

**AGENDA
SPECIAL MEETING OF RECLAMATION DISTRICT 900**

JUNE 28, 2023

Martha Guerrero, President

Norma Alcala, Trustee
Quirina Orozco, Trustee

Verna Sulpizio Hull, Trustee
Dawnte Early, Trustee

Blake Johnson, General Manager/Secretary
Greg Fabun, Interim Assistant General Manager
Tracy Hunckler, District Attorney

The meeting will be held at City Hall, City Council Chambers, 1110 West Capitol Avenue, West Sacramento

5:30 PM CALL TO ORDER

GENERAL ADMINISTRATION – PART I

- 1A. PRESENTATIONS BY THE PUBLIC ON MATTERS NOT ON THE AGENDA WITHIN THE JURISDICTION OF THE DISTRICT. THE AGENCY IS PROHIBITED BY LAW FROM DISCUSSING ISSUES NOT ON THE AGENDA BROUGHT TO THEM AT THIS TIME.
- 1B. MONTHLY/YTD REVENUE AND EXPENSES

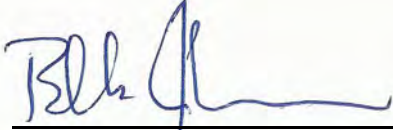
CONSENT AGENDA – PART II

- 2. CONSIDERATION OF RESOLUTION 23-06-01 INTENT TO PARTICIPATE IN THE FLOOD SYSTEM REPAIR PROJECT TO RECEIVE STATE COST-SHARE FUNDS
Comment: This item seeks Board approval for Reclamation District 900's (District) intent to participate in the Flood System Repair Project to receive State Cost-Share funds and allow the General Manager to negotiate and with the State on behalf of the District. Final contract will be brought before Board for approval.
- 3. CONSIDERATION OF ADOPTING THE UPDATED RECLAMATION DISTRICT 900 EMPLOYEE HANDBOOK
Comment: The objective of this report is to present sufficient information to the Reclamation District 900 Board of Trustees to adopt the updated Reclamation District 900 Employee Handbook.
- 4. CONSIDERATION OF ADOPTION OF RECLAMATION DISTRICT 900'S COST OF LIVING PAY SCALE ADJUSTMENT AND THE FISCAL YEAR 2023/24 OPERATIONS & MAINTENANCE BUDGET
COMMENT: The objective of this report is to present sufficient information to the Reclamation District 900 Board of Trustees to adopt the adjusted Pay Scale and the District Operations & Maintenance Budget for Fiscal Year 2023/24.
- 5. CONSIDERATION OF APPROVAL OF THE MAY 17, 2023 BOARD MEETING MINUTES

REGULAR AGENDA – PART III

- 6. GENERAL MANAGER UPDATES
- 7. TRUSTEE COMMENTS
- 8. ADJOURN

I, Blake Johnson, General Manager/Secretary, declare under penalty of perjury that the foregoing agenda for the June 28, 2023 meeting of Reclamation District 900 was posted on June 23, 2023, at the rear entrance of the City of West Sacramento City Hall, 1110 West Capitol Avenue, West Sacramento, CA and at the office of Reclamation District 900, 889 Drever Street, West Sacramento, CA, and was available for public review.




Blake Johnson, General Manager/Secretary
Reclamation District 900

All public materials related to an item on this agenda submitted to the District after distribution of the agenda packet are available for public inspection on the District's website at: www.rd900.org. Any document provided at the meeting by staff will also be available to the public. Any document provided at the meeting by the public will be available the next business day following the meeting.

**Reclamation District 900
July '22 - May '23 Financials**

	Current FY as of March 2022	April '23	May '23	Total
Revenue				
4000 Assessments	2,594,830			2,594,830
4010 WSAFCA	830,682			830,682
4020 Interest Income	67,398	67,670		135,068
4100 Funding Agreements	235,933	-	37,448	273,381
4111 RD 811 Power Reimbursement	3,120			3,120
4200 Miscellaneous			1,617	1,617
4300 Retiree Healthcare	6,377	-		6,377
Total Revenue	3,738,339	67,670	39,065	3,845,074
Expenditures				
5000 Administrative	214,113	38,240	50,038	302,391
5200 Labor & Related	563,531	53,485	77,136	694,152
5400 Operations & Maintenance	234,642	35,928	49,023	319,593
6000 Repair Replacements & Rehab	602,699	40,705	11,527	654,931
Total Expenditures	1,614,985	168,358	187,724	1,971,067
Change in Fund Balances	2,123,354	(100,688)	(148,659)	1,874,007

For Management Use Only - Accrual

MEETING DATE: June 28, 2023		ITEM # 2		
	SUBJECT:			
	<p align="center">CONSIDERATION OF RESOLUTION 2023-06-01 INTENT TO PARTICIPATE IN THE FLOOD SYSTEM REPAIR PROJECT TO RECEIVE STATE COST-SHARE FUNDS AND AUTHORIZING A CONTRACT WITH THE STATE IN FURTHERANCE THEREOF</p>			
INITIATED OR REQUESTED BY: <input checked="" type="checkbox"/> Counsel <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other		REPORT COORDINATED OR PREPARED BY: Blake Johnson, General Manager		
ATTACHMENT <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Information	<input type="checkbox"/> Direction	<input checked="" type="checkbox"/> Action

OBJECTIVE

The objective of this report is to present sufficient information to the Reclamation District 900 (RD 900/District) Board of Trustees (Board) to authorize the District to participate in the State of California Department of Water Resources Flood System Repair Project and to receive cost-share funds and authorize a contract with the State.

RECOMMENDED ACTION

Staff respectfully recommends that the Board adopt Resolution 2023-06-01 for contracting with and receiving funds from the State of California Department of Water Resources.

BACKGROUND

The California Department of Water Resources (DWR) has determined that RD 900 is eligible for funding under the Flood System Repair Project (FSRP) to repair identified sites within the District’s maintenance area. FSRP is focused on assisting Local Maintaining Agencies (LMAs) in implementing flood risk reduction projects on State Plan of Flood Control (SPFC) facilities. The funding under FSRP is subject to cost-share provisions; therefore, interested LMAs will be required to enter into a Project Partnership Agreement (PPA) with DWR.

DWR can fund up to 95% of the repair project costs for economically disadvantaged areas and up to 90% in other areas. The final cost share will be determined as a component of the PPA.

This PPA is for eligible levee crown and access roads repairs as necessary to ensure flood fight all-weather access capability.

The attached letter and Resolution are intended to show the State that the District is interested and willing to participate in this PPA. The District will be responsible for identifying areas in need of improvement. The State must approve these areas prior to the PPA moving forward.

ANALYSIS

The District would be eligible up to 90% match from the State for costs incurred to address access deficiencies on the District’s levee and access roads. Final project details and costs have not yet been finalized but are in the process. It is anticipated that the cost of the project would be \$300,000 in which the District would be responsible for \$30,000.

The final cost of the project will be brought before the Board for approval once determined.

