Water Resources Planner	2
Senior Water Resources Planner	2
Public Information Officer	1
Public Affairs Specialist II	1
Event Coordinator (half-time)	1
Lead Water Conservation Education Specialist	1
Water Conservation Education Specialist (pt)	8
Administrative Technician	<u>2</u>
Subtotal Water Resources, Watersheds and Outreach	19
Total SCV Water	216

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Attachment B

Total Authorized Positions December 31, 2017

Proposed Authorized Positions - SCVWA

Position	No.	Source	SCVWA Position	No.	SCVWA
General Manager CLWA	1	CLWA	General Manager	1	Mgmt
Assistant General Manager CLWA	1	CLWA	Assistant General Manager	1	Mgmt
Board Secretary	1	CLWA	Board Secretary	1	Mgmt
Administrative Services Manager	1	CLWA	Director of Finance	1	F&A
Controller	1	CLWA	Controller	1	F&A
HR/RM Supervisor	1	CLWA	HR/RM Supervisor	1	F&A
Safety Officer	1	CLWA	Safety Officer	1	O&M
Senior Management Analyst	1	CLWA	Senior Management Analyst	1	F&A
Buildings and Grounds Supervisor	1	CLWA	Buildings and Grounds Supervisor	1	O&M
Senior Information Technology Technician	1	CLWA	Senior Information Technology Technician	1	F&A
Information Technology Technician	1	CLWA	Information Technology Technician	1	F&A
Administrative Analyst	1	CLWA	Administrative Analyst	1	F&A
Human Resources Analyst	2	CLWA	Human Resources Analyst	2	F&A
Administrative Technician	2	CLWA	Administrative Technician	2	F&A
Event Coordinator	1	CLWA	Event Coordinator	1	F&A
Senior Accounting Technician	2	CLWA	Senior Accounting Technician	2	F&A
Accounting Technician II	2	CLWA	Accounting Technician II	2	F&A
Purchasing Coordinator	1	CLWA	Purchasing Coordinator	1	F&A
Senior Facilities Maintenance Technician	1	CLWA	Senior Facilities Maintenance Technician	1	O&M
Facilities Maintenance Technician II	2	CLWA	Facilities Maintenance Technician II	2	O&M
Office Assistant II	1	CLWA	Office Assistant II	1	F&A
Engineering and Operations Manager	1	CLWA	Chief Engineer	1	Engr Svcs
Principal Engineer	2	CLWA	Principal Engineer	2	Engr Svcs
Senior Engineer	2	CLWA	Senior Engineer	2	Engr Svcs
Engineering Technician II	1	CLWA	Engineering Technician II	1	Engr Svcs
Engineering Technician II	1	CLWA	Engineering Technician II	1	F&A
Administrative Analyst	1	CLWA	Administrative Analyst	1	Engr Svcs
Administrative Technician	1	CLWA	Administrative Technician	1	Engr Svcs
Operations and Maintenance Superintendent	1	CLWA	Operations and Maintenance Superintendent	1	O&M
Electrical/Instrumentation Supervisor	1	CLWA	Electrical/Instrumentation Supervisor	1	O&M
Distribution/Mechanical Supervisor	1	CLWA	Distribution/Mechanical Supervisor	1	O&M
			Inspector Supervisor *	0	Engr Svcs
Senior Inspector	1	CLWA	Senior Inspector	1	Engr Svcs
Senior Electrical Technician	2	CLWA	Senior Electrical Technician	2	O&M
Senior Instrumentation Technician	2	CLWA	Senior Instrumentation Technician	2	O&M
Senior Distribution/Mechanical Technician	3	CLWA	Senior Distribution/Mechanical Technician	3	O&M
Distribution and Mechanical Technician II	4	CLWA	Distribution and Mechanical Technician II	4	O&M
Electrical and Instrumentation Technician II	1	CLWA	Electrical and Instrumentation Technician II	1	O&M
Senior Treatment Plant Operator	6	CLWA	Senior Treatment Plant Operator	6	O&M
Treatment Plant Operator	3	CLWA	Treatment Plant Operator	3	O&M
Laboratory/Regulatory Affairs Supervisor	1	CLWA	Laboratory/Regulatory Affairs Supervisor	1	Engr Svcs
Water Quality Scientist II	3	CLWA	Water Quality Scientist II	3	Engr Svcs
Water Quality Technician	1	CLWA	Water Quality Technician	1	Engr Svcs
Water Resources Manager	1	CLWA	Director of Water Resources	1	WR
Principal Water Resources Planner	2	CLWA	Principal Water Resources Planner	2	WR
Senior Water Resources Planner	1	CLWA	Senior Water Resources Planner	1	WR
Public Information Officer	1	CLWA	Public Information Officer	1	WR
Public Affairs Specialist II	1	CLWA	Public Affairs Specialist II	1	WR
Event Coordinator (half-time)	1	CLWA	Event Coordinator (half-time)	1	WR
Water Conservation Supervisor	1	CLWA	Senior Water Resources Planner	1	WR
Water Conservation Specialist II	2	CLWA	Water Conservation Specialist II	2	F&A
Lead Water Conservation Education Specialist	1	CLWA	Lead Water Conservation Education Specialist	1	WR
Water Conservation Education Specialist (pt)	8	CLWA	Water Conservation Education Specialist (pt)	8	WR
Administrative Technician	1	CLWA	Administrative Technician	1	WR
Administrative Technician	1	CLWA	Administrative Technician	1	Mgmt
Retail Manager	1	SCWD	Chief Operating Officer	1	O&M
			Emergency Preparedness Specialist *	0	O&M
Retail Administrative Officer	1	SCWD	Retail Administrative Officer	1	F&A
Executive Assistant	1	SCWD	Executive Assistant	1	O&M

Attachment B

Total Authorized Positions December 31, 2017

Proposed Authorized Positions - SCVWA

Position	No.	Source	SCVWA Position	No.	SCVWA
Accountant	1	SCWD	Accountant	1	F&A
Accounting Technician II	1	SCWD	Accounting Technician II	1	F&A
Administrative Technician	2	SCWD	Administrative Technician	2	O&M
Administrative Technician	1	SCWD	Administrative Technician	1	Engr Svcs
Administrative Technician	1	SCWD	Delete	0	
Financial Analyst	1	SCWD	Financial Analyst	1	F&A
Water Conservation Specialist II	1	SCWD	Delete	0	
Customer Service Supervisor	1	SCWD	Customer Service Supervisor	1	F&A
Customer Service Representative II	4	SCWD	Customer Service Representative II	4	F&A
Principal Engineer	1	SCWD	Principal Engineer	1	Engr Svcs
Civil Engineer	1	SCWD	Civil Engineer	1	Engr Svcs
Inspector	2	SCWD	Inspector	2	Engr Svcs
Engineering Technician II	3	SCWD	Engineering Technician II	3	Engr Svcs
Operations Superintendent	1	SCWD	Delete	0	
Warehouseman/Mechanic	1	SCWD	Warehouseman/Mechanic	1	O&M
Utility Maintenance Supervisor	1	SCWD	Utility Maintenance Supervisor	1	O&M
Senior Utility Worker	3	SCWD	Senior Utility Worker	3	O&M
Senior Field Customer Service Representative	1	SCWD	Senior Field Customer Service Representative	1	O&M
Field Customer Service Representative II	6	SCWD	Field Customer Service Representative II	6	O&M
Utility Worker II	9	SCWD	Utility Worker II	9	O&M
Production Supervisor	1	SCWD	Production Supervisor	1	O&M
Senior Production Operator	2	SCWD	Senior Production Operator	2	O&M
Senior Production Operator	1	SCWD	Water Quality/Compliance Supervisor	1	O&M
Senior Instrumentation Technician	1	SCWD	Senior Instrumentation Technician	1	O&M
Production Operator II	9	SCWD	Production Operator II	9	O&M
General Manager VWC	1	VWC	Delete	0	
Vice President Operations	1	VWC	Director of Technology Services	1	F&A
			Asset Management Coordinator *	0	F&A
Vice President and Controller	1	VWC	Delete	0	
Operations Manager	1	VWC	Delete	0	
Operations Supervisor	1	VWC	Water Utility Foreman (Operations)	1	O&M
Lead Distribution Operator	1	VWC	Senior Utility Worker	1	O&M
Distribution Operator	9	VWC	Utility Worker I	9	O&M
Distribution Operator	1	VWC	Production Operator I	1	O&M
Field Services Coordinator	2	VWC	Administrative Technician	2	O&M
Production/Facilities Manager	1	VWC	Production Supervisor	1	O&M
Facilities Supervisor	1	VWC	Facilities Supervisor	1	O&M
Maintenance Operator	1	VWC	Production Operator II	1	O&M
Maintenance Operator	3	VWC	Production Operator I	3	O&M
Warehouseman	1	VWC	Warehouseman	1	O&M
GIS Supervisor/Planner	1	VWC	GIS Supervisor/Planner	1	F&A
Engineering Technician	1	VWC	Engineering Technician I	1	Engr Svcs
GIS/CAD Technician	1	VWC	GIS/CAD Technician	1	F&A
Construction Inspector	1	VWC	Inspector	1	Engr Svcs
Safety and Security Specialist	1	VWC	Safety and Security Specialist	1	O&M
IT Administrator	1	VWC	IT Technician	1	F&A
Water Quality Supervisor	1	VWC	Water Quality Specialist	1	O&M
Water Quality Technician	2	VWC	Water Quality Distribution Technician	2	O&M
Cross Connection Specialist	1	VWC	Cross Connection Specialist	1	O&M
Customer Service Manager	1	VWC	Customer Service Manager	1	F&A
Senior Customer Service Supervisor	1	VWC	Customer Service Supervisor	1	F&A
Customer Service Representative	4	VWC	Customer Service Representative I	4	F&A
Customer Service Representative	1	VWC	Customer Service Representative II	1	F&A
Assistant VP - Controller	1	VWC	Delete	0	
Accounting Manager	1	VWC	Accounting Manager	1	F&A
Senior Accounting Analyst	1	VWC	Senior Accountant	1	F&A
Accounting Analyst	1	VWC	Accounting Technician II	1	F&A
Resource Conservation Manager	1	VWC	Resource Conservation Manager	1	F&A
Water Conservation Coordinator	1	VWC	Water Conservation Specialist I	1	F&A

Attachment B

Total Authorized Positions December 31, 2017

Proposed Authorized Positions - SCVWA

Position	No.	Source	SCVWA Position	No.	SCVWA
General Manager NCWD	1	NCWD	Assistant General Manager	1	Mgmt
Executive Assistant	1	NCWD	Administrative Technician	1	WR
Assistant General Manager NCWD	1	NCWD	Director of Operations and Maintenance	1	O&M
Superintendent	1	NCWD	Operations Supervisor	1	O&M
Water Operations Supervisor	1	NCWD	Production Supervisor	1	O&M
Water System Supervisor	2	NCWD	Water Utility Foreman	2	O&M
Director of Finance/Administration	1	NCWD	Director of Administrative Services	1	F&A
Accounts Payable/HR Assistant	1	NCWD	Accountant	1	F&A
Information Systems Specialist	1	NCWD	Information Systems Specialist	1	F&A
Warehouse/Purchasing Technician	1	NCWD	Warehouse/Purchasing Technician	1	F&A
Customer Service and Efficiency Supervisor	1	NCWD	Customer Service Supervisor	1	F&A
Customer Service Representative II	3	NCWD	Customer Service Representative II	3	F&A
Senior Water Quality Technician	1	NCWD	Senior Production Operator	1	O&M
Water Quality Technician II	2	NCWD	Production Operator II	2	O&M
Senior Water Worker	2	NCWD	Senior Water Worker	2	
Water Worker II	3	NCWD	Water Worker II	3	O&M
Water Worker I	3	NCWD	Water Worker I	3	O&M
Field Service Representative II	1	NCWD	Field Customer Service Representative II	1	O&M
Field Service Representative I	1	NCWD	Field Customer Service Representative I	1	O&M
Water Quality Specialist	1	NCWD	Water Quality Specialist	1	O&M
Engineering Technician	1	NCWD	GIS/CAD Technician	1	F&A
	223			216	

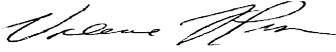
* Future positions, likely to be filled by reallocating existing vacancies.

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ITEM NO.
6f.

BOARD MEMORANDUM

DATE: December 26, 2017
TO: SCV Water Board of Directors
FROM: Valerie L. Pryor 
Assistant General Manager
SUBJECT: Adopt the Agency Pay Schedule Effective January 2018

SUMMARY AND DISCUSSION

The attached Agency Pay Schedule is proposed for the Santa Clarita Valley Agency. This Pay Schedule is generally based on the Castaic Lake Water Agency Pay Schedule. Staff from all organizations reviewed the pay schedule and found that is it the most comprehensive pay schedule and has been regularly updated through market surveys and classification studies. Where the Castaic Lake Water Agency Pay Schedule did not accommodate existing classifications from the other organizations, those classifications were placed into the Pay Schedule. No new classifications were created as part of this process. Existing employees will be placed into the Pay Schedule at the pay range and step closest to the employee's current compensation.

FINANCIAL CONSIDERATIONS

None.

RECOMMENDATION

That the Board of Directors approve the attached Agency Pay Schedule effective January 2018.

Attachement

MBS

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**SANTA CLARITA VALLEY WATER AGENCY
CLASSIFICATION PLAN
EFFECTIVE January 2018**

Position	Range	Monthly Salary Range*	
		Bottom	Top
General Manager	n/a	\$ -	\$ 21,167
Assistant General Manager	48	15,182	18,454
Chief Operating Officer	47	14,459	17,576
Chief Engineer	46	13,771	16,739
Director of Administrative Services	45	13,115	15,942
Director of Finance	45	13,115	15,942
Director of Operations & Maintenance	45	13,115	15,942
Director of Technology Services	45	13,115	15,942
Director of Water Resources	45	13,115	15,942
Assistant Retail Manager	42	11,331	13,771
Principal Engineer	41	10,790	13,115
Principal Water Resources Planner	41	10,790	13,115
Controller	40	10,276	12,491
Human Resources/Risk Management Supervisor	40	10,276	12,491
Operations and Maintenance Superintendent	40	10,276	12,491
Public Information Officer	39	9,788	11,897
Operations Superintendent	38	9,321	11,331
Retail Administrative Officer	38	9,321	11,331
Senior Engineer	38	9,321	11,331
Senior Water Resources Planner	38	9,321	11,331
Laboratory and Regulatory Affairs Supervisor	37	8,877	10,790
Civil Engineer	36	8,455	10,276
Customer Service Manager	36	8,455	10,276
Inspector Supervisor	36	8,455	10,276
Resource Conservation Manager	36	8,455	10,276
Senior Management Analyst	36	8,455	10,276
Water Resources Planner	36	8,455	10,276
Water Conservation Supervisor	36	8,455	10,276
Distribution Mechanical Supervisor	35	8,051	9,788
Electrical/Instrumentation Supervisor	35	8,051	9,788
Operations Supervisor	35	8,051	9,788
Production Supervisor	35	8,051	9,788
Senior Financial Analyst	35	8,051	9,788
Utility Maintenance Supervisor	35	8,051	9,788
Water Quality/Reg Compliance Supervisor	35	8,051	9,788

**SANTA CLARITA VALLEY WATER AGENCY
CLASSIFICATION PLAN
EFFECTIVE January 2018**

Position	Range	Monthly Salary Range*	
		Bottom	Top
Accounting Manager	34	7,668	9,321
Associate Engineer	34	7,668	9,321
Associate Water Resources Planner	34	7,668	9,321
Board Secretary	34	7,668	9,321
Information Technology Administrator	34	7,668	9,321
Public Affairs Specialist III	34	7,668	9,321
Senior Inspector	34	7,668	9,321
GIS Supervisor/Planner	33	7,304	8,877
Management Analyst	33	7,304	8,877
Water Conservation Specialist III	33	7,304	8,877
Financial Analyst	32	6,955	8,455
Safety Officer	32	6,955	8,455
Water Quality Scientist II	32	6,955	8,455
Assistant Engineer	31	6,623	8,051
Buildings and Grounds Supervisor	31	6,623	8,051
Public Affairs Specialist II	31	6,623	8,051
Senior Accountant	31	6,623	8,051
Senior Distribution/Mechanical Technician	31	6,623	8,051
Senior Electrical Technician	31	6,623	8,051
Senior Instrumentation Technician	31	6,623	8,051
Senior Treatment Plant Operator-80 hour shift	31	6,623	8,051
Senior Treatment Plant Operator-84 hour shift	31	6,952	8,452
Administrative Analyst	30	6,308	7,668
Customer Service Supervisor	30	6,308	7,668
Human Resources Analyst	30	6,308	7,668
Senior Engineering Technician	30	6,308	7,668
Senior Information Technology Technician	30	6,308	7,668
Water Conservation Specialist II	30	6,308	7,668
Water Utility Foreman	30	6,308	7,668
Executive Assistant	29	6,009	7,304
Inspector	29	6,009	7,304
Senior Production Operator	29	6,009	7,304
Water Quality Scientist I	29	6,009	7,304
Accountant	28	5,721	6,955
Distribution/Mechanical Technician II	28	5,721	6,955
Electrical/Instrumentation Technician	28	5,721	6,955
Lead Water Conservation Education Specialist	28	5,721	6,955
Public Affairs Specialist I	28	5,721	6,955
Treatment Plant Operator-80 hour shift	28	5,721	6,955
Treatment Plant Operator-84 hour shift	28	6,006	7,302
Water Quality Specialist	28	5,721	6,955

**SANTA CLARITA VALLEY WATER AGENCY
CLASSIFICATION PLAN
EFFECTIVE January 2018**

Position	Range	Monthly Salary Range*	
		Bottom	Top
Assistant Customer Service Supervisor	27	5,449	6,623
Engineering Technician II	27	5,449	6,623
GIS/CAD Technician II	27	5,449	6,623
Information Technology Technician	27	5,449	6,623
Senior Facilities Maintenance Technician	27	5,449	6,623
Senior Field Customer Service Representative	27	5,449	6,623
Senior Utility Worker	27	5,449	6,623
Water Conservation Specialist I	27	5,449	6,623
Event Coordinator	26	5,191	6,308
Production Operator II	26	5,191	6,308
Purchasing Coordinator	26	5,191	6,308
Senior Accounting Technician	26	5,191	6,308
Water Conservation Education Specialist	26	5,191	6,308
Administrative Technician	25	4,943	6,009
Distribution/Mechanical Technician I	25	4,943	6,009
Water Quality Technician	25	4,943	6,009
Customer Service Representative II	24	4,708	5,721
GIS/CAD Technician I	24	4,708	5,721
Engineering Technician I	24	4,708	5,721
Facilities Maintenance Technician II	24	4,708	5,721
Field Customer Service Representative II	24	4,708	5,721
Utility Worker II	24	4,708	5,721
Accounting Technician II	23	4,484	5,449
Administrative Assistant	23	4,484	5,449
Production Operator I	23	4,484	5,449
Purchasing Technician	23	4,484	5,449
Warehouse Mechanic	23	4,484	5,449
Water Quality Distribution Technician	23	4,484	5,449
Accounting Technician I	21	4,066	4,943
Cross Connection Control Specialist I	21	4,066	4,943
Customer Service Representative I	21	4,066	4,943
Facilities Maintenance Technician I	21	4,066	4,943
Field Customer Service Representative I	21	4,066	4,943
Safety Specialist I	21	4,066	4,943
Utility Worker I	21	4,066	4,943
Office Assistant II	20	3,874	4,708
Office Assistant I	17	3,345	4,066
Directors	\$228.15 per meeting, up to 10 meetings per month		
Shift Differential	5% or 10% (field employees) of compensation is applied to the rate for employees who are routinely and consistently scheduled to work other than a standard "daytime" shift, e.g. graveyard shift, swing shift, shift change, rotating shift, split shift, or		
On Call Pay	\$151.00 per day		

*Salary Ranges are rounded to the nearest dollar.

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ITEM NO.
6g.

BOARD MEMORANDUM

DATE: December 26, 2017
TO: SCV Water Board of Directors
FROM: Valerie L. Pryor
Assistant General Manager
Valerie L. Pryor
SUBJECT: Approve Agency Purchasing Policy

SUMMARY AND DISCUSSION

Management recommends approval of the attached Purchasing Policy for the Santa Clarita Valley Water Agency. Staff reviewed the purchasing policies for the Castaic Lake Water Agency, Newhall County Water District and Santa Clarita Water Division. The policies were generally the same, but the Castaic Lake Water Agency Manual is the one that had language on bidding for construction projects that is similar to the language included in SB 634. For that reason, staff recommends the Castaic Lake Water Agency Manual as the template for the Santa Clarita Valley Water Agency Purchasing Manual.

In general, the General Manger is authorized to make purchase of up to \$100,000 for items that are budgeted and \$50,000 for items that are not budgeted. This is the level of authority that was included in the former agency purchasing policies.

General Counsel reviewed the policy to ensure compliance with SB 634 and other applicable State law, and has recommended minor wording changes.

FINANCIAL CONSIDERATIONS

None.

RECOMMENDATION

That the Board of Directors approve the attached Purchasing Policy effective January 2018.

Attachment

MBS

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**SANTA CLARITA VALLEY WATER AGENCY
PURCHASING POLICY**

SECTION 1. APPLICABILITY OF PURCHASING POLICY

INTRODUCTION

This Purchasing Policy provides uniform procedures for acquiring goods, services and equipment for the operations of the Santa Clarita Valley Water Agency (SCVWA).

STATEMENT OF PURPOSE

This Purchasing Policy authorizes the conditions under which the Assistant General Manager (Chief Financial Officer) is authorized to release Agency funds. All purchases of goods, services and equipment to be paid for by the Agency must comply with the methods, authority and dollar limits set forth in this Purchasing Policy. This Purchasing Policy does not apply to non-discretionary operating expenditures including, but not limited to, utilities, payroll, employee benefits, water purchases, election costs, insurance and payroll taxes. Improvements or units of construction work are subject to the competitive bidding requirements of Public Contract Code, section 21530 et seq.

This Purchasing Policy does not supersede statutory law in existence at the time the Agency enters into a contract for the purchase of goods, services or equipment. California statutes that govern such contracts shall control to the extent they are in conflict with this Purchasing Policy.

SECTION 2. AUTHORITY OF GENERAL MANAGER TO EXECUTE CONTRACTS

The Agency's General Manager is hereby empowered to execute contracts for the purchase of goods, services and equipment up to a limit of \$100,000 per transaction in accordance with Section 3. In times of his/her absence, the General Manager may delegate his/her power.

SECTION 3. METHODS OF ACQUISITION - GENERAL RULES

Except as provided in Section 4, the following methods of acquisition shall be used in the circumstances indicated:

- (A) Items of less than \$30,000. The General Manager or designee, may acquire items, the cost or estimated cost of which does not exceed \$30,000 in any single acquisition, from any vendor who, in the General Manager's judgment, will provide the best product or service at the most favorable price.
- (B) Items of \$30,000 or more but less than \$100,000. The General Manager may acquire items, the cost or estimated cost of \$30,000 or more but less than \$100,000 in any single acquisition, by requesting three (3) or more quotations from qualified vendors, and then purchasing the item from the responsible vendor whose product or service offers SCVWA the best value. The General Manager may consider quality and relevant factors other than price in reaching his/her decision as to what product or service to purchase. If fewer than three vendors or contractors are available, or if the product is not readily obtainable on the open market, or in the event of an emergency, this procedure shall be adjusted as required and the reasons for such adjustments shall be noted on the purchase records. If an acquisition is made pursuant to this Subsection and has a cost or is estimated to have a cost of more than \$50,000 and is not listed in the budget, the Board approval procedures established in Subsection (C) below shall apply.
- (C) Items of \$100,000 or more. Items, the cost or estimated cost of which equals or exceeds \$100,000 in any single acquisition, shall be submitted to the Board for approval before purchase. Once approved by the Board, the General Manager may acquire such items by requesting (3) or more quotations from qualified vendors, and then purchasing the item from the responsible vendor whose product or service offers the Agency the best value, in the sole

and absolute discretion of the Board. If the item is (1) of a specified brand or type which is the only article which will properly meet the needs of the Agency, or (2) is not readily obtainable on the open market, or (3) is an item or service for which comparable quotations or bids cannot be secured, the determination of sole source must be approved by the Board.

SECTION 4. METHODS OF ACQUISITION – SPECIAL RULES

- (A) The requirements of Section 3 shall not be applicable if:
 - a. The item is a utility service such as telephone, power or other such item where the rates or prices therefore are fixed by legislation, government regulation or contract, or
 - b. The item is to be used in improvements or units of construction work subject to the competitive bidding requirements of Public Contract Code, section 21530 et seq.
- (B) In the event of an emergency and a written finding by the General Manager that it is immediately necessary to purchase or contract for goods, services and equipment, the General Manager is authorized to make the required purchase(s) or enter into the required contract(s). The General Manager shall, however, report any such action involving a cost of more than \$30,000 to the Board as soon as practicable. This report shall identify the emergency and the actual or probable impact the emergency would have had on Agency operations.
- (C) The Agency purchases goods or services in which: (1) a competitive purchasing procedure has been conducted by another public agency, including, but not limited to, another local agency, the State through the California Multiple Award Schedule (CMAS), the federal government through the General Services Administration (GSA), or a joint powers agency, authority or alliance that procures competitive contracts; and (2) the price to the Agency is equal to or better than the price to that public agency.
- (D) The Agency Board finds that the nature of the subject of the contract is such that competitive proposals would be unavailing or would not produce an advantage, and the advertisement for competitive bid would thus be undesirable, impractical, or impossible.

SECTION 5. MOTOR VEHICLES

The State of California shall be used as the first source of supply for vehicle procurement. In the event the State does not offer the vehicle desired or a lower price can be found on the open market, Section 3 shall be in force. The General Manager shall report any vehicle purchase to the Board as soon as practicable.

SECTION 6. ITEMS MANUFACTURED FOR SCVWA

When necessary, the Agency may contract for goods or equipment, which must be manufactured especially for the Agency and are not suitable for sale to others in the ordinary course of business. Such contracts may provide for progress payments for work performed and cost incurred, so long as not less than 5% of the contract price is withheld until after final delivery and acceptance of the supplies or equipment. Such contracts may also provide for a faithful performance bond in a sum determined by the Agency.

SECTION 7. AUTHORITY OF GENERAL MANAGER AND ASSISTANT GENERAL MANAGER TO MAKE DISBURSEMENTS

The General Manager and Assistant General Manager (Chief Financial Officer) are hereby authorized to make all necessary disbursements in payment for goods, services and equipment contracted for pursuant to this Purchasing Policy. This disbursement authority is, however, subject to the Agency's rules and procedures on checks exceeding \$30,000.

SECTION 8. AUTHORITY OF GENERAL MANAGER TO EXECUTE CONSTRUCTION CHANGE ORDERS

The Agency's General Manager is hereby empowered to bind the Agency by change order up to the total amounts identified below based on the original Contract amount.

Original Contract Amount
Up to \$1,000,000

Change Order Authority
\$20,000 or 5% of original contract amount, whichever is greater.

Greater than \$1,000,001

\$50,000 or 4% of original contract amount, whichever is greater.

The Board may grant different change order authority on a project-specific basis. Board approval is required for any and all change orders once the total amount of change orders reaches the specific level of authority given to the General Manager. The General Manager shall brief the appropriate Committee and the Board on the details of all final approved change orders.

SECTION 9. PROFESSIONAL SERVICE CONTRACTS

Professional services are defined as unique, technical and/or infrequent functions performed by an independent contractor/vendor qualified by education, experience, certification and/or technical ability to provide services. Typical Agency services that are obtained through professional services contracts include engineering and design, construction and project management, land surveying, legal, finance, planning, environmental studies, legislative advocacy, public relations and outreach, organizational studies and strategic planning. Professional services contracts shall be awarded based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required, at fair and reasonable prices to the Agency. All professional service contracts or work authorizations in excess of \$100,000 annually shall be approved by the Board. The General Manager shall have the authority to approve changes in professional service contracts or work authorizations up to 10% (cumulative) of the amount authorized by the Board. When the General Manager makes such an increase, details of the changes shall be reported to the appropriate Committee and the Board as soon as practicable. On an annual basis, the General Manager will present to an appropriate Committee a report of current professional services contracts, including name, service, amount, and expiration date. If the General Manager enters into a legal services agreement that exceeds \$30,000, the General Manager shall notify the Board as soon as practicable.

SECTION 10. ENGINEERING SERVICES

Engineering services provided by consulting firms for the Agency include conducting evaluations, performing studies, preparing preliminary and final designs, preparing technical specifications, providing engineering support during construction, performing construction management and inspection, water resources and other miscellaneous services.

Engineering services will be performed by a pool of engineering consulting firms working under an on-call engineering services contract.

(A) Engineering Services Consultant Selection. Every four years, or more often if necessary, the Agency will issue a request for proposals (RFPs) to interested and qualified consulting engineering firms. Submitted proposals will be reviewed and staff will recommend to the Planning and Engineering Committee and Board of Directors the selection of between two and six firms to provide Engineering services.

(B) Work Assignments. Engineering services will be provided by the selected consultants based on the firm's qualifications, experience, similar project experience, convenience, schedule, historical knowledge and overall cost. Scope of work, schedule, and compensation for each work assignment will be detailed in a specific Work Authorization.

When a specific project requires unique qualifications or a specialty service, as determined by the General Manager, the Agency may develop a specific selection procedure and select a consultant without regard to the pool of engineering consulting firms.

(C) Contract Duration. Each firm in the pool will be under contract to provide services for the four-year duration noted above. However, should a firm have a work authorization underway at the end of the four-year term, its work and its contract with the Agency will remain in effect until the completion of the work authorization.

SECTION 11. AUTHORITY OF GENERAL MANAGER TO APPROVE PLANS AND SPECIFICATIONS FOR ADVERTISING, ACCEPTANCE OF CONSTRUCTION PROJECTS, AND REVIEW CONSTRUCTABILITY OF CAPITAL IMPROVEMENT PROJECTS

- (A) The General Manager shall have the authority to approve plans and specifications prepared for advertising capital improvement projects for construction bids.
- (B) The General Manager shall have the authority to accept construction projects and issue and record the Notice of Completion with the Los Angeles County Recorder's Office. Staff shall notify the Board of Directors each time the General Manager accepts a construction project.
- (C) Constructability reviews shall be performed on all major capital improvement projects and other capital improvement projects, as appropriate, as determined by the General Manager or his designee.

SECTION 12. WORK AUTHORIZATIONS

A written Work Authorization shall be executed to define scope, schedule, and budget for tasks or projects authorized under General Services Contracts. Staff will prepare and the General Manager or his designee is authorized to execute Work Authorizations where the value is \$100,000 or less, provided the item is listed in the budget. The Board of Directors shall approve Work Authorizations when the value is greater than \$100,000, provided the item is listed in the budget. If the item is not listed in the budget, the General Manager or his designee is authorized to execute Work Authorizations when the value is \$50,000 or less. If the item is not listed in the budget, the Board of Directors shall approve Work Authorizations when the value is greater than \$50,000. Approval by the Board shall be in accordance with its customary procedures. The General Manager shall have the authority to approve changes in Professional Services Contracts or Work Authorizations up to ten percent of the Amount authorized by the Board of Directors. When the General Manager approves such an increase, details of the change shall be reported to the Board of Directors at its next meeting. An appropriate Committee, as determined by the Board of Directors, shall review contracts as needed to determine if the terms still meet the requirements and needs of the Agency or if the contracts should be modified.

SECTION 13. LOCAL VENDORS

Staff will seek quotes from local vendors whenever feasible and will select local vendors when they provide the best product or service at the most favorable price. Requests for proposals, quotes, bids or other such processes may be advertised in the local newspaper, on the Agency's website and on other local websites, where appropriate.



ITEM NO.
6h.

