

Ventura River Water District Personnel Policies & Procedures

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Ventura River Water District Overview

General Overview and History

The District is a water producer and retailer for the Mira Monte area of the Ojai Valley and a portion of the City of Ojai. It has a population of approximately 6,000 and 2,188 connections. The District provides water treatment, domestic water service and fire service mainly from groundwater sources.

Water service in the Ojai Valley developed in a fragmented way as different areas and neighborhoods developed. The Ventura River Water District was formed on August 14, 1956, and this new District knitted together systems developed by 6 small mutual water companies and water districts which served the Casitas Springs, Mira Monte, Live Oak Acres, Los Encinos and Oak View unincorporated areas. Subsequent annexation by the City of Ojai of some of this territory led to the District serving a small part of the City.

Mission Statement

It is the purpose of the District to serve the people of the District with excellent customer service by distributing water which meets or exceeds state and federal drinking water standards; and to make effective use of water resources and protect human health, all in a professional, competent and cost effective manner.

To do this effectively the District will communicate to the community to develop understanding and participation, develop professional competence in drinking water standards and technology and administration. Continue an organization of dedicated and certified people who are proud to serve the customers of this District to the best of their ability.

Purpose of This Policy

This policy has been prepared to inform new and existing employees of the policies and procedures of this District and to establish the District's expectations. It is not all inclusive or intended to provide strict interpretations of our policies; rather, it offers an overview. This policy is not a contract, expressed or implied, guarantying employment for any length of time and is not intended to induce an employee to accept employment with the District.

The District reserves the right to unilaterally revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this policy or elsewhere, in its sole discretion. Every effort will be made to keep you informed of the District's policies, however we cannot guarantee that notice of revisions will be provided. Feel free to ask questions about any of the information within this policy.

This policy supersedes and replaces any and all personnel policies and manuals previously distributed, made available or applicable to employees.

At-Will Employment

All employees of the Ventura River Water District are “at-will.” All District employees are free to quit for any reason, or no reason at all, and the District is equally free to terminate or demote individuals without notice and for any reason, with or without cause or good reason (subject, of course, to the District’s obligation under California and Federal law to not engage in illegal discrimination or terminate for an employee’s participation in certain protected activities). All employees will remain at-will unless their position is changed in writing by the General Manager. For example, only the General Manager can promise that a District employee will not be fired except for with “good cause,” or that the employee will be employed for a specified term, and as such the modification must be in writing to be enforceable.

Employees may appeal the General Manager’s termination decision to the Board of Directors as indicated in Section 4.5. However, the Board’s decision shall be in the Board’s sole discretion and be final, and shall not imply an agreement with the employee to terminate only with “good cause,” or imply any other agreement which modifies the at-will nature of the employee’s employment.

Organizational Structure

The District has an elected Board of Directors. The day-to-day operations of the District are managed by the General Manager who reports directly to the Board. In addition to the General Manager, the District currently has the following positions which support District operations:

- Field Supervisor
- Utility Worker I
- Utility Worker II
- Office Manager
- Office Assistant

1. Employee Appointment & Classification

This policy establishes hiring prerequisites and processing guidelines for all employees. All employees of the District shall serve as at-will employees.

1.1. Employee Appointment

The General Manager shall have full power and authority to employ and terminate the services of all employees, prescribe their duties, and fix their compensation within the guidelines as set forth by the Board of Directors.

1.2. Hiring Process

- A. Applicants for employment will be required to complete a written application of employment and may, at the discretion of the General Manager, be required to take oral or written examinations, practical demonstration tests, or otherwise demonstrate their fitness and/or ability. They shall be required to submit to a medical examination by a physician designated by Ventura River Water District, and when a medical examination is required, the fee for the examination will be paid by the Ventura River Water District.
- B. Before making an offer of employment to an applicant, the District shall complete reference checks. The District shall conduct reference checks with previous employers, references the applicant provides, and any other contacts the District may have.
- C. When the District has made a decision to hire, following review of the reference checks, the District shall make a job offer to the applicant. The District shall explain to the applicant that appointment is subject to: fingerprint check; medical examination, including pre-employment drug screening; verification of information contained in application; proof of citizenship; possession of a valid California driver's license in good standing; other matters as they relate to the requirements of the position; and, successful completion of probationary period.
- D. When the applicant accepts the offer of employment, the District shall immediately inform necessary District staff to make arrangements for processing.
- E. The District shall conduct a Department of Motor Vehicles check and once it is deemed the applicant's driver license and driving record are in good standing, the District will contact the applicant to schedule an appointment for fingerprinting with the local police department and a medical examination with District's designated physician.
- F. Upon confirmation of employment, the District shall complete a Personnel Action (PA) form (Attachment A). The PA, which shall accompany the candidate's employment application, shall indicate the hiring date, beginning salary, range, and any other relevant information.
- G. On the first day of work, the new employee shall meet with the District Office Manager to obtain information pertaining to benefits, retirement etc., depending upon eligibility. The Office Manager shall use the New Employee Checklist (Attachment B) to ensure that the new employee has been provided the appropriate information. The new employee shall sign the Acknowledgement Form (Attachment C) within one week of employment. The form shall be returned to the Office Manager and kept in the employees' personnel file.

1.3. Employee Classification

Classifications for positions in Ventura River Water District have been established by the Ventura River Water District. Such classifications may be reviewed from time to time and positions in addition to those held by present employees may be established and assigned a salary range by the General Manager, subject to the approval of the Board of Directors. Salaries assigned to classifications shall be reviewed annually prior to the May Board of Directors Meeting and may be changed by the Board of Directors as it may deem appropriate. A designation of each employee's classification shall be made at the time of his/her appointment. For purpose of these rules, there are hereby established five general classes of at-will employees as follows:

- **Permanent Full-Time Employees:** Employees who have completed their probationary periods and have met the District certification requirements and are serving in full-time positions.
- **Permanent Part-Time Employees:** Employees who serve in part-time hourly positions.
- **Temporary Hourly Employees:** Employees who serve in temporary part-time hourly positions.
- **Probationary Full-Time Employees:** Employees that have been hired to serve full-time but have not passed their probationary period, will receive benefits as outlined for permanent full-time employees.
- **Provisional Full-Time Employee:** Employees who have passed their 12 month probationary period but have not attained the required District certification. The maximum allowable time for provisional full-time employee status is six months. These employees will receive benefits as outlined for permanent full-time employees.

1.4. Probationary Period

- A. All appointments of employees shall begin with a probationary period lasting exactly one calendar year from the first day of employment. The employee shall attain permanent status upon satisfactory completion of the probationary period.
- B. During the probationary period, the employee may be removed at any time with or without cause at the discretion of the General Manager.
- C. If the job description requires a California Water Distribution or Treatment Operator Certificate, it must be obtained within 18 months of the hire date and prior to employee being granted permanent full-time status.
- D. The General Manager may put a probationary period into effect for disciplinary reasons at his/her discretion, at any time during the employee's employment.

1.5. Promotion

The General Manager shall determine employee promotions. Promotions shall be determined based upon performance, educations and other qualifications for the position.

Following a recommendation by the General Manager and approval by the Board, the employee's salary will be adjusted within the salary range for the new position.

1.6. Employment of Relatives

No person shall be employed in a position directly or indirectly supervised by a relative without the approval of the Board of Directors.

1.7. Second Employment

1.7.1. General Policy

Second employment includes any employment whether in a payroll, contract, or self-employment of any duration that incurs a salary, wage, commission or any other form of payment. District employees may engage in second employment if it does not interfere with their ability to perform and is not in opposition of their District duties. The District reserves the right to approve second employment and revoke approval if it is determined that second employment is interfering with the employee's ability to perform his/her District responsibilities.

1.7.2. Provisions

- A. Before beginning second employment, an employee shall request written authorization from the General Manager. The authorization shall state the type of second employment, the employer, or that it is self-employment, and the general schedule of hours. A copy of the authorization shall be included in the employee's permanent personnel file and shall be updated if there is any change in status from original approval.
- B. Authorization for second employment shall be approved if the General Manager determines that:
 1. Second employment does not interfere and is not inconsistent with the performance of the assigned District duties and responsibilities.
 2. Second employment does not constitute a conflict of interest.
 3. Second employment is seasonal or if not seasonal, affords a schedule that does not conflict with assigned District work hours.

- C. Duties related to second employment shall not be performed during the District employee's working hours, nor shall any District equipment be used at any time while performing second employment. While engaged in second employment activities, District employees shall not wear District uniforms or in any other way identify themselves as District employees.
- D. Authorization of second employment may be discontinued if the General Manager determines that said employment is interfering with the employee's ability to perform his/her District responsibilities. Criteria for revocation of second employment include, but are not limited to:
 - 1. Attendance record
 - 2. Accident record (involving public or private property damage or injury to self or others)
 - 3. Decline in work performance record documented in work performance evaluation(s) and/or through the disciplinary process.

A second employment authorization form is provided in Attachment D.

2. Compensation

2.1. Salary Schedule

- 2.1.1 The Board of Directors shall establish the salary ranges for each classification. The Board of Directors is responsible for determining the compensation for the General Manager. The General Manager is responsible for determining the compensation for all other classifications in the District as long as the compensation is within the established salary ranges approved by the Board of Directors.
- 2.1.2 The starting salary of an employee will ordinarily be established at the minimum salary range of the position; however, the starting salary of an employee may be set at any rate within the salary range of the position with the approval of the General Manager and the Board of Directors.

2.2. Manner of Payment

- A. Paychecks for each pay period shall be distributed on the 15th and the last day of each month. If these days fall on a weekend or holiday, the checks will be distributed on the last business day before the weekend or holiday.
- B. Overtime will be paid at the end of the pay period during which it was earned.
- C. Employees who will be on vacation at the end of a pay period may request and receive their paycheck prior to going on vacation. The request shall be made no later than three days before the employee's last working day before vacation.

2.3. Hours and Days of Work

Compensation for District employees is predicated upon performance of forty (40) hours per week, except as otherwise stated in specific job descriptions. Work schedules shall be prescribed by the General Manager and shall be established in the best interest of the District, insofar as practicable, on the basis of five (5) eight (8) hour days per week.

The normal week schedule for all regular full time non-exempt employees is eight (8) hours a day, five (5) days per workweek. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variation in the total hours that may be scheduled each day and week. The workweek begins at 12:00 a.m. Monday and ends at 11:59 p.m. the following Sunday. The typical work day is 7:30 a.m. to 4:30 p.m. for all employees of the district with a mandatory lunch break for non-exempt employees after a maximum work period of 5 hours (30-minutes minimum, typically 1-hour). Nonexempt employees are permitted to take a 10-minute rest period during each 4 hour work period. Meter reading may alter the typical work day as approved by the Field Supervisor and General Manager. The General Manager reserves the right to establish work schedules that vary an employee's work days and hours.

2.3.1. Time Cards

All non-exempt employees are required to complete a time card reflecting the hours worked each day.

2.4. Overtime

It is the District's policy to minimize overtime. The General Manager must authorize all employee overtime in advance, with the exception of emergency repair. Failure to obtain pre-approval for overtime work may be subject to disciplinary action, up to and including termination. The following is only a summary of overtime pay. It is the policy of the District to comply with all federal and state laws applicable to its obligation to pay overtime and other wages, and those legal obligations will supersede any policy in this policy.

2.4.1. Overtime Calculation

The District workweek starts at 12:00 a.m. on Monday and ends on Sunday at 11:59 p.m. The workday is defined as 12:00 a.m. to 11:59 p.m.

California law requires overtime to be paid after over 8 hours in one workday and after 40 hours in one workweek, and for the first 8 hours working a seventh consecutive day in any workweek. Double time must be paid for any hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight on the seventh consecutive day of work in a workweek.

Overtime is to be paid to employees at 1-1/2 times their normal hourly rate (basic monthly salary x 12 months ÷ 52 weeks ÷ 40 hours). Double time is to be paid at 2 times the employee's normal hourly rate, calculated in the same manner. Additionally, it is the district's policy to pay overtime for work performed on Saturday, Sundays^[PRH1] and District Holidays.

2.5. Salary Changes

Whenever, in the opinion of the General Manager, a salary adjustment within a salary range is justified he/she may adjust the salary in order to eliminate an inequity in compensation, provided the new salary is within the salary range approved by the Board of Directors.

2.6. Longevity Pay

In addition to an employee's normal pay those employees who meet the requirements are eligible for a onetime cash award after successfully completing 10, 15, 20 and 30 years of employment with VRWD.

2.6.1 Eligibility

Employees are eligible for longevity pay based upon the following:

- A. A minimum of ten (10) years of continuous employment.
- B. Satisfactory annual performance appraisals.