Alternatives

The District’s alternatives are as follows:

1. Adopt Resolution 2023-06-01; or
2. Adopt Resolution 2023-06-01 with directed revisions; or
3. Decline Resolution 2023-06-01

Staff recommends Alternative 1. The State will fund up to 90% of the costs to address access concerns on the District’s levee roads and access roads.

Coordination and Review

The draft budget was developed by District management in coordination with the District Counsel.

Budget/Cost Impact

The District would be responsible for 10% of the project cost or an estimated \$30,000, depending on the scope of the work undertaken. This amount will be included in the District's Capital Improvement Budget which will be presented to the Board at the July 2023 Board meeting. The final cost of the project will be brought before the Board for approval once determined.

ATTACHMENTS

1. Letter of Intent
2. Resolution 2023-06-01



RECLAMATION DISTRICT 900

Post Office Box 673

West Sacramento, CA 95691

PH: (916) 371-1483 • [email: admin@rd900.org](mailto:admin@rd900.org)

June 28, 2023

Mr. David J.W.
Wheeldon
FSRP Program
Manager
Department of Water Resources
P. O. Box 219000
Sacramento, CA 95821-9000

Subject: Letter of Intent to Participate in eligible flood risk reduction repairs under the Flood System Repair Project (FSRP)

Mr. Wheeldon:

Reclamation District 900 herewith submits this letter of intent to participate in the eligible repairs under FSRP, as identified in the Department of Water Resources (DWR) Notice of Eligibility, dated April 3, 2023.

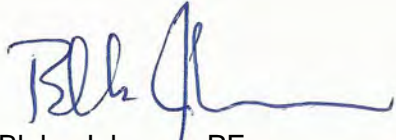
This letter of intent is pursuant to an authorizing resolution of the governing board of Reclamation District 900 dated June 28, 2023. Included are the following forms and support documentation:

1. Attachment B-2: LMA Representatives Form
2. Attachment B-3: Resolution of Authority

With this letter, and attached supporting documentation, Reclamation District 900 declares that it is legally authorized to contract with the State of California, is willing and able to design and implement the repairs in compliance with the California Water Code (CWC) § 9140 reporting requirements and will provide the State with the required assurances related to operation and maintenance of the project.

We understand that DWR will be contacting our representative(s) with additional information and a list of required documents to support development and execution of a Project Partnership Agreement (PPA). Please contact Blake Johnson at 916-371-1483 (office), 916-204-6869 (cell) or by email at BJohnson@rd900.org if you have any questions during this process.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Blake Johnson', is written over a light yellow rectangular background.

Blake Johnson, PE
General Manager
Reclamation District 900

Enclosures

Attachment B-2
Reclamation District 900 Representatives

Agency's Authorized Representative Contact:

Name: Blake Johnson

Title: General Manager

Telephone: 916-371-1483

Fax: NA

E-mail: BJohnson@rd900.org

Agency's Authorized Alternate

Representative Contact:

Name TBD

Title: Asst. General Manager

Telephone: 916-371-1483

Fax: NA

E-mail: Admin@rd900.org

Organization Type: *(Flood control district, reclamation district, city, etc.)*

Reclamation District

For the geographic extent of the Agency's jurisdiction, please provide the following:

California State Senator: District No.: Bill Dodd, District No. 3

California Assembly Member: District No.: Cecilia Aguiar-Curry, District No. 4

Please attach a copy of Agency's Charter and the names and titles of its officers.

CHAPTER 100.

An act to create a reclamation district to be called "Reclamation District Number 900," and providing for the control and management thereof.

[Approved March 2, 1911.]

The people of the State of California, represented in senate and assembly, do enact as follows:

Reclama-
tion
district
No. 900.
Bound-
aries.

SECTION 1. A reclamation district is hereby created, to be called "Reclamation District Number 900," and the boundaries of such reclamation district shall be as follows:

Beginning at the northeast corner of township 8 north, range 3 east, M. D. B. & M. and running thence easterly along the township line dividing townships 8 and 9 north, range 4 east, to the southwest corner of the east half of the west half of section 31, township 9 north, range 4 east, thence due north to a point 50 feet measured at right angles southerly from the center line of the main track of the Southern Pacific railroad between the city of Sacramento and the town of Davisville, as said track existed in November, A. D. 1910, thence easterly along a line 50 feet measured at right angles, southerly from and parallel to the center line of the said main track of the Southern Pacific railroad as said track existed in November A. D. 1910, to a point in the center line of Sixth street in the town of Broderick (formerly called Washington); thence southerly along said center line of said Sixth street to a point in the center line of Margaret street in said town of Broderick, (formerly Washington); thence easterly along said center line of said Margaret street, and along a direct extension easterly of said center line to the Sacramento river; thence down the Sacramento river following the meanders of the said river to a point in the northwest boundary line of Reclamation District No. 742, county of Yolo, State of California; thence southwesterly along the said northwest boundary line of the said Reclamation District No. 742 to the southwest corner thereof; thence southeasterly along the southwestern boundary line of the said Reclamation District No. 742 to the Sacramento river; thence down the said Sacramento river, following the meanders of the said river to the northeast corner of Reclamation District No. 765, county of Yolo, State of California, thence northwesterly along the north boundary line of the said Reclamation District No. 765 to the northwest corner thereof; thence due west to a point in the east boundary line of the southwest $\frac{1}{4}$ of section 30, township 8 north, range 4 east, M. D. B. & M.; thence southerly along the east boundary line of the said southwest $\frac{1}{4}$ of section 30, and the east boundary line of the north $\frac{1}{2}$ of the northwest $\frac{1}{4}$ of section 31, township 8 north, range 4 east to the southeast corner of the said north $\frac{1}{2}$ of the northwest $\frac{1}{4}$ of section 31, township 8 north, range

4 east; thence westerly along the south boundary line of the said north $\frac{1}{2}$ of the northwest $\frac{1}{4}$ of section 31, township 8 north, range 4 east to the southwest corner thereof; said corner being in the east boundary line of township 8 north, range 3 east; thence north along said east boundary line of township 8 north, range 3 east to the point of beginning and being in the county of Yolo, State of California.

SEC. 2. The management and control of said reclamation district is hereby made subject to the provisions of the Political Code of the State of California and other laws of this state relative to reclamation districts formed under the provisions of said Political Code; *provided*, that the center of the crown of the northern levee of said district shall not without the consent of the Southern Pacific Company be constructed nearer than 300 feet from the center line of the Southern Pacific railroad track at the point opposite the south end of the west levee of Reclamation District No. 537 as the same now exists; and the center of the crown of said levee shall not without the consent of the Southern Pacific Company be constructed nearer than 1,000 feet from the center line of said railroad track where said track crosses the east boundary of township 9 north, range 3 east, M. D. B. & M.

SEC. 3. All acts and parts of acts inconsistent with the provisions of this act are hereby repealed.

This act shall take effect immediately.

CHAPTER 101.