BOARD MEMORANDUM

DATE: December 20, 2017

TO: Santa Clarita Valley Water Agency Board of Directors

FROM: Joseph Byrne, Legal Counsel
Thomas Bunn, Legal Counsel

SUBJECT: Consider Adoption of Policy and Procedures Manual for the Board of Directors of the Santa Clarita Valley Water Agency

SUMMARY AND DISCUSSION

Pursuant to SB 634, the Santa Clarita Valley Water Agency (SVC Water) was created on January 1, 2018 and is the successor entity to the Castaic Lake Water Agency (CLWA) and the Newhall County Water District (NCWD). As a new public entity, it is necessary that SCV Water adopt Board policies and procedures. The proposed policies and procedures combine and update the previous policies that were in place for CLWA and NCWD.

The purpose of these policies and procedures are to describe and guide the policies and practice of the SCV Water's Directors and to further the efficient operation of SCV Water. They describe key legal and procedural duties of the Directors, set forth the basic ethical standards to be followed, and provide guidance for dealing with ethical issues. These policies are adopted by the Agency's Board of Directors and the Board of Directors has the right to amend, change, and supplement them at any time.

FINANCIAL CONSIDERATIONS

No financial impact.

RECOMMENDATION

That the Board of Directors approve the attached Resolution adopting the Policies and Procedures for the Board of Directors of the Santa Clarita Valley Water Agency.

Attachments

mbs

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RESOLUTION NO.

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE SANTA CLARITA VALLEY WATER AGENCY
ADOPTING POLICIES AND PROCEDURES FOR THE BOARD OF DIRECTORS**

WHEREAS, pursuant to SB 634, the Santa Clarita Valley Water Agency (SVC Water) was created on January 1, 2018 and is the successor entity to the Castaic Lake Water Agency (CLWA) and the Newhall County Water District (NCWD); and

WHEREAS, as a new public entity, it is necessary that SCV Water adopt Board policies and procedures; and

WHEREAS, the proposed policies and procedures combine and update the previous policies that were in place for CLWA and NCWD.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Directors adopts the Policies and Procedures for the Board of Directors of the Santa Clarita Valley Water Agency attached as Exhibit A to this Resolution.

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EXHIBIT A

POLICIES AND PROCEDURES

FOR THE

BOARD OF DIRECTORS

OF THE

SANTA CLARITA VALLEY WATER AGENCY
(SCV WATER)

JANUARY 1, 2018

Adopted: January 2, 2018

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I. INTRODUCTION

A. Purpose of the Board Policies and Procedures

The adoption of written guidelines regarding the conduct of public officials provides a sound foundation on which to build public trust and confidence. The policy of the Santa Clarita Valley Water Agency (“Agency”) is to maintain the highest ethical standards for its Directors. The proper operation of the Agency requires that decisions and policy be made within the proper channels of governmental structure, that public office not be used for personal gain, and that Directors remain objective and responsive to the needs of the public they serve. Accordingly, it is the policy of the Agency that each of its Directors maintains the highest standards of personal honesty and fairness in carrying out their duties.

The purpose of these policies are to describe and guide the policies and practice of the Agency’s Directors and to further the efficient operation of the Agency. They are not intended to be all-inclusive. These policies describe key legal and procedural duties of the Directors, sets forth the basic ethical standards to be followed and provides guidance for dealing with ethical issues. These policies are adopted by the Agency’s Board of Directors and the Board of Directors has the right to amend, change, and supplement them at any time. These Policies and Procedures shall control to the extent the provisions are not in conflict or inconsistent with laws or regulations applicable to the Agency. If any policy or procedure is found to be unenforceable, such a decision shall not affect the remaining portions of these Policies and Procedures.

B. Agency Description

The Agency is a special act agency created by the State of California pursuant to SB 634, Chapter No. 833, 2017, and codified in the California Water Code Appendix (the “Act”). It is the successor agency to the Newhall County Water District and Castaic Lake Water Agency and it came into existence on January 1, 2018. The Agency’s functions include the ability to acquire, hold, and utilize water and water rights and to provide, sell, manage, and deliver surface water, groundwater, and recycled water for municipal, industrial domestic, and other purposes at retail and wholesale throughout its boundary.

As stated in the Act, the purpose of the Agency is to unify and modernize water resource management in the Santa Clarita Valley through the efficient, sustainable, and affordable provision, sale management, and delivery of surface water, groundwater, and recycled water for municipal, industrial, domestic, and other purposes at retail and wholesale within the territory of the Agency and to do so in a manner that promotes the sustainable stewardship of natural resources in the Santa Clarita Valley.

The Agency encompasses an area of approximately 195 square miles in the northwestern portion of Los Angeles County and the southeastern portion of Ventura County. The city of Santa Clarita and the communities of Canyon Country, Castaic, Newhall, Saugus, Stevenson Ranch, Valencia and Val Verde are located within the Agency. The boundaries of the Agency are shown on Plate 1.

Unless otherwise provided for by action of the Board of Directors, all meetings of the Board of Directors shall be held at the principal place of business of the Agency. The official address and principal place of business of the Agency is:

SANTA CLARITA VALLEY WATER AGENCY
27234 Bouquet Canyon Road
Santa Clarita, CA 91350
(661) 297-1600; Fax (661) 297-1611

Access to the Agency's office and facilities may be restricted subject to known or expected security conditions.

C. Governing Body

Fifteen Directors serve as the governing Board of Directors of the Agency (hereinafter referred to collectively as "Board"). Fourteen of the Directors hold elective office and represent one of three divisions. The current division boundaries are shown on Plate 1. One of the Directors holds appointed office as a result of nomination by the Los Angeles County Waterworks District 36, a retail water purveyor within the boundary of the Agency (Act, Section 8). The number of Directors of the Board will reduce to nine elected Directors by January 1, 2023 as described in Section 8 of the Act. An employee of the Agency may not be sworn in as Director unless he or she resigns as an employee. Any Director who is elected or appointed to a public office of another public entity, the duties of which may require action contradictory to or inconsistent with the interests of the Agency, is required to resign from the Board.

II. DIRECTORS, OFFICERS AND ADMINISTRATION

A. Introduction

The Board is the governing body of the Agency. As the governing body, the Board generally implements its actions by a majority vote of the membership of the Board (eight) and may act by ordinance, resolution or motion (Act, Section 13(a)). Pursuant to Section 14 of the Act, the Board may only take certain actions by an affirmative vote of four-fifths of the Board (twelve). In certain other limited matters, the Board is required by law to have a two thirds vote (ten).

B. Officers and Appointments

The officers of the Board are the President and Vice President. The Board may in its discretion appoint from its members additional officers, including a second vice president, and may define the duties of those officers (SB 634, Section 12). The Board also appoints a General Manager, Secretary, and a Treasurer or Auditor (Act, Section 16), and employs a General Counsel (Act, Section 13(a)). The Board in most situations processes its business through the general manager, general counsel and secretary and then to various Committees of the Board as needed for processing and recommendations for action to the Board.

C. Board Principles

The Board of Directors of the Agency recognizes its actions affect the Agency's ability to fulfill its mission. The Board has identified the following practices it deems essential in order for the Board to positively affect the Agency's ability to efficiently and effectively operate. The members of the Board of Agency affirm their commitment to act in accordance with the following practices identified as being compatible with the efficient and effective operation of the Agency:

1. Stay true to the Agency's mission.
2. Maintain a high level of integrity and follow through with all commitments.
3. Work only as a Board, with no rogue, tangential, or hidden agendas.
4. Always strive for consensus, but remember unanimity is not required.
5. Once the Board has made a decision, acknowledge it.
6. Understand the Board's role is to set policy and ensure staff understands this, while facilitating staff's ability to implement policy.
7. Abide by the separation of responsibilities between the Board and the General Manager and staff.

8. Clearly understand the expectations and the responsibilities of the Board President and other Board officers.
9. Correctly identify the issues.
10. Realistically select important issues that are worthy of the Board and staff's time and energies.
11. Make sure all major policy decisions are well thought out from a legal perspective, all options have been explored, and that advantages and disadvantages for the community have been explored and weighed.
12. Accept the responsibility to bring to the Board any issues related to the Agency's mission.
13. Communicate all facts accurately and fully.
14. Encourage open discussion by all Board members on all subjects.
15. Ensure that every member has a chance to give and explain his or her point of view.
16. Truly listen to each other and genuinely try to understand other points of view.
17. Attend and actively participate in meetings, keeping absences to a minimum.
18. Come to meetings prepared, having reviewed the materials provided by staff.
19. Ask the General Manager or designee for background and/or additional information as needed prior to Board or Committee meetings.
20. Never hesitate to ask questions at a Board or Committee meeting or request additional information.

D. Directors Responsibilities*

1. Responsibilities of Public Office

Directors are obligated to uphold the Constitution of the United States and the Constitution of the State of California. Directors shall comply with applicable laws regulating their conduct, including conflict of interest, financial disclosure (Political Reform Act; Government Code §81000 *et seq.*), open government laws for public agencies (see: Ralph M. Brown Act, Government Code §54950 *et seq.*) and shall fulfill the reporting requirements related to campaign finances and expenditures (Political Reform Act; Government Code §81000 *et seq.*). Directors shall strive to work in cooperation with other public officials unless prohibited from so doing by law or officially recognized confidentiality of their work.

* See also, Section IV F, "Ethics Training for Directors"

Directors and persons elected but who have not yet assumed office as Directors shall fully comply with the provisions of the State’s open meeting laws for public agencies, also known as the Brown Act.

2. Conflict of Interest

Each Director of the Agency shall file Statements of Economic Interests in accordance with the requirements of the Political Reform Act (Government Code §81000 *et seq.*).

To the extent prohibited by law, Directors shall not have a financial interest in a contract with the Agency, be a purchaser at a sale by the Agency, or be a vendor of the Agency (Government Code §§1090-1099). A financial interest may be direct or indirect and unless the financial interest is considered a “non-interest” or a “remote interest,” any contract entered into with the Agency where a Director as a financial interest is void.[†] Recusal is not an option in such situations. Directors shall not recommend the employment of a relative by the Agency, nor recommend the employment of a relative to any person known to be bidding for or negotiating a contract with the Agency.

No Director shall make, participate in making, or in any way attempt to use his or her official position to influence a governmental decision in which he or she knows or has reason to know that he or she has a financial interest with respect to the matter. If a Director becomes aware of a potential conflict of interest, the Director shall notify the Board President, the General Manager and/or the Agency’s General Counsel, either before the Board meeting at which the matter will be discussed or immediately upon becoming aware of the potential conflict during the meeting (Government Code §§1090-1099; Political Reform Act, Government Code §§87100-87105).

A Director who has a financial interest in a decision or action being considered by the Board shall publicly identify the financial interest that gives rise to the actual or potential conflict of interest in detail sufficient to be understood by the public, recuse himself or herself from discussing, voting on, or otherwise participating in the decision, and leave the meeting room until after the discussion, vote, or other disposition of the matter is concluded (unless the matter is on the consent calendar and is uncontested). Such action by a Director to disqualify him or herself from participation in the decision shall be noted in the Board minutes (Government Code §§1090 – 1099; Political Reform Act, Government Code §§87100 – 87105).

3. Fair Treatment and Use of Authority

Directors, in the performance of their official duties, shall not discriminate against or harass any person on the basis of race, religious creed, color, age, marital status, national origin, ancestry, gender, sexual orientation, medical condition, mental disability, or physical disability. A Director shall not grant any special consideration, treatment, or advantage to any person or group beyond that which is available to every other person or group in similar circumstances (Government Code §12940).

A Director shall not directly or indirectly use or attempt to use the authority or influence of his or her position for the purpose of intimidating, threatening, coercing, commanding or influencing any other person for the purpose of preventing such person from acting in good faith to report or otherwise bring to the attention of the General Manager or the Board any information that, if true, would constitute a work-related violation by a Director or Agency employee of any law or regulation; gross waste of Agency funds; gross abuse of authority; a specified and substantial danger to public health or safety due to an act or omission of an Agency official or employee; use of an Agency office or position or Agency resources for personal gain; or a conflict of interest of a Director or Agency employee. Further, a Director shall not use or threaten to use any official authority or influence to effect any action as a reprisal against another Director or an Agency employee who reports or otherwise brings to the attention of the General Manager any information regarding any of these subjects (Cal. Const. Art. XVI, §6; Penal Code §§68; 424; Government Code §12940).

4. Use of Confidential Information

A Director is not authorized, without approval of the Board, to disclose information that qualifies as confidential information under applicable provisions of law to a person not authorized to receive it (Brown Act; Government Code §54963; Government Code §1098).

Qualified confidential information includes, but is not limited to, information that has been received for or during a closed session meeting of the Board; information protected from disclosure under the attorney/client or other evidentiary privilege; information that is exempt from disclosure under the California Public Records Act (“CPRA”) (Brown Act; Government Code §54963(a), (e) and (f); CPRA, Government Code §6254(k)).

5. Political Contributions

Directors shall not solicit or direct political contributions or in-kind services at Agency functions or from Agency employees or from vendors or consultants that have a material financial interest in a contract while that matter is pending before the Board (Government Code §1090). A Director shall not use the Agency’s seal, trademark, stationary, or other indicia of the Agency’s identity or facsimile thereof in any solicitation for political contributions (Government Code §3205).

6. Filing and Disclosure Requirements Under Government Code §87200

Directors are subject to the filing and disclosure requirements of Government Code §87200 *et seq.* Under that section, any person who holds an office specified in §87200 shall, as specified by the Fair Political Practices Commission, file a statement disclosing his or her investments, interests in real property and income during the period of time since the previous statement filed per FPPC regulations. Section 87200 applies to all “public officials who manage public investments.” (Government Code §87200). It is not limited to those officials engaged in “the actual hands-on management of funds,” but also includes those who “set or approve policy relating to the investment of funds.” (Condrashoff Advice Letter, FPPC No. I-09-111, at pp.*6-7, *see also*, FPPC Regulation 18701 subds, (b)(1)(A), (b)(4).). Directors approve the Agency’s investment policy annually. Therefore, all Directors are “public officials who manage public

investments” and are subject to §87200’s filing and disclosure requirements (*Accord*, Condrashoff Advice Letter, *supra* [advising that water agency Director is subject to §87200 because agency board bears responsibility for adopting investment policy].).

7. Use of Agency Property

A Director shall not use or permit the use of Agency-owned vehicles, equipment, telephones, materials or property for personal benefit or profit. A Director shall not ask or require an Agency employee to perform services for the personal benefit or profit of a Director or employee (Government Code §8314).

Each Director must protect and properly use any Agency asset within his or her control, including information recorded on paper or in electronic form. Directors shall safeguard Agency property, equipment, monies, and assets against unauthorized use or removal, as well as from loss due to criminal acts or a breach of trust (Cal. Const. Art. XVI Art. 6; Penal Code §424).

E. Elected Directors

1. Qualifications

To hold the office of divisional Director, any candidate seeking election must be an elector residing within the boundaries of the division (Act, Section 9(c)).

2. Nomination of Candidates

Candidates seeking election to the office of Director of the Agency must file nomination papers with the Los Angeles County Registrar-Recorder during the period beginning on the 113th day before the election date and ending at 5:00 p.m. on the 88th day prior to the election date (Election Code §10510).

3. Candidate’s Statement

Each candidate for the office of Director of the Agency who elects to include a printed statement in the voters’ pamphlet mailed by the Los Angeles County Registrar-Recorder shall pay the costs of printing, handling, translating and mailing of such candidate’s statement. Payment shall be made to and in the amount determined by the Los Angeles County Registrar-Recorder as authorized by the California Election Code. Directors who are candidates shall not include false or misleading information in a candidate’s statement.

4. Election Date of Elected Directors

The election for the office of Director is conducted on the date of the General Election, the first Tuesday of November of each even-numbered year. The first election of the Agency will be held in November 2020 (Act, Section 8,9,10).

5. Term of Office for Elected Directors

The term of office for all elected Directors is four years and as described in Section 9 of the Act. Elected Directors shall take office on the first Monday of the January after the election (Act, Section (9)(c)).

6. Vacancies of Elected Directors[‡]

(a) Vacancy

A vacancy shall exist when a declaration of resignation executed by an elected Director is received by the Secretary; upon the death of an elected Director; or as otherwise provided by law.

(b) Replacement Process for Elected Directors

In the event a vacancy should occur, the Board may appoint a qualified person to fill the vacancy. Such appointment shall require the approval of a majority vote of the remaining Directors. Appointment by the Agency's Board shall occur within 60 days following the effective date of the vacancy (Government Code §1780(c) and (d)(1)). The Board may decide by majority vote not to appoint a successor to fill a vacancy provided that the electoral division in which the vacancy occurs has at least four remaining Board members (Act, Section 8(d)(3)). In such an instance, the Board member seat is eliminated and may not be filled by the Board of Supervisors as it could be under normal circumstances as described below. If a Board seat is eliminated, then the vote required for Board actions shall be computed based on the number of remaining Board members.

At least 15 days before an appointment is made, a notice of the vacancy must be posted in three or more conspicuous places within the division in which the vacancy exists. Posting on the Agency's website and news releases to local newspapers may be used in place of posting in three or more conspicuous places as set forth above. Applicants may also be solicited by newspaper advertisement (Government Code §1780(d)(1)).

The Agency shall announce a schedule for receipt of applications and interviews of applicants. Applicants shall complete and file an application on an Agency form with the Secretary on or before an established due date. Interviews of applicants shall take place during open public meeting(s) with the order of interview determined by lot (Government Code §1780(d)(1)).

In the event the Board does not appoint a qualified person to fill the vacancy, the Board may, upon approval of a majority of the remaining Directors, within 60 days of the vacancy call an election or at such later time as determined reasonable by the Board of Directors. The election shall be held on the next election date that is 130 or more days after the date the Agency's Board calls the election (Government Code §1780(e)(1)).

[‡] Appointed Directors, See § II D(4), *Infra*.

In the event that the Board neither makes an appointment nor calls an election within 60 days of the vacancy and the Board does not decide by majority vote to not fill the vacancy as allowed by the Act, then the Board of Supervisors of Los Angeles County may, within 90 days of the vacancy, make an appointment or order the Agency to call an election. The election shall be held on the next election date that is 130 or more days after the date the Board of Supervisors calls the election.

If no action is taken by either the Agency's Board within 60 days of the vacancy or the Board of Supervisors within 90 days of the vacancy, then the Agency shall call an election to fill the vacancy. The election shall be held on the next election date which is 130 or more days after the date the Agency calls the election.

(c) Term of Office of Replacement Elected Directors

Persons elected to fill a vacancy shall hold office for the unexpired balance of the term of office. Persons appointed to fill a vacancy shall hold office until the next election date that is scheduled 130 or more days after the date the county elections official is notified of the vacancy. If that election does not coincide with the end of the term of the Director who caused the vacancy, then the election shall be for the balance of the unexpired term.

(d) Adjustment of Division Boundaries for Elected Directors

The Board shall adjust the electoral division boundaries following the decennial census by resolution pursuant to Chapter 8 (commencing with Section 22000) of Division 21 of the Elections Code. If division boundaries are approved such that a Director is no longer a resident of the division from which he or she was elected, the Director may continue in office to the end of the term.

F. Appointed Directors

1. Qualifications of Appointed Director

To hold the office of appointed Director, a person must be nominated by the Los Angeles County Waterworks District No. 36, Val Verde ("Purveyor"), and he or she must be an elector residing within Los Angeles County or Ventura County. An appointed Director may be a director, officer, agent, or employee of the Purveyor (Act, Section 10(e)).

An employee of the Agency may not be sworn in as an appointed Director unless he or she resigns as an employee.

2. Initial Appointed Director and Term of Office

The term of the initial appointed Director expires January 1, 2019 and the subsequent term of office for any successor appointed Director is four years. The position of appointed Director on the Board shall be eliminated and abolished effective January 1, 2023 (Act, Section 10(d)). The position of appointed Director will be automatically eliminated prior to January 1, 2023 if (1) the Los Angeles County Board of Supervisors votes to eliminate the position or (2) the Agency

acquires the Purveyor or the Purveyor is annexed or consolidated into the Agency (Act, Section 10(d)).

3. Nomination of Candidates for Appointed Directors / Vacancies

A successor appointed Director shall be nominated by the Purveyor and appointed by the Board consistent with the requirements of Section 10 of the Act. A vacancy shall exist when a declaration of resignation executed by the appointed Director is received by the Secretary; upon the death of an appointed Director; or as otherwise provided by law. A successor appointed Director who is appointed to a vacant office of appointed Director shall serve out the remaining term of that office.

G. Selection and Succession of President and Vice President

At the first regular meeting in January of 2018 and 2019, and every two years thereafter, or as soon as practical thereafter, the Board shall elect one of its members to serve as President and one of its members to serve as Vice President. Both the President and the Vice President shall serve at the pleasure of the Board beginning after election and ending on the date a successor is chosen. The term of the first President and Vice President will be one year, and all subsequent terms will be two years. The President shall serve as chairperson of all meetings of the Board. In the absence of the President, the Vice President shall serve as the chairperson.

If for any reason the office of President is vacant, the Board shall select another Director to serve the unexpired term as President. If for any reason the office of Vice President is vacant, the Board shall select another Director to serve the unexpired term as Vice President.

The Board may, in its discretion, also appoint a second Vice President to serve as an officer of the Board.

H. Committees

Except as provided below, a Committee consists of not more than seven (7) Directors appointed, at a Board meeting or otherwise, by the President. As the number of Directors reduces pursuant to Section 9 of the Act, the maximum number of committee members shall always be one less than a majority of the number of Directors. The Board shall promptly be notified of the appointment of Directors to all Committees. A Committee shall be defined at the time of creation as either standing or special (ad hoc) (Brown Act; Government Code §54952(a)).

A standing Committee is one appointed to monitor, review and report on a general subject area on an ongoing basis. A special Committee is one created to undertake a specific, limited, and often sensitive or complex assignment, and shall exist for a specified length of time or until its assignment is declared complete by the President (Brown Act; Government Code §54952(b)). Additional related assignments may be given to special Committees prior to completion of the original assignment.

The President shall designate a Chair and Vice Chair for each Committee. Each standing Committee shall establish the date, time, and place of regular meetings required for the conduct of business by the Committee. The date, time and place of each meeting of a special Committee shall be determined by the Chair on an as-needed basis (Brown Act; Government Code §54952(a) & (b)).

Committees shall only have the power to recommend action to the Board and consequently do not establish policy for the Agency (Brown Act; Government Code §54952(b)).

At the discretion of the Board, a Committee may consist of more than a majority of the Directors appointed, at a Board meeting or otherwise, by the President. However, if the President appoints more than a majority of Directors to a Committee, such Committee may only meet if its meetings are noticed as joint meetings with the Board of Directors.

I. Appointment of Agency Officers

1. Secretary

The Agency shall, by resolution, appoint a person to the office of Secretary, who shall be hired by the Agency as an employee. The Secretary may not be a Director. The Secretary is responsible for recording actions of the Board in regular or special meetings, preparing agendas, receiving and preparing written correspondence, attesting to the signature of the President on documents, certifying resolutions, receiving and filing statements with the Fair Political Practices Commission, and performing other duties as directed by the Board. The Secretary may administer oaths of office and affirmations in connection with the taking of testimony at any hearing, investigation, or other matter pending before the board.

2. Assistant Secretary

The Agency's General Counsel shall serve as Assistant Secretary. The Assistant Secretary shall act only in the absence of the Board's regular Secretary, with responsibilities limited to taking Board minutes and certifying Agency and/or Board actions, generally as a counter-signatory to other Agency officers.

3. Treasurer

The Agency shall, by resolution, appoint a Treasurer. The Treasurer may not be a Director. The Treasurer is responsible for management and investment of Agency funds according to the Investment Policy adopted by the Board.

4. Assistant Treasurer

The Agency shall appoint an Assistant Treasurer. The Assistant Treasurer may not be a Director. The Assistant Treasurer is responsible for performing investment actions and preparation of reports as directed by the Treasurer and signs Agency orders for withdrawal as authorized by resolution. The Assistant Treasurer shall install and maintain a system of auditing and accounting that will completely and at all times show the financial condition of the Agency in accordance with generally accepted accounting principles and legal requirements.

J. Bonding of Officers and Other Employees

The General Manager, Assistant General Managers, Director of Finance and Controller shall be covered by a Fidelity Insurance Policy in the amount of not less than \$1,000,000 per individual. All other employees (except as exempted by classification by the Agency General Manager) and Directors shall be covered by a Fidelity Insurance Policy in the amount of not less than \$1,000,000. The cost of such insurance shall be paid by the Agency.

K. Other Professional Services

1. Appointment of Auditor

The Board shall appoint an accounting firm with sufficient expertise to perform the annual audit of the Agency's financial records, issue an audit opinion and serve as consultant on accounting procedures ("Auditor"). The executed contract for the Auditor shall include terms of an agreed fee schedule.

During performance of the annual audit, the Auditor shall review Per Diem payments to Directors and expense reimbursements to Directors and management staff to ensure compliance with the Agency's written procedures. The scope of the annual audit shall include sufficient testing of material and non-material transactions to demonstrate compliance with Board established policies and procedures related to purchasing, investments and reserves.

2. Appointment of General Counsel

The Board appoints legal counsel as General Counsel whose duties are to advise the Agency's Board and General Manager concerning their respective legal responsibilities and to present either written or oral recommendations to the Board and/or General Manager, as appropriate, on matters of legal concern. The Agency's General Counsel shall report to the Board of Directors and take direction from the Board, and may also take direction from the General Manager.

3. Employment of Consultants

Other consultants may be employed pursuant to procedures established in an Agency Purchasing Manual. The services of the consultants shall thereafter be at the request of the Board or the General Manager.

4. Ratepayer Advocate

The Agency shall develop a rate setting process by January 1, 2019 that includes an independent ratepayer advocate to advise the Board and provide information to the public before the adoption of new wholesale and retail water service rates and charges. The ratepayer advocate shall be selected by and report directly to the Board and shall be independent from Agency staff. The Board shall further define the role of the ratepayer advocate and may not eliminate the position before January 1, 2023. After such date, the Board may eliminate the position (Act, Section 14(b)–14(d)).

III. BOARD AND COMMITTEE MEETINGS

A. Board Meetings

1. Quorum and Voting

Eight (8) or more Directors constitute a quorum of the Board. No Board meeting may be called to order nor may any action be taken without the presence of a quorum. As the number of Directors reduces consistent with Sections 9 and 10 of the Act, a majority of the number of authorized Director positions shall constitute a quorum of the Board.

The Board shall act, at properly noticed Board meetings, only by ordinance, resolution, or motion. Adoption of any ordinance, resolution, or motion requires an affirmative vote by a majority of the Board unless the action being taken specifically requires otherwise. Directors should vote (aye, no, or abstain) on all proposed Board actions unless a Director declares the matter to be a conflict of interest prior to discussion of the subject, in which case the affected Director should recuse him or herself from discussing and/or voting on the matter and leave the room until after the discussion, vote and disposition of the matter is concluded (Political Reform Act, Government Code §§87100-87105).

Voting on ordinances shall be by roll call vote, with the ayes and nays recorded in the minutes. When conducting a roll call vote, the Secretary shall call for the vote of each Director and for the vote of the President last.

Voting on resolutions and motions shall be by voice vote, ruled upon as either passing or failing by the President. The President or the Board Secretary shall announce if an action was unanimous and if it was not, which Directors voted against the action. On demand of any Director, a roll call vote shall be called to confirm the ruling of the President as to the outcome of a voice vote.

2. Regular Board Meetings

(a) Meeting Schedule

The Board shall hold regular meetings on the first and third Tuesdays of each month, or as the Board otherwise designates. Unless otherwise provided for by resolution or ordinance, each regular meeting shall begin at 6:30 p.m. and be held at the principal place of business of the Agency.

The General Manager and/or a majority of the Board may determine which additional persons (employees, consultants etc.) should attend a Board meeting. The General Manager, or designated Board or staff representative, shall reply to questions raised by the public at Board meetings, if appropriate, or as directed by the President.

The President, in consultation with the Agency's General Counsel, shall be responsible for assuring that the requirements of the Brown Act are observed at all Board meetings.

The Board may adjourn any regular meeting to be continued at a specific time and place. A notice of adjournment and continuance shall be conspicuously posted on or near the door of the location where the regular meeting was held within 24 hours of the adjournment (See Brown Act; Government Code §54954.2(b)(3)).

(b) Agenda

Before each Board meeting the General Manager and Secretary shall prepare the agenda. The agenda is then sent to General Counsel and then the Board President for approval. When the President is not available, the agenda is sent to the Vice President for approval.

Agenda items desired by any Director shall be submitted to the President, who shall either place the agenda items, appropriately phrased, on a Board meeting agenda, or submit the agenda item, appropriately phrased, to the Board for its determination of whether and when to consider the agenda item or, alternatively, to assign the agenda item to a Committee for review. In making determinations as to agenda items, the President shall consider Agency priorities and the availability of Agency resources (Brown Act; Government Code §54954(a)).

The agenda shall be posted by the Secretary at least 72 hours before the start of a regular meeting on the Agency website and on a message board at the outermost Rio Vista Water Treatment Plant entrance gate, which is located at the intersection of Central Park and Bouquet Canyon Road (Brown Act; Government Code §54954.2(a)).

(c) Action on Items not on the Posted Agenda

The Board may take action on items of business not appearing on the posted agenda only under any one of the following conditions:

- Upon a determination by a majority vote that an emergency situation exists (Brown Act; Government Code §54956.5).
- Upon a determination by a two-thirds vote or, if less than two-thirds of the Directors are present, a unanimous vote of those present that there is a need to take immediate action on a matter that came to the attention of the Board subsequent to the agenda being posted (Brown Act; Government Code §54954.2).
- The item was posted on the agenda of a regular meeting that occurred not more than five (5) calendar days prior to the date action is taken, and at the prior meeting the item was continued to the meeting at which action is taken (Brown Act; Government Code §54954.2(b)(3)).

3. Special Board Meetings

A special meeting of the Board may be called by the President or by a majority of the Board. Written notice must be delivered at least 24 hours before the time of the meeting to each Director, and to each local newspaper of general circulation and radio or television station requesting the notice in writing (Brown Act; Government Code §54956).

The written notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered by the Board at such special meeting (Brown Act; Government Code §54956).

The call and notice must be posted at least 24 hours before the time of the meeting on the Agency's website and on a message board at the outermost Rio Vista Water Treatment Plant entrance gate, which is located at the intersection of Central Park and Bouquet Canyon Road (53 Ops.Cal.Atty.Gen. 245 (1970)).

The written notice may be dispensed with as to any Director who, at or prior to the time the meeting convenes, files with the Secretary a written waiver of notice. The written notice may also be dispensed with as to any Director who is actually present at the meeting at the time it convenes (Brown Act; Government Code §54956(b)).

4. Emergency Board Meetings

If the Board calls an emergency meeting due to a work stoppage, a crippling activity, or other activity that severely impairs public health or safety, the President or his or her designee shall give notice of the meeting by telephone to each local newspaper of general circulation and radio or television station that has requested notice of special meetings, at least one hour prior to the meeting (Brown Act; Government Code §54956(b)).

If the Board calls an emergency meeting due to crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring one-hour notice may endanger the public health or safety, then notice shall be given at or near the time that the Directors are notified of the emergency meeting (Brown Act; Government Code §54956(b)).

B. Committee Meetings

1. Standing Committees

(a) Regular Meetings

Regular meetings of standing Committees shall be open to the public. The Chair shall cause notice of each standing Committee meeting and the agenda for the meeting to be posted on the Agency's website and on a message board at the outermost Rio Vista Water Treatment Plant entrance gate, which is located at the intersection of Central Park and Bouquet Canyon Road not less than 72 hours in advance of the Committee meeting (Brown Act; Government Code §54952(b)).

The chair shall further cause notice to be delivered to each Committee member and to others who receive notice of Committee meetings not less than 72 hours in advance of the meeting. Unless the Agency has received a written request for mailed notice, the latter notice may be delivered orally or by email.