2.6.2 Calculation

Longevity pay is determined based upon years of service. The amount an employee is eligible for is listed below:

Term of Employment	Award
10 years	\$500
15 years	\$1,000
20 years	\$1,500
30 years	\$2,000

All Performance/Longevity awards are subject State and Federal payroll deductions.

2.6.3 Approval

Longevity pay is subject to Board approval.

2.7. Standby Duty

An employee may be assigned standby status outside his regular tour of duty.

2.7.1 Provisions

The following provisions apply to Standby Duty:

- A. Standby duty will be assigned, in most cases, one week prior to the duty.
- B. Standby duty status will commence on Friday at 4:30 pm, and end on the following Friday at 7:30 am. The person on standby duty will also retain a District vehicle for official use during this time. Time spent on standby, shall be that time an employee is not performing inspections, responding to call outs or maintaining District facilities, being paid for Overtime but, that time an employee is being available for calls. This time shall be compensated at a rate of \$2.15per hour.
- C. Call outs or inspections are to be responded to within approximately 20 minutes and shall be recorded on proper forms provided by the District. When a call out is made the employee will be compensated at one and one half times their normal hourly rate for up to 12 hours after which compensation will be at double their normal hourly rate.
- D. Time spent by the employee on Saturday, Sunday, and Holidays to inspect and maintain district facilities shall be recorded on the proper forms and compensated for in accordance with this policy and rules.
- E. The employee responsible for standby duty is expected to be available for calls at all times before or after normal business hours. Standby hours shall be recorded on employees time card provided by the District.

2.7.2 Example of Standby Duty

You are on standby and receive a service request from a customer. You respond and spend 1 hour responding to the call. On your time card you would record the hour(s) in the call out section. Because you worked 1 hour during the time you were on standby you would deduct 1 hour from your total standby hours.

Standby hours are calculated as follows from Friday to the following Friday:

Standby Hours Example					
Day	Time Period	Reg. Hours	Holiday Hours	Overtime Hours	Standby Hours
Friday	4:30pm to 11:59pm				7.5
Saturday	12:00am to 11:59pm			1	23
Sunday	12:00am to 11:59pm				24
Monday - Holiday	12:00am to 7:30pm & 4:30pm to 11:59pm		8	1	23
Tuesday	12:00am to 7:30am & 4:30pm to 11:59pm	8			15
Wednesday	12:00am to 7:30am & 4:30pm to 11:59pm	8			15
Thursday	12:00am to 7:30am & 4:30pm to 11:59pm	8			15
Friday	12:00am to 7:30am	8			7.5
	Total Standby Hours with a Holiday on Monday	32	8	2	130

2.8. Compensation upon Termination

2.8.1 Vacation Cash Payment

Upon termination of employment, employees who have attained permanent status shall be entitled to cash payment in lieu of vacation for all unused vacation credits. Said cash payment shall be computed by multiplying the employee's hourly rate by the number of unused vacation credits. (Salary amount divided by 173.33/hours per month times the number of vacation credits). Salary figure to be used base salary, not counting stand-by duty payments etc.

2.8.2 Unused Sick Leave Cash Payment

The District shall make a cash payment on 25% of all unused sick leave (up to 800 hours) upon occurrence of employee retirement or termination.

- A. Employees must have (10) ten years or more of continuous District service for this benefit. An employee discharged for cause will not be eligible for this benefit.
- B. Said cash payment shall be computed by multiplying the employee's base hourly rate on the last day worked by the number of unused credited sick hours

3. Time Off

3.1. Vacation

3.1.1 Accrual

Each full-time employee shall accrue vacation time for each calendar month of full service. Vacation time shall be accrued as follows:

- A. For the first five (5) years of service, each employee shall accrue 6.67 hours credit for each month (80 hours per year).
- B. For the succeeding five (5) years of service, the employee shall receive 10 hours credit for each month (120 hours per year).
- C. For the succeeding years of service, the employee shall receive 13.34 hours of credit for each month (160 hours per year).

The above provisions may be modified by the Board for the General Manager by separate Board Resolution.

3.1.2 Unused Vacation

Unused vacation credit shall be accumulated and carried forward each month up to a total of 200 hours. Once an employee has reached 200 hours, he/she will not accumulate any more vacation hours until falling below the 200 hour mark. If District work requirements conflict with an employee's vacation schedule, the Board shall consider a request from an employee to carry over vacation credits over the 200 hour accrual limit.

3.1.3 Vacation Schedule

Requests for vacation time shall be submitted to the General Manager and must be approved prior to the leave being taken by the employee. The General Manager shall consider the District's goal and priorities in determining the approval of vacation time.

3.2. Sick Leave

3.2.1. Amount of Sick Leave

Each full-time employee shall be allowed eight (8) hours of sick leave with pay for each month of full-time service. A new full-time employee shall receive his first eight (8) hours of sick leave credit upon the last day of the month during which one full month of service is completed.

3.2.2. Use of Sick Leave

Sick Leave may be utilized when an employee is sick or the employee is needed to care for an immediate family member.

3.2.3. Unused Sick Leave

Unused sick leave credit shall be accumulated and carried forward from month to month.

3.2.4. Notification

Employees shall notify the General Manager that they will require sick leave on the first day of such leave and as often thereafter as directed by the General Manager. Employees shall also report such sick leave usage on the District's leave forms upon return.

3.2.5. Physician Statement

An employee who is absent from work due to illness for more than three (3) days may be required to file a written statement from the attending physician. After five (5) days the employee shall be required to file a written statement from the attending physician.

3.2.6. Family Medical Leave Act

Employee Rights and Responsibilities under the Family and Medical Leave Act (FMLA) are explained in the Department of Labor (DOL) form WHD-1420 General Notice, in Attachment G at the end of this Personnel Policy. When requesting FMLA leave, notice must be given to the employer that includes sufficient information (e.g., state the qualifying reason, provide anticipated timing and duration of leave if it is foreseeable so the employer can reasonably determine if FMLA may apply.) Notice may be given orally or by electronic means. Notice may come from the employee, a relative, or a responsible party. A 30 day notice is required if the leave is foreseeable. FMLA leave requires that in the case of foreseeable leave, the employee must consult with the employer and make a reasonable effort to schedule leave so as not to disrupt unduly the employers operations. The employer may delay FMLA leave when an employee needs to take a foreseeable leave, knows the FMLA notice requirements, and does not follow them. Upon receipt of notice of the need for FMLA the employer will provide the employee with DOL form WH-381.

Notice of Eligibility and Rights& Responsibilities. Form WH-381 will confirm the request for leave and inform if the request qualifies for FMLA leave, and if more information and/or certification by a Health Care Provider (HCP) is required. Form WH-381 outlines how leave will be calculated and any other responsibilities that may be required under FMLA.

Upon receipt of the required information and/or HCP certification, the employer will provide the employee with DOL form WH-382 Designation Notice. Form WH-382 will give written designation that the leave qualifies - or not - as FMLA leave, including a calculation as to the amount of leave, and if a fitness-for-duty (ffd) certification will be required prior to returning to work that addresses whether the employee can perform the essential job functions of the employee's position.

When subsequently requesting leave for the same FMLA qualifying reason for which leave was previously provided, the employee must specifically state the qualifying reason or state FMLA leave, "calling in sick" is not sufficient. Whether FMLA leave is taken continuously or on intermittent basis, the employee must advise the employer if there is a date change, leave needs to be extended, or if leave dates initially unknown are now known.

Prior to returning to work after being absent for a serious health condition the employee shall provide a fitness-for-duty certification from the employee's own health care provider that the employee is able to resume work.

3.3. Holidays

3.3.1. Paid Holidays

Paid holidays shall be authorized only for full-time employees.

3.3.2. Holiday Schedule

Regularly scheduled holidays will be as listed below. When a holiday falls on a Saturday, Friday shall be the observed holiday. When a holiday falls on a Sunday, Monday shall be the observed holiday.

- New Year's Day
- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Day

Employees may take one additional floating holiday with General Manager's prior approval. The work day before Thanksgiving, Christmas, New Year's and

Easter the office shall close at 11:30 A.M. and employees working those days shall be entitled to 4 hours of comp time.

3.3.3. Holiday Work

For those employees who are required to work on a holiday, compensation for such time worked will be made at the overtime rate in addition to normal compensation for the holiday. For example if an employee works one hour of overtime on a holiday they will be paid for: 1.5 hrs (OT) + 8 hrs (Holiday) = 9.5hrs.

3.4. Bereavement

In the event of a death in a full-time employee's immediate family (spouse, son, daughter, mother, father, brother, sister, half brother or sister, father or mother-in-law, stepfather or mother, stepson or daughter, grandmother or father), the employee may take a maximum of five (5) days leave without loss of pay for the purpose of attending the funeral and making necessary arrangements. The General Manager has the authority to evaluate and approve the use of bereavement leave.

4. Suspensions, Demotions and Layoffs

All employment is at-will. Employees may be suspended, demoted, terminated or laid off at the discretion of the General Manager, subject to the following.

4.1. Suspensions

An employee may be suspended from his position at any time by the General Manager.. Suspension without pay shall not exceed five (5) working days in any employment year without the approval of the Board of Directors.

4.2. Demotions

The General Manager may demote an employee by reduction in position or salary. Whenever an employee is demoted, voluntarily or involuntarily, to a lower position or to a lower salary, the compensation shall be adjusted to the salary range of the new position and he or she shall retain the original employment anniversary date.

4.3. Termination

All employees of the District are at-will.

As stated in the at-will policy (above), the General Manager may terminate an employee for unsatisfactory job performance, or any other reason, or no reason at all. An employee may be terminated without notice at the discretion of the General Manager. Terminated employees will be provided all personnel information related to insurance and final compensation at the time of termination.

4.4. Layoffs

Layoff shall mean the separation of an employee because of lack of work or lack of funds. In making layoffs of permanent, full-time employees, consideration shall be given within classifications to position, seniority, merit, qualification and fitness.

4.5. Hearing

An employee who has attained permanent status may request a hearing to appeal such dismissal, suspension or demotion before the Board of Directors. Notice of intent to appeal the suspension, demotion or dismissal must be made in writing to the Secretary of the Board of Directors no later than seven (7) days following the effective date of the action. A hearing in which an employee may appeal such action shall be held by the Board of Directors within thirty (30) days following receipt of such notice of intent to appeal said action. The Board's decision shall be in the Board's sole discretion and be final. Nothing in this section shall be construed to imply an agreement with the employee to only terminate with "good cause" or any other agreement which modifies the at-will nature of the employee's employment.

5. Tuition Reimbursement Policy

The District shall provide employees with the opportunity to enhance their skills and abilities through a tuition reimbursement program. Reimbursement to employees for costs incurred for formalized training shall be in accordance with the following.

5.1. Policy

The education, certification and license requirements for each District job classification are found in the individual Board approved job descriptions. It is the sole responsibility of the employee to obtain all required certification(s) and/or license(s) within the specified time frame indicated in section 1.4. Failure to obtain or maintain required certifications and/or licenses will be grounds for disciplinary action, up to and including termination of employment.

Examination fees for required certifications and licenses will be paid directly by the employee. The District will reimburse the employee upon proof of successful completion of the required certifications and licenses only. Renewal fees will be directly paid by the District.

Continuing education training for required certifications and licenses will be paid directly by the District.

Employee attendance at, as well as travel to and from, certification and license training events shall be compensated at the regular hourly rate, including overtime pay when applicable, and in accordance with the District's Travel Policy. The employee shall make every effort to schedule travel to avoid incurring overtime

hours. A District vehicle may be utilized to travel to and from certification training and exam events.

5.2. Courses

Courses must relate specifically to the employees job within the Ventura River Water District and approved by the General Manager.

5.3. Passing Grade

The employee must receive a passing grade or, if not a college course, a certificate of completion. If an employee drops the course for non-extenuating circumstances or receives less than a passing grade, he/she will not be eligible for the tuition reimbursement.

5.4. Financial Reimbursement

Employees are eligible for a maximum financial reimbursement of \$300 per fiscal year to cover tuition and necessary course materials, which does not include any transportation costs, parking costs, meal costs, etc. Additional expenses are the responsibility of the employee.

5.5. Off Duty Time

The course or courses must be taken on off-duty time.

5.6. Prior Approval

The employee is required to obtain the prior approval of the General Manager to participate in the tuition reimbursement program.

5.7. Required Training

When employees are required by Ventura River Water District to attend training schools, courses, seminars, etc., other than those included in the employees job specification, the travel time and attendance shall be considered work time. The District will directly pay for costs related to the program.

6. Performance Evaluation Policy

The General Manager shall evaluate employees and record the results in writing at least every 12 months, or more frequently if performance warrants. If an employee does not agree with the evaluation, the employee shall have the right to make a written response, a copy of which will be filed with the evaluation report in the employee's personnel file with the District. All evaluations and responses are to be reviewed and signed by both parties.