An act legalizing the formation and organization of reclamation district number eight hundred, in the county of Contra Costa, State of California, fixing, defining and establishing the boundaries thereof, providing for its management and control subject to the provisions of the Political Code of the State of California and to other laws of said state relative to reclamation districts; and repealing all acts and parts of acts inconsistent therewith.

[Approved March 2, 1911.]

The people of the State of California, represented in senate and assembly, do enact as follows:

SECTION 1. The formation and organization of reclamation district number eight hundred, in the county of Contra Costa, State of California, by the board of supervisors of the county of Contra Costa, State of California, is hereby approved, confirmed, ratified, legalized and declared valid.

SEC. 2. The exterior boundaries of said reclamation district number eight hundred, in the county of Contra Costa, State

Control.

-

Reclama-
tion
district
No. 800.

Bound-
aries.

Attachment B-2
Reclamation District 900 Representatives

Reclamation District 900 Board of Trustees

Martha Guerrero, Board President

Norma Alcala, Trustee

Dawnte Early, Trustee

Quirina Orozco, Trustee

Verna Sulpizio-Hull, Trustee

Attachment B-3
Resolution of Authority
Resolution No: 2023-06-01

RESOLUTION OF RECLAMATION DISTRICT 900 APPROVING THE INTENT TO PARTICIPATE IN THE FLOOD SYSTEM REPAIR PROJECT TO RECEIVE STATE COST-SHARE FUNDS

WHEREAS, the Legislature and Governor of the State of California have provided funds for the program shown above; and

WHEREAS, the Department of Water Resources has been delegated the responsibility for establishing the necessary procedures for the administration of this program; and

WHEREAS, said procedures established by the Department of Water Resources require a resolution certifying the approval of Intent to Participate Letter by the Applicant's governing board before submission to the State; and

WHEREAS, the Applicant, if selected, will enter into a cost share and assurance agreement with the State of California to implement the project.


NOW, THEREFORE, BE IT RESOLVED that the Reclamation District 900 Board of Trustees:

1. Approves the filing of the Intent to Participate Letter for the eligible flood risk reduction repairs under the Flood System Repair Project (FSRP).
2. Certifies that Applicant understands the assurances and certification required.
3. Certifies that Applicant or title holder will have sufficient funds to operate and maintain the project(s) consistent with the land tenure requirements; or will secure the resources to do so.
4. Certifies that Applicant will comply with all provisions of Section 1771.5 of the California Labor Code.
5. Certifies that the project will comply with all applicable laws and regulations including, but not limited to, the *California Environmental Quality Act (CEQA)*, state or municipal building codes, health and safety codes, disabled access laws; and, prior to commencement of construction, Applicant will obtain all applicable permits.
6. Delegates authority to the General Manager, to serve as the Applicant's agent in the negotiations, execution, and submission of all documents, including any amendment thereof, but not limited to applications, agreements, and payment requests, which may be necessary for the completion of the aforementioned project(s).

Approved and adopted the 28th day of June 2023. I, the undersigned, hereby certify that the foregoing Resolution Number 2023-06-01 was duly adopted by Reclamation District 900.

Following Roll Call Vote: Ayes: _____
 Nays: _____
 Absent: _____

Clerk/Secretary for the Governing Board _____

MEETING DATE: June 28, 2023		ITEM # 3	
 SUBJECT: CONSIDERATION OF ADOPTION OF A REVISED RECLAMATION DISTRICT 900 EMPLOYEE HANDBOOK			
INITIATED OR REQUESTED BY: <input checked="" type="checkbox"/> Counsel <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other		REPORT COORDINATED OR PREPARED BY: Blake Johnson, General Manager	
ATTACHMENT <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Information <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	

OBJECTIVE

The objective of this report is to present sufficient information to the Reclamation District 900 (RD 900/District) Board of Trustees (Board) to adopt a revised District Employee Handbook.

RECOMMENDED ACTION

Staff respectfully recommends that the Board adopt the revised District Employee Handbook.

BACKGROUND

The current District Employee Handbook was adopted in 2017. The District periodically reviews its employment practices and its Employee Handbook to ensure compliance with law and to ensure that the handbook comprehensively addresses the employment practices pertaining to District operations. Since adoption of the last Employee Handbook District operations, governance, and management have changed and the laws pertaining to employment have been revised and updated as well.

ANALYSIS

Over the five years since the previous District Employee Handbook was adopted in 2017, many changes have occurred within the District. Listed below are some of the major changes made to the Employee Handbook to address those changes and to bring the Employee Handbook into compliance with current employment law:

1. Language has been added to indicate that the District guarantees every applicant for employment and every employee the right of equal treatment without regard to an individual's race, color, religion, creed, sex including sexual orientation, gender including gender expression and gender identity, national origin, ancestry, age (40 or older), physical or mental disability, medical condition, genetic information, marital status, veteran status, or any other status protected by applicable law;
2. Overtime pay will be paid to non-exempt employees after working 40 hours per week;
3. Timecards shall be accurate and include lunch breaks;
4. Pay period has changed from once a month to every two weeks;
5. The District holiday schedule is revised to match that of the City of West Sacramento;
6. Vacation and sick leave time are now computed per hour worked;
7. Family Care And Medical Leave (FMLA) / California Family Rights Act (CFRA) has been updated; and
8. The provision regarding prohibition on unlawful harassment has been updated and revised.

These revisions are necessary and appropriate to ensure the District's Employee Handbook is consistent with current law. The revisions have been proposed by attorneys representing the District specializing in employment law. The revisions have been reviewed by the District's General Counsel as well. The District's employment and general counsel recommend that the Board adopt the revised Employee Handbook.

Alternatives

The District's alternatives are as follows:

1. Adopt this revised District Employee Handbook; or
2. Adopt this revised District Employee Handbook with directed revisions; or
3. Reject this revised District Employee Handbook

Staff recommends Alternative 1 for the reasons stated in the Analysis and in order to ensure that the District's Employee Handbook is consistent with applicable law as it pertains to District operations.

Coordination and Review

The revised Reclamation District 900 Employee Handbook was developed by District management in coordination with the District Counsel.

ATTACHMENTS

1. Revised Reclamation District 900 Employee Handbook with highlights indicating material revisions to the 2017 Employee Handbook.
2. Final Reclamation District 900 Employee Handbook.

RECLAMATION DISTRICT NO. 900
EMPLOYEE HANDBOOK

ADOPTED: June 28, 2023

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EMPLOYEE AT-WILL AND ACKNOWLEDGMENT FORM28

INTRODUCTORY STATEMENTS

Welcome

Welcome to Reclamation District No. 900. The District values its employees and provides a work environment designed to be mutually beneficial for its employees, the District, and the community we serve. The District is proud that it has highly valued and skilled employees who have chosen to remain employed with the District for many years. Consistent with the District's philosophy, this handbook is designed to acquaint employees with Reclamation District No. 900 (the "District") and provide information about our employment practices. Employees should read, understand, and comply with all provisions of this handbook. However, this handbook is not a contract and does not create any contractual obligations. In addition, no employee handbook can anticipate every circumstance or question about the District and its policies. Therefore, the District reserves the right to revise this handbook as situations arise or as laws change. It is the District's intent to review and update this handbook on a bi-annual basis.