(b) Special Meetings

In the event a special meeting of a standing Committee is called, written notice must be delivered at least 24 hours before the time of the meeting to each Committee member and to others who receive notice of Committee meetings. The written notice may be dispensed with as to any Director who, at or prior to the time the meeting convenes, files with the Secretary a written waiver of notice. The written notice may also be dispensed with as to any Director who is actually present at the meeting at the time it convenes (Brown Act; Government Code §54956(b)).

Notice must also be posted at least 24 hours before the time of the meeting on the Agency's website and on a message board at the outermost Rio Vista Water Treatment Plant entrance gate, which is located at the intersection of Central Park and Bouquet Canyon Road (Brown Act; Government Code §§54952(b); 54954(a); 54954.2).

The notice shall specify the time and place of the special meeting and the business to be discussed. No other business shall be considered.

2. Special Committees

Meetings of special Committees composed entirely of Directors need not be open to the public unless, in the discretion of the Committee or its Chair, such meetings are specifically ordered to be noticed and open to the public in the same manner and to the same extent as standing Committee meetings (Brown Act; Government Code §54952; *Joiner v. City of Sebastopol* (1981) 125 Cal.App.3d 799).

3. Other Directors' Attendance at Regular or Special Meetings of a Standing Committee

Any Director may attend any open and public regular or special meeting of a standing Committee of the Agency. A Director who is not a Committee member, however, may not participate in any manner, either verbally or non-verbally, in Committee affairs. In order to avoid a "serial" meeting in violation of the Brown Act, a Director who is not a member of the Committee shall not participate in the "public comment" section of a Committee meeting nor use a series of communications of any kind, directly or through intermediaries to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the Committee (Brown Act; Government Code §54952.2(b)(1)).

A Director who is not a Committee member shall not attend meetings of any special Committee unless the meeting is noticed and open to the public.

The Chair of the Committee or the Vice Chair of the Committee shall promptly expel from a Committee meeting any Director who violates these policies.

4. Committee Reports

The Committee Chair, or designated representative, shall report at regular Board meetings on committee activities. Such report may be either oral or in writing. The opportunity

for committee reports shall be included on the Board's regular meeting agenda, either upon request by the Committee chair or as a standing agenda item.

C. Distribution of Agenda Packets

Any person may request a copy of the agenda or a copy of all the documents constituting the agenda packet, or both, of any meeting of the Board or of a Board standing Committee. Upon receipt of the written request, the Secretary shall cause the requested materials to be mailed at the time the agenda is posted pursuant to legal requirements under the Ralph M. Brown Act, or upon distribution to all or a majority of Directors or members of a Board standing Committee, whichever occurs first (Brown Act; Government Code §§54954.2(a), 54957.5; *Carlson v. Paradise Unified Sch. Dist.* (1971) 18 Cal.3d 196).

Any request for mailed copies of agendas or agenda packets shall be valid for the remainder of the calendar year in which it is filed, and must be renewed each following January 1 for each subsequent year. The Board may establish a fee for mailing the agenda and/or the agenda packet, which fee shall not exceed the cost of providing the service.

As provided in the Brown Act, in the event a requester fails to receive the agenda or agenda packet, such failure shall not constitute grounds for invalidation of the actions taken by the Board at the meeting for which the agenda or agenda packet was not received.

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IV. ORGANIZATIONAL POLICIES

A.

Duties of Directors

Directors shall:

1. Attend Board meetings or inform the Secretary if unable to attend.
2. Serve on Committees of the Board as appointed by the President. If a Director is unable to serve effectively, he or she should so advise the President.
3. Read and be familiar with the subject matter on the meeting agenda. If possible, questions of clarification should be addressed to staff prior to the meeting. Directors shall also have access to engineering, legal and financial consultants for information, subject to any Board-imposed reasonable limitations, which take into account the cost of such consulting services. The President or General Manager should provide approval for anything that would require a substantive amount of work.
4. Express approved policy of the Board when called upon to do so. Public comment by or the opinion of a Director shall not be binding on the Board.

B.

Duties of the President

The President shall:

1. Preside over and reasonably control all meetings of the Agency's Board, and recognize all speakers and the makers of all motions, resolutions and ordinances.
2. Call for public participation during meetings of the Board.
3. Rule on passage or failure of motions, resolutions, or ordinances brought before the Board.
4. Ensure that all Directors have an equal opportunity to speak during discussion of issues. The President may be involved in discussion on any matter, but his or her right of expression shall be no greater than that of any other Director.
5. Appoint Directors to Committees of the Board subject to the provisions of these policies and assign Committee Chairs and Vice Chairs.
6. Set the time and place for special meetings of the Board.
7. Represent or designate another Director to represent the Agency in any public ceremony.

8. Serve as the public spokesperson of the Agency and express approved policy of the Agency when called upon to do so. Public comment by or the opinion of the President shall not be binding on the Board.
9. Cast the Agency's vote for election of special district representatives to serve on the Local Agency Formation Commission (LAFCO) and other organizations as appropriate.
10. Nominate or appoint, as appropriate, Directors to serve on Committees and advisory boards at organizations such as Association of California Water Agencies, California Special Districts Association and others, and approve attendance at non-preapproved events.
11. Sign checks of the Agency as authorized by resolution.
12. Review the travel and other reimbursable expenses of the Directors and the General Manager as necessary.

C. Duties of the Vice President

The Vice President shall:

1. Perform all the duties of the President during any absence of the President.
2. Express approved policy of the Agency when called upon to do so. Public comment by or the opinion of the Vice President shall not be binding on the Board.
3. If for any reason the office of President is vacant, act in place of the President until a new President is elected.
4. Review and approve, subject to the concurrence of the General Manager, the President's requests for expense reimbursement.
5. Sign checks of the Agency as authorized by resolution.

D. General Manager's and Directors' Relationship

The Board shall by contract or resolution employ a General Manager, who serves at the pleasure of the Board (Act, Section 16). The General Manager acts as the chief executive officer of the Agency and its operations and has full charge and control of the Agency's water system and facilities, including their construction, operation and maintenance, all in accordance with Agency policies and procedures established by the Board. The General Manager has the power to do the following:

1. Advise, recommend and carry out policy.
2. Plan, organize and direct Agency operations.
3. Employ and supervise Agency personnel.
4. Serve as the primary liaison to the Board and, in so doing, implement and follow Board policy and direction and keep the Board informed and advised of all Agency activities.
5. Take full charge and control of the construction, maintenance and operation of the water system and other facilities of the Agency, including Administrative Actions pursuant to the California Environmental Quality Act (“CEQA”), including initial studies; notices of preparations; exemption; determination and completion;
6. Except for Board appointed positions, exercise full power and authority to employ and discharge employees and assistants, consistent with the Personnel Manual’s guidelines.
7. Investigate and take appropriate corrective and disciplinary actions with regard to improper activities within the Agency.
8. Manage Agency financial operations and expend Agency funds in conformity with a Board-approved annual Agency budget, which is a general expenditure projection.
9. Review budget status and revenue and expenditure patterns on a quarterly basis. Promptly inform the Board when forecasted revenues or expenditures materially vary from the budget and propose corrective action when appropriate.
10. Make purchases and maintain capital assets, subject to the Purchasing Manual’s guidelines.
11. Serve as the Agency’s primary spokesperson or designate an appropriate spokesperson regarding community and news media inquiries and coordinate all Agency activities with other governmental agencies.
12. Manage the safeguarding, conservation and maintenance of all Agency property.
13. Declare, in writing, that an emergency exists, whenever a condition occurs which adversely affects, either in a dire manner or potentially, the ability of the Agency to perform its services, or which puts Agency property or personnel in jeopardy, or which may jeopardize the health and safety of the community.

- a. The General Manager, following a declaration of emergency, may take whatever steps and commit whatever funds are necessary to meet the emergency.
 - b. The General Manager shall inform the Board of such emergency, as well as the steps and expenditures incurred.
14. Except as set forth in Section 14.a and 14.b, the Board reserves for itself the sole authority to (1) convey any and all interests in real property, (2) authorize the disposal of Agency real property, and (3) authorize the disposal of surplus property (other than real property) that has a fair market value over \$100,000.
 - a. The General Manager may dispose of surplus property, other than real property, of the Agency that has a fair market value of \$100,000 or less, subject to California's laws concerning disposal of surplus property.
 - b. The General Manager is authorized to grant easements upon real property, including easements for construction, inspection, access, storage, and emergency service, subject to appraisal, as follows: (1) temporary easements not to exceed five years in duration; and (2) permanent grants of interest or easements upon real property, including by way of quitclaim, for compatible access and use of Agency property and rights-of-way with a fair market value of \$100,000 or less. No appraisal is required if the General Manager reasonably determines that the value of the easement to be granted is less than \$25,000.
15. The General Manager is authorized to accept deeds and grants of interests in and easements upon real property, on behalf of the Agency and in a form approved by General Counsel to the Agency, which are acquired by dedication or purchase for the purposes of maintaining and operating the Agency and its water system and have a fair market value of \$100,000 or less.
16. Perform all functions and activities which the Board shall direct the General Manager to perform, regardless of whether such functions or activities are included herein. In so doing, the General Manager may delegate responsibilities and obligations to other employees and representatives of the Agency as the General Manager deems appropriate.
17. The Board shall provide policy direction and instructions to the General Manager on matters within the authority of the Board during duly-convened Board and Committee meetings.
18. The Board has a duty to ensure that the General Manager is operating the Agency according to law and the policies approved by the Board.

19. Directors shall disclose to the General Manager, and the General Manager shall disclose to the Board, to the extent not expressly prohibited by law, improper activities within their knowledge. Directors shall not interfere with the General Manager's responsibilities in identifying, investigating, and correcting improper activities, unless the Board determines that the General Manager is not properly carrying out these responsibilities.
20. If a Director has need of non-confidential, actual information on a specific topic, he or she should contact the Agency General Manager or Board Secretary. The General Manager shall review any request for information with the Board President as necessary for concurrence, scheduling, or prioritization so as not to unreasonably interfere with Agency business.
21. In cases where the General Manager is absent, the General Manager may delegate his or her duties to an Assistant General Manager and such person shall have the authority to perform the duties of the General Manager, including the ability to execute Agency documents.

E. Directors' Relationship with Agency Staff

1. Individual Directors shall deal with matters within the authority of the General Manager through the General Manager and not through other Agency employees.
2. Individual Directors shall not do the following:
 - a. Interfere with or direct Agency staff.
 - b. Frequent Agency premises on any basis different than the general public.
 - c. Make requests directly to Agency employees to undertake analyses, perform other work assignments, or change the priority of work assignments.

F. Ethics and Fair Employment Training for Directors

Every Agency Director shall receive two (2) hours of training in general ethics principles, ethics and fair employment (sexual harassment) laws relevant to his or her position in public service every two years. Incoming Directors shall receive such training as soon as is practicable; usually within his or her first year, and then every two (2) years thereafter (Government Code §52335(b); 12,900 et seq).

An Agency Director who serves on more than one agency board satisfies such requirements if he or she receives the training once every two (2) years (Government Code §53235.1(c); 12,900 et seq).

All Directors who participate in such training shall be given a proof of participation form by the provider and shall submit a copy to the Board Secretary. This form shall state the following:

- The date of the training; and
- The person or company who provided the training
(Government Code §52335.2(a)(1) & (2); 12,900 et seq)

The Agency shall record participants' participation in its records, which must be retained for five (5) years. These records are public records subject to disclosure under the California Public Records Act (Government Code §6250 *et seq*; AB 1234, Government Code §§53232 – 53232.3; 12,900 et seq.).

G. Directors' Compensation and Expense Reimbursement

1. Board Meetings and Committee Meetings

As established by Board resolution, each Director may claim and receive up to the Board authorized Per Diem payment for attendance at each regular, adjourned regular, special or adjourned special meeting of the Board. A Director may also claim and receive up to the Board authorized Per Diem payment for attendance at meetings of those standing or special Committees to which the Director has been appointed. At the next Board meeting, Directors shall provide a report, orally or in writing, of attendance at such meetings or events in which Per Diem is provided.

2. Conferences and Meetings

Subject to specific approval of the Board President or the Board, Directors may claim and receive up to the Board authorized Per Diem payment for each day's attendance at events, meetings, conferences or other authorized activities. Such events, meetings, conferences, and activities may include, but are not limited to, educational conferences and similar gatherings, meetings of other public agencies or organizations that involve discussions of specific interest to the Agency, attendance at Agency-related ceremonial functions, or formal appearances before or meetings with administrative, regulatory agencies, legislators, and their staff.

When deciding whether to approve a request, the Board President or Board shall take into account the cost of the event, meeting, conference or activity and the benefit to the Agency. The Board President or Board, in their discretion, may choose to only authorize the payment of expenses for the attendance of Directors at certain events. The Board Secretary shall endeavor to provide the Board with information regarding any approved requests prior to the occurrence of the authorized events, meetings, conferences or activities.

The following are pre-approved meetings and events for Director attendance that do not require Board or Board President approval:

- Association of California Water Agencies (ACWA) conferences; ACWA JPIA ACWA Region 8 Events

- State of the City Luncheon
- State of the County Luncheon
- Southern California Water Committee Annual Dinner and Quarterly Meetings
- Urban Water Institute conferences and meetings
- National Water Resources Association conferences and meetings
- Southern California Water Dialogue meetings

3. Restrictions and Conditions

Per Diem payments may be claimed only for attendance at meetings of the Board or for each day's service rendered as a member of the Board. The President shall determine in advance if a particular activity constitutes a meeting for the purpose of a Director claiming and receiving a Per Diem payment. As reasonably necessary, days spent traveling to and from an authorized event shall be considered compensable days of service.

No Director shall receive more than one Per Diem payment for any one day regardless of the number of meetings attended and/or events of service to the Board performed during that day.

No Director shall receive more than ten (10) Per Diem payments in any one calendar month for any combination of meeting attendance or service to the Board at the request of the Board or at the request of the Board President on behalf of the Board.

A Director-elect shall not be entitled to any Per Diem payments for traveling to or attending any meeting or conferences prior to assuming office.

4. Directors' Compensation Rate

Pursuant to Section 13(c) of the Act, Directors are authorized to receive compensation equal to the amount authorized for Castaic Lake Water Agency Directors as of December 31, 2017, which is \$228.15, for each day's attendance at meetings of the Board, or for each day's service rendered as a member of the Board not to exceed ten meetings per month. The Board may adjust this compensation amount in accordance with Water Code Section 20200 et. seq.

Changes to Directors' compensation shall be done by ordinance adopted after a public hearing, notice of which has been published in a newspaper of general circulation once a week for two weeks, and shall not become effective for 60 days after adoption. Increases are subject to referendum.

5. Expense Reimbursement

Directors shall be reimbursed for reasonable and necessary expenses incurred incidental to services provided on behalf of the Agency and for authorized travel on Agency business, including two (2) hours of ethics training, subject to the following limits and restrictions. Such expenses will not be reimbursed when incurred for family members of the authorized Director. The President may review Directors' requests for expense reimbursement and may disallow amounts deemed improper or otherwise not properly accounted for. Agency staff responsible for

issuing payments to reimburse Directors for incurred expenses shall bring questionable matters to the attention of the President before check execution and payment.

A request for reimbursement shall be submitted on an expense report form provided by the Agency as soon as practicable after the expenses are incurred. The request shall be accompanied by detailed receipts or other documentation evidencing each expense and the Director's payment thereof. A copy of a program agenda or such other document as may provide proof of attendance and/or that Agency-related business was conducted may also be required.

All documents related to reimbursable Agency expenditures are public records subject to disclosure under the California Public Records Act, Government Code §6250 *et seq*; AB 1234, Government Code §§53232 – 53232.3.

6. Payment Interval

Directors shall receive Per Diem payments and shall be reimbursed for any properly submitted and approved expenses on a monthly basis.

H. Types of Expenses

1. Transportation

Directors who attend approved Agency functions shall use the appropriate commercial or private means of transportation in the most efficient manner consistent with scheduling needs and cargo space requirements. In the event a more expensive means of transportation is used, the reimbursable amount shall be limited to the cost of the most reasonably economical means of transportation available.

No reimbursement shall be made for transportation expenses incurred to travel to a destination within Agency boundaries, if the travel begins and ends within Agency boundaries. Any travel made without approval shall be the sole personal responsibility of the involved Director.

When a Director elects to use a private vehicle for transportation, reimbursement shall be made at the currently approved rate per mile established and adjusted from time to time by the United States Internal Revenue Service for business use of a vehicle. This reimbursement rate shall be considered to fully compensate for all vehicle operation and ownership expense. Reasonable mileage used for conducting Agency business as a Director will be reimbursed.

Airplane travel shall be by air coach or economy class. Directors may make their own travel arrangements or may request that the Board Secretary pre-purchase airplane tickets. Long-term parking should be used for travel exceeding 24 hours, however if Directors use other parking options they are responsible for paying the difference.

Other reimbursable transportation expenses may include, but are not limited to, ground transportation to and from airports and hotels, car rental, taxis (and reasonable tips) and parking

fees. The expense of any traffic citation is not reimbursable (AB 1234, Government Code §53232.2(c)).

2. Meals and Lodging

Expenditures for food and lodging shall be moderate and reasonable. Such expenses will not be reimbursed when incurred for family members of the authorized Director.

Directors shall be entitled to receive reimbursement for the reasonable cost of meals, including tips, not to exceed \$150 per person per day. Expenses incurred as a result of the presence of guests shall be reimbursable to the extent allowed by law in the event that their presence is appropriately related to Agency business. Reimbursements will not be made for alcoholic beverages.

Tippling Guidelines: Restaurant and food service providers have varying policies concerning tips. Some providers include tips in the food cost. Others provide a customer selection of tip percentages. Most providers leave the amount of the tip at the total discretion of the customer. Another factor to consider is the amount of time and special service that is required of the food server. It is the policy of the Agency that tips should be generally 15% to 20% of the cost of food depending on service and/or restaurant policy for larger group tables. Tips of a higher amount are subject to the reasonable and best judgment of the Director considering all such factors. If the tip for the cost of food is substantially more than such limit, the excess amount must be reasonably justified and approved by the President.

Lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the Director at the time of the booking. If the government or group rate is not available, the rate paid may be 25% higher than the government or group rate, whichever is higher. Where reasonably possible, accommodations shall be obtained in proximity to the conference or meeting site. All expenses that do not fall within these guidelines shall be approved by the Board, in a public meeting before the expense is incurred. No reimbursement request for overnight accommodations shall be approved for expenses incurred within the Agency's service area, except upon approval of the Board or President.

Pre-conference lodging will be reimbursed for national travel requiring extensive travel time. Pre-conference lodging will be reimbursed for regional travel if the conference starts at or before 9:00 a.m. The President may pre-approve exceptions to this section.

3. Communications

Reasonable personal telephone calls will be reimbursed. Hotel Internet/email or similar communication access will be reimbursed if used for reasonable Agency purposes (Government Code §§53232.2(a) and (f)).

4. Personal Expenses

The costs of medications, laundry/dry-cleaning, in-room movies, personal entertainment and other personal expenses are not reimbursable (Government Code §§53232.2(a) and (g)).

I. Other Organizational Policies of the Agency

1. Disbursement Authorization

The Agency shall make disbursements of funds pursuant to its budget, which is a general expenditure projection, and in accordance with a duly adopted Purchasing Manual.

The Board, by resolution, shall authorize the disbursement of Agency funds through withdrawal order, with signing authority granted to specific individuals holding the following positions:

- a. President
- b. Vice President
- c. General Manager/Treasurer
- d. Assistant Treasurer

2. Management Procedure Orders

Management Procedure Orders (MPOs) are written rules and regulations promulgated by the General Manager to direct and guide Agency employees in performance of their duties. An MPO may be issued by the General Manager to govern areas of policy not reserved by the Board. An MPO may provide detailed instructions to comply with policy established by action of the Board.

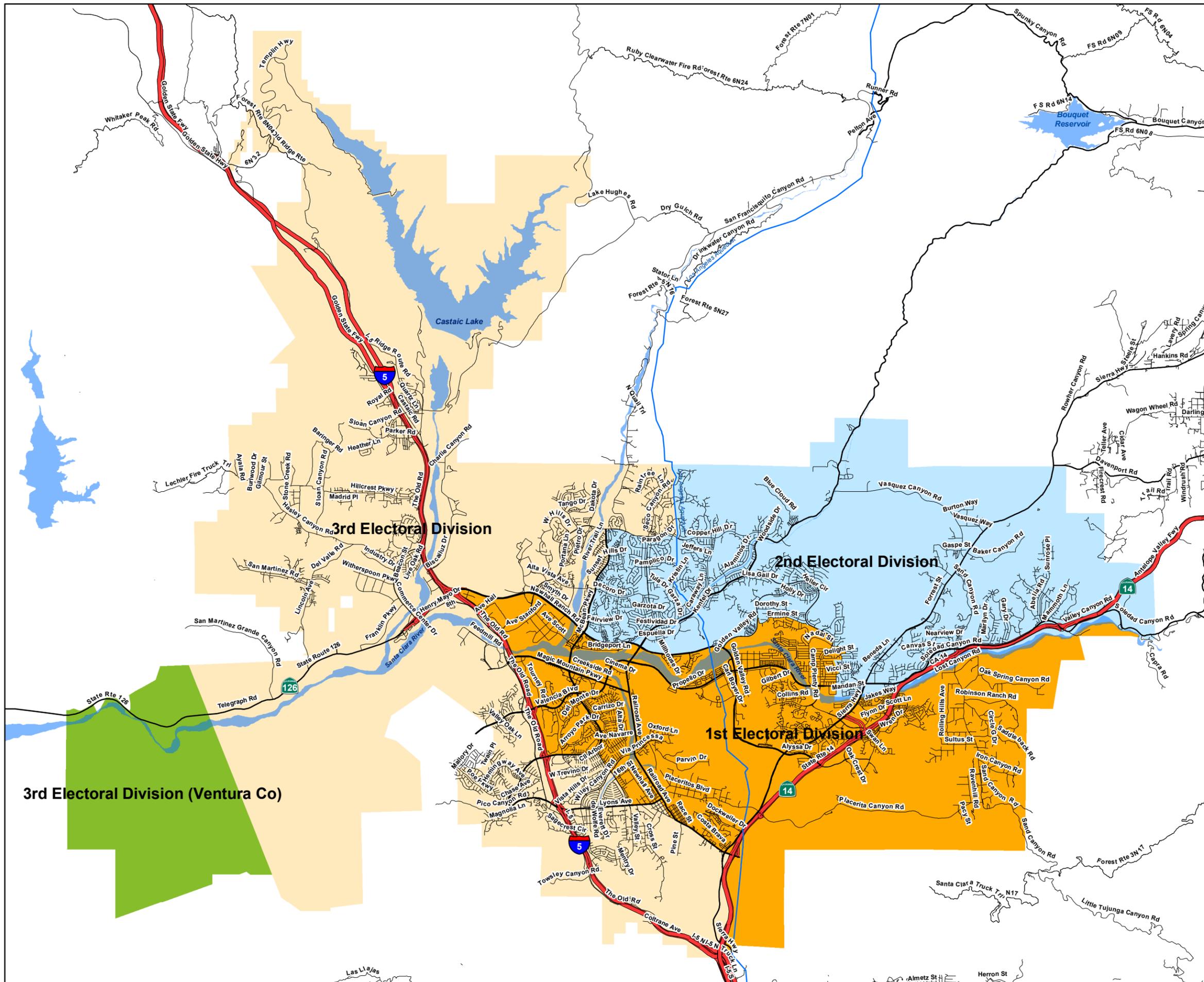
PLATE "1"

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Santa Clarita Valley Water Agency Electoral Divisions

as cited in Senate Bill 634



Legend

- Freeway
- Ramp
- Major Hwy/Road
- Secondary Road
- Street
- Water Features

SCVWA Electoral Division

- 1st Electoral Division
- 2nd Electoral Division
- 3rd Electoral Division
- 3rd Electoral Division (Ventura Co)

Created by SCVWA GIS Dept. 11 Dec 2017



Miles



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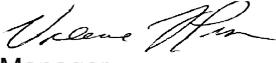


ITEM NO.
7a.

BOARD MEMORANDUM

DATE: December 26, 2017

TO: SCV Water Board of Directors

FROM: Valerie L. Pryor 
Assistant General Manager

SUBJECT: Approval of a Resolution Adopting an Employee Manual

SUMMARY

The new SCV Water Agency will be the successor agency to CLWA and NCWD policies. Many of these policies can stay in place during the first part of 2018 until new policies are adopted and would be specific to the various Divisions. Examples would include the reserve fund and investment policies. However, it would be impractical to have different personnel policies as contained in the Employee Manual. For this reason, staff have worked to combine the CLWA and NCWD Employee Manuals, which were largely the same, into the attached single new SCVWA Employee Manual.

DISCUSSION

A summary of major differences and the recommended policy statements is shown below. In developing the list of recommended policy statements, staff relied on the following statement that was discussed at the October 24 joint Board meeting:

"It is recognized that the existing organizations have similar but not identical employee benefits. In developing a single benefit package going forward, in general the more generous benefit to the employee shall be utilized. The management and Board may review or revisit benefits at a future time as needed, but envision no significant changes for the first three years."

Employee Manual – Policy Differences

Policy Description	Policy Number	Policy Recommendation
At-Will		
NCWD - Employees are “At-Will” Employees		
CLWA - Probationary Employees (12 months) are “At-Will”	7.2	X
Pay Plan		
NCWD – 5 Steps, 5% between steps		
CLWA – 9 Steps, 2 ½% between steps	9.0	X
Holiday Compensation		
NCWD – Pays for holiday, plus two times normal hourly rate	10.3	X
CLWA – Pays for holiday, plus 1 ½ times for the first 4 hours and two times after		
Shift Differential		
NCWD – Added shift differential for Field Employees	12.4	X
Floating Holiday/PTO		
NCWD – Uses the term “Floating Holiday”		
CLWA – Uses the term “PTO” days	13.3	X
Vacation Accrual		
NCWD – Maximum accrual 200 hours (eligible to cash out each year – must leave 80 hours)		
CLWA – Maximum accrual varies depending on length of service (200-400 hours, cash out any accrual over 2x annual accrual)	15.2-4	X
Medical Benefit		
NCWD – Pays 50% of dependent coverage		
CLWA – Pays 100% of dependent coverage up to the Board approved cap	16.0	X
Deferred Comp Contribution		
NCWD – Contributes \$650 annually		
CLWA – Contributes 50% up to a maximum of 3% of employee salary	18.2	X
Longevity Pay/Employee Recognition Program		
NCWD – Pays 2% of annual salary after employee has reached the end of the pay scale every 18 months	18.5	X
CLWA – Pays \$150-\$550 at 5, 10, 15, 20 and 25 years of service		

CalPERS

NCWD – Employees pay CalPERS contribution in excess of 14%, currently 5.634%		
CLWA – Pays employer and employee contribution	18.7	X

Retiree Medical Benefits

NCWD – Pays 100% of the retiree only		
CLWA – Pays 100% of retiree and dependents if hired prior to 1/1/09, after 1/1/09 is subject to a vesting schedule	18.9	X

Sick Leave

NCWD – Pays 10 days per year		
CLWA – Pays 12 days per year	20.1	X

Medical Certification

NCWD – after 3 absent days		
CLWA – after 4 absent days	20.1	X

Sick Leave Accrual

NCWD – Maximum accrual 250 hours		
CLWA – Maximum accrual of 480 hours	20.1	X

Bereavement Leave

NCWD – Pays 3 days		
CLWA – Pays 5 days	20.3	X

Education Reimbursement

NCWD – Pays \$2,500 and 50% up to \$5,000 with a maximum lifetime benefit of \$30,000		
CLWA – Pays \$5,000 annually (added lifetime benefit of \$30,000)	25.2	X

FINANCIAL CONSIDERATIONS

Minimal at this time.

RECOMMENDATION

That the Board of Directors approve the attached resolution approving an Employee Manual.

Attachments

M65

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RESOLUTION NO.

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SANTA CLARITA VALLEY WATER AGENCY
ADOPTING AN EMPLOYEE MANUAL**

WHEREAS, the Santa Clarita Valley Water Agency will treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations; and

WHEREAS, the Board has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations; and

WHEREAS, the Board recognizes that it is in the best interest of the Agency to have a centralized, coherent and up-to-date employee manual of Agency employees.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. The Employee Manual attached hereto is hereby adopted; and
2. Be it further resolved that the Employee Manual shall apply to all Agency officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and regulations and any Federal or State law, the terms and conditions of the law shall prevail; and
3. Be it further resolved that the provisions of this Manual may be amended and supplemented from time to time without notice and at the sole discretion of the Board; and
4. Be it further resolved that the Agency's General Counsel and General Manager are hereby authorized to make minor changes related to changes in laws and regulations without further action by the Board of Directors.

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DRAFT



**SANTA CLARITA VALLEY WATER AGENCY
EMPLOYEE MANUAL**



SCV
WATER

SANTA CLARITA VALLEY WATER AGENCY Employee Manual

Welcome to Santa Clarita Valley Water Agency

Dear Employee:

We're very happy to welcome you to Santa Clarita Valley Water Agency. Thank you for joining us! We want you to feel that your association with the Agency will be a mutually beneficial and pleasant one.

You have joined an organization that has established an outstanding reputation for quality service to its customers. Credit for this goes to every one of our employees. We hope you, too, will find satisfaction and take pride in your work here.

This Manual provides answers to most of the questions you may have about the Agency's benefit programs, as well as the policies and procedures we abide by — our responsibilities to you and your responsibilities to the Agency. If anything is unclear, please discuss the matter with your supervisor. You are responsible for reading and understanding this Employee Manual, and your performance evaluations will reflect your adherence to Agency policies. In addition to clarifying responsibilities, we hope this Employee Manual also gives you an indication of the Agency's interest in the welfare of all who work here.

From time to time, the information included in our Employee Manual may change. Every effort will be made to keep you informed through suitable lines of communication, including postings on the employee bulletin boards and/or notices sent directly to you in-house.

Compensation and personal satisfaction gained from doing a job well are only some of the reasons most people work. Most likely, many other factors count among your reasons for working — pleasant relationships and working conditions, career development and promotion opportunities, and benefits are just a few. Santa Clarita Valley Water Agency is committed to doing its part to assure you of a satisfying work experience.

I extend to you my personal best wishes for your success and happiness at Santa Clarita Valley Water Agency.

Sincerely,

General Manager of the
Santa Clarita Valley Water Agency

January, 2018



SCV
WATER

SANTA CLARITA VALLEY WATER AGENCY Employee Manual

You're Part of Our Team . . .

As a member of Santa Clarita Valley Water Agency's team, you will be expected to contribute your talents and energies to improve the environment and quality of the Agency's water service. In return, you will be given opportunities to grow and advance in your career.

Santa Clarita Valley Water Agency will make every effort to provide you with wages and benefits comparable to others doing similar work within the industry and within the region.

At the Agency, we always put safety first. We believe it is our duty to provide you with as safe a workplace as we possibly can. For your protection, we have an in-house safety inspection program and we enlist the services of outside safety consulting firms. We also have a substance abuse policy, because you have a right to know you can depend on your co-workers.

The only things we require for employment, compensation, advancement, and benefits are performance and a good team attitude. No one will be denied opportunities or benefits on the basis of age, sex, color, race, creed, ancestry, national origin, religious persuasion, marital status, sexual orientation, gender identity or expression, disability, genetic information, or veteran status that does not prohibit performance of essential job functions; nor will anyone receive special treatment for those reasons.



SCV
WATER

SANTA CLARITA VALLEY WATER AGENCY Employee Manual

Purpose of This Manual

This Manual has been prepared to inform you about the Agency's history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee and the conduct expected from you.

No employee manual can answer every question, nor would we want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this Manual will help you feel comfortable with us. We depend on you — your success is our success. Please do not hesitate to ask questions. Your supervisor will gladly answer them. We believe you will enjoy your work and your fellow employees here. We also believe you will find the Agency a good place to work.

We ask that you read this Manual carefully, and refer to it whenever questions arise. We also suggest that you take it home so your family can become familiar with SCVWD and our policies.