6.1. Evaluation Process

A. An evaluation shall be completed by the General Manager.

- B. The General Manager shall then meet with the employee to discuss the evaluation. The employee may include written comments, which then become a part of the evaluation.
- C. If a merit increase is recommended, a Personnel Action Form shall be completed and attached to the Employee Evaluation Form.
- D. The completed Employee Evaluation Form and the Personnel Action Form shall be signed by both the employee and the General Manager and the original copies shall be retained in the employee's personnel file.

7. Military Leave

Military leave shall be granted in accordance with provisions of the Military and Veterans Code of the State of California, Section 395-395.5. In general, current law provides that an employee having one year or more service with a public entity is entitled to military leave with pay not exceeding 30 days per year if the employee is engaged in military duty ordered for purposes of active military training or encampment.

7.1. Time off for Military Training

An employee who is required to attend scheduled service drill periods or perform other inactive duty reserve obligations is entitled to military leave without pay, not exceeding 17 calendar days per year although the employee may, at his or her option, elect to use vacation time to attend the scheduled reserve drill periods or to perform other inactive drill period obligations.

7.2. Leave Request

All employees, other than part-time or temporary hourly employees, entitled to military leave shall give the General Manager an opportunity, within the limits of military regulations, to determine when such leave shall be taken. A copy of military orders shall be submitted to the General Manager before any such absence.

8. Jury Duty

During such time as an employee, other than part-time or temporary hourly employee, is absent from work because of a summons for jury service, he/she shall receive his regular pay from the District, provided that an amount equal to the total compensation received by the employee from the County, State, or Federal Governments for such jury service shall be paid to the District.

9. Employee Retirement Plan

In addition to participation in the federal social security system, VRWD provides the California Public Employees' Retirement System (PERS) retirement plan. Employees hired before January 1, 2013 are enrolled in the 2% at 60 plan, retirement salary is based upon the average of the employee's three highest years' salary and VRWD pays all contributions for the PERS plan. Employees hired after January 1, 2013 are enrolled in the 2% at 62 plan,

retirement salary is based upon the average of the employee's three highest years' salary and the employee shall contribute the employee's share of up to 7% of eligible salary.

9.1. Eligibility

All employees who work 1,000 hours or 125 days in a fiscal year shall become eligible for contributions for employee retirement program.

10. Health Insurance

All employees and their dependents, other than part-time or temporary hourly employees, will be covered by the District's Employee Health Insurance Program in effect at that time. Current coverage and policies of the programs are available in the district office and should be reviewed by all eligible employees.

10.1. Eligibility

The Ventura River Water District provides health care, vision care, and dental care for full-time employees and their dependents at no cost to the employee. All eligible participants must enroll in the benefit plans, as required by the plans.

10.2. Effective Date

Health and vision coverage becomes effective on the first of the month, following the first day of employment. Dental coverage begins the first day of the month following two (2) full months of employment. The Health Plan is subject to change at any time by the carriers.

11. Use of District Vehicles

District vehicles are only to be used for District related business.

11.1. Provisions

- A. District-owned vehicles are to be used only to conduct District related business.
- B. Persons using District vehicles must have a valid driver's license.
- C. Employees shall exercise the highest degree of care in the operation, use and protection of District vehicles.
- D. Any driver of a District vehicle is responsible for reporting to the General Manager any repairs or maintenance that may be necessary to keep the vehicle in a safe operating condition.
- E. The driver of a District vehicle involved in an accident will call the local law enforcement agency for an investigation and fill out an "Incident Report" or its equivalent.

- F. An employee on Standby Duty shall take a vehicle home after regular working hours .
- G. If an Employee is on standby duty and there is a family event within 20 minutes of the District boundary that would require the employee's family to drive separate vehicles to the event, it shall be considered "District related business" for the Employee to drive the District vehicle to the event. District vehicles shall not be used to transporting family members.
- H. Reasonable and prudent personal use of District vehicles will be allowed for the District Manager.
- I. To the extent possible vehicles will be stored off the street, preferably covered.

12. Discrimination and/or Harassment Policy

12.1. General Policy

The District is committed to providing a work environment that is free from discrimination and/or harassment. In keeping with this commitment, the District maintains a strict policy prohibiting discrimination and/or harassment.

Discrimination and/or harassment is misconduct that can decrease work productivity, decrease morale and cause emotional and physical damage. Incidents of discrimination and/or harassment can result in serious economic implications such as: high turnover, ineffective use of time during working hours; salary being paid for non-productive work hours; and employee absence due to hearings and meetings related to discrimination and/or harassment complaints.

No employee or prospective employee shall be denied employment or promotion based on marital status or family relationship to another employee or District official. However, the District retains the right to refuse to place one member of a relationship under the direct supervision of the other party of the same relationship or to refuse to place both parties to the relationship in the same division or facility where there is a potential for creating adverse impact on supervision, safety, security, or morale, or involved potential conflicts of interest. In the event two employees engage in a relationship outside the workplace, they should notify their supervisor(s) so that the supervisor may make any necessary staff adjustments.

In the event two employees in the same division or two employees who are in a supervisory/subordinate relationship marry, file for legal status as domestic partners, divorce, terminate legal status, or become related or unrelated and there is a potential for creating an adverse impact on supervision, safety, security, or morale, one of the employees may be transferred to another position that is of equal salary and benefits.

12.2. Provisions

The District strictly prohibits discrimination and/or harassment on the basis of race, religion, creed, color, gender, sexual orientation, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth, veteran status, marital status.

The District considers discrimination and/or harassment a serious offense and is firmly committed to the philosophy that every employee has the right to work in an environment free from discriminatory intimidation, ridicule and insult, and to be treated with courtesy, dignity and respect. Every employee is expected to adhere to a standard of conduct that is respectful of all persons within the work environment.

In keeping with this commitment, the District maintains and follows a strict policy prohibiting discrimination and/or harassment, in any form, including: verbal, physical and visual harassment, coercion, and or/or reprisal. This policy applies to all employees, elected officials, appointed officials, volunteers, temporary agency workers, contract workers, consultants, vendors and visitors. The District does not tolerate any form of harassment/discrimination of employees by anyone at the work place or in any work-related situation. If, after investigation, it is determined an employee has engaged in discrimination and/or harassment, that employee will be disciplined, up to and including termination.

12.3. Prohibited Conduct

The District's Discrimination and Harassment Policy prohibits the following types of conduct:

- A. **Discrimination.** Discrimination is any action or conduct by which an employee is treated differently or less favorably than other employees similarly situated to him/her for the sole reason that he/she is a member of a legally protected category: race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth, veteran status, sexual orientation, marital status, gender, or age over 40 years.
- B. **Harassment.** Harassment is any verbal or physical conduct based on an employee's race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth, veteran status, marital status, gender, sexual orientation, or age over 40 years, where said conduct that is sufficiently severe or pervasive so as to affect an employee's work performance and/or alter the conditions of employment and/or create an intimidating, hostile or otherwise offensive working environment and/or is: 1) related or conditional to the receipt of employee benefits, including but not limited to, hiring and advancement; 2) related to or forms the basis for employment decisions affecting the employee; 3) sufficiently severe or pervasive so as to affect an employee's work performance and/or alter the

conditions of employment and/or create an intimidating, hostile or otherwise offensive working environment.

Examples of the type of conduct that can constitute discrimination and/or harassment include, but are not limited to:

1. **Verbal Harassment** – For example: epithets, derogatory comments or slurs, graphic commentaries about an individual’s body or other suggestive comments made on the basis of a legally protected category, such as race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth, veteran status, marital status, gender, sexual orientation, or age over 40 years.
2. **Physical Harassment** – For example: assault, impeding or blocking movement, interference with normal work movement, massages, sitting on laps, or unwanted touching of any type based upon a legally protected category, such as race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth, veteran status, marital status, gender, sexual orientation, or age over 40 years.
3. **Visual Forms of Harassment** – For example: leering, making derogatory gestures, derogatory posters, notices, bulletins, cartoons, drawings, e-mails, faxes, or other depictions based upon a legally protected category, such as race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth, veteran status, marital status, gender, sexual orientation, or age over 40 years.
4. **Sexual Conduct** – For example: unwelcome sexual advances, requests for sexual favors, propositions, and other verbal or physical conduct of a sexual nature which is made a condition of an employment benefit or unreasonably interferes with an individual’s work performance and creates an offensive work environment.
5. **Retaliation** – Taking adverse employment action against any employee for having reported or threatened to report unlawful discrimination or harassment on the basis of a legally protected category: race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth, veteran status, marital status, gender, sexual orientation, or age over 40 years.

12.4. Reporting Discrimination or Harassment

Comments, gestures or actions of a co-worker, supervisor, elected official, appointed official, volunteer, temporary agency worker, contract worker, consultant, vendor or

visitor that are perceived as discriminatory, harassing or offensive should be immediately communicated and discussed with the person who is harassing or offending. That person should be told such actions/words are not welcome.

Regardless of any discussion, a complaint may be filed. Having such a discussion in no way exonerates the discriminating party.

Employees should report complaints of discrimination and/or harassment to their immediate supervisor. Employees who are not comfortable discussing complaints of discrimination or harassment to their immediate supervisor may contact the General Manager. If the complaint involves the General Manager then an employee may contact the District's Legal Counsel or Board President.

A compliant form is included as Attachment F and includes the following information:

- A. The employee's name, department and position title.
- B. The name of the person or persons committing the harassment, including their title(s), if known.
- C. The specific nature of the discrimination and/or harassment, a description of what happened, how long it has gone on, and any employment action (demotion, failure to promote, dismissal, refusal to hire, transfer, etc.) taken against the victim as a result of the incident (if applicable), or any other threats made against the victim as a result of the incident.
- D. Witnesses to the harassment, if any.
- E. Whether the victim previously has reported such harassment and, if so, when and to whom.

Retaliation or retribution against employees who report discrimination and/or harassment problems is strictly prohibited. It is unlawful for an employer to retaliate against employees who oppose practices prohibited by state and federal law, file complaints, or otherwise participate in an investigation, proceeding or hearing conducted by the Department of Fair Employment and Housing, or the Equal Employment Opportunity Commission. Similarly, the District will not tolerate any employees who interfere with internal investigations and/or complaint procedures.

The District protects employees from discrimination and/or harassment by non-employees (e.g. elected official, appointed official, volunteer, temporary agency worker, contract worker, consultant, vendor, or visitor). Any employee who is the victim of any discrimination and/or harassment by a non-employee or observes this conduct toward another District employee should report such harassment to his/her immediate supervisor. Likewise, employees who observe or are advised about discrimination and/or harassment of another employee are encouraged to follow these reporting procedures.

The District cannot resolve discrimination and/or harassment problems unless it knows about them. Therefore, it is the employee's responsibility to bring those kinds of problems to the attention of the District so that the necessary steps can be taken.

12.5. *Anonymous Complaints*

Any employee who wishes to make a complaint of discrimination or harassment but is uncomfortable disclosing his or her identity may do so by filing the complaint anonymously with the General Manager. However, anonymity in the complaint procedure may compromise the District's ability to complete a thorough investigation.

12.6. *District Response to Complaints*

All complaints of discrimination or harassment that are reported to management will be investigated immediately, thoroughly, objectively, completely, and as confidentially as possible. The District, as part of its investigation, will make every attempt to interview all individuals with information relative to the complaint.

Any investigation related to a complaint under this policy will be conducted with as much confidentiality as possible and with respect for the rights of all individuals involved. Information related to the investigation will be provided on a "need to know" basis only.

The purpose of this provision is to protect the confidentiality of the employee who files a complaint, to encourage the reporting of any incidents of discrimination and/or harassment, and to protect the reputation of any employee wrongfully charged with discrimination and/or harassment.

It is important for the complaining party and the alleged violator to understand that it is a violation of this policy to discuss any investigation with other employees or to conduct one's own investigation at any time.

The District will make a determination and communicate that determination to the complaining employee and to the alleged violator. If it is determined that the alleged violator has broken District policies, appropriate corrective action will be taken in accordance with established District disciplinary procedures, up to and including termination. Furthermore, as part of the District's attempt to remedy the complaining employee's concerns, the complaining employee will be informed of remedial measures and disciplinary actions imposed against the violator.

Employees who believe that they have been discriminated against and/or harassed may, within one year of the incident, also file a complaint with the California Department of Fair Employment and Housing ("DFEH"). The DFEH may also investigate and process the complaint. Violators are subject to penalties and remedial measures that may include sanctions, fines, injunctions, reinstatement, back pay and damages. The phone number of the local office of the Department of Fair Employment and Housing is as follows: 1-800-884-1684.

While the District vigorously defends its employees' right to work in an environment free of discrimination and/or harassment, it also recognizes that false accusations of discrimination and/or harassment can have serious consequences. Accordingly, any employee who is found, through the District's investigation, to have deliberately and falsely accused another person of discrimination and/or harassment will be subject to appropriate disciplinary action, up to and including termination.