At-Will Employment

All employment with the District is "at-will." This means that either the employee or the District can terminate the employment at any time, for any reason or for no reason, with or without advance notice. All employees, whether introductory, regular, or temporary, are at-will employees. Only the Board of Trustees of the District has the right to amend this at-will policy. Any amendments must be in writing and signed by the President of the Board.

RECRUITING AND HIRING POLICIES

Equal Employment Opportunity

The District guarantees every applicant for employment and every employee the right of equal treatment without regard to an individual's race, color, religion, creed, sex including sexual orientation, gender including gender expression and gender identity, national origin, ancestry, age (40 or older), physical or mental disability, medical condition, genetic information, marital status, veteran status, or any other status protected by applicable law. This policy includes recruiting, hiring, working conditions, benefits, training programs, promotions, use of District facilities, and all other terms and conditions of employment.

In recruiting and selecting employees, the District furthers the principles of equal employment by seeking talented and competent persons who are suited for a specific position by reason of training, experience, character, personality, intelligence and general ability. The District does not consider an individual's an individual's race, color, religion, creed, sex including sexual orientation, gender including gender expression and gender identity, national origin, ancestry, age (40 or older), physical or mental disability, medical condition, genetic information, marital status, veteran status, or any other status protected by applicable law in recruiting and selecting employees.

Promotions are based on an employee's past performance and qualifications to assume additional responsibilities determined without regard to, or consideration of, the individual's status.

The District takes all personnel actions without regard to an individual's an individual's race, color, religion, creed, sex including sexual orientation, gender including gender expression and gender identity, national origin, ancestry, age (40 or older), physical or mental disability, medical condition, genetic information, marital status, veteran status, or any other status protected by applicable laws. When necessary, under the California Fair Employment and Housing Act and the Americans with Disabilities Act, the District will reasonably accommodate an employee or applicant with a disability if the employee or applicant is otherwise qualified to safely perform all of the essential functions of the position.

PRE-EMPLOYMENT POLICIES AND ORIENTATION

Employment Applications

The District relies upon the accuracy of information contained in the employment application and other data presented throughout the hiring and employment process. Any misrepresentation, falsification, or material omission in any of this information or data may result in exclusion of the individual from further consideration for employment, or termination of employment if the person has been hired.

Pre-Employment Medical Examination

Certain positions within the District may require an applicant to successfully complete a medical exam. The cost of the exam shall be paid by the District, and the exam shall be performed by a physician approved by the District. The exam will only be used to determine whether the applicant can perform the essential functions of the job. Such an exam will only occur after a conditional offer of employment has been made. The offer of employment will be contingent upon the applicant's successful completion of the exam.

Pre-Employment Drug And Alcohol Screening

The District is committed to providing a safe, efficient, and productive work place by preventing unlawful drug or alcohol use. All positions within the District require an applicant to successfully complete a pre-employment drug and alcohol test at the cost of the District. This test will occur after a conditional offer of employment has been made, and the offer of employment will be contingent upon the applicant's successful completion of the test.

In addition, the Department of Transportation requires pre-employment testing to be administered to applicants and employees who are required as a part of their job to hold a commercial driver's license, Class A or Class B. As with other pre-employment tests, offers of employment are contingent upon the District receiving a report that the applicant has passed this test.

Verification of Lawful Work Status

The District only employs United States citizens and aliens who are authorized to work in the

United States. In compliance with the Immigration Reform and Control Act of 1986, each employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility prior to commencement of employment.

CATEGORIES OF EMPLOYMENT

Employee Classifications

The District has five job classifications that determine benefits and eligibility for leaves:

1. Regular Full-time employee. A regular full-time employee is one who is regularly scheduled to work 40 hours or more per week.
2. Regular Part-time employee. A regular part-time employee is one who is regularly scheduled to work less than 40 hours per week.
3. Temporary and/or Seasonal employee. A temporary employee is one who is hired to fill a short-term position. Temporary employees generally will not be employed for more than six (6) months. A Seasonal employee is generally employed for a specific time of year when the District has additional operational and maintenance obligations. This employment will generally last for three (3) to six (6) months. A Seasonal employee may or may not be rehired from year to year.
4. Introductory Employee. An introductory employee is an employee who is not a temporary employee but who has not yet completed his or her first 6 months of employment with the District (“Introductory Period”). Certain benefits will be available to the employee only once the employee completes his or her introductory period.
5. Rehired Employee. Employees who are rehired following a break in service in excess of one month, other than an approved leave of absence, must serve a new introductory period whether or not such a period was previously completed. Such employees are considered new employees from the effective date of their reemployment for all purposes, including benefits.

Certain employees are exempt from federal and state wage and hour law, and are not entitled to overtime pay. These employees are referred to as “exempt employees.” Nonexempt employees receive overtime and are required to take certain meal and rest breaks. All employees, regardless of their classification and regardless of whether they have completed their introductory period, are at-will.

WORK PERIODS AND COMPENSATION

Workday/Work Week

The District’s regular business hours (open to the public) are from 8:00 a.m. to 4:00 p.m.,

Monday through Friday. The District's field crew normal work shift is from 7:00 a.m. to 3:30p.m. Monday through Friday. The District's hour of operation are; 24 hours a day, seven days a week, Monday through Sunday. The standard work hours for all regular full-time employees who are nonexempt are: 40 hours per week, eight hours per day, exclusive of the meal period.

Staffing needs, operational demands, and public safety and security concerns may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. If other than the standard amount of time is needed from any employee, the employee will be asked in advance to increase the number of hours worked each day as necessary. All exempt employees will be expected to work the hours needed to complete their work, even if such hours exceed the normal work schedule.

Overtime

The District pays overtime for nonexempt employees in accordance with the Federal Labor Standards Act (FLSA): one and a half times the regular rate of pay for any hours worked in excess of 40 hours per workweek. All overtime must be approved in advance by the employee's supervisor. "Hours worked" means time actually spent on the job. It does not include an unpaid meal period, makeup time, or hours away from work due to vacation, sickness, holiday, jury duty, or other absences from work. Exempt employees are not paid overtime, even if their hours exceed the normal work schedule. However, at the District Manager's discretion, exempt employees who work excessive hours due to seasonal conditions may be granted additional time off.

Makeup Time

On occasion, a nonexempt employee may ask his or her supervisor for additional time off to attend to personal matters. If the supervisor grants the request, this time off will be without pay. If an employee wishes to make up this missed time, he or she may make a request to his or her supervisor *before* the makeup time is worked. It is within the supervisor's discretion to grant the request. Makeup time may be worked in advance of the missed time, but must be worked in the same workweek as the missed time. An employee may not work over 11 hours in one day or over 40 hours total in any week that includes make up time, without prior approval of the supervisor.