Santa Clarita Valley Water Agency's policies, benefits and rules, as explained in this Manual, may be changed from time to time as water Agency management principles, employment legislation, and economic conditions dictate. If and when provisions are changed, you will be given replacement pages for those that have become outdated.

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Approval Date:	Effective Date: January 2018
Approved By: Board of Directors	

1.0 INTRODUCTION

1.1 Effective Date

This Employee Manual (or “Manual”) describes the policies adopted by the Board of Directors of the Santa Clarita Valley Water Agency. Because no fundamental terms and conditions of employment have been altered, this Manual applies to all employees, current and future.

Adopted: January, 2018

1.2 Administrative Policy

The rules set forth herein for the administration of the personnel system of the Santa Clarita Valley Water Agency have as their objectives the provision for a fair and equitable system of personnel management in the Agency and the provision for efficient and economical services to the public. These rules set forth the procedures, which ensure similar treatment of people who compete for original employment and promotion. The rules also define the obligations, rights, privileges, benefits, and prohibitions, which apply to all Agency employees. Unless otherwise specifically provided, this Manual does not apply to the General Manager or to Board members.

This Manual contains general information about our agency intentions and your benefits, and highlights some of the rules and policies under which the Agency operates. Because it is obvious that not every policy, rule or benefit can be explained in this guide, the provisions in this guide are to be considered as a general summary of some of our rules and benefits. To the extent that this Manual contains statements which differ from factual provisions of applicable benefit plan documents, the actual provisions of the benefit plan will govern.

Subject to applicable law and employee rights, the Agency reserves all rights and discretion to add to, modify, or delete provisions of this Manual or of the Management Operating Procedures. This Manual contains the policies and practices in effect at the time of publication. All previously issued manuals and any inconsistent policies (written or verbal), benefit statements or memoranda are expressly superseded.

1.3 Administration

The General Manager is the administering authority responsible for all personnel matters, including, but not limited to, adoption of management operating procedures and interpretation of these rules. The General Manager may delegate as many of these functions to other employees as the General Manager believes appropriate. In the event that the General Manager cannot act, the Assistant General Manager shall act as the administering



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authority. Within the limits of administrative feasibility, recognition shall be given to the fact that employees differ and are distinct from one another, and that no two individuals react alike to reward and discipline or to motivation and encouragement.

1.4 The Merit Principle

The personnel system of the Agency is based on the merit principle. Appointments of all employees of the Agency are based upon merit, defined as knowledge, experience, ability, performance and attitude.



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Policy No.: 2.0	Section Nos.: 2.0 – 2.4
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2.0 EMPLOYMENT POLICIES

2.1 Administrative Framework

All persons considered for employment with Santa Clarita Valley Water Agency will be qualified to perform the duties of the positions for which they are employed. All persons shall be granted the opportunity to seek, obtain or hold employment without discrimination because of race, religion, religious creed (including religious dress and religious grooming), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity), gender expression, age (40 or over), sexual orientation, military and veteran status, or any other basis protected by federal, state or local laws.

In accordance with Federal and State Immigration and Naturalization laws, all employees must provide the necessary documentation to prove identity and the right to work in the United States within the required period of time. Failure to provide such documentation will result in disqualification from the position and/or shall be grounds for immediate termination.

2.2 Definitions

The words and phrases listed below shall have the meaning throughout this Manual assigned in this Article, unless the context at the point of usage clearly requires a different meaning:

2.2.1 Agency or SCVWD means the Santa Clarita Valley Water Agency, a California Water Agency organized and operating under Division 13 of the California Water Code.

2.2.2 Board means the Board of Directors of the Agency, which are elected by or appointed pursuant to the State of California Government Code and Division 13 of the California Water Code.

2.2.3 General Manager means the General Manager of the Agency, duly appointed by the Board of Directors.

2.3 Notice

The policies in this Manual are to be considered as guidelines. Santa Clarita Valley Water Agency, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Manual at any time without prior notice. Any such action shall apply to existing as well as future employees with continued employment being the consideration



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between the employer and employee. No one other than the Board of Directors of the Agency may alter or modify any of the policies in this manual. No statement or promise by a supervisor, department head, or individual director may be interpreted as a change in policy nor will it constitute an agreement with an employee.

If for any reason any policy or provision of this Manual should be held unenforceable, invalid or in violation of law, then the application of such policy or provision other than that in or to which it is held unenforceable, invalid or in violation of law shall not be affected thereby, and the remaining policies and provisions of this Manual shall nevertheless remain in full force and effect.

2.4 Receipt and Acknowledgment of Manual

Employees are required to sign the Receipt and Acknowledgment form at the back of this Manual and return it to Human Resources after carefully reading this Manual in its entirety. This will provide the Agency with a record stating each employee has received, read and understands the information provided in this Manual.



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Policy Title: EQUAL EMPLOYMENT OPPORTUNITY	
Policy No.: 3.0	Section Nos.: 3.0 – 3.2
Approval Date:	Effective Date: January 2018
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3.0 EQUAL EMPLOYMENT OPPORTUNITY

The Agency is an equal opportunity employer and hires on the basis of individual qualifications. Agency policy prohibits unlawful discrimination based on race, religion, religious creed (including religious dress and religious grooming), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity), gender expression, age (40 or over), sexual orientation, military and veteran status, or any other basis protected by federal, state or local laws. The Agency is committed to accommodating all applicable laws which provide for equal employment opportunities. This commitment applies to all persons involved in Agency operations and prohibits unlawful discrimination by any Agency employee.

3.1 Policy Against Harassment

As set forth more fully in the Agency’s separate Harassment, Discrimination, and Retaliation Reporting Policy, the Agency strictly prohibits unlawful harassment on the basis of protected classes under applicable law as mentioned above. Harassment may consist of verbal, physical, or visual types. This policy applies to all phases of the employment relationship including hiring, promoting, transfers, etc. Management considers this to be an extreme form of personal abuse and will take appropriate disciplinary action, up to and including termination, against any employee exhibiting such misconduct. Any employee or applicant who encounters any form of harassment should immediately report the conduct to the General Manager (or the Board where the General Manager is perceived as biased) and is entitled to a prompt fair review of his or her case.

3.2 Policy Against Retaliation

The Agency similarly strictly prohibits retaliation against any employee for making a good-faith complaint of discrimination or harassment or for cooperating, assisting, testifying, or participating in any of the complaint procedures described in detail in the Agency’s separate Harassment, Discrimination, and Retaliation Reporting Policy. Claims of retaliation are taken seriously and are subject to the same complaint procedures.



EMPLOYEE MANUAL	
Title: AMERICANS WITH DISABILITIES	
Policy No.: 4.0	Section Nos. : 4.0 – 4.0
Approval Date:	Effective Date: January 2018
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4.0 AMERICANS WITH DISABILITIES

The Agency is committed to promoting employment opportunities and retention for all qualified individuals with disabilities in accordance with the federal Americans with Disabilities Act and the California Fair Employment and Housing Act.

These state and federal laws protect an individual with a physical or mental impairment that limits his/her life activities—such as walking, seeing, hearing, speaking, communicating, and caring for oneself—provided the individual can perform the essential functions of the job safely and efficiently with reasonable accommodation.

In accordance with these laws, the Agency’s policy strictly forbids all forms of discrimination against qualified applicants or employees with disabilities, and requires reasonable accommodation if necessary for otherwise qualified individuals to perform the essential functions of the job safely and efficiently without serious risk to health and safety. In addition, all employees of the Agency are expected to abide by the following basic guidelines:

1. Applicants or employees are asked on the job application if they have the physical and mental ability to perform the essential functions of a particular job. Applicants or employees who indicate they have a physical or mental impairment that could interfere with job performance will be asked to state what the Agency could do to accommodate them.
2. Applicants and employees who have disabilities should come forward and inform the Agency of their needs. In many cases, the Agency will have no way of knowing whether an individual has a disability unless he or she requests accommodation.
3. The law requires only reasonable accommodations, which do not result in an undue hardship to the Agency or a direct threat to health and safety, and the individual must be able to perform the essential functions of the position. Whether a certain accommodation meets these standards must be determined on a case-by-case basis
4. The determination of accommodation is to be made through an interactive process between the Agency and applicant/employee, and perhaps others. An employer is not required to make an accommodation, which would require significant difficulty or expense based on the size, financial resources, and the nature and structure of the business. The Agency must try to identify an accommodation that does not constitute a hardship to it. The employee or applicant must be allowed to provide or pay for the accommodation or a portion of it, which constitutes the hardship. The law does not require an employer to lower quality or operational standards as an accommodation.
5. An employee who believes he/she has not been treated appropriately under this policy may utilize the grievance procedure.



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The Human Resources Supervisor and General Manager may adopt management operating procedures to carry out this policy.



EMPLOYEE MANUAL	
Title: DRUG-FREE WORKPLACE POLICY	
Policy No.: 5.0	Section Nos. : 5.0 – 5.9
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5.0 DRUG-FREE WORKPLACE POLICY

It is the policy of The Agency to create a drug free work place in keeping with the spirit and intent of the Drug Free Work Place Act of 1988. The use of alcohol, marijuana, and/or controlled substances in the work place is inconsistent with the behavior expected of Agency employees and subjects all employees, residents and visitors to unacceptable safety risks, and undermines the Agency's ability to operate effectively and efficiently.

The Agency has established this Substance Abuse Policy to provide the greatest degree of protection possible to the public and to Agency employees. The purpose of this policy is to ensure worker fitness for duty and protect our employees and the public from risks posed by the use of alcohol and controlled substances, to ensure the safe and efficient performance of employee duties, to reduce absenteeism and tardiness, to promote productivity, and to cooperate with the rehabilitation of those employees who seek such help. The Agency recognizes that drug, alcohol and other controlled substance abuse of employees in the work place is a serious and growing problem of nationwide proportions. The Agency is taking this opportunity to reaffirm its commitment to a drug and alcohol free work place.

This policy is also intended to comply with all applicable Federal regulations governing work place anti-drug programs in the transportation industry. The Department of Transportation Omnibus Transportation Act of 1991 mandates pre-employment, random, reasonable suspicion, post-accident, and follow-up/return to duty alcohol and drug testing of employees performing safety-sensitive functions. A copy of the Department of Transportation Guidelines is available in the Agency office.

5.1 Applicability

As a condition of employment, all employees are required to comply with all applicable personnel policies and rules.

1. This substance abuse policy applies to all Agency employees.
2. This policy applies at all times while Agency employees are on Santa Clarita Valley Water Agency premises, or off-Agency premises but engaged in an activity that is related to or may affect the Agency's business, reputation or public relations, including, but not limited to, the following: activities during work hours, including lunch and other breaks; attendance at seminars as a participant or speaker; and travel on behalf of the Agency. This policy applies to any Agency employee on stand-by duty during the entire period that employee is on stand-by duty.
3. This policy applies to Agency employees while off-duty and off-premises, to the extent that such employees engage in conduct prohibited by this policy and such conduct tends to create a risk to persons or property, or to Agency efficiency upon the employee's return to work.
4. A safety-sensitive position is defined as any position requiring the use of a Class "A" or Class "B" commercial driver's license, or any position involving



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the transport of hazardous materials and requiring a hazardous materials endorsement on their driver's license. A safety-sensitive employee is considered to be performing a safety-sensitive function during any period in which that employee is actually performing, ready to perform, or immediately available to perform any safety sensitive functions.

5.2 Prohibited Substances

As used in this policy, "prohibited substances" include, but are not limited to, the following:

5.2.1 Drugs

Recreational and medical marijuana (regardless of legal status in California), legally prescribed drugs to the extent they are abused, amphetamines, cocaine, opiates, and phencyclidine.

5.2.2 Alcohol

The use of beverages or substances, including any medication, containing alcohol, such that it is present in the body at a level in excess of that stated below while actually performing, ready to perform, or immediately available to perform any Agency business, is prohibited. "Alcohol" is defined as the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl or isopropyl alcohol.

5.3 Prohibited Conduct

5.3.1 Possession, Use, Manufacture and Trafficking

No employee shall engage in the unlawful manufacture, distribution, dispensing, possession, receipt, sale, purchase or use of a controlled substance or alcohol on Agency premises, in Agency vehicles, or while conducting Agency business off the premises.

5.3.2 Drug Paraphernalia

No employee shall engage in the possession, distribution, sale, manufacture or use of paraphernalia normally used for consumption or use of controlled substances or alcohol on Agency premises, in Agency vehicles, or while conducting Agency business off the premises.

5.3.3 Impairment

All employees are prohibited from being under the influence of alcohol, marijuana (regardless of whether prescribed or legally obtained), or other



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prohibited substances during working hours. Any person other than the person for whom they are prescribed is prohibited from using such prescription drugs in the work place. Such drugs will be used only in the manner, combination and quantity prescribed, and the employee shall advise their supervisor prior to operating machinery, vehicles or equipment that they are taking such medication. Any employee who is reasonably suspected of being impaired, under the influence of a prohibited substance, or otherwise not fit for duty due to substance abuse shall be removed from their duties and be required to undergo a reasonable suspicion controlled substance or alcohol test, as hereinafter provided. Employees should be advised that the Agency has zero tolerance for any positive test indicating prior use of controlled substances, including marijuana. A positive test for controlled substances shall be grounds for termination, regardless of the level of impairment.

5.3.4 Alcohol

No employee may report for duty or remain on duty when his or her ability to perform assigned functions is adversely affected by alcohol or when his or her breath alcohol concentration is 0.04% or greater. No employee shall use alcohol while on duty or while performing safety sensitive functions. No safety sensitive employee shall use alcohol within four hours of reporting either for duty or during hours that he/she is standby. Violation of this provision is prohibited and will subject the employee to removal from safety sensitive duty and referral to a Substance Abuse Professional ("SAP").

5.4 Testing for Prohibited Substances

5.4.1 Testing Procedures

Analytical urine controlled substance testing and breath testing for alcohol will be conducted as required under Department of Transportation Guidelines. All employees shall be subject to testing prior to employment (drug testing only), based on reasonable suspicion, and following an accident, consistent with the Department of Transportation Guidelines. All employees will also be tested prior to returning to duty after failing a controlled substance and/or alcohol test. Employees who have returned to duty will be subject to unannounced follow-up tests as determined by a SAP. Safety-sensitive employees who perform safety-sensitive functions shall also be subject to testing on a randomly selected, unannounced basis, in addition to the testing outlined above.

Testing shall be conducted in the manner designed to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities, which meet all applicable standards. All testing will be



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conducted consistent with established procedures, including those in the Department of Transportation ("DOT") guidelines.

The controlled substances that will be tested for include marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP). The Agency may add additional controlled substances for testing consistent with DOT guidelines as they may change from time to time. An initial controlled substance screen will be conducted on each specimen. For those specimens that are positive, a confirmatory gas chromatography/mass spectrometry (GC/MS) test will be performed. The test will be considered positive if the controlled substance levels present are above the minimum thresholds established in the DOT guidelines.

Tests for alcohol concentration will be conducted utilizing an approved Evidential Breath Testing (EBT) device operated by a trained Breath Alcohol Technician (BAT). If the initial test for safety-sensitive employees indicates an alcohol concentration of 0.02% or greater, a confirmation test will be performed to confirm the results of the initial test. An employee, who has a confirmed alcohol concentration of 0.02%, but less than 0.04%, will be removed from his or her position for at least twenty-four hours unless a re-test results in an alcohol concentration of 0.02% or less. However, unless the alcohol concentration is 0.04% or greater, the fact that an employee was removed from duty in the interests of safety shall not form the basis for any discipline. An alcohol concentration of 0.04% or greater will be considered a positive alcohol test and in violation of this policy.

Any employee who has a confirmed positive controlled substance or alcohol test will be removed from his or her position, informed of education and rehabilitation programs available, and evaluated by a SAP. The Agency will make every effort to, and affirms the need to, provide individual employees with dignity, privacy, and confidentiality throughout the testing process.

5.4.2 Pre-employment Screening

All applicants for employment with the Agency shall be subject to a fitness for duty examination, which shall include urine controlled substance testing. Such pre-employment screening practices are designed to prevent the employment of individuals who use illegal drugs or whose use of legal drugs indicates a potential for impaired or unsafe job performance. If the applicant is under the age of 18, a consent form authorizing the examination and testing must be signed by the applicant's parent or guardian. All offers of employment shall be contingent upon the applicant passing the fitness for duty examination.

5.4.3 Reasonable Suspicion Testing

All employees shall be subject to urine and/or breath testing when there is a reason to believe that controlled substances or alcohol use is adversely



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affecting job performance. A reasonable suspicion referral for testing will be made based on documented, objective facts and circumstances, which are consistent with the effects of substance abuse. Examples of reasonable suspicion include, but are not limited to, the following:

- a. Adequate documentation of unsatisfactory work performance or on the job behavior.
- b. Physical signs and symptoms consistent with prohibited substance abuse.
- c. The occurrence of a serious or potentially serious accident caused by human error.
- d. Fights (to mean physical contact), assaults and flagrant disregard or violations of established safety, security, or other operational procedures.

Reasonable suspicion determinations will be made by a supervisor who is trained to detect the signs and symptoms of controlled substance and alcohol use and abuse and who reasonably concludes that an employee may be adversely affected or impaired in his or her work performance due to prohibited substance abuse or misuse.

5.4.4 Post-accident testing

All employees will be required to undergo controlled substance and/or breath alcohol testing if they are involved in an accident with an Agency vehicle or with Agency equipment that results in serious bodily injury requiring transportation to a medical treatment facility, death, or when one or more vehicles incurs disabling damage that requires towing from the site and there is reasonable suspicion that drug and/or alcohol use contributed to the accident. Employees will also be required to undergo controlled substance and/or breath alcohol testing if they are involved in an accident involving damage to Agency property estimated at greater than \$10,000.00, or constituting a threat to the public safety and health and there is reasonable suspicion that drug and/or alcohol use contributed to the accident.

Following an accident where reasonable suspicion has been determined to exist, the employee will be tested as soon as possible, but not to exceed eight hours after the accident for alcohol testing, and 32 hours after the accident for controlled substance testing. An employee involved in an accident shall not consume alcohol until they have undergone testing for alcohol. Any employee who leaves the scene of the accident without the appropriate authorization without submitting to controlled substance or alcohol testing will be considered to



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have refused the test and subject to disciplinary action, up to and including termination. Post-accident testing will include not only the affecting employee, but also any other employees whose performance could have contributed to the accident.

5.4.5 Random Testing

Those employees working in safety-sensitive classifications will be subject to randomly selected, unannounced testing, in accordance with Department of Transportation standards for safety-sensitive employees. The random selection will be performed using a scientifically valid method. Each safety-sensitive employee will have an equal chance of being tested each time selections are made. Safety-sensitive employees will be tested either just before departure, or during duty, or just after the safety sensitive employee has ceased performing his or her duty.

5.4.6 Return-to-Duty Testing

All employees who previously tested positive on a controlled substance or alcohol test must test negative and be evaluated and released for duty by the SAP before being allowed to return to their jobs. Employees will be required to undergo unannounced follow-up controlled substance and/or alcohol breath testing following return to duty, as determined by the SAP. The duration of the period during which the employee is subject to such testing, and the frequency of such testing, will be as determined by the SAP. However, it shall not be less than six tests during the first 12 months following return to duty, nor longer than 60 months total, following return to duty.

5.4.7 Employee Requested Testing

Any employee who questions the result of a controlled substance abuse test may request that an additional test be conducted. The additional test may be conducted at the same laboratory or at a different certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. All costs for such testing are to be paid by the employee, unless the second test invalidates the original test, in which event, the Agency will pay the cost of testing. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in the DOT guidelines.

The employee’s request for a re-test must be made to the doctor responsible for analyzing the original laboratory results within 72 hours of receiving notice of the initial test result. Requests after 72 hours will be accommodated only where the employee can establish that the delay was due to circumstances beyond the control of the employee.



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5.5 Employee Assessment

Any employee who tests positive for the presence of controlled substances or whose breath alcohol concentration is above the minimum threshold set forth in this policy, will be assessed by a Substance Abuse Professional (SAP). A SAP is a licensed physician, psychologist, social worker, employee assistance professional, or addiction counselor with knowledge and clinically experienced in the diagnosis and treatment of alcohol and substance abuse related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substance abuse or misuse.

If an employee is returned to duty following rehabilitation, he or she must agree to and sign a Return-to-Duty Agreement, pass a return-to-duty controlled substance and/or alcohol test, and be subject to unannounced follow-up tests for a period of one to five years, as determined by the SAP. The cost of any rehabilitation and subsequent controlled substance and/or alcohol testing is to be paid by the employee. Employees may use accumulated sick leave, vacation and floating holidays, if any, to participate in a prescribed rehabilitation program.

Employees will be given only one chance for rehabilitation under this policy. The affected employee will be immediately terminated on the occurrence of a second verified positive test result.

5.6 Compliance with Testing Requirements

All employees are subject to controlled substance testing and breath alcohol testing in accordance with this policy. Any employee who refuses to comply with a request for testing, who provides false information in connection with the test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution, shall be removed from duty immediately and be referred to an SAP. Refusal to submit to a test can include an inability to provide a urine specimen or breath sample without a valid, medical explanation, as well as a verbal declaration, obstructive behavior or physical absence resulting in the inability to conduct the test. Failure to comply with testing requirements or failure to comply with a referral to a SAP will result in immediate termination.

5.7 Employee Assistance Program

The Agency encourages any employee who may have a substance abuse problem to seek confidential counseling and assistance of a qualified program or professional, or through the Agency's Employee Assistance Program. The Agency intends to support those employees who voluntarily seek such assistance, but also intends to promptly and firmly identify and discipline those employees who engage in substance abuse, which has a negative effect on job performance. An employee with a



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controlled substance and/or alcohol problem will be afforded an opportunity for treatment in accordance with the following provisions:

5.7.1. Positive controlled substance and/or alcohol test

A rehabilitation program is available for employees who have tested positive for a prohibited substance on a one-time basis only. Employees will be immediately terminated on the occurrence of a second verified positive test result. The employee will pay program costs and subsequent controlled substance and/or alcohol-testing costs. When recommended by the SAP, participation and completion of the rehabilitation program is mandatory. Failure of an employee to attend and/or complete a prescribed program will result in termination from employment.

Prior to return-to-duty testing, an employee must follow the rehabilitation program recommended by the SAP and agree to and sign a Return-To-Duty Agreement. The duration and frequency of follow-up testing will be determined by the SAP but will not be shorter than one year or longer than five years.

5.7.2 Voluntary admittance

Employees who feel they have a problem with controlled substances and/or alcohol may request voluntary admission to a rehabilitation program as long as the problem has not affected their job performance. An employee who tests positive for a controlled substance and/or alcohol *before* requesting voluntary admittance to a rehabilitation program will be disciplined in accordance with the applicable provisions of this policy. The Agency will approve entry into a voluntary program at the sole discretion of the General Manager. The employee will pay program costs and subsequent controlled substance and/or alcohol-testing costs. An employee failing to complete the program will be subject to termination from employment. An employee completing a rehabilitation program must agree to and sign a Return-To-Duty Agreement, pass a return-to-duty controlled substance and/or alcohol test and be subject to unannounced follow-up testing for 36 months following return to duty. A positive result on a return-to-test or on the unannounced follow-up test within a 36-month period will result in termination from employment. Participants in the rehabilitation program may use accumulated sick leave, vacation and floating holidays, if any.

5.8 Notifying the Agency of Criminal Conviction

Any employee convicted of a crime involving the manufacture, distribution, possession or use of a controlled substance or convicted of driving under the influence of alcohol or drugs, shall notify the Agency of such conviction not later than five (5) days after such conviction. A plea of no contest shall constitute a conviction for purposes of this rule, and for purposes of imposing discipline under Agency rules and regulations



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governing employee conduct. Upon conviction of a crime involving alcohol or drugs as specified above, the employee shall be referred to a SAP for rehabilitation assessment. The SAP will evaluate the employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substance abuse or misuse.

If an employee is returned to duty following rehabilitation, he or she must agree and sign a Return-To-Duty Agreement, pass a return-to-duty controlled substance and/or alcohol test, and be subject to unannounced follow-up tests for a period of 36 months. The cost of any rehabilitation and subsequent controlled substance and/or alcohol testing is to be paid by the employee. Employees may use accumulated sick leave, vacation and floating holidays, if any, to participate in a prescribed rehabilitation program.

5.9 Alcohol at Agency Sponsored Events

At Agency sponsored social events where alcohol is present, at age employees may consume moderate and responsible amounts of alcohol at their own risk. Any employee misconduct as a result of the consumption of alcohol is subject to disciplinary action. All employees are responsible for maintaining professional and courteous conduct standards consistent with Agency policy regardless of any consumption of alcohol.



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Policy No.: 6.0	Section Nos.: 6.0 – 6.10
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6.0 RECRUITMENT AND HIRING

6.1 Appointment

When a person has been offered and has accepted a position, his/her hiring is referred to as an "appointment" to the position and classification. The date of that appointment is referred to as the appointment date or anniversary date.

6.2 Vacant Positions

Vacant positions may be filled by the General Manager or his/her designee by following any of the following procedures:

- 6.2.1** Appointment of qualified present (or laid off) employees of the Agency without announcement or examination.
- 6.2.2** Appointment of present employees of the Agency following announcement and internal process.
- 6.2.3** Appointment following announcement and open/competitive process.

6.3 Open/Competitive Process

The process is open to any person, employee or non-employee, who meets the minimum qualifications for the classification.

Applications will be solicited by public announcement posted in a manner and at locations to be determined by the General Manager. Such announcement shall specify the vacant position by title, job description, compensation range, required and desirable qualifications, deadlines and procedures for applying, any examinations required, and any other applicable information. The selection techniques used in this process will be impartial and relate to those subjects which fairly measure the relative capacities of the persons to execute the duties and responsibilities of the job to which they seek to be appointed. The process may include, but is not necessarily limited to achievement and aptitude tests, other written tests, personal interview, performance tests, evaluation of daily work performance, work samples, successful completion of prescribed training, or other techniques as determined by the Agency.

6.4 Internal Process

The internal process is open for present qualified employees of the Agency and announcements are disseminated internally.

6.5 Temporary Employment

This section applies to all Agency employees except for those hired on a temporary or intermittent basis. In cases of temporary employment or emergency employment, the General



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Manager is authorized to use simplified procedures for filling vacancies for specific job duties for a limited period of time, as he or she deems appropriate under the given circumstances.

6.6 Eligibility to Work in the United States

As a prerequisite to being hired by the Agency and in compliance with the Immigration Reform and Control Act of 1986, each potential employee is required to present the Agency with a completed Employment Eligibility Verification Form I-9 and proper documentation, which establish the employee's identity as well as the employee's eligibility to work in the United States in accordance with all applicable laws, and be ready to have such information submitted to the federal E-Verify program.

Employees with general questions or seeking general information on immigration law issues are encouraged to contact Human Resources. Employees may raise questions or good faith complaints about immigration law compliance without fear of reprisal.

6.7 Equal Employment Opportunity

The Agency provides equal employment opportunity for all applicants and employees regardless of race, religion, religious creed (including religious dress and religious grooming), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity), gender expression, age (40 or over), sexual orientation, military and veteran status, or any other basis protected by federal, state or local laws.

This is reflected in the entire Agency's practices and policies regarding recruitment, hiring, training, promotions, transfers, and rates of pay, layoff, and other forms of compensation. It is the responsibility of every manager, supervisor and employee to conscientiously follow this policy, and the Agency's policy regarding harassment and discrimination, as set forth in Section 3 (Equal Employment Opportunity) of this Manual and the Agency's separate Harassment, Discrimination, and Retaliation Reporting Policy.

6.8 Pre-Employment Investigation

As part of the selection process, the Agency may conduct investigations of candidates including, but not limited to, reference checks, general background checks, and employment checks, as well as evaluations of experience, personal traits, and character. All applicants for employment may be required to undergo physical and/or medical examinations. Applicants in safety sensitive appointed positions shall include testing for drugs and/or alcohol. In accordance with California law, the Agency will not inquire into an applicant's conviction history or conduct physical and/or medical examinations of an applicant until after a conditional offer of employment has been made to the applicant.



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6.9 Orientation

During an employee's first few days of employment, the employee will participate in an orientation program conducted by the employee's supervisor and Human Resources, during which the employee will receive important information regarding the performance expected and required of the employee, basic Agency policies, compensation and benefit programs, as well as other information necessary to acquaint the employee with Agency policies, including the Agency's Injury and Illness Prevention Program and safety training.

The employee may be asked to complete all necessary paperwork at this time, such as medical benefit plan enrollment forms, beneficiary designation forms, appropriate Federal, State and local tax forms, and other necessary administrative forms.

The Agency strongly encourages new employees to ask any and all questions you may have during the orientation program so that you will understand all guidelines that affect and govern your employment relationship with the Agency.

6.10 Disaster Service Workers

Those employees who are trained under the California Emergency Services Act, are considered Disaster Service Worker Volunteers, and must render such assistance as may be necessary in times of emergency, as declared by the Governor or his or her designee. The Agency has established a disaster preparedness plan, which includes a process for notifying employees of their disaster service assignments and when employees must perform them. Employees must complete the Disaster Service Worker Registration, including the loyalty oath, at the back of this Manual to effectuate this policy. Employees will be compensated for all work performed pursuant to this policy.



EMPLOYEE MANUAL	
Title: EMPLOYMENT STATUS AND WORK POLICY	
Policy No.: 7.0	Section Nos.: 7.0 – 7.12
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7.0 EMPLOYMENT STATUS AND WORK POLICY

7.1 Employment Status

Employment Status refers to the nature of the employment relationship and includes such categories as probationary, regular full-time and regular part-time, among others. Changes in employment status may result from reinstatement, transfer, promotion, demotion, or suspension.

7.2 Probationary

The first twelve (12) months of employment with the Agency are worked in a probationary status. Probation is an introductory period during which newly hired or reinstated employees can demonstrate that they can meet the requirements of their positions. This period may be extended upon written approval by the General Manager for up to an additional six (6) months. This probationary period will automatically extend during the period of any authorized leave for the period of the leave. In other words, the probationary period only counts down for actual time worked. During the probationary period, the employee's supervisor and management staff will review work habits, performance, and attendance in order to assess the employee's ability to meet job expectations.

During the probationary period, an employee may be dismissed at any time with or without cause by the General Manager without any requirement for notice, hearing, grievance, or any other form of due process set forth in the Personnel Rules, including Section 27 herein. With the exception of due process rights and procedures, a probationary employee is bound to uphold all other Agency Personnel Rules.

7.3 Regular Full-Time Employees

An employee who has completed probation and is regularly scheduled to work at least thirty (30) hours per week in an established position is normally considered a regular, full-time employee, unless otherwise expressly noted. Such an employee is eligible for health and other benefits at rates as may be determined from time to time by the Agency in its sole discretion.

7.4 Regular Part-Time Employees

An employee who has completed probation and is regularly scheduled to work fewer than thirty (30) hours per week in an established position is normally considered a regular, part-time employee, unless otherwise expressly noted. Part-time employees are not eligible for any benefits other than those mandated by law or as otherwise provided in this Manual.



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7.5 Temporary Employees

A Temporary Employee is one who is hired for an expressly limited duration, or to work on a specific project. The job assignment, work schedule, compensation and duration of the employment will be determined on an individual basis, usually not to exceed six (6) months. Temporary Employees are generally not eligible for benefits, except to the extent required by law or established by special agreement.

7.6 Reinstatement

“Reinstatement” is the reappointment, with or without limited examination, of an employee who has resigned in good standing. The employee may be reinstated provided there is a vacancy and there is prior written approval of the General Manager.

7.7 Reclassification

If an employee is in a position that is reclassified to a higher salary range, the employee will maintain his or her current salary rate unless the employee’s current salary rate is below the minimum within the new salary range. In that case, the employee will receive the beginning, or lowest, salary in the new range.

Except as otherwise provided by policy or law, if an employee is in a position that is reclassified to a lower salary range, he or she shall retain the same salary until such time as the employee’s salary is within the new range.