All employees are expected to act responsibly to establish a pleasant working environment free of discrimination and/or harassment.

13. Uniforms

Uniforms are considered to be a benefit to both the District as well as the employee. It is of importance to the District as a public agency that employees are identified when coming in contact with the public or when they are in the eyes of the public. It is also important that the employees create an image of neatness and be of proper appearance while working for the Water District. Uniforms play an important part in achieving this.

13.1. *Number of Uniforms*

Five uniform pants, ten uniform shirts, one jacket and two pair of shorts are being provided initially to each participating employee. After the initial issue, replacements will be provided as warranted, not to exceed three pants, ten shirts, one jacket and two shorts per year. This cost shall be borne by the District.

13.2. *Employee's Responsibility*

In regard to District uniforms, the responsibilities of the employee are listed below:

- A. ***Appearance*** – Each employee is responsible to keep his uniform in a clean and presentable manner.
- B. ***Cleaning*** – Normal cleaning should be performed in accordance with the manufactures recommendations.
- C. ***Emblems and Patches*** – Emblems and patches will be furnished for each uniform purchased.
- D. ***Repairs*** – It is the employee's responsibility to make repairs to uniforms such as replacement of buttons, mending of tears, etc.

14. Drug and Alcohol Policy

14.1. *Purpose*

This policy outlines the goals and objectives of the District's drug and alcohol testing program and provides guidance to supervisors and employees concerning their responsibilities for carrying out the program.

14.2. Statement of Policy

- A. An employee's consent to submit to drug and alcohol testing is required as a condition of employment.
- B. All employees are required to abide by the terms of this policy.
- C. Employees shall refer any questions regarding their rights and obligations to the District's Personnel Representative.

14.3. Training

The following requirements are imposed on those personnel responsible for employees subject to this policy:

- A. They must be trained in detecting the signs and behavior of employees who may be using drugs or alcohol in violation of this policy.
- B. They must intervene in situations that may involve violations of this policy.
- C. They must recognize the above activities as a direct job responsibility.

14.4. Pre-Employment Drug Testing Policy

- A. All applicants for employment are subject to random drug and alcohol testing
- B. An applicant will be notified of the District's drug and alcohol testing policy prior to being tested. He or she will be informed in writing of his or her right to refuse to undergo such testing and will be informed that the consequences of refusal is termination of the pre-employment process.
- C. Before a drug or alcohol test is administered, the employee will be required to sign consent forms authorizing the test and permitting the release of the test results to the District.
- D. The District is required to obtain from previous employers, upon written consent, information on any alcohol test of 0.04 or greater, positive drug results, refusals to be tested, or other violations of regulations during the past two years.
- E. If an applicant refuses to take a drug or alcohol test, or if evidence of the use of illegal drugs or alcohol by an applicant is discovered, either through testing or other means, the pre-employment process will be terminated.
- F. An applicant may be required to take and pass a drug test to be considered for employment. Such offer of employment shall not be tendered until all drug test results have been received. There is no pre-employment alcohol test.

14.5. Drug and Alcohol Testing

14.5.1. Employee Requirements

- A. All applicable employees will be provided a copy of the policy, and the District will obtain a written acknowledgement from each employee that the policy has been received and read.
- B. An employee will be subject to random alcohol and drug testing administered through a third party medical testing facility selected by the District.
- C. In addition to periodic random testing, an employee will be subject to alcohol and drug testing when a trained supervisor has reasonable suspicion to believe the employee is under the influence of alcohol or legal and illegal drugs.
- D. An employee will be subject to alcohol and drug testing when he or she is involved in any accident involving the operation of a District motor vehicle.
- E. An employee will be subject to alcohol and drug testing when he or she is involved in any accident that results or could result in the filing of a Workers' Compensation claim.
- F. An employee's refusal to consent to a drug or alcohol test may result in disciplinary action, up to and including termination.

14.5.2. Violation of Policy

- A. Any employee who is found through drug or alcohol testing to have in his or her body a detectable amount of an illegal drug or of alcohol will be subject to either discharge or the issuance of a "Last Chance Agreement" for continued employment.
- B. An employee is subject to termination without an opportunity for a "Last Chance Agreement" if he or she is involved in an accident which results in serious injury or death and is found through drug or alcohol testing to have in his or her body a detectable amount of an illegal drug or of alcohol.
- C. An employee subject to a "Last Chance Agreement" must be removed from performing any safety sensitive functions.
- D. An employee who has violated any of the provisions of this policy and has been offered a "Last Chance Agreement" may return to duty under the following conditions:
 - He or she has successfully completed a rehabilitation/treatment program.

- He or she has submitted to follow-up drug or alcohol testing (depending on which test he or she failed)
- He or she has received a verified negative test result.

14.5.3. Testing Procedures

- A. Lab procedures will be administered by a third party medical testing facility selected by the District.
- B. Alcohol testing will be conducted by using a breath-testing device approved by the National Highway Traffic Safety Administration.
- C. Drug testing will be conducted by obtaining a urine specimen from an employee. The specimen will be sent to the lab and screened.
- D. The District will test for the following substances:
 - Amphetamines/Methamphetamines
 - Cocaine
 - Opiates
 - Phencyclidine (PCP)
 - Marijuana

14.5.4. Personnel

- A. All records pertaining to drug and alcohol testing shall be in a confidential file kept under the control of the District.
- B. The District shall provide employees with a copy of the policy and obtain a written acknowledgement from each employee that the policy has been received and read.
- C. The District shall provide violators, including an applicant or new employee, information on of the available resources for evaluation and treatment of drug/alcohol problems.
- D. The District shall provide educational information concerning the negative effects of alcohol and controlled substances.
- E. The District shall make any changes to this Policy at any time for the purpose of ensuring continued compliance with state and federal laws or regulations.

15. Cell Phone and Internet Use Policy

15.1. Internet Use Policy

15.1.1. Purpose

The purpose of this policy is to provide guidance to District employees regarding the proper and authorized use of the District's email and internet system.

15.1.2. Definitions

- "Electronic Communication" means any communication or writing created by, retrieved by, sent to, or stored by any employee using any Electronic Communication System, including all information, data, and attachments to the communication.
- "Electronic Communication System" means the system of devices (including hardware, software, and other equipment) used by the District for the purpose of facilitating the transmission and storage of electronic information (including the Email System, telephones, pagers, radios, computers, and all peripheral devices such as hard drives, disks, tapes, film, CDs, and palm pilots).
- "Email" means any Electronic Communication to or from any employee using the Email System, including all information, data, and attachments to the communication.
- "Email System" means the system of devices (including hardware, software, and other equipment) used by the District for the purpose of facilitating the electronic transmission of information, including internet communications.
- "Public Record" means, as defined by California Government Code section 6252(d), any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the District regardless of physical form or characteristics.
- "Public Records Act" means California Government Code section 6200, et seq.
- "Writing" means, as defined by California Government Code section 6252(e), any handwriting, typewriting, printing, photostating, photographing, and every other means of recording upon any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, and other documents.

15.1.3. Policy

- A. Information on the Electronic Communication System is not private. The Electronic Communication System and all Electronic Communications are the

property of the District. The District has the right, but not a duty, to inspect or audit any and all Electronic Communications, at any time, for any lawful purpose, without notice to any employee. Accordingly, no employee shall have any expectation of privacy regarding the content of any Electronic Communications.

- B. The Electronic Communications System shall be used in a professional manner. In the use of the Electronic Communication System, Employees shall comply with all relevant District policies. Employees shall prepare Electronic Communications in a lawful, ethical, professional, and businesslike manner. The use of the Electronic Communication System is a privilege that may be revoked by the District at any time.
- C. Employees shall protect the security of the Electronic Communications System. Employees shall take all reasonable and necessary efforts to:
- Protect the confidentiality of information which is placed in their control or care
 - Minimize the likelihood of inadvertent transmission of confidential information to unintended recipients
 - Prevent unauthorized intruders from accessing the Electronic Communications System
 - Prevent the introduction or spread of computer viruses.

For the communication of sensitive and confidential information, Employees shall minimize the use of email and maximize the use of alternative communication media (such as face-to-face conversations, telephone, hard copy memos, and fax).

- D. The Email System shall be used for communication transmission, not storage. The District provides the Email System to employees as a convenient and efficient method of rapidly communicating transitory information in an electronic format. The Email System is specifically intended and designed to be a tool for transmission of information, and not a tool for storage of information.
- E. If information from email is required to be retained, transfer the information from email to a records storage system. Since information on the Email System is periodically purged, the District shall consider every email to be a preliminary draft (not retained in the ordinary course of business). However, if any information on the Email System is required to be retained for the discharge of an employee's duties, the information shall be transferred from the Email System to an appropriate records storage medium.

15.1.4. Protect Confidential Information

Whenever an employee possesses “confidential” information, the employee has an obligation to take all reasonable and necessary steps to protect the confidentiality of the information, and minimize the likelihood of inadvertent transmission of the confidential information to unintended recipients. If an employee has any question regarding the implementation of this section, contact the District.

- A. **Determine if the information is “confidential.”** Employees shall treat all information as “confidential” if there is any possibility that the information could be considered personal (such as personnel or medical records), or private (such as proprietary or financial information received from a third party), or if it could potentially expose the District to liability.
- B. **Identify the people who are authorized to receive the confidential information.** Employees with the care and custody of confidential information shall be responsible for determining which other employees (or possibly private attorneys or consultants hired to represent the District) are authorized recipients of the information. Generally, only people with a “need to know” the confidential information are authorized recipients. Employees with any questions as to who is an authorized recipient for confidential information shall contact the General Manager. Do not communicate confidential information to any person other than an authorized recipient. Do not forward a confidential email to any unauthorized recipient.
- C. **Consider the availability of alternate means of communication.** When it is necessary to communicate confidential information, employees shall consider the risks and benefits of all available means of communication (including: face-to-face communications, telephone, email, fax, or hard copy memo), and employees shall use a means of communication which minimizes the risk that the confidential communications will be received by an unintended recipient (that is, a person who does not “need to know” the confidential information). For confidential information that is particularly sensitive (for example, highly personal medical information, or information which could expose the District to significant liability), employees shall exercise a heightened sense of care in protecting the confidentiality of the information.
- D. **Minimize the use of email for confidential communications.** For the communication of confidential information, employees shall minimize the use of email and maximize the use of alternative communication media. In determining whether or not confidential information should be communicated via email versus some other form of communication, each employee shall weigh the benefits of communicating via the Email System (including: speed of communicating in writing over great distances, and the efficiency of electronic editing of documents by one or

more people) against the risk that the confidential information may be inadvertently sent or forwarded to an unintended recipient.

- E. **Clearly identify all confidential writings.** All confidential information that is contained in an Electronic Communication shall be clearly marked CONFIDENTIAL. If confidential information is required to be retained (as described below), it shall be clearly designated as CONFIDENTIAL in the appropriate storage or filing system.

15.1.5. Do Not Store Information on the Email System

The Email System shall be used for the transmission of information, and shall not be used for the storage of information. If information on the Email System is required to be retained for the discharge of an employee's duties, the information shall be transferred to an appropriate records storage medium.

- A. **The Email System will be periodically purged.** All information on the Email System shall be subject to purging (that is, deletion) by the District, without any notice to employees, in accordance with the schedule set forth below.

1. The purge cycle for calendar, tasks, and notes shall be 365 days.
2. Effective (date), the purge cycle for email messages shall be 90 days, and the purge cycle for email messages in the "Trash" shall be three days. In the future, the General Manager will set the retention period as deemed necessary.

- B. **Determine if information on the Email System is required to be retained.** For each email sent or received, employees shall determine whether or not there is information on the email that is required to be retained for the discharge of the employee's official duties for the District. This determination shall be made using the same criteria that is applied to information sent or received by the employee using any other means of communication. Employees with any question (as to whether a particular category of information is required to be retained) shall consult with their supervisors. Categories of information which are typically retained by the District include:

1. Required by law to be retained.
2. Documentation of notice to a member of the public of an action or position taken, or an action or position to be taken, on behalf of the District.
3. Documentation of a District policy, District regulation, or official decision made on behalf of the District.
4. Documentation of the transaction of business between the District and another party.

- C. **Transfer required information from the Email System to a records storage system.** If an email contains information which is “required to be retained,” as described above, the employee shall:
 1. Transfer the required information from the email to an appropriate public record storage system (such as printing the email on paper) before it is deleted or purged from the Email System.
 2. Maintain the public record in accordance with the District’s Records Retention Regulation.
- D. **Do not bypass the automatic purge cycle.** The “Archive” feature of the Email System is not available for use as a record storage system. Employees shall not manipulate settings in the Email System in an attempt to use the “Archive” feature or in an attempt to bypass the periodic purge cycle set by the District. This is not to preclude employees from deleting emails earlier than the purge cycle period expires. Employees may delete emails from their Inbox, Trash, or other folder of their email account at any time they feel it is appropriate.
- E. **Delete all Emails.** Since all emails are preliminary drafts, every employee (sending or receiving any email) shall delete the email as soon as the information is no longer required or convenient for the discharge of the employee’s duties, and the email shall be automatically purged by the District in accordance with the schedule set forth in this documentation.