Time Cards

Applicable law requires the District to keep an accurate record of time worked, including when meal periods begin and end. The District uses time cards to record time worked. Employee time cards are official District records and must be accurately maintained. Intentionally falsifying a time card is a serious violation of this policy and may result in immediate termination of employment. If a time card needs to be corrected, both the employee and the supervisor must initial the change on the time card to verify its accuracy.

Pay Periods

Paychecks are distributed on a bi-weekly basis, every other Friday. When these days occur on a Saturday or Sunday, the paychecks will be distributed the previous Friday. In the event that a regularly scheduled payday falls on a holiday, employees will be paid on the last workday before the regularly scheduled payday.

Breaks And Meal Periods

Nonexempt employees working at least 3.5 hours may take one paid ten-minute break for every 4 hours worked, or major fraction thereof. All ten-minute breaks must be taken and cannot be consolidated with the meal breaks. Employees will be relieved of all duty during their rest breaks. If an employee is interrupted during a rest break, they should re-start their rest break. If an employee is unable to take one or more of their rest breaks due to the press of business, they should report it to their supervisor the same day and note it on their timecard.

Nonexempt employees may choose to take an unpaid 30-minute meal break, during which time they will be relieved of all duties.

An employee may not vary his or her assigned ten-minute break and meal break without the prior approval of his or her supervisor.

Pay Advances

The District prohibits pay advances and extensions of credit on unearned wages.

Payroll Deductions And Wage Attachments And Garnishments

The District makes certain deductions from every employee's paycheck. Among these are applicable federal, state, and local income taxes, social security and Medicare taxes, and state disability insurance and paid family leave contributions. By law, the District is also required to honor legal attachments and garnishments of an employee's wages or salaries. If an employee's wages are attached, the District will withhold the specified amount to satisfy the terms of the attachment.

BENEFITS

Health Insurance

The District offers group health insurance benefits to regular full-time employees and their dependents after meeting the eligibility requirements of the individual plan. Employees should consult the individual plan for details. These benefits are subject to change at the discretion of the District without prior notice.

Retirement Programs

The District participates in an independent retirement program. This benefit is available to both regular and part-time employees who regular work schedule exceeds 1000 hours per year. Employees should consult the plan for details, including eligibility requirements.

LEAVES OF ABSENCE

In general, employees who are on an unpaid leave of absence in excess of 30 days for any reason are ineligible for group health benefits. An employee will be considered to be on an unpaid leave of absence unless he or she is being paid by the District. An employee is on an unpaid leave of absence even if he or she receives pay from the State, such as SDI, Paid Family Leave, or workers' compensation. However, if the law requires that group health benefits continue during the leave, then the District will provide those benefits. For example, although a leave of absence under the Family and Medical Leave Act is unpaid, the law requires that the District maintain the employee's group health benefits. Employees who are on a paid leave of absence, such as vacation, sick leave, holidays or bereavement leave remain eligible for group health benefits during the portion of their paid leave.

Sick Leave

An employee who is unable to report to work due to illness or injury must notify his or her supervisor at least 30 minutes before his or her scheduled start time, if possible. The employee must also notify his or her supervisor on each additional day of absence. If an employee does not provide the appropriate notice, the employee may be subject to discipline. The District Manager reserves the right to request a doctor's release if an employee is absent due to illness or injury at any time. Generally, an employee who is absent for more than 3 consecutive work days may be required to provide a doctor's note confirming employee's ability to return to work with or without restrictions.

Regular full-time employees will accrue sick leave at a rate of 0.038 hours of sick leave, per hour worked, up to 80 hours per year. For purposes of exempt employees, sick leave is calculated assuming 8 hours per day/40 hours per week worked.

All other employees will accrue sick leave at a rate of 0.033 hours of sick leave, per hour worked, up to 48 hours per year.

Sick leave will be paid at the employee's regular rate of pay.

Sick leave must be taken in increments of no less than one-half hour. If an employee receives state disability insurance benefits during an illness, the District shall supplement these benefits with any accrued sick leave. Accrued but unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment except as provided below. However, employees who are re-employed within a year of separation will have their unused bank of time off under this policy made available to them.

Employees may use paid sick leave for the following reasons:

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee’s family member. A “Family Member” is a child of any age or dependency status, parent or legal guardian of the employee or employee’s spouse or domestic partner, a spouse, a registered domestic partner, a grandparent, a grandchild, a sibling, or a designated person. A “Designated Person” is a person identified by the employee at the time the employee requests paid sick days. An employee’s designated person does not need to be related to the employee by blood. An employee may only designate one person per 12-month period.
- If a victim of domestic violence, sexual assault, or stalking, to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child; or to seek medical attention for injuries caused by domestic violence, sexual assault, or stalking; to obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking; to obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; or to participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Upon retirement, an employee may receive a lump sum payment from the District equal to 25% of the total accrued but unused sick leave available to that employee as of his or her retirement date. In no event shall such lump sum payment exceed the value of 360 hours, payable at the employee’s current rate of pay.

The District will not deny an employee the right to use sick days, discharge, threaten to discharge, demote, suspend, or in any manner discriminate against an employee for using sick days, attempting to exercise the right to use sick days, filing a complaint or alleging a violation of this policy or the law, cooperating in an investigation or prosecution of an alleged violation of this policy or the law, or opposing any policy or practice or act that is prohibited by this policy or law.

Holidays

All regular full-time and part-time employees are entitled to the following paid holidays each year plus 4 floating holidays:

1. New Year’s Day	7. Independence Day
2. Martin Luther King Jr. Day	8. Labor Day
3. Presidents’ Day	9. Veterans Day
4. Cesar Chavez Day	10. Thanksgiving
5. Memorial Day	11. Day after Thanksgiving
6. Juneteenth	12. Christmas

Holidays which fall on a weekday will be observed on the day of the holiday. When a holiday

falls on a weekend, the District at its discretion, will declare the preceding or following weekday as a paid holiday. In order to qualify for holiday pay, regular full-time employees must work the last scheduled workday immediately preceding the holiday and the first scheduled workday following the holiday, unless the employee is on a pre-approved vacation, using sick leave, or on an approved paid absence.

Regular full-time employees shall receive 8 hours of regular pay for each observed holiday. Employees on a leave of absence for any reason at the time of the holiday observance are ineligible for holiday benefits. Regular part-time employees will be paid the pro-rated number of hours normally scheduled per day.

Floating holidays shall be used during the fiscal year (July 1 – June 30). Floating holidays will not be carried over into subsequent years. Floating holidays will be prorated based on new hiring date.