7.8 Reduction in Personnel/ Request of Employee

Notwithstanding any other provision of these rules, nothing provided herein shall prohibit the Agency from layoffs or reductions in force for administrative, organizational, or economic reasons. Layoff or reduction in force is not disciplinary in nature and is not subject to disciplinary appeal. Where feasible, the Agency will provide thirty (30) working days of notice before the effective day of any regular or temporary reassignment or layoff. Upon the employee’s written request, an employee may be placed in a lower classification with a lower salary if possible.

7.9 Acting Out of Class Assignment

With the prior written approval of the General Manager, regular or probationary employees may be temporarily assigned to a higher level of classification where there is an actual or anticipated temporary vacancy of at least thirty (30) consecutive calendar days. The assignment must last for a minimum of thirty (30) consecutive calendar days to a maximum of six (6) consecutive months. The General Manager may approve extending the length of an assignment. Employees appointed to an Out of Class Assignment will be compensated by a five percent (5%) increase over their current salary. Benefits levels will remain unchanged for the duration of the Out of Class Assignment. Compensation changes will be effective with the first day of the Out of Class Assignment.



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7.10 Interim

An interim assignment differs from Acting Out of Class Assignments and will be governed by the rules for salary treatment for promotions. The interim designation indicates the Agency's intent to continue to assess candidates for permanent assignment to the position.

7.11 Promotion

"Promotion" is the appointment of an employee to a vacant position in a higher classification. Promotions are not automatic. Promotions are given when available, applied for, and awarded because of demonstrated merit. The award of a promotion is at the sole discretion of the Agency. The Agency reserves the right to recruit and hire outside applicants if it is deemed to be in the Agency's best interest.

A promoted employee is subject to a six (6) month probationary period during which he or she must demonstrate the ability to perform the duties of the new position. This time may be extended for an additional three (3) months by the General Manager. This time period will extend automatically during the period of any authorized leave. The employee will become regular in the promoted position upon successful completion of the probationary period. Any employee who fails satisfactorily to complete the probationary period following a promotion shall be reinstated to the regular position from which the employee was promoted.

7.12 Demotion/"Y" Rated

7.12.1 Demotion

Employees may be demoted in the event of a reduction in personnel due to lack of work, funds, in the case of an employee's inability to perform his or her required duties, or for disciplinary purposes, at the discretion of the General Manager.

7.12.2 "Y" Rated

The term "Y" Rated refers to the Agency paying an employee above the maximum of the salary range assigned to the position's class. When a position is reallocated to a class with a lower salary range, the Agency may consider the employee's salary to be "Y" Rated.

A "Y" Rating may be given to employees by the Agency when they are classified downward, for considering an employee's merit, or lack thereof, or demotion. Employees, who are "Y" Rated, will continue to receive cost of living adjustments.



EMPLOYEE MANUAL	
Title: CLASSIFICATION PLAN	
Policy No.: 8.0	Section Nos.: 8.0 – 8.0
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8.0 CLASSIFICATION PLAN

The General Manager shall define the duties and responsibilities of each position by preparing classification specifications and shall recommend a classification plan to the Board of Directors. The plan shall include specifications and a salary range for each classification. Each position shall be allocated to a classification.

The classification plan shall be approved by the Board of Directors. Changes to the classification plan may be amended or revised from time to time by the Board of Directors.



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Policy No.: 9.0	Section Nos. : 9.0 – 9.9
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9.0 PAY PLAN

The pay plan consists of monthly salary ranges of nine (9) pay steps each. There is a five percent (5%) salary differential between each monthly salary classification. There is a two and one-half percent (2-1/2%) salary differential between each of the nine (9) pay steps in each monthly salary classification. All classifications of employment, except the General Manager, shall be allocated to one (1) of the salary ranges of the pay plan. Temporary employees may be employed at hourly rates within the salary range of their classification.

The General Manager shall approve and grant all appointments and advancements under the pay plan.

9.1 Pay Day

Agency employees shall be paid by check every other Friday. The pay period closes at the conclusion of the Friday night shift preceding the payday, except for those employees assigned to a special shift schedule. Deductions from the salary paycheck shall be made for:

- 9.2.1 State Income Tax
- 9.2.2 Federal Income Tax
- 9.2.3 State Disability Insurance
- 9.2.4 Medicare Tax (for employees hired after March 31, 1986 and who were not hired while on unemployment)
- 9.2.5 Social Security for employees not a member of PERS or not participating in the FICA-Substitute Retirement Plan Deferred Compensation Option
- 9.2.6 Flexible Benefits Spending Plan
- 9.2.7 Any other deduction required by law
- 9.2.8 Voluntary deductions may be made for other programs approved by the Board of Directors or authorized in writing by the employee.

9.2 Computation of Pay Rates

The hourly rate of pay shall generally be an even amount determined by multiplying the monthly salary by 12 and dividing the product by 2080. The number 2080 represents the normal hours of employment in a year - i.e., 26 pay periods comprising 80 hours each. Individual classifications, such as, water treatment plant operators may be calculated differently. Contact Human Resources for more information.

9.3 Job Class Descriptions

The Agency has adopted a Job Class Description for each position within the Agency, setting forth the duties and requirements of that position. A copy of the current Job Class Descriptions for the Agency may be obtained from the Human Resources Department.



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9.4 Initial Appointment

The first step is the minimum rate and shall normally be the hiring rate for the classification.

In certain circumstances, the General Manager may authorize compensation at any step above the minimum salary rate. In general, hiring above the minimum step will be to address recruitment difficulties, to obtain an employee with special qualifications or other such business purposes. To hire someone above the minimum step, the Department Manager must obtain written approval from the General Manager, in advance of the job and salary offer. The written request must demonstrate how the initial appointment above the minimum salary rate would benefit the Agency.

9.5 Wage Rate Classifications

The Board has established Wage Rate Classifications for each job class, which classifications establish a range of pay for job classes within the Agency. The Board may revise the Wage Rate Classifications at any time, with or without notice to the employees.

9.6 Anniversary, Performance Review Dates and Salary Step Advancement

An employee’s appointment date is his/her anniversary and review date to determine permanent status. Promotions and other employment activity then may change the initial anniversary date to a new date.

The Agency Personnel Manual provides that after each year of service, the employee will receive a written performance evaluation. Based on the evaluation, the employee is eligible for salary step advancement, until the employee reaches the top step of the range.

Notwithstanding their anniversary date, employees will be reviewed in April/May of each year, recommendations for pay increases will be made in June, and merit increases will be effective the first complete pay period of July.

Notwithstanding any probationary period and without an employee completing probation, new employees hired between July 1st and December 31st of the year may be eligible for a merit increase, accompanied by a performance evaluation, on July of the following year. New employees hired between January 1st and June 30th of the year may be considered for a one-step merit increase, accompanied by a performance review, on the first complete pay period of July of the same year. A performance evaluation will be completed for every new employee before the end of the probationary period.

Supervisors will recommend a two, one or no step increase, based upon the performance evaluation, for employees with one or more years of service.

The supervisor shall forward the completed performance evaluation and a recommended pay treatment to the Department Manager for review and approval. The evaluation then is sent to the Human Resources Office for authorization. After the Human



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Resources Office authorizes the pay treatment, the supervisor will be notified so he/she can share the recommendation with the employee.

9.7 Promotion

A promotion is defined as the movement of an employee from one classification to another classification that is in a higher salary range. If an employee moves to a classification at the same salary range, this is a lateral transfer, not a promotion. An example of a lateral transfer would be the movement of an employee from one Department to another in the same classification. Another example would be the movement of an employee to an equivalent classification, where the title is different and the salary range is the same.

A promotion is generally to a vacant position, and must be approved by the General Manager in advance.

9.8 Salary Treatment for Promotions

When an employee is promoted, he or she will be placed into the salary range for the higher classification, at the first step that is at least 5% greater (two steps) than the current step or pay rate. Employees promoted between July 1st and December 31st would become eligible for a merit increase, accompanied by a performance review, on the first complete pay period of July the following year. Employees promoted between January 1st and June 30th may be considered for a one-step merit increase, accompanied by a performance review, on the first complete pay period of July of the same year. A performance evaluation will be completed for every promoted employee when he or she successfully passes the probationary period.

9.9 Cost of Living Adjustments and General Wage Increases

Cost of living adjustments (COLA) and general wage increases are granted only at the discretion of the Board of Directors.

Past practice has been for the Board of Directors to grant a COLA effective the first pay period of each calendar year. The Agency uses a program of market surveys for general wages increases every other year, with interim cost of living adjustments. The results of the market survey have been effective in July of each year.

At the time that the Board of Directors considers a COLA, staff will provide the Board for its consideration information on the Los Angeles – Riverside – Orange County area Consumer Price Index (CPI) and any other requested information that will assist in the decision making process.

Any general wage increase or COLA adjustment to the salaries, if any, will normally take effect the first complete pay period of the month for which it is granted.



EMPLOYEE MANUAL	
Policy Title: OVERTIME POLICY	
Policy No.: 10.0	Section Nos.: 10.0 – 10.3
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Approved By: Board of Directors	

10.0 OVERTIME POLICY

The overtime policy shall be in compliance with the requirements of the Fair Labor Standards Act (FLSA) as those may be revised from time-to-time and with Board adopted policy and shall be applied to all employees. Because the Agency is a public entity, it is not subject to the California state overtime rules and laws.

Any employee may be requested to work in excess of the regular workday by the General Manager or his or her supervisor. The Agency will pay all non-exempt employees at the rate of one and a half times the regular rate of pay for all hours in excess of 40 in a workweek, except as otherwise provided by FLSA. Paid leave hours (vacation, holiday, sick leave, bereavement leave, jury duty, military leave, etc.) will be included in the calculation for determination of a 40-hour workweek.

In addition, the Agency pays time and a half overtime for the first 4 hours of daily overtime and 2.0 times the base hourly salary for all consecutive overtime hours worked in excess of 4 hours even when spanning more than one workday. Daily overtime is hours worked in excess of the normal workday (generally an 8-hour shift).

It will be the employee’s immediate supervisor’s responsibility to determine if an employee should work his or her regularly scheduled work shift after working overtime. Employees are not permitted to work overtime without the express prior approval of their supervisor. Employees in violation of this policy will be subject to discipline, up to and including termination. Nonetheless, the Agency will pay employees for all hours actually worked in a given workweek in accordance with applicable federal law. Paid holidays, as an example, do not count as “hours worked” for purposes of overtime calculations unless an employee actually worked on the holiday.

10.1 Scheduled Overtime

Scheduled overtime work is announced in advance and generally will involve an entire department or operation. This type of overtime becomes part of the required workweek of the people who are members of the department or operation. Employees that need to be excused from performing scheduled overtime should speak with their supervisor, who will consider each situation and the requirements of the department or operation in deciding whether an employee may be excused from performing the scheduled overtime.

10.2 Incidental Overtime

Incidental overtime is not scheduled; it becomes necessary in response to extenuating circumstances, such as responding to service calls or other problems that may arise in the evenings or on holidays or weekends. Extra time may be needed to complete work normally completed during regular hours. Incidental overtime may also become necessary when an illness or emergency keeps co-workers from being at work as anticipated. It may require that an employee return to the workplace for emergency work. The opportunity to work incidental overtime will be given first to the employee who normally performs the task. If that employee cannot work the overtime, the supervisor will offer the overtime to a suitably qualified person who is available to perform the overtime work. In the event that no employee voluntarily



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Policy Title: OVERTIME POLICY	
Policy No.: 10.0	Section Nos.: 10.0 – 10.3
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agrees to work the necessary incidental overtime, the Agency may require an employee to work incidental overtime regardless of whether the employee volunteered. An employee's refusal to work mandatory overtime will subject an employee to discipline, up to and including termination.

10.3 Holiday Compensation

Full-time "non-exempt" employees who work on an Agency holiday will be paid for the holiday and two times their normal hourly rate for each hour actually worked on the holiday in accordance with Policy 13.4.



EMPLOYEE MANUAL	
Policy Title: ON-CALL PAY	
Policy No.: 11.0	Section Nos.: 11.0 – 11.3
Approval Date:	Effective Date: January 2018
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11.0 ON-CALL PAY

This on-call policy confirms that such time is not working time but acknowledges that employees deserve compensation for being available during otherwise personal time.

Some employees, because of the nature of their work, may be required to be on-call and available to handle situations outside of their regularly scheduled work hours. Employees qualified to serve in an on-call capacity will be assigned to the schedule on a rotating basis for purposes of serving weekday, weekend and holiday on-call duty. There is no entitlement to be assigned to the on-call schedule. On-call time is not considered working time because the employee is not overly restricted in his/her ability to engage in personal time. An Agency vehicle will be provided while the employee is on-call. This vehicle is to be used for Agency use only. The employee also will be provided a cell phone or radio so that he/she can be reached when called. Use of the vehicle, cell phone, or radio is subject to the other applicable provisions of this policy. The rules for on-call work are provided to employees separately.

11.1 Weekday On-Call Compensation

Employees serving on-call duty on weekdays will receive a minimum of two hours of overtime pay each weekday, regardless of the work performed responding to calls.

11.2 Weekend and Holiday On-Call Compensation

In addition to overtime for time worked, employees assigned to on-call duty will be paid at a flat rate each weekend scheduled day off and any paid holidays while on-call. An on-call employee required to report to work will receive a minimum of one hour of pay.

This rate will be adjusted with any general wage increase, such as a cost-of-living adjustment, market survey or any other such adjustment and is sent out annually.



EMPLOYEE MANUAL	
Title: SHIFT WORK POLICY	
Policy No.: 12.0	Section Nos.: 12.0 – 12.4
Approval Date:	Effective Date: January 2018
Approved By: Board of Directors	

12.0 SHIFT WORK POLICY

Employees may be assigned Shift Work to ensure coverage on critical Agency operations. Employees assigned Shift Work may be required to work Regular Schedules, 9/80 Schedules, or Treatment Plant Schedules, as discussed below. Employees assigned Shift Work may also be required to work on a rotating assignment of shifts, including shifts with evening hours. No sleeping is permitted during Shift Work.

12.1 Regular and 9/80 Schedules

In addition to a customary 5/40 schedule (five work days constituting forty work hours), an employee on Shift Work may be placed on a 9/80 schedule (nine work days constituting eighty work hours). A 9/80 schedule is a schedule in which four days per week an employee works nine (9) hours and on the fifth day (the “flex day”) that employee either works an eight (8) hour shift, which is split between workweeks (four hours in each workweek) or have the day off. The Fair Labor Standards Act (FLSA) workweek need not coincide with the calendar week nor will it necessarily align with Agency pay periods. The FLSA workweek may begin on any day and at any hour. During a 9/80 schedule, the FLSA workweek begins midway through the employee’s “flex day.” The result is forty (40) hours worked in each FLSA workweek while eighty (80) hours of work is compressed into nine (9) working days. However, the duration of any Shift Work shift may change as necessary for Agency operations.

12.2 Treatment Plant Schedules

Employees assigned to Shift Work operating Treatment Plants will typically work alternating weeks. These employees will work twelve (12) hour shifts each day for seven (7) consecutive days and will be off-duty for the following seven (7) consecutive days.

While Treatment Plant Operators assigned to Shift Work do not receive time off for holidays, they are paid twelve (12) hours of holiday pay if they are assigned to work during a holiday and eight (8) hours of holiday pay if not assigned.

In all cases, non-exempt Agency employees on Shift Work are paid overtime consistent with the FLSA requirements.

12.3 Shift Differential – Treatment Plant Operator

A 5% shift differential is applied to the rate for employees performing the duties of Senior Treatment Plant Operator and Treatment Plant Operator assigned to shift work will be applied to straight time and overtime hours. If the Agency changes its shift work practice, the shift differential will be reviewed at that time.



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12.4 Shift Differential – Field Employees

Periodically, the Operations field crew or designated field employees may be scheduled to work the night shift. An employee working the night shift is entitled to lunch and breaks the same as for daytime work within the nine-hour shift. Scheduled night shift hours will be worked in lieu of working the following day. An employee scheduled to work a night shift will receive an hourly shift differential pay of 10% added to the employee’s regular pay rate; this shift differential pay is not applied to overtime rate.



EMPLOYEE MANUAL	
Title: HOLIDAYS	
Policy No.: 13.0	Section Nos.: 13.0 – 13.4
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13.0 HOLIDAYS

The following are paid holidays, which shall be observed by paid time off for all full-time probationary and full-time regular employees of the Agency other than employees working shift assignments. Employees on scheduled shift assignments must work assigned shifts on paid holidays. In order to be eligible for holiday pay, an employee must be scheduled to work on the actual holiday and be in an active status on both the day immediately preceding and following the holiday, (i.e. employees on an unpaid leave or other unpaid status are not eligible for holiday pay). No part-time or temporary employees shall receive paid holidays.

13.1 Paid Holidays

1. New Year's Day (January 1)
2. Martin Luther King's Birthday (Third Monday in January)
3. Presidents Day (Third Monday in February)
4. Memorial Day (Last Monday in May)
5. Independence Day (July 4)
6. Labor Day (First Monday in September)
7. Veteran's Day (November 11)
8. Thanksgiving Day (Fourth Thursday in November)
9. Day after Thanksgiving
10. Christmas Day (December 25)

13.2 Holiday Schedule

At the closing of each calendar year, the General Manager shall release the holiday schedule for the next calendar year, specifying the dates on which the Agency office shall be closed in observance of holidays. Those holidays falling on a Saturday will be observed on the prior Friday; those falling on a Sunday will be observed the following Monday. This schedule may be amended at the discretion of the Board. In order to be eligible for holiday pay, the employee must work his or her regularly scheduled workdays preceding and following the holiday unless the employee's absence on either of these days is an excusable absence. When an assigned holiday falls on a scheduled workday under the 9/80 Work Plan, the holiday will be observed the day before the holiday.

13.3 Personal Time Off (PTO)

In addition, each calendar year, all full-time probationary and full-time regular employees will be entitled to two PTO days, which may be selected, at the beginning of the year, by the General Manager. A PTO day is treated as any other holiday; if the day taken is Friday the employee will be paid for 8 hours; if it is any other day the employee will be paid for 9 hours. If at the end of a calendar year an employee has not taken all of his or her PTO time, the employee will be paid out for the remaining unused PTO hours an employee has at the employee's regular hourly rate. Employees who do not use their full two PTO days by the end of the calendar year may be subject to discipline.



EMPLOYEE MANUAL	
Title: HOLIDAYS	
Policy No.: 13.0	Section Nos.: 13.0 – 13.4
Approval Date:	Effective Date: January 2018
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13.4 Holiday Overtime

Full-time “non-exempt” employees who work on an Agency holiday will be paid for the holiday and two times their normal hourly rate for each hour actually worked on the holiday, if eligible for overtime pay as defined in the Overtime Policy No. 10.



EMPLOYEE MANUAL	
Title: TEMPORARY STAFFING OF AGENCY WORKERS	
Policy No.: 14.0	Section Nos.: 14.0 – 14.0
Approval Date:	Effective Date: January 2018
Approved By: Board of Directors	

14.0 TEMPORARY STAFFING OF AGENCY WORKERS

The Santa Clarita Valley Water Agency (Agency) occasionally uses temporary staffing agency workers (sometimes referred to as “temps”) to address specific short-term projects that cannot adequately be staffed by Agency personnel. When such use is required, the Agency will follow these guidelines:

1. Worker Assignment. The temporary worker’s assignment shall be governed by the following guidelines and limitations:
 - (a) Temporary workers should only be used when management determines the use necessary and proper, such as coverage of employee absence necessitated by protected leave, short-term coverage of ancillary services necessitated by employee absences, as-needed coverage for newly established programs while the Agency determines appropriate permanent staffing needs, and as-needed short-term ancillary service projects.
 - (b) Temporary workers should not be utilized in a way that will necessarily result in the elimination of Agency employee positions.
 - (c) For non-intermittent assignments, the temporary staffing agency worker shall be assigned to a task or duty for no more than six (6) months. The Agency shall have discretion to extend the worker’s assignment upon good cause, for one additional six-month period. Compensation for the worker shall not exceed salary ranges for comparable Agency positions.
 - (d) The six-month limitation does not apply to intermittent assignments, such as occasional relief of reception desk or customer service activities.
 - (e) Temporary employees shall not be entitled to any benefits or rights of any nature whatsoever, except as provided and specifically required by applicable law.
 - (f) Temporary employees shall be paid at the rate of one and one-half times the regular rate for overtime worked or when they are entitled to overtime pay.

2. Staffing Agency Agreement. The temporary worker shall be assigned from a staffing agency that has been previously approved by the Agency. The staffing agency shall be well established and economically viable. The approval shall be contingent on legal review of a temporary staffing agreement that provides:



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- (a) The staffing agency’s full obligation as to all federal and state wage-and-hour and employment-related laws, including but not limited to payment of employment taxes; compliance with the California Fair Employment and Housing Act; compliance with the Patient Protection and Affordable Care Act; and compliance and apportionment of paid sick leave pursuant to the California Healthy Workplaces, Healthy Families Act.
- (b) The staffing agency’s obligation to subject its employees to pre-employment screening consistent with or exceeding those standards set by the Agency for employment.
- (c) The staffing agency’s express requirement to list the Agency as an additional insured at levels as deemed appropriate by Agency management on all employment-related insurance maintained by the staffing agency.
- (d) The staffing agency’s duty to defend and indemnify the Agency as to any claim raised by a staffing agency employee assigned to the Agency based on employment-related claims.
- (e) An obligation for the staffing agency to request any assigned workers to sign an arbitration agreement, binding said workers to arbitrate any work-related dispute and waiving entitlement to any employment-related class action.



EMPLOYEE MANUAL	
Title: VACATION	
Policy No.: 15.0	Section Nos.: 15.0 – 15.7
Approval Date:	Effective Date: January 2018
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15.0 VACATION

Paid vacations are granted to allow employees a period of rest and relaxation away from the job. Employees are encouraged to utilize their vacation time to provide themselves an extended period away from the job so that they can enjoy the full benefit of the time off. No employee may take vacation longer than the period he or she has accumulated. Vacation hours will be charged according to the number of hours the employee is scheduled to work on the day(s) the employee is on vacation.

15.1 Vacation Entitlement

Temporary and part-time employees are not entitled to vacation benefits. All full-time employees shall be eligible for vacation accrual on the first day of the first pay period after employment begins.

Scheduling of vacation time will be at the discretion of the appropriate supervisor. Every effort will be made to accommodate the employee’s wishes within the constraints imposed by the Agency’s operational requirements.

15.2 Vacation Accrual

Eligible employees accrue vacation only during periods of active duty. Employees do not accrue vacation during unpaid leaves of absence or other periods of inactive service. Vacation accruals recommence when the employee returns to work. Thus, an employee will accrue vacation on a pro-rata basis for a year in which a full-time employee is in an unpaid status for a portion of the year.

Length of Service	Vacation Allowance per Year	Vacation Cap	Bi-weekly Accrual Rate
0 through 5 years	80 hours	200 hours	3.08 hours
6 years through 10 years	120 hours	300 hours	4.62 hours
11 years and greater	160 hours	400 hours	6.15 hours

15.3 Mandatory Vacation Cash Outs

Accrued but unused vacation will carry over into the subsequent year. Employees shall make good faith effort to use sufficient vacation hours such that accruals do not exceed the caps of two-and-a-half (2.5) times annual accrual. Continued failure to use vacation, without good cause, may be grounds for discipline. As of June 30 of any year, any amount of accrual over two (2.0) times the annual accrual will be cashed out as a non-discretionary cash disbursement. This disbursement shall be based on leave balances on June 30 of a year and will be paid out as soon as practicable, such that each employee’s accrual balance will be no more than two (2.0) times annual accrual at the beginning of the new fiscal year.



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15.4 Coordination with Leave

Employees are required to substitute accrued vacation time for unpaid Family and Medical Leave, and to the extent such leaves apply, Temporary Disability Leave, Workers' Compensation Leave and Military Leave. Employees are permitted but not required to use accrued vacation time for unpaid pregnancy disability leave.

15.5 Paid Personal Leave

In addition, full-time employees upon employment accrue two days of personal leave per calendar year to be accrued at the rate of .62 hours per pay period to be taken at the discretion of the employee, subject to approval of his/her supervisor.

15.6 Vacation and Paid Personal Leave at Separation

When an employee is separated from service, his or her remaining accrued but unused vacation and personal leave, if any, shall be added to his or her final compensation.

15.7 Holiday during Vacation

An employee on vacation when he or she would otherwise be entitled to a paid holiday will not be charged a vacation day for that holiday.



EMPLOYEE MANUAL	
Title: Medical, Dental and Vision Coverage	
Policy No.: 16.0	Section Nos. : 16.1 – 16.3
Approval Date:	Effective Date: January 2018
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16.0 MEDICAL, DENTAL AND VISION COVERAGE

The Agency provides group medical, dental, and vision insurance coverage for its probationary full-time and regular full-time employees only; the date of coverage is determined by each plan. In the event this Manual contains statements, which differ from factual provisions of applicable benefit plan documents, the actual provisions of the benefit plan documents of CalPERS or any future provider will govern.

The medical insurance program furnished shall be a plan of Hospital-Medical-Surgical and Major Medical Expense Coverage for all insurance plans. Medical insurance benefits shall not be provided to regular part-time or temporary employees. If a covered employee provides proof of other Medical Health Insurance coverage and at the employee's request, the Agency may provide such employee a monthly cash payment in lieu of medical coverage. The cash payment shall be equal to 90% of the PERS Choice PPO Premium.

The Agency presently pays a specific amount of the cost of medical insurance and all of the cost of the dental and vision premiums. The Agency reserves the right to determine the provider, terms, and amount of Agency and/or employee contribution.

A copy of each type of benefit, health insurance policy or a certificate summarizing its terms will be maintained in the Agency's Human Resources Department, and will be available for inspection by any probationary full-time and regular full-time employees during business hours.

The Agency shall not be responsible to insure, reimburse or otherwise indemnify any employee for costs or expenses not covered by any policy, and the Agency reserves the right at any time or times to change the carrier and policy by which the Agency and its probationary full-time and regular full-time employees are insured.

16.1 Continuation of Coverage

Medical, dental and vision coverage may be continued if an individual's group health benefits end due to a "qualifying event" and if the employee elects to continue coverage under the plan. In order to continue coverage, the individual will be required to pay the total monthly premium payment plus two percent for administrative costs.

16.2 Qualifying Event

For an employee:

1. Termination of employment or reduction of hours worked so as to render the employee ineligible for coverage.

For dependents:

1. Death of the employee.
2. Divorce or legal separation.
3. Loss of coverage due to the employee becoming entitled for Medicare, or
4. For a dependent child, ceasing to qualify as a dependent under the plan.



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The Human Resources Department can provide specific information regarding insurance.

16.3 Notification of Election to Continue Coverage

The affected employee must assume the responsibility of notifying the Human Resources Department of a qualifying event for themselves or dependents. The Agency will then begin the appropriate notification procedure.

An eligible person must provide an election notice and premium payment to the plan administrator within 60 days of notification of their right to continue coverage.



EMPLOYEE MANUAL	
Title: RETIRED ANNUITANTS	
Policy No.: 17.0	Section Nos.: 17.0 – 17.0
Approval Date:	Effective Date: January 2018
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17.0 RETIRED ANNUITANTS

A retired annuitant is a retiree who receives California Public Employees’ Retirement System (CalPERS) retirement benefits. By law, retired annuitants may engage in employment for a CalPERS-covered entity only in very limited circumstances. Generally, the employment must be temporary and necessary due to the individual’s specialized skills or during an emergency to prevent stoppage of public business. When this kind of employment occurs, the retired annuitant’s work may also not exceed nine hundred and sixty (960) hours per fiscal year. There are serious consequences, including assessment of back contributions and financial penalties, for violations of these restrictions. As such, the Agency will generally not hire retired annuitants without reinstatement from retirement. In the event this Manual contains statements, which differ from factual provisions of applicable benefit plan documents, the actual provisions of the benefit plan documents of CalPERS or any future provider will govern.



EMPLOYEE MANUAL	
Title: OTHER BENEFITS	
Policy No.: 18.0	Section Nos.: 18.0 – 18.10
Approval Date:	Effective Date: January 2018
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18.0 OTHER BENEFITS

The Agency provides its employees with a variety of benefits. A copy of each type of benefit, insurance policy or a certificate summarizing its terms will be maintained in the Agency’s Human Resources Department, and will be available for inspection by any probationary full-time and regular full-time employees during business hours. The benefits, terms and limitations of such coverage shall be as set forth in the actual policies carried by the Agency, and are subject to change at the Agency’s discretion. In the event this Manual contains statements, which differ from factual provisions of applicable benefit plan documents, the actual provisions of the benefit plan documents will govern.

The Agency shall not be responsible to insure, reimburse or otherwise indemnify any employee for costs or expenses not covered by any policy, and the Agency reserves the right at any time or times to change the carrier and policy by which the Agency and its full-time employees are insured. No coverage is provided to temporary or part-time employees.

18.1 Life Insurance

Group life insurance, which includes death and dismemberment benefits, presently is provided by the Agency for probationary full-time and regular full-time employees, and the premium is paid by the Agency. This benefit becomes effective on the first day of the month following 60 days of service.

18.2 Deferred Compensation Plan

A voluntary non-qualified deferred compensation Section 457 plan, (currently Lincoln Financial Services) is available to any eligible employee (generally probationary and regular full-time) who elects, pursuant to the Plan, to defer a portion of his/her compensation and who fulfills the requirements for participation in the Plan. The Agency will match 50% of employee contributions up to a maximum of 3% of employee salary (up to the IRS yearly maximum) for all participating employees.

Part-time employees who are not members of PERS may elect to also participate in Deferred Compensation under the FICA-Substitute Retirement Plan. Deferred Compensation contributions of at least 7.5% of salary (including both employee and employer contributions) are counted as a substitute for Social Security participation.

Information on the Plans is available from the Human Resources Department.

18.3 Flexible Benefits Spending Plan

The Flexible Benefits Spending Plan (cafeteria plan) is a voluntary program and is available to all full-time probationary and regular full-time employees pursuant to plan terms. The plan allows participants the opportunity to defer a portion of their compensation to pay for certain health-related and dependent care expenses on a pre-tax basis. The plan also allows for employee contributions for Agency group health insurance premiums to be deducted from earnings on a pre-tax basis. The Human Resources Department will provide the Information



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about this plan together with enrollment forms. The plan is administered by an outside consultant.

18.4 Employee Assistance Program (EAP)

The Agency cares about employees' well-being. As part of that concern, it has established an Employee Assistance Program (EAP) that provides confidential, professional assistance when personal or relationship problems affect life and work. The program offers information, consultation and counseling for employees, their dependents and domestic partners. More information is available from the Human Resources Department or call the EAP at (800) 535-4985.

18.5 Employee Longevity Policy

The purpose of this policy is to recognize employees who are at the top of his/her established Salary Range and to encourage employees with little opportunity for advancement to stay with the Agency.

An employee who has remained at the top of his or her Salary Range for a minimum of 18 months and who has received an overall performance rating of at least "Expected Performance" will be considered for longevity pay. The longevity pay will be in a lump sum amount as a percentage of his/her annual salary. The longevity pay percentage amount will be determined on a fiscal year basis in accordance with budgetary guidelines.

If the employee does not receive a promotion or range adjustment, but remains at the top of his or her range, he or she will be considered for the longevity pay every 18 months from the date of his or her first lump sum payment.

The employee's supervisor and Human Resources must confirm eligibility. After eligibility is confirmed, the General Manager must approve the lump sum amount. If an employee does not qualify for longevity pay at the time of eligibility, then the employee will not be eligible again for at least 6 months, or their next review, whichever comes first.

18.6 Mileage Reimbursement

Employees who use their private automobile in the performance of duties shall be reimbursed for such mileage at the standard rate permitted by the IRS at the time. Mileage reimbursement shall automatically be adjusted whenever the IRS adjusts their rate. Employees are required to keep current proof of insurance on file with Human Resources.

An employee receiving a vehicle allowance shall not be entitled to additional remuneration for the cost of gasoline, repairs, maintenance or insurance on his/her vehicle, except that if the employee travels more than 300 miles in a single day, he/she may submit a request for mileage reimbursement for the excess miles.