15.1.6. General Use of Email System

- A. **Everyone E-Mails.** The Email System is capable of simultaneously transmitting information to “All Users” of the Email System. Group messages should be done only for business related purposes.
- B. **Do not attempt to disguise the origin of an email.** No employee shall attempt to disguise the origin of any email.
- C. **Do not access other employees’ email.** No employee shall access another employees’ email unless authorized by the other employee or the General Manager.
- D. **Violations of this policy.** Violation of this policy is subject to discipline up to and including termination.
- E. **Reporting criminal activity.** Any employee who discovers potential criminal activity involving the use of any Electronic Communication shall immediately report the activity to the employee’s supervisor.

15.2. Telephone and Cellular Phone Usage Policy

15.2.1. Purpose

It is the intent of the District to provide employees with effective communication devices, within the constraints of available resources. The District recognizes the need for District-owned cellular telephones; this policy establishes procedures for their authorization, deployment, and use in order to contain costs, ensure departmental accountability and personal responsibility, and prevent improper use. It is important that each user assumes personal responsibility for the prudent use of taxpayers' dollars.

15.2.2. Policy Statement

Personal use of District-provided telephones and cellular telephones is allowed only on a very minor, incidental basis. Excessive personal use or abuse of this privilege may result in loss of the use of the telephone and/or disciplinary action. The District reserves the right to terminate cellular telephone privileges for any reason.

Prohibited use of telephones and cellular telephones includes, but is not limited to, the following:

- Any illegal use or activity
- Threats
- Slander/libel
- Defamation
- Obscene, suggestive or offensive messages or communications
- Any violation of the District's respect in the workplace policy
- Political endorsements or activities

No employee shall record any telephone call, whether land-line or wireless telephone, without the knowledge and consent of all parties to the call. No telephone device in any District facility, other than those serving the functions listed above shall have any recording device or other device capable of recording the contents of an interactive call attached to it. This provision is not to be interpreted as a ban on the use of voicemail or other messaging systems where a caller can opt to leave messages for an employee or organizational unit when the call is not immediately answered by staff.

Telephone, cellular telephone, and pager records and logs are a matter of public record and subject to examination by the public.

15.2.3. General Telephone Usage

All personal telephone calls are to be kept to an absolute minimum. Occasionally, personal calls may be necessary. Every effort must be made to limit personal calls to five minutes or less. Frequent and/or repeated personal calls may result in disciplinary action and/or termination.

Personal long distance calls made from and charged to District telephones are prohibited. All long distance calls shall be strictly scrutinized. Should a personal long distance call need to be made during working hours, it should be put on either a personal calling card or a prepaid telephone card. A copy of long distance telephone charges shall be provided to each supervisor.

15.2.4. Cellular Telephones

Individually assigned cellular telephones include all cellular telephones assigned to departments for use by individual employees. The purpose of these telephones is for official use. Pool cellular telephones include all cellular telephones assigned to departments for the use of more than one employee. The sole purpose of these telephones is for official use. Each department will maintain a log for signing the telephones in and out, so that all usage can be identified with specific individuals.

Employees are eligible for a District-issued cellular telephone if they demonstrate a valid business purpose by meeting specific criteria described in this policy. However, because of financial or other management considerations, meeting the criteria does not guarantee issuance of equipment.

The following criteria are among those that should be considered:

- A. **Management** – The employee is in a managerial role and a critical component of his/her job responsibilities, regardless of location, is contact with staff, citizens, and other agencies.
- B. **Work location** – The requirements of the job regularly take the employee away from his/her primary work location, either to serve the public or to complete work assignments, and the department head believes a cellular telephone is a critical tool for performing the job. Employees who are regularly assigned to a desk with a land-line telephone and who do not meet the other criteria will ordinarily not be assigned a cellular telephone.
- C. **On call** – The employee is either regularly on call or regularly expected to respond to District matters during non-business hours.

Employees are responsible for maintaining adequate physical protection of both the equipment issued to them by the District and access to the telephone service associated with the equipment. Employees shall

immediately notify the District if any District-owned cellular telephones are damaged, lost or stolen.

Cellular telephones are not to be used while operating a vehicle unless the employee is able to use a “hands-free” device. Otherwise, employees must safely park vehicles before using a cellular telephone.

Confidential conversations shall not be held over a cellular telephone as other communication devices can receive most wireless signals.

Any equipment purchased by the District is owned by the District and must be returned when the employee separates from service or when the need for the equipment no longer exists.

Employees will be financially responsible for any and all calls made to or from a cellular telephone while in his/her possession that are not in conformance with this policy.

15.2.5. Personal Use of District Cellular Telephones

District cellular telephones are issued for the primary purpose of conducting District business and are not intended to be a substitute for an employee’s personal cellular telephone. Employee use of cellular telephones for personal matters shall be kept to a minimum.

Personal calls shall not exceed 10% of the total number of base plan monthly minutes allowed under the District-provided cellular telephone plan or 60 minutes, whichever is less, provided such usage does not interfere with the conduct of District business.

Employees shall be notified that continued frequent and/or repeated use of the cellular telephone for personal use in violation of this policy may result in revocation of the cellular telephone and termination of the employee’s District-provided cellular telephone plan and may, depending on the circumstances, result in disciplinary action, up to and including termination.

If, during any month, an employee’s cellular telephone bill exceeds the plan minutes, the employee may be required to reimburse the District for some portion or all of the minutes above and beyond the monthly plan amount that resulted from personal use.

15.2.6. Telecommunications Allowance

In lieu of assigning a District-issued cellular telephone to an employee, the District may provide a telecommunications allowance. The amount of such allowance shall be determined by the General Manager based on the District cost of providing cellular telephones and related service plans, and amounts paid by other agencies for similar programs. The telecommunications allowance shall be reimbursed each month.

16. Smoking

Smoking is not allowed in any District enclosed area or vehicle. Smoking is allowed outside of District enclosed areas and vehicles. This policy applies to employees, guests, vendors and visitors. Employees are expected to inform guests, vendors and visitors of this policy as the situation warrants.

17. Travel Policy

It is the policy of the District to reimburse actual and necessary expenses incurred by Directors and employees of the District while on authorized travel for District business. Such travel includes all travel for the purpose of attending meetings as a representative of the District and includes travel to conferences or organized educational activities conducted in compliance with Government Code section 54952.2.

A. Authorization - Reimbursement of expenses for travel on District business, which exceed \$100, requires the submission of a Travel Reimbursement Claim form with accompanying receipts and approval by the General Manager.

B. Types of Authorized Travel Expenses - Defined

1. Registration - Registration fees charged for any authorized convention, conference, seminar or meeting are reimbursable. Direct registration payment by the District should be made prior to attendance.

Cancellation - Should an attendee find that he/she couldn't attend an event, it is the attendee's responsibility to provide notice early enough so that registration and reservations may be canceled, refunds obtained or arrange for another District representative to attend.

2. Transportation

- a. Commercial Carrier - Reimbursement shall be limited to standard "coach class" fare. Any deviation shall require General Manager approval. Fares shall be paid by the District directly to the ticketing agent whenever practical.
- b. Taxi, Car Rental and Limousine Service - Car rental and limousine services other than airport limousine services shall not be reimbursed unless authorized by the General Manager prior to travel. Shuttle, bus, airport limousine, taxi or other public transportation shall be used between airport, hotel and conference site whenever available. Taxi service should be used only when no other convenient, less costly transportation is available.
- c. Personal Vehicles - Personal automobiles, when approved as a mode of travel to and from destinations, will be reimbursed at the IRS established mileage rate. Personal vehicles must be insured as required by state law.

Unless authorized, reimbursement for private car mileage shall not exceed the cost of "coach class" fare, plus airport transportation, airport parking, and transportation costs at the destination. Exceptions may be authorized when air service is not available or reasonably convenient.

When a commercial air carrier is used, a traveler will be reimbursed for mileage to and from the airport and the actual cost of airport parking. If two or more travelers share this transportation, reimbursement shall be made to the person driving his/her vehicle. If a van/shuttle is used, the traveler shall be reimbursed for the actual cost.

- d. District Vehicles - Travel in District vehicles, when applicable, is encouraged. All receipts for gas, oil, emergency repairs, and other supplies necessary en route must be furnished in order to obtain reimbursement.
3. Lodging - Hotel accommodations may be arranged directly by the traveler and later reimbursed or may be made through the General Manager. Required reservation deposits should be requested well in advance of travel when possible. When feasible, hotel accommodations should be within easy walking access to the authorized functions.

If the lodging is in connection with a conference or organized educational activity, 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 traveler at the time of booking. If a group rate is not available, the traveler shall use comparable lodging at the then-available rate.

If the Lodging is not in connection with a conference or organized educational activity with a published group rate, reimbursement for the cost of the lodging is limited to the cost of a standard guestroom that meets the comprehensive needs of an overnight business traveler.

4. Travelers shall use government and group rates offered by a provider of transportation or lodging services for travel and lodging when available.
5. Meals and Incidental Expenses: - Each person traveling on official District business, which includes an overnight stay, is entitled to reimbursement for meals and incidental expenses. Included are meals and incidental expenses, such as tips, gratuities, and snacks not included in convention or conference fees.
 - a. If the trip is 24 hours or less and includes an overnight stay, the traveler may be advanced for meals up to a maximum per diem of \$71.00 (\$12 for breakfast, \$18 for lunch, and \$36 for dinner) per day.

- b. Meals are reimbursable up to the maximum per diem for each successive 24-hour period.
- c. All receipts, unless paid by a District Credit Card must accompany the travel expense report regardless of amount. Tips for any meals are reimbursable not to exceed 20% of the cost of the meal.
- d. When travel is undertaken on the day preceding or following official business, in order to depart from or arrive at home during reasonable hours, the traveler shall be entitled to the cost of lodging and per diem allowance for the additional day, in accordance with this section.
- e. Incidental Expenses not specifically addressed in this policy that are incurred by a Board member or employee of the District may be allowable where deemed by the General Manager to be reasonable and necessary for the conduct of District business.
- f. Non reimbursable expenses include but are not limited to the following:
 - Automobile repairs, replacement or towage to a personal vehicle;
 - Flight or automobile insurance;
 - Excessive personal telephone calls;
 - Expenses for persons other than the Board member or employee except as approved in accordance with the preceding paragraph;
 - Cost of traffic violations and other penalties for infractions of any law;
 - Laundry or dry cleaning, movies, alcoholic beverages, cost of caring for animals or family while away on business.

C. Expense Reimbursement

1. Advances – Payments may be advanced to the traveler based upon estimated costs in those instances where reimbursement upon completion of travel would result in hardship to the employee. Advances may not exceed 85% of estimated expenses to be paid out-of-pocket of the traveler.
2. Credit Cards - District credit cards issued to selected employees may be used to pay for travel costs in those instances where the traveler has been authorized such use within the Credit Card procurement authorization process.
3. Reconciliation - Travel reconciliation forms shall be submitted to the General Manager for approval within 15 working days following travel. If a reconciliation form is not submitted within time limits, future travel advances, use of a District credit card or prepayment of fees, and lodging for that traveler may be curtailed. If travel is cancelled,

the reconciliation form must be turned in within 15 working days from date travel is cancelled.

4. Single Day Travel - The traveler shall itemize the expenses incurred for reimbursement, and include supporting documentation such as receipts or paid invoices with the Travel Authorization and Reconciliation form. Reimbursement for meals and incidental expenses other than transportation, parking, and registration shall be reimbursed in accordance with paragraph B.4 above and shall not exceed the Maximum Daily Allowance.
5. Other Expenses - Reimbursement may be claimed for facsimiles, hotel or conference parking, or other work-related expenses by submitting original receipts.
6. Cost Advantage - When travel before or after an event or when staying over a Saturday night results in a cost savings, the General Manager may authorize additional travel days.
7. Additional Travel Days - Except as approved by the General Manager in accordance with C.6 above, if a District Board member or employee elects to travel in advance or stay longer on personal business or vacation status, the District shall not be obligated for any expenses due to the additional personal travel days.

18. Glossary of Terms

At-will employment – All employees of the Ventura River Water District are “at-will.” All District employees are free to quit for any reason, or no reason at all, and the District is equally free to terminate or demote individuals without notice and for any reason, with or without cause or good reason (subject, of course, to the District’s obligation under California and Federal law to not engage in illegal discrimination or terminate for an employee’s participation in certain protected activities). All employees will remain at-will unless their position is changed in writing by the General Manager. For example, only the General Manager can promise that a District employee will not be fired except for with “good cause,” or that the employee will be employed for a specified term, and as such the modification must be in writing to be enforceable.