Vacation

The District recognizes the value of rest and relaxation and encourages employees to use all accrued vacation. Regular full-time employees earn paid vacation as follows:

Non-Exempt Employee	Accrual Rate Per Hour Worked
1 through 5 years	0.038 (approx. 80 hours per year)
5 through 20 years	0.058 (approx. 120 hours per year)
20 plus years	0.077 (approx. 160 hours per year)

Exempt Employee	Accrual Rate Per Hour Worked
1 through 10 years	0.058 (approx. 120 hours per year)
10 plus years	0.077 (approx. 160 hours per year)

Exempt employee vacation accrual assumes 8 hours per day/40 hours per week worked. An employee may not accrue more than 360 vacation hours. Once that cap is reached, employee will not accrue additional hours until their balance falls below the cap. Vacation should be scheduled and approved via a vacation request two weeks in advance by an employee’s supervisor. Vacation must be taken in increments of one-half hour. The District pays all accrued but unused vacation benefits upon termination of or retirement from employment.

Management Leave

Exempt employees shall receive 40 to 80 hours of Management leave per year, which is awarded on July 1st of each year, in an amount in that range at the District Manager's discretion, based on the circumstances. Although the full amount is available on July 1st, Management Leave is earned on a proportionate basis. Management Leave rolls over from year to year, up to 1.5 times the employee's maximum leave entitlement. Unused Management Leave at termination or retirement will be prorated based on the employee's last day worked and paid to the employee at their final rate of pay.

Pregnancy Disability Leave

Employees are entitled to a disability leave during the time they are disabled due to pregnancy, childbirth or related medical conditions. This leave will be for the period of disability, up to four months. The employee, if possible, should provide the District with at least 30 days' notice of the leave. The employee must also include written certification from the employee's health care provider stating the anticipated delivery date and the duration of the leave. Once the employee's disability has ended, any further leave will be designated as family and medical leave. An employee must provide a release from her health care provider before returning to work. The District will reinstate the employee to her position unless:

1. The employee's job has ceased to exist for legitimate business reasons;
2. The employee's job could not be kept open or filled by a temporary employee without substantially undermining the District's ability to operate safely and efficiently;
3. The employee has directly or indirectly indicated her intention not to return;
4. The employee is no longer able to perform the essential functions of the job with or without reasonable accommodation;
5. The employee has exceeded the length of the approved leave; or
6. The employee is no longer qualified for the job.

Employees must use accrued sick leave, but may, at their option, choose to use vacation leave. Sick leave and vacation will supplement any State Disability or Paid Family Leave Insurance benefits. The District will maintain group health benefits as required by law. No additional vacation, sick leave, or holiday pay will accrue during the leave.

Family Care And Medical Leave (FMLA) / California Family Rights Act (CFRA)

Employees who have worked at least 12 months, and who have worked at least 1250 hours in the previous 12 months, are eligible to take a family and medical leave of absence ("FMLA" or "CFRA" leave) of up to 12 work weeks in a 12-month period. This rolling 12-month period begins on the date the employee's FMLA leave begins, and ends 12 months after that date. Where an employee is eligible for both CFRA and FMLA, the leaves will run concurrently. An employee may take an FMLA and or CFRA leave for any one of the following reasons:

1. The birth of a child, in order to care for the child;
2. The placement of a child with the employee for adoption or foster care;
3. To care for the employee's child, parent, spouse, registered domestic partner, or "designated person"¹ (CFRA only) who has a serious health condition; or
4. To care for the employee's own serious health condition. (Pregnancy is not a "serious health condition" under the CFRA, and therefore leave taken for that reason will be designated as FMLA leave, to run concurrently with Pregnancy Disability Leave.)
5. Leave because of any special circumstances that arise out of the fact that a spouse, child, or parent is on active duty or has been called to active duty.
6. Leave to care for a parent, child, spouse, nearest blood relative, or registered domestic partner who is injured while on active duty in the U.S. Armed Forces within the previous 5 years. (Employee may take up to 26 weeks of FMLA Leave for this reason.)

If possible, an employee should give at least 30 days notice before beginning an FMLA/CFRA leave.

The notice must include a written certification from a health care provider with the following information:

1. The date on which the serious health condition began;
2. The probable duration of the condition;
3. If the leave is for the care of the employee's child, parent spouse or registered domestic partner, the estimated amount of time the employee believes the employee needs in order to provide the care and a statement that the condition warrants the participation of the employee; and
4. If the leave is for the employee, a statement by the health care provider that the employee is unable to perform one or more of the essential functions of the job, due to the employee's serious health condition.

FMLA leave is unpaid. Employees are required to use accrued vacation for all FMLA/CFRA leaves except for disability caused by pregnancy. If an employee takes an FMLA/CFRA leave due to a disability caused by pregnancy, the employee will not be required to use accrued vacation, but may choose to do so. Employees are required to use accrued sick leave for FMLA/CFRA leaves for the employee's own condition, including disability caused by pregnancy. Employees may elect to use all of the sick leave they accrue on an annual basis for FMLA/CFRA leaves for illnesses of their child, parent, spouse, registered domestic partner, or designated person. Sick leave pay and vacation pay will supplement any State Disability,

¹ In the case of a "designated person," the employee may identify such person at the time the employee requests the leave. An employee taking leave to care for a "designated person" may designate one person per 12-month period.

Workers' Compensation, or Paid Family Leave Insurance benefits. The District will maintain the group health benefits during an FMLA/CFRA leave as may be required by law. However, the District may recover any premium it has paid for maintaining group health care coverage during any unpaid part of the FMLA/CFRA leave if the employee fails to return from the leave for a reason other than the continuation, recurrence, or onset of a serious health condition, or other circumstances beyond the control of the employee. Employees will not accrue vacation or sick leave, nor be paid for holidays, during FMLA/CFRA leave.

When an employee is ready to return to work after an FMLA/CFRA leave due to their own disability (other than for pregnancy), the employee must provide certification from the employee's health care provider that they are able to perform the essential functions of their job with or without accommodation.

Upon returning from FMLA/CFRA leave, an employee will be restored to their original job or an equivalent job with equivalent benefits, pay, seniority, and other employment terms and conditions, to the extent required by the FMLA/CFRA. If an accommodation is necessary for the employee's own disability, the employee should contact the District Manager as soon as possible to determine whether a reasonable accommodation can be provided.

State Disability and Paid Family Leave Disability Benefits

For certain absences, the State of California will pay State Disability Insurance ("SDI") or Paid Family Leave ("PFL") benefits. The District does not pay SDI and PFL; these benefits are paid by employees through mandatory payroll deductions as required by law. SDI applies to leaves taken due to the employee's own illness. PFL applies to qualifying leaves taken due to illnesses of the employee's family member or domestic partner, as well as bonding with a new child. Unless an employee qualifies for leave under the Pregnancy Disability Leave Law, California Family Rights Act or the Family Medical Leave Act, he or she will have no right to continued employment, and no right to reinstatement after taking leave, except in the case of pregnancy as required by law.

Workers' Compensation Leave

An employee must report all accidents, injuries and illnesses occurring on the job, no matter how small, to his or her supervisor. The District carries workers' compensation insurance coverage to protect employees who are injured on the job. If an employee is injured at work and is temporarily unable to perform his or her usual and customary work, the employee will be eligible to receive worker's compensation benefits. The employee must provide the District with the certification from a recognized medical professional confirming the necessity of the leave within 14 days after the leave begins.