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18.7 California Public Employee's Retirees' Retirement System (PERS)

The Agency is a member of the California Public Employee's Retirees' Retirement System (PERS), and each full-time probationary and regular full-time employee, who works a minimum of one thousand (1,000) hours/fiscal year, automatically becomes a member upon his/her entry into employment. Eligible employees who are considered "classic" members of CalPERS will be enrolled in the PERS Local Miscellaneous 2% at 55 Plan. The Agency and employee contribution for this retirement plan is paid by the Agency. Employees who become "new" members of PERS on or after January 1, 2013 will be enrolled in the PERS Local Miscellaneous 2% at 62 Plan in accordance with the Public Employees' Pension Reform Act of 2013 (PEPRA). New members for this retirement plan will be required to contribute at least 50% of the expected normal cost. The PERS membership booklets (available from PERS) describe the retirement programs and their benefits.

18.8 Benefits of the Retired Employee – Employees Hired Before January 1, 2009

At present, a retired employee and eligible dependents shall be entitled to the same health and dental insurance premium payments as a regular employee. This may be modified in the future by the Agency, subject to the regulations of State law.

Upon retirement, an employee's remaining vacation and personal leave benefits shall be added to his/her final compensation. Unused sick leave may be:

1. Converted to additional retirement credit at the rate of 0.004 year for each day of unused sick leave (8 hour day/2080 hour year);
2. Converted to cash at the rate of 50% of the employee's hourly rate; or
3. A combination of retirement credit and cash.

Notwithstanding anything to the contrary, the Agency reserves the right to modify, terminate, or otherwise change the manner or type of provision of these or other benefits, subject to the requirements of applicable law.

18.9 Benefits of the Retired Employee – Employees Hired On or After January 1, 2009

A retired employee and eligible dependents shall be entitled to the same dental insurance premiums as a regular employee. This may be modified in the future by the Agency, subject to regulations of State Law.

A retired employee and eligible dependents shall be eligible for Agency contributions to medical insurance premiums, subject to a vesting schedule, as regulated by Government Code 22893. The vesting benefit package for retiree medical provides for employer paid retiree medical benefits based on years of "CalPERS" credited years or service.

1. A minimum of ten years of CalPERS service credit is required to receive 50% of the employer contribution.



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2. Five of the ten years of service credit must be performed at the Santa Clarita Valley Water Agency.
3. Each additional service credit year after ten years increases the employer contribution percentage by 5% until twenty years, at which time the retiring employee is eligible for 100% of the employer contribution, as follows:

<u>Years of Service</u>	<u>% of Employer Contribution</u>
10	50
11	55
12	60
13	65
14	70
15	75
16	80
17	85
18	90
19	95
20 or more	100

4. The employer contribution would be the same amount that the State contributes each year.
5. While this vesting schedule requires five years of service time with the Agency, the calculation for years of service is calculated based on all CalPERS service time. That is, for an employee with fifteen years of CalPERS service with another organization and five years of CalPERS service with the Agency, the employee would have twenty years of service time and would receive the 100% of the monthly amount.
6. Exceptions to the vesting requirements who are eligible for the full employer contribution are:
 - a. An employee who retires on disability retirement
 - b. An employee who performs 20 years of service credit solely with the Agency

Upon retirement, an employee’s remaining vacation and personal leave benefits shall be added to his/her final compensation. Unused sick leave may be:

1. Converted to additional retirement credit at the rate of 0.004 year for each day of unused sick leave (8 hour day/2080 hour year);
2. Converted to cash at the rate of 50% of the employee’s hourly rate; or
3. A combination of retirement credit and cash.



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Notwithstanding anything to the contrary, the Agency reserves the right to modify, terminate, or otherwise change the manner or type of provision of these or other benefits, subject to the requirements of applicable law.

18.10 Medicare Eligible Retirees

The Agency contribution toward coverage for eligible retirees shall not exceed the basic rate the Agency pays for its then-current employees. When an eligible retiree qualifies for coverage under Medicare or other equivalent program, the retiree will be converted to a CalPERS Medicare Plan, or such equivalent plan as may exist at the time.



EMPLOYEE MANUAL	
Title: CATASTROPHIC LEAVE PROGRAM	
Policy No.: 19.0	Section Nos.: 19.0 – 19.2
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19.0 CATASTROPHIC LEAVE PROGRAM

This policy allows for unsolicited donation of sick leave accrual when approved by the Agency in its discretion.

Solicitation Prohibited. Solicitation of sick leave donations is strictly prohibited. This policy, however, shall not be construed to prohibit Human Resources from communicating that a leave donation program has been established for an employee in need. Any coercion or intimidation designed to spur donation is strictly prohibited and may be grounds for disciplinary action up to and including termination. Any donation of sick leave to the recipient employee is done strictly on a voluntary basis.

Donations Are Confidential. In order to encourage participation and avoid any allegations of favoritism, the names of the donors and the amount of the donations are to remain anonymous, even to the recipient. The donating employee shall not receive any remuneration from the recipient or a representative of the recipient for the donation.

19.1 Eligibility

Donor Eligibility. A regular employee may voluntarily elect to donate accrued sick leave provided:

1. The donor employee is in good standing and without a disciplinary history related to attendance.
2. The donor employee must be able to maintain a minimum of forty (40) hours of accrued sick leave after the proposed donation. The amount of sick leave that may be donated is a minimum of eight (8) hours and a maximum of twenty (20) hours. Sick leave donations, once authorized by the donor employee, may not be rescinded.
3. The donor employee must have received approval by Human Resources to donate in writing.

Recipient Eligibility. A regular employee experiencing an event qualifying for the use of sick leave is eligible to be nominated for receipt of leave donation provided:

1. The recipient employee must have completed his or her probationary period.



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2. The recipient employee must have personally suffered, or is providing primary care to an immediate family member who has suffered a serious, long-term catastrophic illness or injury resulting in the employee's absence for at least fifteen (15) consecutive working days.
3. The recipient employee must provide Human Resources written verification from his or her attending physician that there is a continuing medical necessity.
4. The recipient employee must have exhausted all available sick leave accrued.
5. The recipient employee must have received approval from Human Resources to participate in the program.

19.2 Implementation

In order to utilize the donation of sick leave, an employee must comply with the following procedures:

1. As soon as it becomes apparent to an employee that he or she will need to request the donation of sick leave because of a continuing medical necessity, he or she may contact Human Resources to initiate the donation process.
2. Prior to requesting the donation of sick leave, the receiving employee, or legally authorized agent, submits written verification to the Human Resources representative that there is a medical necessity.
3. After written verification is received from the employee's attending physician, Human Resources checks to verify that the employee has nearly depleted his or her reserve of sick leave.
4. Management ensures that the employee's request is responded to in a timely manner after the Human Resources and Payroll have verified the balance of hours in the employees account and estimated the rate of depletion for leave.
5. Sick leave donations must be authorized by the donor employee in writing. Sick leave donations are subject to approval by Human Resources and acceptance by the recipient employee or his or her designee.
6. Donated hours are converted to cash at the donating employee's hourly rate and then used to compensate the receiving employee at his or her wage rate. All applicable benefit deductions and taxes related to the donated hours converted to



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cash will be the recipient's sole responsibility and will be deducted from his or her paycheck accordingly.

7. An employee may donate sick leave once every twelve (12) months to a specific colleague or supervisor.
8. Donated hours given to the recipient employee may not be converted to vacation or exceed the maximum sick accrual of 250 hours.



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20.0 LEAVE (NON-VACATION)

20.1 Sick Leave

Paid sick leave is granted as a benefit to full-time employees to be used for illness or injury. Sick leave is not considered vacation and abuse of sick leave will not be tolerated. Sick leave pay is issued from the employee's bank of accrued sick leave hours.

Permitted Uses of Sick Leave. Sick leave may be applied to the following:

(1) the diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employee's family member; or (2) to attend legal proceedings, or to obtain medical treatment, counseling or other victims' services for domestic violence, sexual assault, or stalking.

A "family member" for these purposes is defined as a child (a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis), a parent (a biological, adoptive or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child), a spouse or registered domestic partner, a grandparent, grandchild and sibling. Additionally, paid sick leave may be used for an employee who is a victim of domestic violence, sexual assault or stalking.

Method of Accrual: Commencing upon employment, full-time employees who are regularly scheduled to work forty (40) hours per shall accrue 3.70 hours of sick leave with pay for each biweekly pay period (equivalent to twelve (12) working days per year or ninety-six (96) hours total). Employees working at least thirty-two (32) but fewer than forty (40) hours per week shall accrue sick leave on a prorated basis. Employees working less than sixty-four (64) hours in any pay period (or on average less than thirty-two (32) hours a week) shall also accrue sick leave on a prorated basis. An employee on leave of absence without pay shall earn no sick leave credit.

Non-Discretionary Sick Leave Pay Out/ Bonus. In the event that an employee has a sick leave accrual of more than four hundred and eighty (480) hours of sick leave in any calendar year, the Agency will pay the employee fifty percent (50%) of the value of any unused sick leave in excess of four hundred and eighty (480) hours as a cash bonus. This bonus shall be based on leave balances on December 31 of a year and is typically paid within three (3) months of that date. The employee's sick leave balance will thereafter be reduced to four hundred and eighty (480) hours of sick leave following the payout at the beginning of the new calendar year.



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Requests for Sick Leave. If the need for paid sick leave is foreseeable (e.g., scheduled routine medical appointments), employees must provide reasonable advance notice. If the leave is not foreseeable, employees must provide notice of the leave as soon as practicable. When requesting sick leave, employees should not disclose any private medical information or any other confidential personal information.

For employees who have accrued sick leave over six hundred (600) hours as of December 31, 2014, half of balance over four hundred and eighty (480) hours would be converted to cash at a rate of fifty percent (50%) of the hourly rate in 2015, and the remaining balance over 480 hours will be converted to cash at a rate of fifty percent (50%) of the hourly rate in 2016. If any of these employees leave Agency employment prior to January 1, 2016, the normal personnel policies would apply. For an employee resigning, no sick leave would be converted to cash. For an employee retiring, the sick leave will be converted to PERS retirement credit.

Employees with a sick leave accrual of less-than four hundred and eighty (480) hours may also elect to receive a non-discretionary payout bonus of a maximum of 96 hours of unused sick leave earned during the calendar year so long as (1) the employee maintains a minimum amount of sick leave to cover the employee's salary until disability insurance programs provide full salary coverage and (2) if the employee irrevocably elects, in writing, to do so in the year prior. This bonus shall be paid at a rate of fifty percent of the value of the sick leave. This bonus shall be based on leave balances on December 31 of a year and is typically paid within three (3) months of that date. The employee's sick leave balance will thereafter be reduced by the number of hours of sick leave paid out at the beginning of the new calendar year.

The Agency strictly prohibits any form of retaliation or discrimination against an employee for attempting to use or using paid sick leave under this policy, and for any other reason prohibited by applicable law.

20.2 Minimum Paid Sick Leave for Part Time Employees

Eligibility. Any employee not otherwise provided paid leave sufficient to cover at least twenty four (24) hours of absence on an annual basis for the reasons set forth in this policy (e.g., sick leave or paid time off) shall be eligible for this Minimum Paid Sick Leave. An employee who, on or after July 1, 2015, works thirty (30) or more days within a year from the commencement of employment is eligible for Minimum Paid Sick Leave. This policy is intended to comply with the requirements of the Healthy



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Workplaces, Healthy Families Act of 2014 at Labor Code Section 246(e)(2) and should be interpreted consistently.

Annual Grant of 24-hours of Minimum Paid Sick Leave. Employees who are eligible as of July 1, 2015, will be granted twenty-four (24) hours Minimum Paid Sick Leave on July 1, 2015 for use during the remainder of that calendar year. Employees who are hired after July 1, 2015, shall be granted twenty-four (24) hours Minimum Paid Sick Leave upon hire for use during the calendar year of their hire. Every year thereafter, on January 1st, each covered employee shall receive an annual grant of twenty-four (24) hours of Minimum Paid Sick Leave for use during that calendar year. This annual grant does not roll over to the next calendar year and is not paid out upon termination of employment. The Minimum Paid Sick Leave entitlement and its use shall be reflected on the covered employee’s regular pay stubs.

Use of Minimum Paid Sick Leave. Leave may be used for any purpose sick leave is otherwise typically used pursuant to policy and consistent with those uses set forth in the Healthy Workplaces, Healthy Families Act of 2014 (AB 1522). These uses include, but are not limited to, use by a covered employee for preventative care or diagnosis, care, or treatment of an existing health condition for the covered employee or his or her family member; and use by a covered employee who is a victim of domestic violence, sexual assault, or stalking. A covered employee may not be required to find a replacement worker to utilize Minimum Paid Sick Leave.

Procedural Requirements. Procedural requirements, including those requirements related to notice, request of use, acceptable uses, and prohibited uses are the same as referenced for full-time employees.

20.3 Bereavement Leave

In the event of death of a member of an employee's immediate family, full-time employees are eligible to take up to a total of five days with pay to deal with bereavement-related matters. Immediate family is defined as parent, stepparent, spouse, child, grandchild, grandparent, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, stepchild, or adopted child. Requests for bereavement leave not covered above must be approved by the General Manager

20.4 Jury or Witness Duty Leave

Full-time employees required to serve as jurors are granted unlimited jury duty leave with pay. This benefit is effective immediately upon employment. An employee serving jury duty must obtain an attendance slip from the court to be submitted to accounting with the affected timesheet in order to be eligible for pay for those hours.



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An employee should notify his or her supervisor immediately upon notice of jury duty or being subpoenaed to testify as a witness on non-Agency business. Although an employee will be granted leave to serve as a court witness, this leave shall be unpaid.

20.5 Military Leave

Under the California Family Military Leave Act, employees whose spouses or domestic partners are deployed servicemen or servicewomen may take up to ten (10) days of unpaid leave when the military spouse or domestic partner is on leave from deployment during a time of military conflict.

To be eligible for this leave, the employee must provide the Agency with (i) notice of intention to take family military leave within two (2) business days of receiving official notice the employee’s military spouse or domestic partner will be on leave from deployment, and (ii) documentation certifying the employee’s military spouse or domestic partner will be on leave during the time the employee requests leave. The leave afforded under this policy is in addition to any other leave provided by law or this Manual. Employees may use any accrued vacation leave to receive pay while on family military leave. Military leave shall be granted in accordance with State and Federal law.

20.6 Personal Leave of Absence without Pay

Upon written request, approved by the General Manager, a full-time employee may be granted a personal leave of absence without pay not to exceed 90 days. The Board of Directors must approve requests for personal leaves of absence longer than 90 consecutive days’ duration. The General Manager, based on the Agency’s needs and requirements, shall determine conditions of such leave of absence.

No sick leave or vacation will be accrued during any pay period in which the employee is on non-paid status for the entire pay period. No vacation credit will be earned during any pay period an employee is absent without pay in excess of five consecutive full working days.

The Agency will continue to pay its share of the premiums for disability, medical, dental, vision, and life insurance for employees on authorized personal leave of absence without pay for up to 30 days on such leave. Should coverage be terminated under the Agency’s long-term disability plan, coverage may be converted to an individual plan at the expense of the employee. Upon return to work, employees become eligible for reinstatement in accordance with the terms of the agreement with the insurance carrier then in effect.

An employee on leave without pay from the Agency will not be eligible to accrue vacation or sick leave and shall not be eligible for any paid leaves or pension plan contributions.



EMPLOYEE MANUAL	
Title: DISABILITY LEAVE (NON-WORK RELATED)	
Policy No.: 21.0	Section Nos.: 21.0 – 21.2
Approval Date:	Effective Date: January 2018
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21.0 DISABILITY LEAVE (NON-WORK RELATED)

All employees are covered for short-term disability under State Disability Insurance (“SDI”). Long-term disability insurance is also provided for full-time employees.

21.1 Short-Term Disability Program

The Agency offers a short-term disability program through the State Disability Insurance Fund for all full- and part-time employees immediately upon hire with the premiums currently being paid by the Agency. Any available sick leave accruals will be coordinated with SDI to offset the difference between disability benefits and an employee's regular pay. In cases where there is not sufficient sick leave to make up the difference, an employee must use vacation and personal leave to supplement the difference.

Employee Filing Requirements: It is the employee's obligation to file for disability insurance benefits as soon as possible in order to eliminate undue delay in the receipt of their disability pay. State disability forms can be obtained from EDD, your doctor or hospital.

Verification of Disability: Employees are required to provide their immediate supervisor with a certification of disability from a licensed physician within five working days of the commencement of a period of claimed disability leave. The employee shall provide a renewed certification at intervals not exceeding 30 calendar days.

21.2 Long-Term Disability Program

All full-time employees are eligible for long-term disability on the first of the month following 30 days of continuous employment with the premiums paid by the Agency. The program goes into effect on the 91st day of disability based on the requirements of the Program.



EMPLOYEE MANUAL	
Title: FAMILY/MEDICAL LEAVE OF ABSENCE (FMLA/CFRA); PREGNANCY DISABILITY LEAVE; FAMILY ILLNESS LEAVE	
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Approval Date:	Effective Date: January 2018
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22.0 FAMILY/MEDICAL LEAVE OF ABSENCE (FMLA/CFRA); PREGNANCY DISABILITY LEAVE; FAMILY ILLNESS LEAVE

22.1 Family/Medical Leave of Absence (FMLA/CFRA)

This covers leaves of absence for (1) an employee’s own serious health condition; (2) the care of newborn or newly adopted children within one year after birth or placement; or (3) the care of an employee’s spouse, domestic partner, parent, foster or adoptive parent, child, stepchild, stepparent, child of domestic partner, or legal guardian with a serious health condition. This leave category applies to all full-time and part-time employees who have more than 12 months of service, have worked at least 1,250 hours during the 12-month period immediately prior to the date the leave is to begin, and of the date of a leave request, the Agency employs at least 50 full- and/or part-time employees at the employee’s worksite or within 75 road miles of the worksite.

A serious health condition is generally defined as an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment or supervision at home by a health care provider.

Requests for family/medical leaves of absence should be accompanied by the Physician Certification Form available from the Human Resources Department.

Terms of Family/Medical Leave: Unpaid family/medical leaves of absence will be granted for a maximum total of 12 workweeks in a 12-month period. Leave taken intermittently will be aggregated and counted toward the 12 workweek total maximum. The 12-month period is a “rolling” 12-month period measured forward from the first date the employee uses such leave. There is no carryover of unused leave from one period to the next.

Pay/Benefits During Family/Medical Leaves: Family/medical leaves of absence are unpaid. The employee is required to use all available accrued sick, compensatory time off and vacation hours before using unpaid leave. All time off, paid or unpaid is counted toward the 12-week period. Group insurance benefits will be continued for up to twelve weeks while a covered employee is on such leave of absence. During such period, the Agency will continue to contribute its portion of the premiums; the employee’s portion of the premium contributions, if any, must continue to be paid by the employee. If an employee does not pay his/her portion of the premium while on such leave, coverage under the benefit plan will cease. The employee shall continue to accrue vacation and sick leave during any period of unpaid leave only until the end of the month in which the unpaid leave began.



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Return From Family/Medical Leave of Absence: Unless otherwise required by law, an employee's original position or a comparable position will be made available upon return from a family/medical leave unless no such position is available due to business necessity as defined under the family leave laws. If the employees original position or a similar position is offered at the conclusion of such leave and the employee does not accept the position, the employee will be considered to have voluntarily resigned employment effective the day such refusal is made.

No employee may return to work from an approved family/medical leave of absence due to his/her own serious medical condition without a physician's release. Where the health care provider's written statement provides for an indefinite period of disability, periodic written updates at least every 30 days concerning the employee's status, expected date of return, and continued intent to return to work at the end of the leave are required. If the employee fails to return to work at the end of the leave, the employee will be considered to have voluntarily resigned his/her employment, effective on the date the approved leave has ended.

22.2 Pregnancy Disability Leave

All full and part-time female employees who are temporarily disabled due to pregnancy, childbirth or related medical conditions shall be eligible for leave totaling up to four months (123 calendar days maximum; pro-rated for part-time employees) in accordance with federal and state law. An employee who returns to work within the four-month pregnancy disability leave shall be reinstated in the same or in a substantially similar job unless no such position is available due to business necessity as defined by the pregnancy disability leave law. The employee is required to provide the immediate supervisor with a written notice that states the beginning and estimated duration of the leave, at least five working days prior to beginning of the leave. In addition, the employee is required to notify the immediate supervisor, at least five working days prior to return to work of the actual date of return to work. The first twelve weeks of a pregnancy disability leave may also qualify as family leave. In all other respects, an employee on pregnancy disability leave is subject to the same provisions and requirements of the Agency's disability leave policy.

22.3 CFRA Baby Bonding Leave

The right to take CFRA leave is separate and distinct from the right to take a pregnancy disability leave (PDL). In other words, leave taken by an employee disabled by pregnancy, childbirth or related medical conditions is not family leave under the CFRA, even though it may be FMLA leave.

The maximum combined leave entitlement for pregnancy disability, FMLA and CFRA leave for the birth of a child is four (4) months and 12 workweeks. This assumes that the employee has exhausted all four (4) months of pregnancy disability leave, exhausted all entitlement of up to 12 weeks of FMLA leave during the period of pregnancy disability leave,



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and the employee requested and was eligible for a 12-week CFRA leave following the birth of a child for baby bonding purposes.

22.4 No Retaliation

The Agency’s policy and state and federal laws forbid any form of discrimination, harassment, or retaliation against employees because they have exercised their rights under law, protested any violation of law, or participated in any proceeding under law. The U.S. Department of Labor and the California Department of Fair Employment and Housing are authorized to investigate and resolve complaints of any violation of the PDL, FMLA, CFRA, and other laws. Employees also have the right to bring a civil action for violations of the PDL, FMLA, CFRA, and other laws.

22.5 Serious Family Illness Leave

Following completion of 30 days of employment, at the discretion of the General Manager, full-time employees are eligible to take up to three days with pay in any one calendar year for serious family illness to attend the birth of an employee’s child, operation on an immediate family member, to attend to the serious illness or injury of an immediate family member, or where death of an immediate family member has occurred or appears imminent. Immediate family shall include those mentioned in this Section. This form of leave does not extend the leave period provided under the family leave laws and becomes ineffective when the employee is eligible for FMLA/CFRA.



EMPLOYEE MANUAL	
Title: WORKERS' COMPENSATION COVERAGE	
Policy No.: 23.0	Section Nos.: 23.0 – 23.0
Approval Date:	Effective Date: January 2018
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23.0 WORKERS' COMPENSATION COVERAGE

Each employee is expected to take every necessary precaution to work safely and to avoid industrial injury to himself/herself and to other employees.

An employee shall report in writing any observed unsafe conditions to his/her supervisor. An employee injured on the job must report the injury, regardless of extent, to his/her supervisor immediately. The injured employee's supervisor shall file a written report of all such injuries to the Human Resources Department within one (1) business day. Failure to comply with the reporting requirements of this policy will subject an employee to discipline, up to and including termination. Arrangements will be made for first aid or a doctor's attention unless the employee expresses a preference for his/her personal physician.

The Agency carries Workers' Compensation Insurance. The conditions of the Agency's insurance policy shall prevail as posted



EMPLOYEE MANUAL	
Title: PERSONNEL FILES	
Policy No.: 24.0	Section Nos.: 24.0 – 24.0
Approval Date:	Effective Date: January 2018
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24.0 PERSONNEL FILES

Pursuant to laws related to confidentiality and privacy of personnel files, access to personnel files is strictly controlled. Access is limited to the official custodian of personnel files, the employee, supervisors and managers who have a legitimate "need and right to know", and those possessing legal authority for access to particular information, such as by written approval of the employee or court order. Every current and former employee has a right to inspect and receive a copy of his or her personnel files, including payroll records, at a mutually convenient time, within 21 calendar days of the request. An employee may inspect only his or her personnel file and only in the presence of the custodian of personnel files or other supervisor. Personnel files are the property of the Agency and are kept in a secure location and may not be removed from Agency.



EMPLOYEE MANUAL	
Title: EDUCATIONAL REIMBURSEMENT POLICY	
Policy No.: 25.0	Section Nos.: 25.0 – 25.6
Approval Date:	Effective Date: January 2018
Approved By: Board of Directors	

25.0 EDUCATIONAL REIMBURSEMENT POLICY

It is the policy of the Santa Clarita Valley Water Agency to encourage the continued education of its employees relative to their respective careers. This policy is set forth to enhance the employee’s value to the Agency, and to assist the employee in achieving his/her career objectives, consistent with the mission of the Agency. Therefore, the Santa Clarita Valley Water Agency has adopted the following Education Reimbursement Policy for all of its full-time and part-time regular employees.

Each employee of the Santa Clarita Valley Water Agency may be reimbursed for any college-level course from an accredited institution, subject to the limitations noted in this policy. To be eligible for such reimbursement, the employee must obtain the prior approval of his/her supervisor and the Human Resources Supervisor by completing an Application for Education Assistance Program form (DMS 18976) prior to enrolling in a class.

Eligible courses must have relevance to the employee’s job duties or career advancement at the Agency. For example, any class related to water science, life science, physical science, chemistry, biology, or mathematics would likely qualify. Likewise, classes required by an educational institution for completion of an Associate, Bachelor’s, Graduate, or Doctoral degree in a field related to water supply could be eligible as well. Examples of major fields of study relevant to water supply include: Environmental Health; Biology; Chemistry; Public and Business Administration; Computer Science; Engineering (various disciplines); Water Science; or any other similar field of study.

25.1 Approval Process

An employee wishing to attend a course must have prior written approval from his/her supervisor and the Human Resources Supervisor, through the completed Application for Education Assistance Program form (DMS 18976).

25.2 Limit of Funds Available

A maximum of \$5,000 per fiscal year will be available to each Agency employee for educational reimbursement purposes, with a maximum education reimbursement of \$30,000 per employee. Funds may be applied to tuition, online courses, books, college fees, or other legitimate costs incurred, related to pre-approved college-level educational activities by the employee.

A course may be denied for reimbursement if in the judgment of the General Manger, the cost of the course exceeds the normal cost for similar courses.

25.3 Payment for Wages for Educational Activities

Employees will not be paid wages for the time spent in educational pursuits. If the educational activity occurs during the employee’s normal work hours, the supervisor, at his/her discretion may approve an alternate work schedule to accommodate course attendance; there is no implication intended here that such accommodations are automatic.



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25.4 Reimbursement Policy

Once an employee has completed an approved course, he or she should then submit to the Human Resources Supervisor written proof of completion of the course with a grade of C (or equivalent). The proof will be reviewed by and approved by the Human Resources Supervisor. Funds approved will be disbursed to the employee in the form of a check.

If an employee resigns within 12 months of incurred educational expense, he/she is obligated to repay the Agency at a pro-rated rate.

The reimbursement program is intended for college attendance only. Seminar, webinar, and other requests for professional development and continuing education courses to obtain a license, or recertification do not need to be approved by Human Resources.

25.5 Seminar Attendance

Permission for seminar attendance will be requested by a completed “Request for Seminar Attendance” form. This form will be first submitted by the employee to the appropriate immediate supervisor and Department Manager and then to the General Manager for final approval.

25.6 Licenses, Fees and Dues

The Agency will pay for maintaining professional work-related certifications, licenses, dues, and publications. Fees for application and testing for new licenses or certifications shall be paid for by the employee and will be reimbursed upon notice of successful completion.



EMPLOYEE MANUAL	
Title: EMPLOYEE PERSONAL CONDUCT AND RESPONSIBILITIES	
Policy No.: 26.0	Section Nos.: 26.0 – 26.14
Approval Date:	Effective Date: January 2018
Approved By: Board of Directors	

26.0 EMPLOYEE PERSONAL CONDUCT AND RESPONSIBILITIES

Agency employees are expected to conduct themselves at all times in a manner which will reflect favorably on the Agency, and which engenders the respect of the public.

26.1 Attention to Duty

An employee is expected to be prompt in reporting to work, to carry out his/her duties conscientiously until quitting time, and to guard against unnecessary absences from the job.

26.2 Accounting for Absence

If an employee must be absent from work he/she shall advise his/her supervisor by telephone at least two (2) hours prior to normal reporting time. Notice shall preferably be made in person and may not be made by text message or email. If the supervisor cannot be reached, then an employee shall report the absence to the Department Head. This reporting procedure may be revised only by separate written Department policies, which specifically supersede it. Absence from duty without reasonable cause or without due notice is cause for discipline up to and including dismissal. Absence related to proper use of sick leave is not grounds for discipline. Absence without approval for more than four (4) consecutive days shall be considered resignation.

26.3 Care of Equipment

Agency employees must guard against waste, misuse, and abuse of the Agency's supplies, equipment and furniture. Proper care and maintenance of equipment must be observed. Unauthorized or personal use of Agency equipment is forbidden.

26.4 Personal Information

The employee shall keep the Human Resources Department informed of any change in his/her personnel record, such as name, address, marital status, names of dependents, and whom to notify in case of emergency.

26.5 Outside Employment

Full-time employees of the Agency are expected to devote to the Agency the hard work and commitment that their position demands. As such, the Agency expects its employees to limit their employment efforts to the Agency alone, and not to seek or accept outside employment. Employees shall not engage in any employment, activity, or enterprise, which is inconsistent, incompatible, or in conflict with that employee's duties at the Agency.

Those employees wishing employment with another employer concurrently with their employment with the Agency may petition the General Manager for permission to accept outside employment, so long as that employment does not violate this policy. Such employment must not be with any other organization that could constitute a potential conflict of interest.



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If the General Manager determines that the outside employment will not interfere with the employee's ability to carry out his or her Agency responsibilities, and that such employment will not impact negatively on the employee's efficiency or commitment to the Agency, the General Manager may grant written approval for such outside employment. Additionally, the General Manager will determine whether the outside employment presents a conflict of interest for the employee, and must deny permission for outside employment should a conflict of interest arise.

In the event that approval is given, the Agency may at any time revoke that approval if it becomes evident that the outside employment is affecting the employee's job performance with the Agency.

26.6 Appearance

Employees are expected to dress and groom themselves in accordance with accepted standards, and depending on the employee's particular job responsibilities. Those employees whose duties include dealing with customers or visitors in person may be subject to a greater expectation with respect to personal appearance than a field worker. Each supervisor is responsible for ensuring that those employees working under him or her are suitably attired and groomed during working hours or when representing the Agency. If a supervisor feels an employee's attire is inappropriate, that employee may be asked to return home to dress appropriately. Subsequent instances of inappropriate attire may, at the discretion of the supervisor, result in the employee being sent home without pay to dress appropriately. Repeated violations of Agency standards regarding personal appearance may subject the employee to discipline, up to and including dismissal.

26.6.1 Uniforms

All employees issued uniforms at Agency expense shall wear those uniforms during working hours. Employees shall maintain uniforms in as neat and presentable a condition as possible under working conditions.

26.6.2 Casual Day

From time to time, Agency management may designate a "casual day." While employees are encouraged to dress casually (e.g., jeans, polo shirts, slacks, etc.), their attire must be presentable and consistent with their duties.

26.6.3 Religious Dress Practices

Employees are permitted to dress in accordance with their personal religious practices and to engage in specific grooming practices as part of their religious practices provided that such practices comply with all Agency safety requirements and policies. Requests for religious accommodations in dress should be made in writing to Human Resources.



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26.7 Confidential Information

The Agency is entrusted with important and confidential information relating to its customers and the contractors that work with the Agency. By safeguarding that information, the Agency earns the respect and further trust of the customers and contractors. Employees of the Agency are therefore expected to support that obligation to maintain confidentiality, even after leaving their employment with the Agency. Any violation of that confidentiality seriously injures the Agency’s reputation and effectiveness.

Employees are therefore advised not to discuss customer accounts with anyone who does not work for the Agency, and not to discuss Agency transactions with anyone who is not involved in those transactions. Even casual remarks can be misinterpreted and repeated, so employees are expected to develop the personal discipline necessary to maintain confidentiality. Any employees hearing, seeing, or becoming aware of any other employees breaking this trust, are advised to report such incidences to their supervisor.