Employees may appeal the General Manager’s termination decision to the Board of Directors as indicated in Section 4.5. However, the Board’s decision shall be in the Board’s sole discretion and be final, and shall not imply an agreement with the employee to terminate only with “good cause,” or imply any other agreement which modifies the at-will nature of the employee’s employment.

Average – Also known as arithmetic mean, calculated by adding the sum of all items divided by the number of items.

Classification – The job duties and level at which an employee works within an organization.

Compensation – The total amount that employee is compensated for work, including salary, medical benefits, retirement benefits, time off, and other valuable incentives.

District – Ventura River Water District

Exempt – Exempt employees are salaried and are not paid overtime in accordance with the Federal Fair Labor Standards Act (FLSA) and are not required to complete a time card.

Health coverage – The specific health plan benefits offered to an employee, typically in accordance with a monetary contribution by the employee.

Longevity pay – Incentive pay offered to employees based on length of service.

Median – The midpoint of a range of numbers.

Merit – Reward based performance of duties.

Non-Exempt – Non-Exempt employees are paid overtime in accordance with the Federal Fair Labor Standards Act and must complete an hourly time card every pay period.

Overtime – Time worked in excess of 40 hours per week.

Paid management leave – A set number of days offered annually for specified positions in addition to paid vacation, sick, or holiday time off.

Permanent full-time employees – Employees who have completed their probationary periods and have met the District certification requirements and are serving in full-time positions.

Permanent part-time employees – Employees who serve in part-time hourly positions.

Probationary full-time employees – Employees that have been hired to serve full-time but have not passed their probationary period.

Provisional full-time employee – Employees who have passed their 12 month probationary period but have not attained the required District certification.

Probationary period – the 12 month period after initial employee hire prior to attaining permanent status.

Retirement benefit – The level of retirement benefit guaranteed to new employees, typically based on a defined benefit plan such as Cal PERS.

Retirement contribution – The amount of the employee's salary that is paid into the defined retirement plan.

Salary range – The low to high annual salary per classification.

Second employment – Employment at a business other than the VRWD

Separation – The time at which an employee and employer relationship is dissolved.

Standby duty – Non-work time during which an employee should be prepared to work.

Temporary hourly employees – Employees in temporary part-time hourly positions.

Vacation accrual – Time off that is allotted to the employee commensurate with the amount of time worked. Time off varies according to the employee agreement.

VRWD – Ventura River Water District

Attachment A – Personnel Action Form

Ventura River Water District

Last Name

First Name

Middle

**Type of Action
(Check boxes that apply)**

Appointment

COLA

Rehire

Leave of Absence

Salary Change (Merit)

Promotion

Separation

Other

**Specific Information Regarding Action
(Fill in the applicable information below)**

	From	To
Change in Job Classification		
Change in Salary (Merit)		
Cost of Living		
Monthly Rate		
Hourly Rate		

Effective date for changes listed above: _____

Notes: _____

Approved: _____
General Manager

Attachment B – New Employee Checklist

Employee Name _____

Pre-Employment Approval to Hire

- _____ Job Offer Letter
- _____ Physical Completed
- _____ DMV Record Review
- _____ Personnel Action Form
- _____ Background Check

Full-time and Part-time Employees

- _____ Employee Eligibility Form (I-9 Immigration Form) Appropriate Documentation
- _____ Copy of Driver's License
- _____ Proof of Insurance/Automobile Liability Statement
- _____ Form W-4
- _____ Employee Information Form
- _____ Employee to Fingerprinting/ID Card (Within Ten Days of Employment)
- _____ Worker's Compensation and Pamphlet
- _____ Physician Designation Form
- _____ EDD (For Your Benefit Booklet)
- _____ Personnel Policies & Acknowledgement Form (Return in One Week)
- _____ Retirement Information
- _____ 1959 Survivor Benefit Program

I acknowledge that the items checked on this list have been discussed with me and/or provided to me. I agree to return all necessary completed forms to the District office by _____.
(date)

Signature

Date

Attachment C – Personnel Policy & Procedure Acknowledgement Form

My signature below is confirmation that I have received a copy of the Ventura River Water District’s Personnel Policies and Procedures. I understand that these policies and procedures are not exhaustive and are intended to supplement other personnel policies that govern rules of conduct and performance in the workplace. I also acknowledge and understand that this personnel policy is a guide, and not a contract of employment. I further understand and agree that it is my responsibility to read and familiarize myself with these policies and procedures and to contact my supervisor in the event that I have questions or need clarification regarding this information. I understand that not following District policies and procedures may result in disciplinary action up to and including termination. I also acknowledge that the District reserves the right to revise and update these policies and procedures at any time. I understand that these personnel policies are not intended to be a contract of employment or a legal document.

I also agree that my employment with the District is voluntary and at-will and is subject to termination by me or the District at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of District employees or to create an agreement to terminate me only for “good cause.”

I agree and understand that the at-will nature of my employment may not be modified by any officer or employee of the District except by an agreement in writing signed by the General Manager, and shall not be modified by any publication or document.

Employee's Signature

Date: _____

Employee – Print Name

Attachment E – Employee Suggestion Program

Background: The Ventura River Water District has talented and committed employees. Our employees are the foundation of our ability to deliver our services and we believe our employees have ideas for streamlining how we work which will result in reducing expenditures and/or increasing revenue. We want to encourage our employees to come forward with their ideas so that we can continuously improve our productivity and effectiveness. This employee suggestion program is one vehicle for soliciting ideas for improvement.

Program Purpose: Identify organizational and operational improvements that would save money, increase revenue and/or improve safety.

Guidelines

The District's Board and management staff encourages all employees to participate in this program.

All suggestions will be evaluated and a response given to the employee(s) who submitted an idea(s). An initial acknowledgement of the suggestion received will be given to the employee(s) within two weeks of submitting the suggestion.

Ideas may be submitted by an individual or team of employees. All suggestions must be signed so that the employee(s) offering the suggestions may be contacted as part of the evaluation process.

Suggestions shall be:

- *Practical* – ones that can be implemented within current resources
- *Specific* – about what the improvement would be if the change were made and in describing the specific change that is recommended
- *Timely* – pertaining to current or planned operations and policies

Suggestions shall not:

- Be for changes within the employee's authority or responsibility to implement – we expect individuals to act within their authority to continuously improve operations, in consultation with their supervisors
- Concern matters already under consideration
- Concern personal grievances or complaints
- Concern policies or procedures that are not being followed or that are not being applied properly – any such issues should be taken up with the employee's supervisor or with human resources staff for appropriate follow up

The District will recognize employees for the suggestions that are implemented; some methods are:

- a. Press releases, if there is a significant community benefit or large cost savings
- b. District Board recognition of the employee at a board meeting
- c. Annual employee luncheon or other recognition event
- d. Monetary Award determined by the Board of Directors as suggested by the General Manager.

The District's management will seek feedback about the program on a continuous basis, and at least annually, evaluate employee participation, the effectiveness of the program in eliciting ideas for improvement, and identify modifications needed to improve the suggestion program.

Employee Suggestion Form

Date: _____

Name of person submitting suggestion: _____

Title: _____

Email: _____

Work phone: _____

If a team is making the suggestion, state their names and titles:

Suggestion is intended to (check the areas that apply below):

- Save money
- Increase revenue
- Streamline a process to increase staff efficiency
- Improve serve results for our customers
- Other: _____

Describe the change(s) you are suggesting:

What will be the benefits of these changes?

What would be needed to implement these changes? (Note: you may not know all of the implementation steps, but it will be helpful to understand what you think may be needed.)

What might be the problems with or barriers to your suggestion?

Have you discussed this idea in the past? If so, with whom?

Who might be helpful in implementing your suggestion?

Signed: _____

Dated: _____

Attachment F – Complaint/Grievance Form

Employee's Name: _____

1. What do you allege occurred and what was said?
2. Is it still occurring? If so, how often?
3. How did the alleged event or events affect you and how did you react?
4. Are there witnesses to the alleged event or events? If so, who?
5. Are there any other persons who have information regarding this?
6. Who did you tell about the alleged event?
7. Who do you suggest the District interview about this?
8. How do you want the situation resolved?
9. I there anything else you think is important that the District should know about this event?

Employee's Signature: _____ Date: _____

Add additional pages if necessary to fully explain your concerns. When complete return this form to the General Manager, District Legal Counsel or Board President as appropriate.

Attachment G – Family and Medical Leave

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV



WHD Publication 1420 - Revised February 2013

U.S. Department of Labor | Wage and Hour Division

Family and Medical Leave Act/California Family Rights Act (FMLA/CFRA)

Definition of the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA)

FMLA is based on a Federal law and is administered by the U.S. Department of Labor (DOL), Employment Standards Administration, Wage and Hour Division. CFRA is a state law, which is administered by the Department of Fair Employment and Housing (DFEH). State legislation in 1993 changed the state law to generally conform to the provisions of the FMLA. FMLA/CFRA does not supersede any memoranda of understanding that provides greater family or medical leave rights.

Benefit to employee FMLA/CFRA authorizes an eligible employee to take up to a total of twelve (12) workweeks of paid or unpaid job-protected leave with employer-paid health, dental, and vision benefits during a "rolling" twelve (12)-month period for one or more of the following reasons:

Reasons for leave

- The birth of a child or adoption or foster care placement of a child.
- To care for an immediate family member (spouse, child or parent) with a serious health condition.
- When the employee is unable to work because of a serious health condition.

WHO IS ELIGIBLE FOR FMLA/CFRA LEAVE

Twelve months and 1250 hours requirements

1. An employee who has been employed for a total of at least twelve (12) months on the date on which any FMLA/CFRA leave is to commence, and
2. Who, on the date on which any FMLA/CFRA leave is to commence, has physically worked for at least 1,250 hours during the previous twelve (12)-month period. The hours need not be consecutive hours. Time off for sick leave, vacation/annual leave, administrative time off (ATO), compensating time off (CTO), holidays, informal time off (ITO) or personal leave (PL) are not to be counted toward the 1250 hours of work.

DEFINITIONS

Twelve (12) Workweeks and "rolling" twelve month;

An FMLA/CFRA leave may be taken in one twelve (12) workweek period, or in increments of a tenth hour or more that total twelve (12) workweeks. The twelve (12) workweek period means 60 working days, or

480 hours, for most full-time employees. For eligible employees who work less than full-time, the number of working days is adjusted on a proportional basis. For example, for an employee who works half time, twelve (12) workweeks means thirty (30) full days or sixty (60) half days, or 240 hours.

A rolling twelve month period is measured backward from the date an employee uses any FMLA/CFRA leave. Each time an employee takes an FMLA/CFRA leave, the remaining leave entitlement is any balance of the twelve (12) workweeks that has not been used during the preceding twelve (12) months.

Health care provider:

A doctor of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctor practices. A podiatrist, dentist, clinical psychologist, optometrist or chiropractor (a chiropractor is limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice, and performing within the scope of their practice, under state law. A nurse practitioner or nurse-midwife authorized to practice, and performing within the scope of their practice, as defined under state law.

A Christian Science practitioner listed with the First Church of Christ, Scientist in Boston, Massachusetts.

A health care provider as defined above, who practices in a country other than the United States, who is authorized to practice in accordance with the law of that country.

Job protected leave:

An employee returning to work from an FMLA/CFRA leave is entitled to be restored to the same position of employment (the one held by the employee when notice was given or the leave commenced) or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. An employee may be temporarily transferred to an available alternative position, for which he or she is qualified, that has equivalent pay and benefits, that better accommodates the employee's need to take intermittent leave or reduce his or her time base.

REASONS FOR FMLA/CFRA LEAVE:

Birth/adoption/foster care placement

Family member or employee with serious health condition;

1. The birth of a child or adoption or foster care placement of a child.

FMLA/CFRA leave includes maternity and paternity leaves. This leave does not include pregnancy-related or childbirth-related disabilities. An employee who is **disabled** on account of pregnancy, childbirth, or related medical conditions is entitled to take Pregnancy Disability Leave (PDL) for the period of the actual disability of six (6) weeks up to four (4) months. An

employee need not meet the eligibility requirements for FMLA/CFRA to be eligible for PDL. A pregnancy/childbirth-related disability leave **will be** deducted from an employee's FMLA (12) leave entitlement. The CFRA entitles employees to an additional twelve weeks of bonding leave. If an employee elects both PDL and FMLA/CFRA, the District will only pay for its portion of the employee's health, dental, and vision benefits for twelve (12) weeks, no matter whether the employee is on PDL or FMLA/CFRA leave.