The leave will continue until (1) a recognized medical professional certifies that the employee is capable of resuming all of the duties of the employee's former position, with or without reasonable accommodation; (2) a recognized medical professional certifies that the employee is permanently precluded from returning to work in his or her prior position or performing some portion of his or her prior job (i.e., the medical condition is permanent and stationary); or (3) the employee resigns, quits, accepts employment with another business, refuses to return to work after being released for full or partial work, or otherwise indicates that he or she is not going to

return to work.

An employee on a workers' compensation leave which exceeds 30 days must update the District on at least a monthly basis and provide information concerning his or her health status, anticipated date of return to work and continued intent to return to work. **IF AN EMPLOYEE DOES NOT COMPLY WITH THIS REPORTING REQUIREMENT, THE DISTRICT MAY TERMINATE THE EMPLOYMENT.** Workers' compensation disability leave is unpaid, but an employee may apply accrued vacation and sick leave to the workers' compensation disability leave. Accrued vacation and sick leave pay will supplement any workers' compensation or other wage benefits the employee receives. The District will maintain an employee's group health benefits during the period of leave as may be required by law.

The District will maintain an employee's group health benefits for that portion of leave that the employee is paid by the District. For example, if an employee applies accrued vacation to supplement any workers' compensation or other wage benefits the employee receives, the District will maintain an employee's group health benefits during the time the District pays the employee for accrued vacation. However, consistent with the District's group health benefits, the District will not maintain an employee's group health benefits during an unpaid leave unless otherwise required by law. Therefore, once an employee on leave has exhausted his or her accrued vacation, the employee will no longer be eligible for group health benefits. An employee may be eligible for continuation health care coverage under COBRA, at his or her cost.

An employee may return to work only after he or she provides the District with a release to work from the employee's physician. If the employee has been released without limitation, or is capable of performing the essential functions of his or her job with reasonable accommodation, the employee will be offered the same position he or she held prior to the leave, unless that job no longer exists or has been filled in order for the District to operate safely and efficiently. In this event, the employee will be offered a substantially similar position if one is available. If the District receives medical evidence satisfactory to it that an employee will be permanently unable to resume safely all of the essential functions of his or her job, with or without reasonable accommodation, and if reassignment to a vacant position is not possible, the employee's employment will be terminated.

Jury Duty

When an employee receives a jury summons, the employee must notify his or her supervisor as soon as possible and submit a copy of the jury summons. An employee is permitted to take time off for each full or partial working day he or she serves on jury duty. The employee must report to work on days or parts of days when he or she is not required to serve on jury duty. If the employee does not return to work immediately after jury duty ceases, the District will assume the employee has resigned. An exempt employee will be paid his or her regular salary during the time the employee serves on jury duty, except for weeks in which the employee performs no work.

A nonexempt employee will be paid his or her regular wages while serving on jury duty up to a maximum of 20 working days each calendar year.

Travel

Certain expenses are incurred in the performance of job responsibility-related duties, such as mileage, hotel accommodations, airline travel, auto rental and meals and entertainment which are deemed “reasonable and acceptable business expenses.” Advance approval from an employee’s supervisor is required before an employee incurs any expense with the anticipation of reimbursement. The following reimbursements are authorized, provided an employee has obtained approval from his or her supervisor:

1. Personally Owned Automobiles. When personally owned automobiles are used, a mileage allowance will be paid equal to the standard mileage rate for transportation expenses paid or incurred for business purposes as provided by the Internal Revenue Service.
2. Other Transportation. The lowest available cost of coach air travel, at the time of booking, by the shortest route possible to and from points of business and the actual cost of taxi or limousine service to and from the airport. Receipt or ticket stubs are required if the expense exceeds \$25.
3. Lodging. The actual cost of reasonable lodging. Other hotel charges are not reimbursed except upon satisfactory explanation of the expenditure. Receipts are necessary to support all lodging expenses.
4. Meals. The actual reasonable cost of meals will be allowed when required on authorized or approved District business. All claims for reimbursement of meals should be supported by statements regarding the activity and location of the restaurant.
5. Communications. The actual cost of business communications such as telephone and postage. Claims for reimbursement must state names, places and purpose of all communications.

A detailed expense report along with corroborative receipts must be submitted to the employee’s supervisor by the end of the calendar month during which the expense was incurred or immediately upon return from any trip which occurs at month-end.

A nonexempt employee may be paid for time spent: (1) traveling from his or her home to a location designated by the District to the extent that it exceeds the employee’s regular daily commute; (2) reasonable time spent waiting to board a flight; (3) time on a flight, retrieving luggage and obtaining a rental car; (4) driving between the airport and the client’s office or the employee’s hotel; and (5) required meals with clients. Regular meal and sleeping hours will not be compensated while traveling.

Bereavement

The District provides regular full-time employees up to three days paid bereavement leave in the event of a death in the employee’s immediate family. For purposes of this policy, “immediate family” includes the employee’s spouse, parent, child, sibling, step-parents, step-children; the employee’s spouse’s parent, child, or sibling; the employee’s long time companion; and the employee’s grandparents or grandchildren. The term "spouse" includes a registered domestic

partner. An employee who needs to take time off due to the death of an immediate family member should contact his or her supervisor.

Time Off for Crime Victims

The District takes threats and actions of crime against our employees and their families very seriously. If at any time an employee needs to be absent from work because he or she or a family member has been the victim of a serious crime, the employee should contact his or her supervisor or the District Manager immediately. An employee may use accrued sick leave or vacation in lieu of unpaid time off for these purposes upon approval of the District Manager. The employee's privacy will be protected to the greatest extent possible. The District may ask the employee for certification to confirm the need for time off.

Military Service, Witness Duty, And Voting Time

An employee may take a leave of absence to accommodate service in the Armed Forces, Military Reserves or National Guard. The specific terms of the absence and of rights to reinstatement, seniority, benefits, and compensation after a military leave are governed by law. An employee may also take unpaid time off as required by law to appear as a witness in court. An employee must give reasonable advance notice that he or she needs time off to appear as a witness. In addition, an employee who is registered to vote may take up to two hours designated by the District as paid time off to vote if the employee does not have sufficient time outside of his or her working hours within which to vote. An employee must give at least two days' notice prior to the election that he or she needs time off to vote.

PERFORMANCE STANDARDS, DUTIES AND DISCIPLINE

Unlawful Harassment

The District is committed to providing a work environment free of harassment. The District therefore prohibits sexual harassment and harassment based on an individual's race, color, religion, creed, sex including sexual orientation, gender including gender expression and gender identity, national origin, ancestry, age (40 or older), physical or mental disability, medical condition, genetic information, marital status, veteran status, or any other status protected by applicable law. Such discrimination is unlawful and will not be tolerated. This policy prohibits unlawful harassment of or by any employee of the District, including supervisors and co-workers. It also extends to vendors, independent contractors and others doing business with the District.