Employees are prohibited from removing, or making copies of, any confidential or proprietary Agency records, reports or documents without prior management approval. Violation of this policy could lead to discipline, up to and including dismissal.

26.8 Meetings

On occasion, the Agency may request that an employee attend a company sponsored meeting, or other outside meeting at which the employee’s attendance is deemed beneficial to the Agency.

26.8.1 Optional Meetings

If such meeting is scheduled during regular working hours, the employee’s attendance is required. If the meeting is held after hours or on a weekend, holiday or other day off, non-exempt employees electing to attend will be paid for the time spent traveling to and from the meeting as well as for the time spent at the meeting. Exempt employees may be required to attend such meetings as part of their job duties.

26.8.2 Mandatory Meetings

On occasion, supervisors will schedule meetings. Every effort will be made to schedule such meetings during work, or immediately before or after work. If attendance at such a meeting is mandatory, employees will be informed in writing. Failure to attend may result in disciplinary action, up to and including dismissal. All non-exempt employees will be compensated for their attendance at any meeting held before or after regular working hours.

26.9 Entering Agency Property after Hours

Employees are not allowed to enter Agency property after normal working hours except when required by their shift assignment, on occasion of Agency emergency or other



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exigent circumstance without the express approval of their supervisor or other Agency management.

26.10 Conflicts of Interest

Situations that could create a conflict of interest are to be avoided by all employees. Involvement with a competitor, supplier or subordinate employee of the Agency can impair an employee’s ability to exercise good judgment on behalf of the Agency, and may create an actual or potential conflict of interest. Supervisors should be cognizant of the negative aspects of supervisor-subordinate relationships so that potential conflicts can be avoided. If an actual conflict is determined, the Agency may take whatever corrective action appears appropriate according to the circumstances.

If an Agency employee discovers that he/she has a conflict or potential conflict, to include but not limited to, substantial financial interest in any action of the Agency which is reasonably foreseeable to confer benefit to that individual employee (as distinguished from the general public), access to information, participation in community activities, consulting opportunities, endorsements, giving/receiving of gifts and/or hospitality that leads or may lead to a conflict of interest or a perceived conflict of interest, the individual should discuss the matter with his/her immediate supervisor, or the General Manager as soon as the employee discovers the conflict or potential for the conflict.

26.11 Safety

Employee safety is a top priority at the Agency. All employees are expected to take every necessary precaution to ensure a safe work environment and to avoid injury both to themselves as well as to other employees. Any unsafe working conditions or accidents on the job must be reported to a supervisor immediately, regardless of extent.

The Agency shall furnish each employee appropriate personal safety equipment, which shall be used by the employee when conditions warrant, or when directed by a superior.

26.11.1 General Rules

It is up to each employee to take all necessary safety precautions, in order to avoid injury to themselves or others. For more specific rules regarding safety, see the current version of the Agency Injury and Illness Prevention Program.

26.11.2 First Aid

The Agency has first-aid kits located throughout the premises, and in Agency vehicles. The Agency has made arrangements with a local provider, which is posted on the employee bulletin boards, to provide first aid in medical emergencies.



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26.12 Time Cards

The Agency is obligated by law to keep accurate records of the time worked by non-exempt employees and required to complete time cards for accounting or planning purposes only. All employees are required to keep the office advised of their departures from and return to Agency premises during the workday.

Each employee is individually responsible for their time card, and is required to record their time on a daily basis. In the event an employee forgets to sign in or makes an error on their time card, their supervisor must make the correction to the time card and both the employee and the supervisor must initial that correction. Employees shall not tamper or otherwise make inappropriate or false entries on their own or any other employee’s time card. Tampering with time cards is cause for disciplinary action, up to and including dismissal of both affected employees, depending on the circumstances.

26.13 Tools, Uniforms and other Agency Property

Agency employees may be issued tools, uniforms or other Agency property as part of their employment duties with the Agency. Any such property provided to Agency employees must be returned to the Agency at the time of their separation from employment with the Agency, or whenever requested by their supervisor or other Agency manager. Employees are responsible for any lost or damaged Agency property.

26.14 Compliance with Laws

All employees shall comply with applicable provisions of local, State and Federal laws and regulations.



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27.0 SEPARATION FROM SERVICE

27.1 Lay-Off/Elimination of Position

Subject to any applicable provisions of State law, employment may be terminated, without cause on the part of the employee, in the event of the elimination of his/her position or if a shortage of work or funds requires a reduction in personnel. Lay-off as needed shall be made in order of seniority. The General Manager may also eliminate one or more positions as the result of a need for reorganization. An employee who is being laid off or whose job is being eliminated may elect to displace an employee in a lower classification if he/she has the qualifications and greater seniority than that employee does in the lower classification.

Regular employees shall receive notice of lay-off or position elimination two (2) weeks prior to the effective date. Should the position be reinstated within one (1) year of the effective date of lay-off or position elimination, or if a new position is created within said year requiring substantially the same duties, a regular employee who has been laid off, or whose position has been eliminated, shall be considered to be appointed thereto, provided that the employee left the company in good standing and has on file with the Agency a written application for re-employment listing a current address and phone number where he/she may be reached.

27.2 Resignation/Job Abandonment

An employee wishing to leave the Agency's service in good standing shall file a written resignation stating his/her reasons at least two (2) weeks before the effective date.

Absence without notice or without approval for four (4) consecutive days, or failure to return to work or notify the Agency and get approval within four (4) consecutive working days following an authorized leave, shall be considered resignation or job abandonment and is not subject to the disciplinary appeal process. Neither discipline nor an assessment of job abandonment shall apply to proper use of sick leave or any other protected leave.

27.3 Final Compensation

Upon separation from service, an employee's remaining vacation and personal leave benefits, but not sick leave, shall be added to his/her final compensation and paid at the employee's final rate of pay.

27.4 Non-Vesting Separation

When an employee separates from service, except as otherwise explicitly provided, that employee no longer is entitled to benefits provided to current employees, unless specifically provided otherwise by a provision of this Manual, other Board action, or contract.



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28.0 DISCIPLINARY ACTION AND APPEAL PROCESS

28.1 Section 1 - General Provisions:

Discipline is intended to be imposed primarily to help correct problematic work performance, maintain proper decorum and professionalism, and to address misconduct in the workplace. Discipline may be applied to any Santa Clarita Valley Water Agency (“Agency”) employee. Prior to completion of an employee’s probationary period the Agency may, in its discretion, choose simply not to retain the employee rather than to impose discipline. Notice, hearing and appeal rights provided in Section 5 are provided only to regular employees and other employees provided due process rights pursuant to law.

Unless otherwise agreed by the employee and the Agency, documents relating to the above disciplinary action(s) will become a permanent part of an employee’s personnel file. The term Department Manager as used in the policy is defined as the Assistant General Manager, Administrative Services Manager, Engineering and Operations Manager, Retail Manager and Water Resources Manager.

28.2 Section 2 - Causes for Disciplinary Action:

28.2.1 The following is a non-exclusive list of the more common reasons for disciplinary action and subject to progressive discipline outlined herein:

1. Unsatisfactory Performance – a pattern of below standard work performance and/or the inability to perform the assigned duties of the position promptly, including repeated, negligent violation of the provisions of this Employee Manual.
2. Insubordination – knowingly refusing to perform reasonably assigned duties or defying the proper instructions of a supervisor.
3. Inattention to or Dereliction of Duty – a pattern of continued negligence or failure in the performance of assigned duties.
4. Actions contrary to the rules and policies of the Agency, including but not limited to the safety rules set forth in the Agency’s Illness Injury Prevention Program (“IIPP”).
5. Frequent or habitual tardiness, unexcused absences or unsatisfactory attendance.
6. Abuse of Leave.



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7. Accepting gratuities or tips.
8. Conducting non-Agency business activities during working hours and authorized use of Agency assets or property.
9. Discourteous treatment of the public or other Agency employees.
10. Misrepresentations in obtaining employment with or promotion within the Agency.

28.2.2 The following is a non-exclusive list of the more serious violations and shall be grounds for immediate disciplinary action, up to and including termination. Due to the severity of the misconduct, these causes shall not be subject to the full progressive discipline procedures outlined herein.

1. Consumption of alcoholic beverages or performance-altering drugs (including medical marijuana, whether prescribed or not) while on duty or on Agency premises.
2. Being under the influence of alcohol or performance-altering drugs (including medical marijuana, whether prescribed or not) while on duty.
3. Use of, possession of, and/or transfer or sale of, non-prescribed drugs or narcotics (including marijuana, whether prescribed or not) while on duty or on Agency premises.
4. Disorderly, indecent or immoral conduct while on duty, while driving a Agency vehicle, in Agency uniform, or when representing the Agency in any capacity.
5. Conviction of any felony or of a misdemeanor involving moral turpitude, dishonesty or immoral conduct.
6. Dishonesty.
7. Theft or unauthorized use of Agency property.
8. Fighting while on duty or on Agency premises.
9. Harassment and/or discrimination in any form.



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10. Actions incompatible with, inimical to, or offensive to the image or the goals of the Agency.
11. Failure to follow safe working practices.
12. Failure to report an injury promptly.
13. Failure to report significant unsafe working practices.
14. Misuse of Agency monies.
15. Falsification of forms, records, or reports; including, but not limited to, time sheets, employment applications and Agency documents.
16. Possessing or bringing firearms or weapons of any kind onto Agency property.
17. Destroying or willfully damaging Agency or employee property, records, or other materials.
18. Unauthorized opening or tampering with locks in desks, doors, cabinets, etc., or unauthorized use or duplication of keys.
19. Failure to immediately report the loss of a California driver's license due to suspension, withdrawal, forfeiture or confiscation by any court of law or by the California Department of Motor Vehicles by employees who must maintain such a license as a condition of employment.
20. Failure to maintain any license or certification required pursuant an employee's job description or for the performance of an employee's regular duties.
21. Severe violation of any established Agency rule, policy or procedure that will put at risk the Agency employees, Board members and the public.

28.3 Section 3 - Progressive Discipline:

The Agency values fairness and strives to give employees every opportunity to identify and correct problem behavior. Ideally, problem behavior is identified by informal counseling, oral reprimand and then a written reprimand and performance improvement plan prior to the imposition of more serious discipline. Progressive discipline is not required but is the Agency's preferred method of discipline. The Agency expressly reserves the right to impose



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any level of discipline appropriate to the severity of the offense, regardless of the absence of progressive discipline.

28.4 Section 4 - Disciplinary Actions Not Subject to Notice, Hearing, and Appeal Procedures:

Except for regular employees and other employees provided due process rights by law, the Agency may impose any level of discipline, up to and including termination, without notice or hearing. With regard to regular employees, the following disciplinary actions may be taken against any employee by the General Manager, Department Manager or such management personnel as he or she may designate without notice or hearing procedures:

1. Oral counseling
2. Oral reprimand
3. Written reprimand and Performance Improvement Plan
4. Suspension for up to three (3) days without pay.
5. Change in working hours.
6. Reassignment not entailing a salary reduction or demotion.

All discipline, even informal counseling or oral reprimand, should be documented by the party imposing the discipline. Documentation should include specific facts constituting the basis for the discipline. Periodic evaluations of performance are not disciplinary in nature and are not subject to grievance or disciplinary notice, hearing, or appeal rights.

28.5 Section 5 - Disciplinary Actions Subject to Notice and Response:

Only regular employees or other employees provided due process rights by law are afforded Notice, Hearing, and Appeal rights provided herein and in Section 6. This Section does not apply to employees expressly hired as “at will” employees, probationary employees, temporary employees, casual employees, seasonal employees, interns, or volunteers. The Agency may impose discipline by suspension for four (4) working days or more, salary reduction, demotion or termination from employment upon compliance with the notice and response provisions provided herein.

28.5.1 Notice of Intent to Discipline:

Prior to recommending the imposition of any such disciplinary action the Agency shall issue a written Notice of Intent to the employee setting forth the nature of the proposed disciplinary action, any specific charges against the



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employee, and the facts supporting the proposed disciplinary action. The Notice of Intent shall be personally served on the employee or sent by mail to the employee's last known residence. The Notice of Intent shall be served not less than seven (7) calendar days prior to the date the proposed discipline is to be imposed and shall contain the following:

1. Notice of the type of discipline proposed.
2. The charges upon which and reasons why such action is being taken.
3. Reference to the evidence supporting the charges or reasons and the right to receive such documentation.
4. A time and date by which the employee may respond to the charges or reasons, either orally or in writing, not less than seven (7) calendar days after the Notice of Intent is served on or mailed to the employee, whichever occurs first.

28.5.2 Response by Employee:

The employee shall have the right to respond, either orally or in writing, no later than the time and date provided in the notice to the employee. The time for response may be extended by the General Manager in his or her discretion if the General Manager determines it to be necessary to provide the employee with a fair opportunity to answer the charges made. Any response shall be delivered to the General Manager within the time allowed or said right shall be waived. If the employee desires a *Skelly* conference in order to make an oral response, the employee shall schedule the conference with the General Manager at least two (2) calendar days before the time and date stated in the notice. Failure of the employee to timely request a *Skelly* conference shall constitute a waiver by the employee of any right to present an oral response.

28.5.3 Notice of Discipline:

Upon expiration of the period of time set forth in the Agency's notice to the employee, the General Manager shall review the matter, including the response of the employee, if any, and shall make a determination regarding the proposed discipline. The General Manager shall notify the employee in writing of his or her determination. Such Notice of Discipline shall be personally served on the employee or shall be sent by mail to the employee's last known address.



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The Notice of Discipline shall contain the same information as the Notice of Intent and shall state the discipline, if any, imposed by the Agency and the reasons therefore and reference to the employee’s right to appeal the discipline under Section 28.6, below. In the event the Agency determines not to proceed with discipline, or mitigates the discipline imposed, that shall be stated in the Notice of Discipline.

28.6 Section 6 - Appeal Procedures:

Only regular employees or other employees provided due process rights by law are afforded Appeal rights provided herein. This Section does not apply to employees expressly hired as “at will” employees, probationary employees, temporary employees, casual employees, seasonal employees, interns, or volunteers.

28.6.1 Request for Appeal:

An employee or former employee dissatisfied with the discipline determination made by the General Manager may make a written request for an appeal. The request shall be written, signed, and presented to the Human Resources/Risk Management Supervisor (“Human Resources”) within ten (10) working days after the date of the Notice of Discipline if personally served, or fifteen (15) calendar days if served by mail, whichever occurs first. Any such request shall be addressed to the Human Resources and shall identify the subject matter of the appeal, the grounds for the appeal, and the relief desired by the employee. If the employee fails to issue a written request for an appeal within the prescribed time, the employee shall have waived the right to a hearing and all rights to appeal of the disciplinary action.

28.6.2 Scheduling of Appeal Hearing:

Human Resources shall schedule the appeal hearing within a reasonable time after receipt of the employee’s request, considering the availability of a Hearing Officer and the convenience of the employee and relevant witnesses. Human Resources will thereafter provide the employee with written notice of the fixed time and date of the hearing.

28.6.3 Hearing Officer:

The Agency Finance and Administration Committee (“FAC”) shall be the Hearing Officer for appeal hearings unless FAC designates another unbiased Hearing Officer.



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28.6.4 Conduct of Appeal Hearing:

All appeal hearings shall be conducted in private unless a public hearing is requested by the employee in writing. The conduct of the appeal hearing shall be under the control of the Hearing Officer with due regard for the rights and privileges of the parties:

1. The employee shall have the right to formal representation and to present evidence on his or her behalf. If the employee desires to have any other available employee present at the time of the hearing in order to present evidence or to examine adverse witnesses, the employee shall make a written request to Human Resources at least two (2) days before the scheduled hearing, requesting the presence of such persons. If such persons can be made available without unduly interfering with the operations of the Agency, the Agency shall cause such person to be available to provide testimony at the hearing.
2. Technical rules of evidence shall not apply. Any relevant evidence shall be admitted if it is the sort of evidence, which parties may reasonably rely when reviewing serious affairs. Hearsay evidence may be allowed, in the Hearing Officer's discretion, to supplement or explain other evidence. The Hearing Officer may exclude evidence that is irrelevant, unnecessarily burdensome, or where its probative value is outweighed by prejudice. During the examination of a witness, the Hearing Officer may exclude from the hearing any and all other witnesses.
3. Both parties shall have the right to introduce evidence. The Hearing Officer shall have the power to require the production of documents from either the Agency or the employee where the Hearing Officer deems such documents material and relevant to the disciplinary action and not otherwise privileged under Federal or State law.

28.6.5 Hearing Officer's Decision:

Upon conclusion of the appeal hearing, the Hearing Officer shall review the record and issue a written decision. The decision shall be issued within a reasonable time following appeal hearing's conclusion. The Hearing Officer shall have the authority to affirm, revoke or reduce the disciplinary action imposed against the employee. The Hearing Officer's decision constitutes a final resolution of any disciplinary action and no further appeal shall be permitted within the Agency's administrative process. Such decision shall refer



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to the employee’s right to seek a writ under CCP Section 1094.5 and the time frame for such process.

28.6.6 Resolution before Hearing:

If the employee requests a Disciplinary Hearing and prior to or at that hearing the employee and the Finance and Administration Committee agree on an alternative course of action, this agreement shall be set forth in writing and signed by the employee and the General Manager.

28.7 Section 7 - Layoff or Reduction in Force:

Notwithstanding any other provision in this policy, nothing provided herein shall prohibit the Agency from discharging employees due to an elimination of position(s). Decisions of the Agency under this Section are not subject to any grievance or appeal procedure.

28.8 Section 8 - Paid Administrative Leave:

The Agency has the authority to place any employee on paid administrative leave at any time. Paid administrative leave is not considered discipline and shall not trigger any right to Notice, Hearing or Discipline as set forth in this policy.



EMPLOYEE MANUAL	
Title: GRIEVANCE PROCEDURE	
Policy No.: 29.0	Section Nos.: 29.0 – 29.3
Approval Date:	Effective Date: January 2018
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29.0 GRIEVANCE PROCEDURE

29.1 General Open Door Policy:

The Santa Clarita Valley Water Agency (“Agency”) encourages employee input on matters affecting employees and their job duties. Employees who have job-related concerns should discuss them with their supervisor(s) or any other management representative with whom they feel comfortable. The Agency believes that employee concerns are best addressed through this type of informal and open communication before they become grievances.

29.2 Purpose of Grievance Procedure:

The purpose of this grievance procedure is to provide a means for settling grievances or complaints that arise over the application of this manual as quickly as possible and at the lowest possible level of authority. Each step in the procedure must be completed before the next step may be taken. Failure to take the next step within the timeframes allotted herein will result in the conclusion that the prior step resolved the grievance and result in waiver of the right to continue the grievance. This procedure shall not be used to contest disciplinary actions described in Section 28, subjective performance assessments, or salary determinations. The term Department Manager as used in the policy is defined as the Assistant General Manager, Administrative Services Manager, Engineering and Operations Manager, Retail Manager and Water Resources Manager.

A grievance must be filed within ten (10) calendar days of the occurrence of the event or within ten (10) calendar days following the date the grieving party could have reasonably known of the occurrence of the act or omission giving rise to the grievance.

29.3 Grievance Steps:

29.3.1 Step 1 - Informal:

The employee should initially try to resolve any item of concern informally with his or her direct supervisor and request a conference. The direct supervisor should hold a conference with the employee as soon as reasonably practicable following the employee’s request and attempt to informally resolve the issue. If the grievance is against the direct supervisor, the matter shall be taken directly to Step 2.

29.3.2 Step 2 - Formal Written Grievance:

If successful resolution is not reached in Step 1, the employee shall reduce his or her concern to writing and submit it to the Human Resources Manager/Risk Management Supervisor (“Human Resources”). The formal written grievance must be submitted to the Human Resources within ten (10) calendar days of



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the date of the conclusion of Step 1 or the right to file a grievance is waived. Human Resources, or his or her designee, shall meet with the grievant, and after the initial meeting Human Resources or his or her designee will investigate the complaint. This investigation may involve separate conversations or meeting of all parties at Human Resources' discretion. Human Resources shall attempt to provide his or her written decision with ten (10) calendar days of the date of the first meeting with the employee. In the event that the Human Resources/Risk Management Supervisor handled the first step of the grievance, the Assistant General Manager will handle the second step of the grievance.

29.3.3 Step 3 - Department Manager:

If the employee believes the decision of Human Resources does not adequately resolve the issue, the employee may request reconsideration by the Department Manager. This request must be submitted within ten (10) calendar days of Human Resource's decision. The Department Manager will be furnished with the then-existing written record. The Department Manager has full authority to conduct any further investigation that he or she deems appropriate under the circumstances, but he or she may rely on the record as established. The Department Manager shall attempt to provide his or her written decision within ten (10) calendar days of the date the grievance was received.

29.3.4 Step 4 - General Manager:

If the employee believes the decision of the Department Manager does not adequately resolve the issue, the employee may request reconsideration by the General Manager. This request must be submitted within ten (10) calendar days of the Department Manager's decision. The General Manager will be furnished with the then-existing written record. The General Manager has full authority to conduct any further investigation that he or she deems appropriate under the circumstances, but he or she may rely on the record as established. The decision of the General Manager shall attempt to provide his or her written decision with ten (10) calendar days of the date the grievance was received.

29.3.5 Step 5 - Finance & Administration Committee:

The ultimate authority of all Agency matters is the Finance & Administration Committee ("FAC"). If the employee disagrees with the decision of General Manager, the employee may submit a written request for a hearing before the FAC. This request must be submitted within ten (10) calendar days of the General Manager's decision. If a timely hearing request is received, the FAC



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shall hold a grievance hearing to hear witnesses, take evidence, and permit the submission of oral and written arguments in the case. This hearing shall be held in closed session unless otherwise requested by the employee in writing. Any deliberations by the FAC shall be held in closed session without the employee present. The FAC shall attempt to provide its written decision within thirty (30) calendar days after receiving the record. The FAC decision shall be final and binding on all parties.

A copy of the Agency's Grievance Form is available upon request.

**SANTA CLARITA VALLEY WATER AGENCY
EMPLOYEE GRIEVANCE FORM**

Statement of grievance, including specific reference to any law, policy, rule, regulation or instruction deemed to be violated, misapplied or misinterpreted:

Circumstances involved:

Initial supervisor response:

Employee suggested remedy:

Date: _____

Employee Name: _____

Employee Signature: _____



EMPLOYEE MANUAL	
Title: PROHIBITION OF NEPOTISM	
Policy No.: 30.0	Section Nos.: 30.0 – 30.7
Approval Date:	Effective Date: January 2018
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30.0 PROHIBITION OF NEPOTISM

It is the policy of the Agency to seek the best possible candidates through appropriate search procedures. The Agency seeks to eliminate or limit even the appearance of impropriety where possible. As such, the Agency has adopted the following policy regarding application or hiring of employee relatives.

30.1 Definitions

For the purpose of the Agency’s policies, the following definitions shall apply:

1. Relative - For purposes of this Section, “relative” shall mean a spouse, domestic partner, parent, parent-in-law, step-parent, legal guardian, sibling, step-sibling, sibling-in-law, child, step-child, child-in-law, legal ward, niece, nephew, grandchild, or grandparent.
2. Current Employee - For purposes of this Section, “current employee” means a person who is presently an Agency employee or member of the Agency’s Board of Directors. Current employee shall mean all types of Agency employees, including but not limited to, regular employees, probationary employees, part-time employees, temporary employees, student interns, rehired annuitants, or contract workers.
3. Applicant - For purposes of this Section, an “applicant” is a person who applies for any type of employment position at the Agency and is not a current employee.

30.2 Nepotism - Rules for Applicants

1. Disclosure - Each applicant is required to disclose the identity of any relative who is a current employee. An applicant’s failure to disclose a relative who is a current employee may result in the rejection of the applicant or future disciplinary action against the applicant after employment, up to and including termination.
2. Prohibited Hiring
 - a. Relatives of current employees shall not be hired into positions in which one relative may supervise, directly or indirectly, any other relative. One or more of the following roles, undertaken on a regular, acting, overtime, or other basis shall constitute direct or indirect supervision:
 - i. Occupying a position in an employee’s direct line of supervision;
 - ii. Functional supervision, such as a lead worker, crew leader, or shift supervisor; or



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- iii. Participating in personnel actions including, but not limited to, appointment, transfer, promotion, demotion, layoff, suspension, termination, assignments, approval of merit increases, evaluations, and grievance adjustments.
 - b. Relatives of current employees shall not be hired into positions in which one relative may work in a capacity, which would allow a current employee to evaluate or control the terms, conditions or performance circumstances of employment of a relative.
 - c. Relatives of current employees shall not be hired into any position in which the employment of such relative has the potential for adversely impacting the supervision, safety, security, or morale of other employees.
3. Nepotism - Determination by Human Resources Manager

The Human Resources Manager shall review each applicant who is a relative of a current employee to determine whether hiring the applicant would result in any of the prohibited situations. If, in the opinion of the Human Resources Manager finds that any of those situations exists, then the applicant may be rejected, or may be considered for employment in a position that does not present the above situations.

30.3 Nepotism - Rules for Current Employees

- 1. Current employees shall not participate, directly or indirectly, in the recruitment or selection process for a position for which a relative is an applicant.
- 2. Current employees having hiring powers or authority to recommend hires shall not, either directly or indirectly, seek to influence or assist in the hiring of any relative to any position within the Agency.
- 3. Current employees shall not participate or interfere in, or otherwise attempt to influence, any personnel actions affecting his or her relative including, but not limited to, transfer, promotion, demotion, layoff, suspension, termination, assignments, approval of merit increases, evaluations, and grievance adjustments.

30.4 Nepotism - Prohibited Job Assignments

- 1. Relatives of current employees shall not be promoted, assigned, or transferred into positions in which one relative may supervise, directly or indirectly, any other relative.



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One or more of the following roles, undertaken on a regular, acting, overtime, or other basis shall constitute direct or indirect supervision:

- a. Occupying a position in an employee's direct line of supervision
 - b. Functional supervision, such as a lead worker, crew leader, or shift supervisor or
 - c. Participating in personnel actions including, but not limited to, appointment, transfer, promotion, demotion, layoff, suspension, termination, assignments, approval of merit increases, evaluations, and grievance adjustments
 - d. Participating in decision-making or management that would allow evaluation or control of the terms, conditions, or performance of the employment
2. Relatives of current employees shall not be promoted, assigned or transferred into any position where the employment of such relative has the potential for adversely impacting the supervision, safety, security, or morale of other employees.

30.5 Nepotism - Change of Status

1. Current employees must report a change of status to the Human Resources Manager in advance of the effective date where feasible, but in no event later than thirty (30) days after the effective date of the change of status. For purposes of this policy, "a change of status" is the change in the legal status or personnel status of one or more current employees.

Changes in legal status include but are not limited to marriage, divorce, separation, or any such change through which a current employee becomes a relative or ceases to be a relative of another current employee.

Changes in personnel status include but are not limited to promotion, demotion, transfer, re-assignment, resignation, retirement or termination of a current employee who is a relative of another current employee.

2. Within thirty (30) days from receipt of notice, the Human Resources Manager shall undertake a case-by-case consideration and individualized assessment of the particular work situation to determine whether the change of status has the potential for creating an adverse impact on supervision, safety, security, or morale.



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3. The Human Resources Manager shall consult with the affected Department Head(s) to make a good faith effort to regulate, transfer, condition or assign duties in such a way as to minimize problems of supervision, safety, security, or morale. Notwithstanding this, the Agency retains the right to exercise its discretion to refuse to implement a change in personnel status due to its potential for creating an adverse impact on supervision, safety, security, or morale.
4. The Department Head(s) shall reasonably monitor and regulate both relatives' conduct and performance for a period of one (1) year from the date of the Human Resources Manager's determination. If a Department Head determines, subject to any applicable requirements of due process, that a change of status has caused potential for creating an adverse impact on supervision, safety, security, or morale, the Department Head shall re-visit the Human Resources Manager's determination.
5. Depending on the nature and severity of the situation, the Human Resources Manager may transfer one of the relatives to a similar position that would not be in violation of this policy. The transfer will be granted provided the relative qualifies and there is an opening to be filled. There can be no guarantee that the new position will be within the same classification or at the same salary level. If the situation cannot be resolved by transfer or by good faith efforts to regulate, transfer, condition or assign duties in such a reasonable way that would not be in violation of this policy, one of the relatives must separate from Agency employment.

30.6 Nepotism - Pre-existing Relationships

Where situations exist prior to the effective date of this policy that may be in conflict with these rules, reasonable efforts shall be made to address the situation so as to minimize potential problems of supervision, safety, security or morale and to avoid future conflict.

30.7 Nepotism - Appeal of Decisions

Current employees affected by the application of these rules may appeal the action to the Human Resources Manager within ten (10) days of the action. The Human Resources Manager shall hear the current employee's concerns and issue a written decision within twenty (20) days of receipt of the appeal. A current employee who is dissatisfied with the Human Resources Manager's decision may appeal to the General Manager within five (5) days of notification of the Human Resources Manager's decision. The General Manager shall hear the current employee's concerns and issue a written decision within twenty (20) days of receipt of the appeal. The decision of the General Manager is final, and no other appeal may be had unless the employee is entitled to further administrative appeal.



EMPLOYEE MANUAL	
Title: SMOKING AND TOBACCO PROHIBITIONS	
Policy No.: 31.0	Section Nos.: 31.0 – 31.4
Approval Date:	Effective Date: January 2018
Approved By: Board of Directors	

31.0 SMOKING AND TOBACCO PROHIBITIONS

31.1 Smoking and Tobacco Prohibitions Policy

Employees are prohibited from smoking in all buildings, structures, facilities, establishments, conference rooms, trailers, meeting areas, hallways, lobbies, storage room, shops, garages, bays, shelters, vehicles, job sites, and equipment that are rented, leased, owned, or operated by the Agency. In conformity with California Government Code section 7597, no smoking shall be allowed on any main entrance, exit, or window of any Agency building. The term “smoking” as used in this policy includes use of any inhalable product, whether made inhalable by burning, vaporization, or any other means. This policy prohibits use of any cigarettes, e-cigarettes, cigars, pipes, or vaporizer, regardless of the substance being inhaled, including but not limited to any marijuana-based product whether or not obtained by a prescription. This policy excludes medically prescribed inhalers required to treat illnesses (i.e. inhalers used for asthma). Smoking shall also be prohibited within fifty (50) feet of all confined spaces (i.e., sewer manholes, sewer lift stations, vaults, reservoirs, etc.).

31.2 Posting

The Agency facilities shall post “No Smoking” signs that are legible and clearly visible.

31.3 Vehicles and Equipment

Smoking is prohibited in Agency vehicles and equipment. This policy shall apply to all Agency employees, associates, visitors, or any passengers in Agency vehicles or equipment.

31.4 Responsibilities

It shall be the responsibility of the employees to follow this policy. Failure to do so will result in disciplinary action up to and including termination.



EMPLOYEE MANUAL	
Title: AGENCY WEBSITE AND SOCIAL MEDIA POLICY	
Policy No.: 32.0	Section Nos.: 32.0 – 32.4
Approval Date:	Effective Date: January 2018
Approved By: Board of Directors	

32.0 AGENCY WEBSITE AND SOCIAL MEDIA POLICY

The Agency uses its websites (primarily, but not limited to www.scvwa.org) and social media as components of the Agency’s public outreach activities and to assist in the conduct of and to promote Agency business. Social media programs include, but are not limited to, Facebook, Pinterest, Twitter, Instagram, blogs and other such programs that exist now or will be developed in the future. The Agency’s websites and social media programs and data used for the social media programs are property of the Agency.

The purpose of the Agency’s website and social media programs is effective communication that ensures the Agency is recognized as a credible, effective and reliable authority for water infrastructure, management and policy. The Agency’s use of websites and social media programs should be to:

1. Maintain and enhance credibility and public trust.
2. Inform the public of what services the Agency provides.
3. Promote the Agency’s programs and activities.
4. Promote community partnerships and community events.
5. Provide accurate information to the public regarding incidents and public service announcements.