FMLA/CFRA leave is provided to either parent for birth, adoption, or foster placement of a child. Parents may be on leave simultaneously as long as there is a certification of the need for their care. The **minimum** duration of FMLA/CFRA leave taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care is two (2) weeks. However, the District will grant a request for FMLA/CFRA leave for these purposes of at least one day but less than two weeks' duration on any two occasions. Leave for childbirth or placement for adoption or foster care must conclude within twelve (12) months of the birth or placement.

2. To care for an immediate family member (spouse, child or parent) with a serious health condition.

A **spouse** is a husband or a wife as defined or recognized under state law. **Child** means a biological, adopted, or foster child, stepchild, legal ward, or a child of a person standing "in loco parentis" (in the place of a parent, or a parent's authority), who is under 18 years of age, or 18 years of age or older and incapable of self-care because of mental or physical disability. **Parent** is a biological or adoptive parent or a person who stood "in loco parentis" to an employee when the employee was a child. **Parent-in-law** does not qualify.

3. The employee is unable to work because of a serious health condition.

Serious health condition:

A **serious health condition** means an illness, injury, impairment, or physical or mental condition. A serious health condition involves:

- Any period of incapacity or treatment in connection with, or consequent to, inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility.
- Any period of incapacity requiring absence from work, school, or other regular daily activities, of more than three consecutive calendar days, that involves continuing treatment by (or under the supervision of) a health care provider.
- Continuing treatment by or under the supervision of a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days, or for prenatal care (other than routine medical appointments).
- Restorative dental or plastic surgery after an accident or injury, or the removal of cancerous growths are serious health conditions if all the conditions of this regulation (29 CFR 825.114) are met.

Voluntary or cosmetic treatments (such as most treatments for orthodontia or acne) which are not medically necessary are not "serious health conditions," unless inpatient hospital care is required. Routine preventive physical examinations are excluded.

Use of leave credits An eligible employee may use paid accrued leave; e.g., annual leave, personal leave, sick leave, and vacation, during a qualified FMLA/CFRA event.

The District **will** count this leave against the employee's twelve (12) workweek entitlement.

1. Sick leave may only be used in accordance with collective bargaining agreements and/or applicable civil service laws, rules, and policies. If a leave is FMLA/CFRA qualifying, no limitation will be placed on the employee's use of paid vacation, annual leave, or personal leave.

2. Paid/unpaid leave may be taken in one twelve (12) workweek period or in increments of a tenth of an hour or more. When a leave is taken for a medical or other FMLA/CFRA related appointment, the employee must make a reasonable effort to schedule the appointment at a time that minimizes disruption to the Department's operations.

When medical information will be required:

1. An eligible employee requesting **paid/unpaid** FMLA/CFRA leave because of the employee's own or a qualified relative's serious health condition must provide medical certification *FMLA/CFRA Med-Cert* from his/her health provider. Until such certification is provided, leave will be provisionally counted as FMLA/CFRA leave. Failure to provide this certification within fifteen (15) days of the leave request may result in denial of the FMLA/CFRA leave.

2. The District may, at its expense, obtain a second medical opinion of the employee's medical certification. If the first and second opinions differ, the District may, at its expense, obtain a third opinion from a health care provider jointly selected by the employee and the Department. The third opinion is binding. Pending receipt of either the second or third opinions the employee will be provisionally entitled to the benefits of FMLA/CFRA. Upon request of the employee, the District will furnish the employee with copies of any additional medical opinions. The District will reimburse employees for out-of pocket travel expenses incurred to obtain second or third opinions.

3. If an employee requests additional time beyond that which was originally estimated for the employee's FMLA/CFRA leave, recertification may be required. Re-certification may also be required if the District receives information that causes it to question the stated reason for the absence. Failure to submit required re-certification may result in termination of the leave. No second or third opinions will be allowed on re-certifications.

4. When the employee returns to work at the conclusion of FMLA/CFRA leave taken for their own serious illness, they will be required to furnish their supervisor with a note from their health care provider releasing the employee to work. No second or third opinions will be

allowed on releases to return to work. However, a health care provider employed by the District may contact the employee's health care provider, with the employee's permission, for purposes of clarification of the employee's fitness to return to work. The employee's return to work will not be delayed by this contact.

Periodic reporting of condition:

Employees whose FMLA/CFRA leave does not have a stated amount of time may be asked to periodically report on their status and intent to return to work. "Periodically" is defined as no more than every thirty (30) days.

Sick leave restriction

No absence that qualifies as FMLA/CFRA leave will be counted against any employee for purposes of determining excess sick leave usage. If a leave is FMLA/CFRA qualifying, no limitation may be placed on the employee's option to substitute accrued vacation, accrued annual leave, or accrued personal leave for unpaid leave, regardless of any leave usage restriction in place.

Applying FMLA/CFRA leave with other leaves:

1. Non-Industrial Disability Leave (NDI) **will** run concurrently with FMLA/CFRA leave. Pregnancy Disability Leave (PDL) **will** run concurrently with only FMLA leave.
2. Twelve (12) weeks of FMLA/CFRA leave will be available to eligible employees who exhaust Industrial Disability Leave (IDL) or Temporary Disability (TD). Pending Workers' Compensation Insurance acceptance of an employee's claim of a job-related injury, the District will provisionally count any unpaid/paid leave taken for that injury against an employee's twelve (12) workweeks of FMLA/CFRA leave.

Payment of benefits during unpaid FMLA/CFRA leave:

During an unpaid FMLA/CFRA leave, the District will pay the entire premiums of an employee's health, dental, and vision benefits. When the employee returns to work, an accounts receivable will be established to recover the employee's portion of the premiums. An employee who currently receives the "cash option" (in lieu of health benefits) under the State's Flex-Elect program will not receive the "cash option" during an FMLA/CFRA leave.

The District shall collect the entire cost of the premium if the employee returns to work for less than thirty (30) calendar days, or if the employee chooses not to return to work upon expiration of the FMLA/CFRA leave.

The District shall NOT collect the entire cost of the premium, if the employee retires during the first thirty (30) calendar days after returning to work, or upon the continuance, or onset of a serious health condition affecting the employee, or family member, which would otherwise entitle the employee to FMLA/CFRA leave, or any circumstances beyond the control of the employee.

**Notice-Request
Family and Medical Leave Act/California Family Rights Act (FMLA/CFRA) Leave**

Supervisor complete lines 1, 3, 4, 5, and 6

Employee complete lines 2, 4, 5, and 6

1. Employee request FMLA/CFRA LEAVE Date _____
2. Supervisor response to employee request Date _____
3. Employee Name _____
4. Employee Social Security Number _____ providing this number is voluntary in accordance with the Privacy Act of 1974 (PS93-579)

THE DISTRICT ALLOWS ELIGIBLE EMPLOYEES TO TAKE UP TO TWELVE (12) WORKWEEKS OF PAID/UNPAID FMLA/CFRA LEAVE DUE TO:

- _____ The birth of the employee's child, or the placement of a child with the employee for adoption or foster care;
- _____ A serious health condition that makes employee unable to perform the essential functions of his or her job;
- _____ A serious health condition affecting the employee's: _____ spouse;
_____ child or _____ parent, for which the employee is needed to provide care.

Finding by Employer:

- _____ Employee is eligible, Notice-Request-for FMLA/CFRA leave is provisionally granted.
- _____ Employee is not eligible, Request for FMLA/CFRA leave is denied.

Reason for denial:

LEAVE REQUEST DATES

- _____ FMLA/CFRA leave beginning date
- _____ FMLA/CFRA leave ending date
- _____ FMLA/CFRA incremental or reduced schedule
- _____ Total unpaid FMLA/CFRA leave requested
- _____ Total paid FMLA/CFRA leave requested

PAYMENT OF BENEFITS DURING UNPAID FMLA/CFRA LEAVE

- _____ Health Plan
- _____ Dental Plan
- _____ Vision Plan
- _____ No continuation of benefits is requested

_____ I understand that by electing to continue these benefits during my unpaid FMLA/CFRA leave, I am assuming responsibility for the agency collection accounts receivable that will be established to pay for any portion of premium payments normally paid by me to maintain such coverage. I further acknowledge that should I fail to return to work or return to work for less than thirty (30) days, following my FMLA/CFRA leave, for a reason other than (1) the continuation, recurrence, or the onset of a serious health condition, affecting either myself or eligible family member, which would otherwise entitle me to FMLA/CFRA leave; (2) Retirement, (3) or other circumstances beyond my control, I may be required to reimburse the Department for its share of health insurance premiums paid during my FMLA/CFRA leave.

WHEN EMPLOYEES WILL BE REQUIRED TO PROVIDE MEDICAL INFORMATION

Supervisor check applicable line on items 1-5:

1. The District will allow eligible employees who have a qualified FMLA/CFRA reason to use up to twelve (12) workweeks of paid accrued leave, e.g. annual, personal leave, sick leave and vacation, under the guidelines of the FMLA/CFRA. Until such certification is provided, the paid leave will be provisionally counted as FMLA/CFRA leave. Employees must provide medical certification (*FMLA/CFRA Med-Cert*) from their health provider within fifteen (15) days of the leave request. Failure to provide this certification within fifteen (15) days of the leave request may result in the employee being unable to use accrued leave under the guidelines of the FMLA/CFRA.

Must provide _____ Non-applicable _____

2. The District will allow eligible employees who have a qualified FMLA/CFRA reason, to use up to twelve (12) workweeks of unpaid job-protected leave with employer-paid health, dental, and vision benefits. Employees must provide medical certification (*FMLA/CFRA Med-Cert*) from their health care provider within fifteen days. Until such certification is provided, the unpaid leave will be provisionally counted as FMLA/CFRA leave. Failure to provide this certification within fifteen (15) days of the leave request may result in denial of the FMLA/CFRA leave.

Must provide _____ Non-applicable _____

3. The District may, at its expense, obtain a second medical opinion of the employee's medical certification. If the first and second opinions differ, the District may, at its expense, obtain a third opinion from a health care provider jointly selected by the employee and employer. The

third opinion is binding. Upon request of the employee, the District will furnish the employee with copies of any additional medical opinions. The District will reimburse employees for out-of-pocket travel expenses incurred to obtain second or third opinions.

Must provide _____ Non-applicable _____

4. If an employee requests additional time beyond that which was originally estimated for the employee's FMLA/CFRA leave, re-certification may be required. Re-certification may also be required if the District receives information that causes it to question the stated reason for the absence. Failure to submit required re-certification may result in termination of the leave. No second or third opinion will be allowed on re-certifications.

Must provide _____ Non-applicable _____

5. When the employee returns to work at the conclusion of FMLA/CFRA leave taken for their own serious illness, they will be required to furnish their supervisor with a note from their health care provider releasing the employee to work. No second or third opinion will be allowed on releases to resume work. However, a health care provider employed by the District may contact the employee's health care provider, with the employee's permission, for purposes of clarification of the employee's fitness to return to work. The employee's return to work will not be delayed by this contact.

Must provide _____ Non-applicable _____

Periodic Reporting of Condition Supervisor check applicable line:

Employees on a FMLA/CFRA leave that does not have a stated amount of time, may be asked to periodically, no more often than every thirty (30) days, report on their status and intent to return to work.

Must provide _____ Non-applicable _____

Employee's Signature Date
(Employee's signature not required)

Supervisor's Signature Date

Attachment H - Job Descriptions

General Manager

Definition

The General Manager is an at-will employee who serves at the pleasure of the Board of Directors. This position is responsible for planning, organizing and directing the activities and operations of the Ventura River Water District. The General Manager is responsible for all aspects of the day-to-day water district operations, including supervising all district staff.

Examples of Duties and Responsibilities

- Formulates long range goals related to water source development and water demand management, equipment and system maintenance and enhancement of the water system along with the budgeting for it.
- On occasion, performs "on- call" duties, water production, and distribution system maintenance and office responsibilities.
- Prepares Board agendas, water testing schedules, water production and sales reports and related activities for the District.
- Prepares and oversees the District's budget.
- Supervises and directs the work of all District staff.
- Keeps abreast of the water utility field relative to state and federal issues.
- Attends and advocates District positions at meetings of various public bodies as the representative of the District when appropriate.

Desirable Knowledge and Abilities

Knowledge of:

- Principles and practices of government budget preparation and administration, especially utility operations and California Environmental Quality Act (CEQA) requirements.
- Principles of management supervision, training and performance evaluation.

Ability to:

- Plan, direct and control the administration and operations of the organization.
- Prepare and analyze technical reports.
- Successfully develop, administer and monitor the District's budget.
- Supervise and evaluate staff.
- Develop and implement policies as approved by the Board of Directors.
- Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of the District's goals.
- Interpret and apply District policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.

- Establish and maintain effective working relationships with those contacted in the course of business.
- Ability to utilize Microsoft Office computer programs, including Word and Excel.
- Assist the Board of Directors in developing and implementing District policies and procedures.

Working Conditions and Physical Requirements

Work is performed primarily in an office environment utilizing modern office equipment and technology and may require sitting for prolonged period of time using a computer. This position requires standing, walking and may twist, reach, bend, crouch and kneel. An incumbent must be able to meet the requirements of the classification and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed. This position also requires some field work at times, which may require frequent walking in operational areas to identify problems or hazards.

Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Minimum Qualifications

- Must have or be willing to obtain California Water Treatment Operator Grade II and Water Distribution Operator Grade II certifications.
- Demonstration of increasingly responsible experience in a government agency, (preferably with a water district) directing, preparing and coordinating a variety of programs including budget and fiscal control.
- Must reside within 20 minutes driving time of the District's boundaries.

License Requirements

- Possess a Class C California driver's license and a driving record acceptable to the District's insurance carrier.

Exempt /Non - Exempt

- This is an exempt position pursuant to the Fair Labor Standards Act.

Office Manager [PRH2]

Definition

The Office Manager is an at-will employee who serves at the pleasure of the General Manger. Under the direction of the General Manager, the Office Manager shall perform a variety of highly responsible administrative duties for the District. This includes functions such as attending all District Board Meetings and taking minutes. In addition, this position is responsible for maintaining the District's financial records, accounts receivable, Payroll, Human Resources, and accounts payable. This position is also responsible for supervising the office staff.

Examples of Duties and Responsibilities

- Perform a wide variety of complex, responsible and confidential clerical and administrative tasks.
- Respond to customers in person and on the phone.
- Process outgoing and incoming mail.
- Maintain District files and official records.
- Attend District Board meetings on prepares minutes.
- Perform financial and accounting related duties, including the preparation of monthly financial statements, tax reports, receiving payments and reconciling them with purchasing orders, tracking vendor and invoice information, assisting with bid requests, price quotes, purchase and expenditure requests, and purchase orders.
- Responsible for the District banking.
- May supervise and train assigned subordinates to ensure office work flow is maintained and office goals are met; assign work according to changes in workload priorities; evaluate office and administrative functions to recommend changes in office procedures; may evaluate the work performance of staff.
- Responsible for the preparation of payroll.
- Perform related duties and other responsibilities as required.

Desirable Knowledge and Abilities

Knowledge of:

- District practices and procedures and policies.
- Modern office practices, methods, and equipment, including computer equipment.
- Word processing methods, techniques, and programs; basic accounting methods, procedures, and terminology; database and spreadsheet applications and programs.
- Principles of business letter writing.
- Basic principles of record keeping.
- Vocabulary, spelling, grammar, and punctuation.

- Techniques for providing a high level of customer service by effectively dealing with the public and District staff.

Ability to:

- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Make accurate arithmetic computations.
- Perform responsible clerical support work with accuracy, speed, and minimal supervision.
- Process payroll.
- Train, supervise and evaluate staff.
- Organize, maintain, and update office database and records systems.
- File materials alphabetically, chronologically, and numerically.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Operate modern office equipment, including computer equipment and word - processing, database, spreadsheet, and graphics software applications programs.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Working Conditions and Physical Requirements

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required.

Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Minimum Qualifications

- Completion of twelfth grade or equivalent.
- Previous clerical training and experience is highly desirable.

License Requirements

- Possess a Class C California driver's license and a driving record acceptable to the District's insurance carrier.

Exempt /Non - Exempt

- This is a non - exempt position pursuant to the Fair Labor Standards Act.

Office Assistant

Definition

The Office Assistant is an at-will employee who serves at the pleasure of the General Manger. Under the general supervision of the Office Manager, the Office Assistant is responsible for providing administrative support to the District which may include word processing, data entry and organization, telephone and counter reception, receipt of payments, processing of invoices, record keeping, payroll, report preparation, and filing; provides information and assistance to the general public; and performs related work as required.

Examples of Duties and Responsibilities

- Performs a wide variety of routine administrative duties including filing, preparing records, accounts payable and ordering and maintaining office and other related supplies.
- Prepares copies, collates, and distributes a variety of documents.
- Screens calls, visitors, and incoming deliveries.
- Prepares payroll in the absence of the Office Manager.
- Receives, opens, time stamps, sorts, and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail.
- Performs related duties and other responsibilities as required.

Desirable Knowledge and Abilities

Knowledge of:

- District practices and procedures and policies.
- Modern office practices, methods, and equipment, including computer equipment.
- Word processing methods, techniques, and programs; basic accounting methods, procedures, and terminology; database and spreadsheet applications and programs.
- Principles of business letter writing.
- Basic principles of record keeping.
- Vocabulary, spelling, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public and District staff.

Ability to:

- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Make accurate arithmetic computations.
- Perform responsible clerical support work with accuracy, speed, and minimal supervision.
- Organize, maintain, and update office database and records systems.

- File materials alphabetically, chronologically, and numerically.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Operate modern office equipment, including computer equipment and word - processing, database, spreadsheet, and graphics software applications programs.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Attend Board Meetings and Prepare meeting minutes in the absence of the Office Manager.

Working Conditions and Physical Requirements

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment.

Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Minimum Qualifications

- Completion of twelfth grade or equivalent.
- General book keeping and /or secretarial experience is highly desirable.

License Requirements

- Possess a Class C California driver's license and a driving record acceptable to the District's insurance carrier.

Exempt /Non - Exempt

- This is a non - exempt position pursuant to the Fair Labor Standards Act.

Field Supervisor

Definition

The Field Supervisor is an at-will employee who serves at the pleasure of the General Manger. Under direction of the General Manager, supervise the activities of all utility workers. Schedule and perform maintenance, testing, repair, and construction of the water production and distribution facilities. Control vehicle and equipment maintenance, ground maintenance and related activities, including meter reading, record keeping, and customer services. Maintain the California Department of Health Service conditions regarding water sampling and annual inspections as required. Provide safe operations and practices for all of the applications in your supervisory activities.

Examples of Duties and Responsibilities

- Evaluates employee performance, counsel's employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Monitors operations and activities of the water utilities maintenance and operations work unit; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance.
- Records facilities data.
- Supervises the use of and operation of tools, equipment, and vehicles; ensures that tools, equipment and vehicles are safely operated, maintained, and secured when not in use; schedules the service, repair, and replacement of tools and equipment.
- Directs, coordinates, and oversees the maintenance and repair of water distribution main and lateral lines; monitors the preventive and corrective maintenance of all related equipment and facilities, including scheduled and emergency water service shut - downs.
- Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Performs the most complex water utilities maintenance and operations duties and provides technical assistance to crews.
- Troubleshoots complex operational and maintenance problems; corrects or directs the correction and repair of operational and /or equipment problems.

- Directs, coordinates, and oversees water meter accuracy through meter purchasing, testing, and calibration.
- Stays current on the status of new and pending regulatory legislation; recommends changes to current policies and procedures in order to comply with changes in legislation.
- Oversees safety programs and training for the assigned functional areas and work groups; assists in action planning for safety programs; implements and monitors risk management plans regarding hazardous materials; responds to workers' compensation issues.
- Answers questions and provides information to the public; investigates inquiries; recommends corrective actions to resolve issues.
- Responds to emergency situations as necessary.
- Supervises the collection of water samples and collects water samples as necessary.
- Operates SCADA system.
- Performs other duties as assigned.

Desirable Knowledge and Abilities

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of water utilities maintenance and operations program development and administration.
- Principles, practices, equipment, tools, and materials of water utilities maintenance and process control.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines.
- Principles and practices of contract administration and evaluation.
- Safety principles, practices, and procedures of water utilities systems and facilities, including related equipment and hazardous materials.
- Operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Modern office practices, methods, computer equipment and computer applications.
- Grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.

- Organize, implement, and direct water utilities and related maintenance and operations activities.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Perform the most complex maintenance and operations duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent District policies and procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, record keeping, and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Effectively communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Working Conditions and Physical Requirements

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in and around water utilities systems and related facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend ladders, to operate varied hand and power tools and equipment, and to operate a motor vehicle and visit various District and meeting sites; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards.

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above - mentioned tools and equipment. Positions in this

classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

Minimum Qualifications

- Completion of twelfth grade or equivalent.
- Five or more years of experience in maintenance work on water storage and distribution systems.
- Residing within 10 minutes of normal driving time from the District's boundaries is highly desirable.

License Requirements

- State of California Health Department Water Treatment Operator Grade II and Water Distribution Operator Grade II certifications.
- Standards Red Cross First Aid certification.
- Class C California driver's license and a driving record acceptable to the District's insurance carrier.

Exempt /Non - Exempt

- This is a non - exempt position pursuant to the Fair Labor Standards Act.

Working Conditions

- May be required to be on -call and to work various shifts or emergencies on evenings, weekends, and holidays.

Utility Worker II

Definition

The Utility Worker II is an at-will employee who serves at the pleasure of the General Manger. Under direction of the Field Supervisor, perform maintenance, testing, repair, and construction of the water production and distribution facilities. Provide vehicle and equipment maintenance, ground maintenance and related activities, including meter reading, record keeping, and customer services.

Examples of Duties and Responsibilities

- Performs water meter reading and maintenance, including installing new meters.
- Monitors contractors working with and around underground services to ensure the work is appropriately performed to code; addresses discrepancies as necessary.
- Operates and maintains vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of water utilities systems and facilities.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Records facilities data.
- Performs related duties as assigned.

Desirable Knowledge and Abilities

Knowledge of:

- Basic principles, practices, tools, and materials as they relate to the maintenance and repair of infrastructure, facilities, systems, and appurtenances similar to those in a municipal environment.
- Basic mathematics.
- Safe driving rules and practices.
- Basic computer software related to work.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.
- Maintenance principles, practices, tools, and materials for maintaining and repairing potable water distribution main and lateral pipeline systems, including complex residential and commercial water meters, valve cans, meter boxes, and water distribution valves.
- Traffic control procedures and traffic sign regulations.
- Operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.

- Operational characteristics of specialized water utilities maintenance and repair equipment.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable Federal, State, and local laws, codes, and regulations.

Ability to:

- Perform basic construction, modification, maintenance, and repair work.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs and basic written records of work performed.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Perform construction, modification, maintenance, and repair work on potable water distribution main and lateral pipeline systems, including complex residential and commercial water meters, valve cans, meter boxes, and water distribution valves.
- Perform water utilities maintenance and repair with accuracy, speed, and minimal supervision.
- Operate specialized water utilities maintenance and repair equipment.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Follow department policies and procedures related to assigned duties.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Working Conditions and Physical Requirements

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in

person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards.

Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above - mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

Minimum Qualifications

- Completion of twelfth grade or equivalent.
- Two or more years of experience in maintenance work on water storage and distribution systems.
- Residing within 10 minutes of normal driving time from the District's boundaries is highly desirable.

License Requirements

- State of California Health Department Water Treatment Operator Grade II and Water Distribution Operator Grade II certifications.
- Standards Red Cross First Aid certification.
- Class C California driver's license and a driving record acceptable to the District's insurance carrier.

Exempt /Non - Exempt

- This is a non - exempt position pursuant to the Fair Labor Standards Act.

Working Conditions

- May be required to be on-call and to work various shifts or emergencies on evenings, weekends and holidays.

Utility Worker I

Definition

The Utility Worker I is an at-will employee who serves at the pleasure of the General Manger. Working under direction of the Field Supervisor, participate in operation and maintenance on water storage, distribution and service facilities, vehicle maintenance and ground maintenance and related activities.

Examples of Duties and Responsibilities

- Performs water meter reading and maintenance, including installing new meters.
- Monitors contractors working with and around underground services to ensure the work is appropriately performed to code; addresses discrepancies as necessary.
- Operates and maintains vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of water utilities systems and facilities.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Records facilities data.
- Performs related duties as assigned.

Desirable Knowledge and Abilities

Knowledge of:

- Basic principles, practices, tools, and materials as they relate to the maintenance and repair of infrastructure, facilities, systems, and appurtenances similar to those in a municipal environment.
- Basic mathematics.
- Safe driving rules and practices.
- Basic computer software related to work.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.

Ability to:

- Perform basic construction, modification, maintenance, and repair work.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.

- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs and basic written records of work performed.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications

- Completion of twelfth grade or equivalent.
- One year or more of experience in maintenance work on water storage and distribution systems.
- Residing within 10 minutes of normal driving time from the District's boundaries is highly desirable.

License Requirements

- State of California Health Department Water Treatment Operator Grade I and Water Distribution Operator Grade I certifications.
- Standards Red Cross First Aid certification.
- Class C California driver's license and a driving record acceptable to the District's insurance carrier.

Exempt /Non - Exempt

- This is a non - exempt position pursuant to the Fair Labor Standards Act.

Working Conditions

- May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.