Any and all information posted on behalf of the Agency must pertain to the Agency and its operations, programs and activities.

32.1 Authorized Users

Agency staff posting on Agency websites and social media networks on behalf of the Agency must be authorized in advance by Agency Management. Additionally, the content of proposed posts to Agency websites or social media must be approved prior to posting by an appropriate supervisor. Agency staff posting on behalf of the Agency must be identified as being part of the Agency. Agency staff posting on behalf of the Agency shall at all times conduct themselves in an appropriate and professional manner.

32.2 Content Guidelines

Content posted on Agency websites and social media networks is public record and subject to State of California Public Records laws. Sharing or posting content owned by others shall be performed in accordance with copyright, fair use and established laws pertaining to materials owned by others. This includes, but is not limited to, quotes, images, documents and links. Content that is allowed to be posted is factual and informational material related to the five purposes listed above.



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Content that is not allowed to be posted includes:

1. Confidential information such as the personal information of employees, Directors, customers or information related to actual or potential legal claims, lawsuits or other legal issues.
2. Photographs or images of anyone who can be identified without first obtaining a signed release, except for publically obtained pictures/videos involving public social events.
3. Customer information without written permission.
4. Language, photos, images or other content that is sexually explicit, lewd or obscene, racist, political, religious or that expresses an opinion.
5. Profane language and content or content that may cast the Agency in a negative light.
6. Disparaging comments about the Agency, Directors or staff.
7. Any content that negatively impacts the reputation of the Agency.
8. Any content that actively engages any person posting in an argumentative or offensive manner.
9. Solicitations of charitable contributions or commerce.
10. Conduct or encouragement of illegal activity.
11. Information that may tend to compromise the safety or security of the public or Agency facilities or operations.
12. Content that violates legal ownership of another party.
13. Content that inappropriately promotes an outcome for an election or campaign (refer to the California Fair Political Practices Commission for additional guidance).

32.3 Employee Responsibilities

Employees should refrain for posting to *personal* social media sites during working hours. While the Agency does not regulate employee’s personal posts, this section sets forth suggested guidelines for appropriate online behavior when referring to the Agency. These guidelines inform employees about what is recommended should they choose to discuss Agency-related business through personal social media activities. Employees should remember that information posted on social media is not private and remains available on-line for a long time.

Outside the workplace, employees should understand that material published on personal social media networks should not be misattributed to the Agency. Specifically:

1. Employees should not attribute personal social media activity to the Agency.
2. Employees should not make social media postings that appear to be from the Agency.



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3. Employees should not use or reference Agency job titles in a non-official capacity (note that listing an Agency job title and basic work experience on a professional work platform such as Linked In is acceptable).
4. If employees post personal social media activity related to the Agency or its programs, the employee should state: "The posting on this site is my own and does not represent the position of the Agency."

Employees should note that personal social media postings are not private and may be used in administrative or legal proceedings to the extent permitted under California and Federal law.

32.4 Policy Violations

The General Manager and/or the Assistant General Manager will act as the first contact for suspected violations of this policy, and will use his/her discretion regarding the "need to know" of any other individuals. This will restrict the number of persons involved during the investigation process.

In the event an employee suspects another employee of violating the guidelines presented in this policy, the employee shall immediately report the incident to one of the following people:

1. The Employee's Supervisor
2. The Assistant General Manager
3. The General Manager of the Agency

Information furnished should be as factual, complete and as relevant as possible. In the event the individual wishes to remain anonymous, document your facts and submit it to the first contact.

A thorough investigation will ensue and may include other officials and outside sources as deemed necessary. Upon completion of the investigation, the General Manager will determine what action, if any, is to be taken and once a violation of this policy has been determined and documented, the employee may be subject to discipline, up to and including dismissal.



EMPLOYEE MANUAL	
Title: WORKPLACE VIOLENCE	
Policy No.: 33.0	Section Nos.: 33.0 – 33.5
Approval Date:	Effective Date: January 2018
Approved By: Board of Directors	

33.0 WORKPLACE VIOLENCE

The Agency recognizes workplace violence is a common concern among employers and employees. The Agency is committed to providing a safe, violence-free workplace. In this regard, the Agency strictly prohibits employees, consultants, customers, visitors, or anyone else on Agency premises or engaging in a Agency-related activity from behaving in a violent or threatening manner.

Moreover, the Agency seeks to prevent workplace violence before it begins and reserves the right to address behavior suggesting a propensity towards violence even prior to any violent behavior occurring.

33.1 Definition of Workplace Violence

Threats of violence include conduct against persons or property that is severe, offensive or intimidating or creates a hostile, abusive, or intimidating work environment for one or more Agency employee. Such behavior includes, but are not limited to:

1. Threats of violence occurring on Agency property, regardless of the relationship of the individuals involved in the threat.
2. Threats of acts of violence not occurring on Agency property but involving someone who is representing the Agency or if the threats or acts of violence affect the interest of the Agency.
3. Threatening, physically aggressive, or violent behavior, such as intimidation of or attempts to instill fear of harm in an individual or his/her family, friends, associates, or their property.
4. Other behavior which suggests a propensity towards violence, which can include belligerent speech, excessive arguing or swearing, hitting or shoving an individual, sabotage, or threats of sabotage of Agency property, or a demonstrated pattern of refusal to follow Agency policies and procedures.
5. Defacing Agency property or causing physical damage to the facilities.
6. Making harassing or threatening telephone calls, sending harassing or threatening letters or other forms of written or electronic communication.
7. Harassing surveillance, also known as “stalking”, the willful, malicious and repeated following of another person and making credible threats with the intent to place that other person in reasonable fear for his/her safety.
8. Carrying weapons or firearms of any kind on his/her person or in his/her vehicle onto Agency premises, in Agency parking lots, or while conducting Agency business.



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33.2 Reporting

If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, customer, consultant, visitor, or anyone else, he or she should notify his or her supervisor or any other management personnel immediately. Each employee who receives a protective or restraining order which lists Agency premises as a protected area is required to provide the Agency with a copy of such order.

Further, Employees are responsible for notifying immediately their Supervisor, Department Manager or Human Resources of any threats they have witnessed, received or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed that they regard as threatening or violent when the behavior is job related or might be carried out on Agency property or in connection with employment.

33.3 Investigation

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

33.4 Corrective Action and Discipline

If the Agency determines workplace violence has occurred, the Agency will take appropriate corrective action and will impose discipline on offending employees, up to and including termination. If the violent behavior is that of a non-employee, the Agency will take appropriate corrective action in an attempt to ensure such behavior is not repeated.

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

Employees experiencing domestic violence, including stalking, must notify their supervisor immediately and reasonable accommodations will be made, including appropriate safety measures. To ensure the safety of the Agency employees as well as the employee impacted, the police department may be notified of the situation.

Any employee who believes he or she may have a problem which could lead to violent behavior is encouraged to use the Agency's Employee Assistance Program. The EAP is a professional, confidential counseling service available to all personnel and members of their household to assist in resolving emotional difficulties, marital and family conflict, stress,



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chemical dependency, conflicts at work, and other concerns. Further information regarding the EAP may be obtained from the Human Resources Department.

33.5 In the Event of an Emergency

If an emergency exists and the situation is one of immediate threat, the employee shall contact the local police officials by dialing 9-1-1 and should take whatever emergency steps are available and appropriate to protect himself/herself from immediate harm, such as leaving the area.



EMPLOYEE MANUAL	
Title: RETURN TO WORK POLICY	
Policy No.: 34.0	Section Nos.: 34.0 – 34.2
Approval Date:	Effective Date: January 2018
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34.0 RETURN TO WORK POLICY

The Agency recognizes that employees are central to the organization. The Agency seeks to continue employees in a position of value where possible, even when an employee is on medical restrictions stemming from an injury that may affect his/her non-essential duties. A Return to Work (RTW) Program is a proven essential cost containment element of the Agency’s overall Risk Management Program. In conjunction with the Safety Program, it is an effective tool in returning employees to productive work in the shortest time possible, while ensuring safety, maintaining high morale, and keeping costs to a minimum.

The Agency will make every reasonable effort to make transitional work available to those who have been injured on the job. Off the job, injuries will be provided transitional work when reasonable to accommodate medical restrictions. Transitional work may not be provided where the creation of the work creates an undue hardship on the Agency.

Transitional duty is a temporary accommodation and does not vest the employee with permanent rights to the assigned transitional duties.

34.1 Statement of Purpose

It is the Agency’s goal to bring an employee back to work in a useful capacity as soon as possible following an injury. The Agency supports transitional duty, where possible, from the positive point of view that employees want to work. Each employee should recognize that this program is set up as a benefit for him or her.

If an employee is injured the Agency will engage with the employee, seek employee input, and look at ways to safely bring the employee back to work as soon as the doctor determines that he/she is medically ready. While it is ideal for the employee to return to work without restrictions, where restrictions are present the Agency will consider temporary modifications to the employee’s job duties or work hours to accommodate recovery.

34.2 General Policy/Procedure

34.2.1 Return to Work (RTW) Team

The Agency established an internal Return to Work (RTW) Team to facilitate this program. This team will consist of Human Resources personnel, Supervisors, and Safety personnel.

Human Resources will act as the first liaison between the employee, supervisor, medical provider, and the insurance claims representative (if workers’ compensation is involved). The RTW Team will engage in the interactive process with the employee and solicit input on the scope of applicable restrictions and possible accommodations.



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34.2.2 Modified Duty Accommodations

In many cases, medical advisements will require the employee to be away from work. However, where modified duty is possible, the Agency will consider the following:

1. The first priority will be the safety of the employee and co-workers. In no case will an employee be returned to work where his/her medical restrictions would pose a safety risk to the employee, co-workers, or the public.
2. Where safe and possible without the creation of an undue hardship on the Agency, modified duty will be offered to the employee. Building on existing work experience and working relationships avoids adding stresses of adjusting to new tasks and surroundings. Where possible without the creation of an undue hardship, job or work site modifications may include a temporarily reduced work schedule, changed duties, trading heavier parts of the job with co-workers, altering the way duties are performed, making physical changes in the workstation, and providing the employee with specialized tools or adaptive devices. The duties will be flexible so that they can be easily altered to meet the requirements of the employee's medical program and the Agency's internal needs. All possible modifications will be considered. Reasonable modifications will be provided when necessary. The location of modified duty will be subject to the following order:
 - a) The Agency will endeavor to return the employee to the same job, if possible, based on the medical restrictions, as prescribed by the treating physician.
 - b) If return to the same job is not possible, the returned employee will be considered for modified work first within the same department.
 - c) If return to the same department is not possible, the employee may be returned to work in a different department. Transferable employment skills will be emphasized and on-the-job training will be provided to supplement these skills.
3. As a last alternative, where no safe and reasonable modified duty is available, the employee may be granted additional medical or discretionary leave to accommodate recovery.

The RTW Program is designed to accommodate temporary disability. The time in the program should typically not exceed 90 calendar days. As healing occurs, the employee's work duties will be changed and frequently modified to reflect increased work capacity of the recovering employee, as dictated by the physician's restrictions.



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For workers' compensation claims, if the employee is not going to reach full duty within the 90 calendar-day period, the RTW Team will work with the JPIA Claims representative and the medical provider on an alternative plan of action. In the case of a non-industrial claim or disability, the team will contact the doctor to discuss an alternative plan of action.

Transitional duty is a temporary accommodation and does not vest the employee with permanent rights to the assigned transitional duties.

34.2.3 Designated Industrial Medical Provider for on the Job injuries/illnesses

When an injury occurs, the employee must visit the Agency's local designated industrial medical clinic. The clinic provides first aid and treatment to injured employees. Depending the seriousness of the injury, the supervisor or his/her designee may need to drive the employee to the Agency's medical clinic.

The RTW Team will assure that the medical clinic has a copy of the employee's job description. For workers' compensation, the RTW Team will discuss with the medical provider the RTW Program and what modifications can be made to accommodate the restrictions.

34.2.4 Employee Eligibility

All regular employees are eligible to participate in the RTW Program. Temporary staffing Agency workers are not covered under this program, as it is the staffing Agency's obligation to cover their employee.

34.2.5 Monitoring an Injury/Illness

The RTW Team will give the injured/ill worker all the pertinent forms and information, as well as reviewing with the employee their responsibilities for the RTW Program.

If an employee is not returned to full or modified duty immediately, the RTW Team collaborates with the clinic and medical provider to receive a Physician's Report / Employee Work Status form that lists any restrictions that could be imposed that might allow the worker to return. The RTW Team discusses and determines what modifications can be made to meet the doctor's restrictions. A Fitness for Duty Exam may be warranted.



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34.2.6 Management Responsibilities

1. The Management Team plays an essential role in helping an injured or ill employee transition back to work and will be held accountable for the effective implementation of the RTW Program.
2. If an injured worker is not released to return to full or modified duty, the supervisor should let the employee know that they are missed and that they are looking for the employee's early recovery and quick return.
3. The injured employee's supervisor works with Human Resources to determine modified duty when the employee returns with restrictions from the doctor.
4. It is the supervisor's responsibility to ensure the employee is following the restrictions and directions provided. If they are not, then appropriate action will be taken after consultation with the RTW Team.
5. A **Transitional Duty Assignment Form** (DMS # 161461) will be completed and signed by the employee, supervisor, and Human Resources.

34.2.7 Employee Responsibilities

1. New hires will be informed of the RTW Program at the time of their Employee Orientation.
2. All employees will be held accountable for providing assistance with the RTW Program if called upon and required to provide a collective effort to the success of this program.
3. If the medical provider releases the employee to full duty with no restrictions, the employee will provide a physician's form to his supervisor and then return to full duty.
4. If the employee is not released to return to work, it is the employee's responsibility to attend each scheduled doctor's appointment.
5. If the doctor releases the employee with restrictions, the employee will then participate in a discussion meeting with his or her supervisor and Human



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Resources regarding how the employee’s job duties will be modified to meet the restrictions imposed by the doctor.

6. It is the employee’s responsibilities to work within the physical limitations set by the physician at all times, and perform only those temporary duties assigned to the employee by their supervisor.
7. The employee should advise his/her supervisor if having difficulties performing the assigned tasks and inform the supervisor if must miss work for a medical appointment. Every effort must be made to schedule medical appointments at the beginning, end, or outside of employee work schedule to minimize the disruption.
8. On future visits to the doctor, the employee must ensure that the supervisor is advised of any changes in your work restrictions.



EMPLOYEE MANUAL	
Title: COMPENSATION POLICY	
Policy No.: 35.0	Section Nos.: 35.0 – 35.3
Approval Date:	Effective Date: January 2018
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35.0 COMPENSATION POLICY

The Agency's compensation policy is intended to support the General Manager in the achievement of the Agency's mission and the Board's strategic objectives for the community, enhance harmonious employee relations and meet the needs of a majority of the workforce. It should further, foster a teamwork concept within the organization, recognizing the importance of a satisfied, productive, and cohesive workforce. In implementing this policy, the following guidelines will be considered based upon the financial capacity of the Agency.

35.1 Compensation Philosophy

The Agency's compensation philosophy is to establish and maintain a compensation structure based on marketplace norms, internal alignment and equity among various groups of employees. This philosophy is designed to facilitate the General Manager's responsibility to recruit quality employees, insure fairness, and periodically review and update the compensation program.

35.2 Implementation

The Agency's compensation program will be implemented in accordance with the following guidelines :

35.2.1 Attract and Retain Quality Employees

The Agency's compensation program should ensure that the General Manager has the ability to attract and retain the quality of persons the Agency needs to meet its mission and implement the Board's policy objectives and priorities.

35.2.2 Labor Market

The Agency's compensation practice will incorporate a survey of labor markets that include:

1. Local labor market comprised of water agencies and general-purpose governments.
2. Southern California regional market comprised of water agencies and general-purpose governments that provide water services similar to those provided by the Agency.
3. In addition to the labor markets referenced above, the Agency may collect supplemental survey data to address compensation issues associated with unique job classification and non-industry specific classifications.



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35.2.3 Sharing of Compensation Survey Information

Consistent with the Agency's commitment to an open and collaborative relationship with employees, the compensation survey data collected pursuant to this policy will be shared with employees.

35.2.4 Competitive Position

If fiscally prudent, it is the Agency's objective to compensate employees at the middle of the labor market as measured by the mean and/or median.

35.2.5 Measurement of Competitive Position

Competitive position will be calculated utilizing total cash compensation, which includes base salary, and cash add-ons to base salary including PERS pick-up, incentive pay, deferred compensation, etc. In addition, the Agency will also consider health and retirement benefits; leave benefits, and reimbursement policies.

35.2.6 Internal Alignment

Consideration will be given to both labor market survey data and internal relationships in establishing salary ranges. When establishing internal relationships, priority will be given to:

1. Appropriate differential between superior and subordinate classes
2. Appropriate differentials among classes in the same class series
3. Relationships among related class series
4. Relationships across unrelated class series.

35.2.7 Mix of Base salary, Total cash and Benefits

The Agency's practice is to provide a mix of base salary, total cash and benefits that is generally competitive with the labor market. When evaluating benefits, the Agency will consider both the cost and the content of the benefits.

35.2.8 Pay Administration

The Agency will establish pay ranges for each classification and assign pay grades within a pay schedule. Pay ranges minimum and maximum will be established from market survey results. Individual compensation adjustments within the salary range will be made in accordance with the appropriate personnel policies.



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35.2.9 Fiscally Prudent

The Agency's compensation program shall ensure that it will not jeopardize the financial condition of the Agency. The Agency's practice is to compensate employees in accordance with the Agency's financial condition. In determining the Agency's financial condition, the Agency will consider competing service priorities, reserves and revenue growth.

35.3 Conclusion

By adopting this compensation policy, which aligns with the Agency's mission and the Board's objectives, the Agency will continue to effectively invest in its employees. This policy should be reviewed periodically by the Board and updated as needed.



EMPLOYEE MANUAL	
Title: MANAGEMENT VEHICLE OR VEHICLE ALLOWANCE	
Policy No.: 36.0	Section Nos.: 36.0 – 36.2
Approval Date:	Effective Date: January 2018
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36.0 MANAGEMENT VEHICLE OR VEHICLE ALLOWANCE

The Agency will provide an Agency vehicle or monthly vehicle allowance to all senior management positions. The provision of an Agency vehicle or monthly vehicle allowance is to enable the management positions to meet the travel demands imposed by their position or job assignment.

The vehicle allowance is considered compensation for the use of a personal vehicle on Agency business. The monthly vehicle allowance will be changed at least annually by the percent change in the IRS mileage rate. This compensation is a lump sum method to cover what would otherwise be reimbursable travel expenses. Covered employees may submit expense reimbursement requests with supporting documentation if they believe that the allowance did not adequately cover actual reimbursable expenses as required by Labor Code section 2802.

Unless in conflict with this policy, the Agency's Driving and Vehicle Policy apply to the senior management positions. All employees driving on Agency business or in Agency vehicles are obligated to obey all traffic laws and all applicable Agency policies.

36.1 Guidelines for the Vehicle Allowance

1. An employee receiving a vehicle allowance must maintain adequate automobile insurance with liability coverage indicating the minimum limits required by the State of California. The employee must also provide proof of insurance to Human Resources on an annual basis. The employee is obligated to report a lapse in such coverage or in licensure, in no more than three days following the lapse.
2. An employee receiving a vehicle allowance is required to use his/her personal vehicle for all required Agency business with the following exceptions:
 - a. Trips in which it is necessary to transport more people, including the driver, than the employee's personal vehicle will comfortably accommodate.
 - b. Trips in which it is necessary to traverse unpaved, rough terrain.
 - c. Trips that require transporting equipment or material that will not fit in an individual's vehicle.
 - d. When travel by other forms of transportation, i.e., airplane, train, etc. are more cost effective and/or efficient.
3. An employee receiving a vehicle allowance may submit a request, with support, for additional mileage when (1) the employee travels more than 300 miles in a single day or (2) the employee otherwise reasonably believes the provided allowance fails to cover actual reimbursable travel expenses.
4. In the event of an emergency, an employee receiving a vehicle allowance may be entitled to use of an Agency vehicle.



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36.2 Guidelines for Assignment of an Agency Vehicle

This part of the policy applies to positions assigned an Agency vehicle after July 1, 2012, and does not apply to incumbents that received an Agency vehicle as negotiated in an employment contract effective prior to July 1, 2012.

1. An Agency vehicle provided to senior management is for use on Agency business only, as well as the commute to and from work.
2. In general, an Agency vehicle provided to a senior management position will be an average-equipped compact fuel-efficient vehicle.



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37.0 HARASSMENT, DISCRIMINATION, AND RETALIATION REPORTING POLICY

The Agency strictly prohibits all forms of harassment, discrimination, and retaliation (“Unlawful Practices”) in the workplace in order to maintain a productive and safe working environment. The purpose of this policy is to provide all employees with a clear understating of the Agency’s procedure for filing and investigating complaints concerning Unlawful Practices.

37.1 Policy Statement

The Agency has adopted a zero-tolerance policy in regards to unlawful harassment, discrimination, and retaliation. The default disciplinary action for any violation of this policy will be termination of employment.

It is the policy of the Agency to provide each employee and applicant with an employment opportunity and work atmosphere that is free from discrimination. Accordingly, the Agency does not discriminate on the basis of race, religion, religious creed (including religious dress and religious grooming), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity), gender expression, age (40 or over), sexual orientation, military and veteran status, or any other basis protected by federal, state or local laws (“Protected Categories”).

The Agency is also committed to providing a work environment that is free from unlawful harassment. In furtherance of this commitment, the Agency strictly prohibits all forms of unlawful harassment, including but not limited to harassment on the basis of any of the Protected Categories. The workplace is not a place for engaging in, or for having to fend off harassing remarks, depictions, or representations. Every employee has a right to a work in an environment free from harassment, regardless of the intent of the parties involved.

Similarly, the Agency strictly prohibits retaliation against any employee for making a good faith complaint of discrimination or harassment or for cooperating, assisting, testifying, or participating in any of the internal or external complaint procedures described below. Claims of retaliation are taken seriously and are subject to the same complaint procedures.

37.2 Persons Covered

This policy is applicable to all applicants and employees of the Agency, including supervisors and managers. The Agency prohibits managers, supervisors, and employees from engaging in any Unlawful Practice against co-workers, customers, vendors, suppliers, independent contractors and others doing business with the Agency. In addition, the Agency prohibits customers, vendors, suppliers, independent contractors and other third parties doing business with the Agency from harassing or discriminating against Agency employees.

This policy applies to all phases of the employment relationship, including recruitment, testing, hiring, upgrading, assignments, promotion/demotion, discipline, transfer, layoff, termination, rates of pay, benefits, and selection for training.



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37.3 Prohibited Conduct

37.3.1 Sexual Harassment

Sexual harassment (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions, gender identity, gender expression, sex stereotype, sexual orientation, gender and transgender harassment) is defined as unwanted sexual advances, or visual, written, verbal or physical conduct of a sexual nature that creates an intimidating, offensive, or hostile working environment or that interferes with an employee’s work performance. Such conduct constitutes prohibited, unlawful harassment:

- 1) Submission to the conduct is made either an explicit or implicit condition of employment or promotion;
- 2) Submission to or rejection of the conduct is used as the basis for an employment decision;
- 3) The unwelcomed comments or conduct based on sex unreasonably interfere with an employee’s work performance or create an intimidating, hostile, or offensive work environment

Examples of sexual harassment include, but are not limited to, unwelcome sexual propositions, hugging, kissing, or other offensive physical contact of a sexual nature; lewd gestures, remarks or innuendoes; unwelcome discussions of sexual practices or anatomy, and sexually offensive posters, photographs, drawings, cartoons, jokes, stories, nicknames, or comments about appearance; joking about sex; degrading words or terms of a sexual nature; prolonged staring or leering; and continued invitations to social events outside the workplace after being told such are unwelcome.

37.3.2 Other Types of Harassment

Harassment can take many forms beyond sexual harassment when based on any Protected Category. All other forms of harassment are also strictly prohibited. Such harassment includes, but is not limited to, the following examples:

- Verbal conduct such as making or using derogatory comments, epithets, slurs, jokes, or verbal abuse;
- Visual conduct such as prolong staring or leering at a person, gestures, and displaying of objects, posters, photographs, cartoons, or drawings;



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- Written conduct such as suggestive or obscene letters, emails, drawings, notes or invitations; and
- Physical conduct such as assault, unwanted touching, or blocking normal movement, or violating someone’s “personal space.”

Please note that within the workplace, our right to free speech is necessarily subject to our legal duty to create and foster a workplace free of harassment or discrimination.

Finally, each one of us, regardless of whether we are an individual contributor/employee or a supervisor/manager is legally responsible for our own behavior if and when our actions are determined to be harassing. What does that mean? That means that in addition to the disciplinary consequences for engaging in unlawful harassment, which may include termination, people who harass others in the workplace may also be sued personally by their coworkers and therefore responsible for defending themselves in a lawsuit.

37.3.3 Discrimination & Retaliation

Any adverse employment action taken on the basis of any Protected Category constitutes unlawful discrimination and is strictly prohibited. “Adverse employment action” is defined as an action that results in a substantial adverse change in the terms and conditions of an employee’s employment including, but not limited to, decisions relating to hiring, firing, demoting, failing to promote, laterally transferring, and giving poor performance evaluations.

“Retaliation” is a form of an adverse employment action that is taken against an individual for opposing any legally prohibited employment practice or engaging in any legally protected employment activity. The Agency strictly prohibits any form of retaliation.

37.4 Reporting Procedures

37.4.1 Internal Reporting

The Agency’s complaint procedure provides for an immediate, thorough, objective and confidential investigation of any claim alleging an Unlawful Practice, appropriate disciplinary action against one found to have engaged in an Unlawful Practice, and appropriate remedies for any victim of an Unlawful Practice.

Any employee who believes that he or she has been the victim of an Unlawful Practice or any employee who observes or otherwise becomes aware of such conduct has a duty to immediately notify the Human Resources Supervisor, who is responsible for investigating such complaints. An employee is not required to report the complaint



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to the Human Resources Supervisor if the Human Resources Supervisor is the individual who is engaging in the unlawful conduct, but may in the alternative report the conduct to his or her immediate supervisor or to the General Manager.

Supervisors and other members of management who receive complaints or who observe unlawful conduct must immediately inform the Human Resources Supervisor or the General Manager or other appropriate personnel so that an investigation can be initiated.

All complaints should be as detailed as possible, including the names of individuals involved, the names of any witnesses, direct quotations when language is relevant, and any documentary evidence (notes, pictures, cartoons, etcetera).

The Agency will maintain confidentiality to the extent possible. Any supervisor who is informed of a complaint alleging an Unlawful Practice by an employee, or any other individual, must report said complaint to the Human Resources Supervisor immediately and must otherwise keep the matter confidential. The Human Resources Supervisor must also keep the matter confidential and not disclose the matter to any person who is not involved in the investigation or does not have legitimate work-related reasons for knowing of the complaint. Any supervisor who fails to comply with this paragraph will be subject to disciplinary action, up to and including termination of employment.

37.4.2 Investigation

Upon the filing of a complaint with the Agency, the complainant will be provided with a copy of this policy. All incidents of prohibited discrimination, harassment and/or retaliation that are reported will be subject to an impartial, fair, timely and thorough investigation. The investigation will provide all parties appropriate due process and will reach reasonable conclusions based on the evidence collected. The Agency will document the timely, thorough, and objective investigation of the allegations to ensure reasonable progress is being made in the investigation. The Agency will inform the complainant of the progress of the investigation upon request.

The Human Resources Supervisor is the impartial person designated by the Agency to investigate complaints of Unlawful Practices. The Human Resources Supervisor may, however, delegate the investigation at his/her discretion to a qualified, impartial investigator. In the event the Unlawful Practice complaint is against the Human Resources Supervisor, a qualified, impartial investigator shall be appointed by the General Manager.

The Human Resources Supervisor shall maintain tracking documentation for all complaints filed to ensure that investigations progress reasonably and are completed in a timely manner. Based on the report and any other relevant information, the General Manager shall, within a reasonable period of time, determine whether the conduct requires discipline. In making that determination, the General Manager shall look at the record as a whole and at the totality of circumstances, including the nature of the conduct in question, the context in which the conduct, if any, occurred, and the conduct of the complainant.



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37.4.3 Cooperation

All employees are required to cooperate truthfully and in good faith with the Agency in any investigation under this policy. Knowingly making a false charge of an Unlawful Practice or a false statement in connection with an investigation, or deliberately interfering with any such investigation is also a violation of this policy.

37.4.4 Corrective Action

At the conclusion of the timely investigation, if it is determined that an Unlawful Practice has occurred, the Agency will take immediate and effective remedial action commensurate with the circumstances. Corrective action may include, for example: training, referral to counseling, or disciplinary action, including but not limited to, verbal or written warning, suspension, transfer, demotion, and termination of employment, depending on the circumstances. With regard to acts of harassment by clients or vendors, corrective action will be taken after consultation with the Board of Directors.

The results shall be timely given to the complainant, the alleged wrongdoer, and the General Manager upon the completion of an investigation.

The complainant will be notified when the investigation has been completed and will be informed of the general outcome of the investigation, i.e., whether the complaint has been substantiated or unsubstantiated. However, the complainant is not entitled to know the corrective action, if any, imposed on the accused wrongdoer as that information is protected by the accused wrongdoer’s right to privacy. Appropriate action will be taken to ensure the employee who has been found to have been discriminated against, harassed and/or retaliated against will not be discriminated against, harassed and/or retaliated against in the future, including but not limited to redistribution of this policy, training, transfer, etcetera.

37.4.5 Retaliation

No employee will be subject to any form of retaliation for reporting any violation or participating in any investigation under this policy truthfully and in good faith. Employees who believe they have been retaliated against in violation of this policy should utilize the same complaint procedure described above.

37.5 Anti-Harassment Training

All employees hired as or promoted to a supervisory or management position must undergo at least two (2) hours of interactive sexual harassment training within the first six (6) months of assuming a new supervisory or management position. Additionally, all supervisors and managers must complete at least two (2) hours of interactive sexual harassment training at least once every two (2) years thereafter. An employee who fails to comply with this section may be subject to disciplinary action, up to and including termination of employment.



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37.6 External Complaint Procedure

The U.S. Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing are authorized to accept and investigate complaints of employment discrimination, and to mediate settlements. The Fair Employment and Housing Council has authority to issue accusations against employers, conduct formal hearings, and award reinstatement, back pay, damages, and other affirmative relief. State and federal laws also prohibit retaliation against employees because they have filed a complaint with the EEOC, DFEH or FEHC, participated in an investigation, proceeding, or hearing with either agency, or opposed any practice made unlawful by Title VII or the FEHA.

For more information, contact the Human Resources Department. Contact information for the DFEH can be obtained at www.dfeh.ca.gov. Contact information for the EEOC can be obtained at www.eeoc.gov.

Questions regarding this policy should be directed to the Human Resources Supervisor, Assistant General Manager or the General Manager. This process is subject to the grievance procedure.

SIGN AND RETURN TO THE HUMAN RESOURCES DEPARTMENT AFTER CAREFULLY READING THIS POLICY IN ITS ENTIRETY. BY SIGNING BELOW, YOU ARE INDICATING THAT YOU HAVE CAREFULLY READ AND FULLY UNDERSTAND ALL PROVISIONS OF THIS POLICY.

Signature _____ Date _____

Print Name _____



ACKNOWLEDGEMENT OF EMPLOYEE MANUAL

I acknowledge that I have received the Santa Clarita Valley Water Agency Employee Manual and have read and understood all of its provisions. I acknowledge that the Santa Clarita Valley Water Agency retains the right and sole discretion to modify, delete, or add to the policies in the Employee Manual, and that in the event of a conflict between the terms of the Employee Manual and anything told to me by a supervisor or co-employee, the terms of the Employee Manual shall control.

Name (please print) _____

Employee's Signature _____

Dated: _____

NOTE: This original signed document is to be filed in the employee's personnel file.