Unlawful harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation, is prohibited. Sexual harassment is defined by the Fair Employment and Housing Commission as "unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature." Unlawful harassment includes, but is not limited to:

1. Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, jokes, or comments;

2. Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures;
3. Physical conduct such as assault (unwanted touching), blocking normal movement, or interfering with work directed at an individual because of his or her sex or any other basis;
4. Threats and demands to submit to sexual requests in order to keep a job or avoid some other loss, and offers of job benefits in return for sexual favors;
5. Retaliation for having reported or threatened to report harassment; or
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, and suggestive or obscene letters, notes, or invitations.

If an employee thinks he or she is being harassed on the job on a basis prohibited by this policy, or if an employee observes behavior he or she believes to be in violation of this policy, the employee should immediately contact the District Manager or any other supervisor with whom the employee feels comfortable. The District will not retaliate against anyone for reporting any incidents of harassment, for making any complaints of harassment, or for participating in any investigation, so long as done in good faith. If an employee feels they have been retaliated against, the employee should file a complaint using the procedures set forth above.

Supervisors must refer all harassment complaints to the District Manager or, if the complaint concerns the District Manager, the President of the Board of Trustees. The District will immediately undertake a thorough and objective investigation of the harassment allegations. If an employee has violated this policy, the District will take remedial action commensurate with the severity of the offense. This may include discipline of the harasser, up to and including immediate termination. The District will also take action to deter any further harassment, and will remedy any loss to the complaining employee resulting from harassment.

All employees must report any incidents immediately so that complaints can be quickly and fairly resolved. The California Civil Rights Department ("CRD") and Equal Employment Opportunity Commission ("EEOC") investigate and may prosecute complaints of harassment. An employee may have a claim of harassment even if they have not lost a job related or economic benefit. Whenever an employee thinks they have been harassed or that they have retaliated against for resisting or complaining, that employee may file a complaint with the CRD or EEOC.

- Civil Rights Department (formerly Department of Fair Employment and Housing) at 800-884-1684 or visiting <https://calcivilrights.ca.gov/contactus/>
- Equal Employment Opportunity Commission (EEOC) at 800-669-4000 or visiting <https://www.eeoc.gov/contact-eeoc/>.

If you wish to pursue filing with these agencies you should contact them directly to obtain further information about their processes and time limits.

The District has a brochure on sexual harassment which is available to all employees for

additional information. The District expects its employees to act in a professional and respectful manner at all times.

In addition, the District desires to avoid misunderstandings, complaints of favoritism, claims of sexual harassment and employee dissension that may result from personal or social relationships amongst employees. Therefore, the District asks that if employees become romantically involved with one another they disclose their relationship to the District Manager or another supervisor with whom they feel comfortable. Please refer to the District's policy regarding the employment of friends and relatives for additional information.

Business Ethics

The District expects its employees to act in accordance with the highest standards of business ethics at all times. This includes avoiding the appearance of impropriety. Employees are expected to abide by this policy and comply with all applicable laws while conducting District business.

Employee Conduct

The District expects its employees to act in a professional and respectful manner at all times. Examples of conduct that may lead to disciplinary action are identified below. However, it is impossible to provide an exhaustive list of types of inappropriate conduct. The following list contains some, but not all, examples of conduct that may lead to discipline, up to and including termination. Nothing in this policy alters the at-will nature of employment with the District.

- Unsatisfactory job performance;
- Unexcused absence;
- Violation of work rules;
- Tardiness;
- Unauthorized possession or removal of property;
- Use or possession of illegal drugs or alcohol while at work or appearing for work under the influence of drugs or alcohol;
- Failure to observe safety regulations;
- Harassment of other employees;
- Unprofessional attitude; Rude or discourteous behavior towards members of the public;
- Insubordination;
- Dishonesty (including falsification of a document or misrepresentations);
- Unauthorized possession of firearms, or any dangerous weapons or explosives within District boundaries;
- Disclosure of proprietary information; and
- Failing to comply with any policy in this handbook.

Nothing in this policy or this handbook is intended to preclude or dissuade employees from engaging in legally protected activities/activities protected by state or federal law, including the National Labor Relations Act, such as discussing wages, benefits, or terms and conditions of employment, forming, joining, or supporting labor unions, bargaining collectively through representatives of their choosing, raising complaints about working conditions for their and their

fellow employees' mutual aid or protection, or legally required activities.

Attendance and Punctuality

An employee must report his or her absence from work to the employee's supervisor prior to the start of the shift. All absences will be recorded; excessive absences may, under certain circumstances, be cause for discipline, including termination. Unreported absences of three consecutive workdays will be considered a voluntary termination. If an employee is going to be late, the employee must make every effort to contact his or her supervisor prior to the start of the shift

Employee Uniforms

The District requires that most of its employees wear prescribed work clothing while performing their jobs. The District provides work shirts embroidered with the District logo as well as work pants. The District is responsible for the maintenance of the employees work clothing (washing, ironing, mending). Employees that are not required to wear a uniform may be provided 5 shirts per year embroidered with the District logo. The District provides any necessary safety clothing including steel toe boots, and high visibility rain gear, which must be approved by the District Manager or the District Superintendent.

Employees who do not wear a uniform are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Normal dress in the office is professional. Reasonable accommodation will be made to individuals who have religious practices that are inconsistent with this dress and grooming policy.

Outside Employment

An employee may only hold an outside job if the job does not conflict with the interests of the District or interfere with the employee's ability to adequately perform his or her job with the District. Employees may not perform outside work or solicit outside business on the District's premises, or while working on the District's time. Employees are not permitted to use any District equipment or property (such as telephones, fax machines, copiers, office supplies or proprietary information) for outside work or business. If the District determines that an employee's outside work interferes with his or her performance, the employee may be required to terminate the outside employment.

Solicitation

Solicitation and the distribution of literature by employees, or of employees, during working time is not permitted. Working time includes both the working time of the employee doing the soliciting or distributing and the employee to whom the solicitation or distribution is directed. Therefore, if either employee is working, solicitation and distribution are prohibited. Distribution of written solicitation material in working areas is prohibited at all times.

Conflicts Of Interest

Employees have an obligation to conduct business within guidelines that prohibit an actual or potential conflict of interest in which an employee's actions or loyalties are divided between personal and the District's interests. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the District Manager for more information or questions about conflicts of interest. Any doubt should be resolved in favor of disclosure and request for specific guidance.

Each employee must avoid entering any transactions or business dealings that could conflict with the District's interests or that could interfere with the employee's duty and ability to best serve the District. Employees cannot provide services to the District as independent contractors.

Prohibited activities include, but are not limited to:

1. Having a direct or indirect financial relationship with a member of the public who receives services from the District, or with a vendor of the District;
2. Engaging in any other employment or excessive personal activity during an employee's work hours, or using District supplies or equipment in other employment without prior written consent from the District Manager;
3. Using the District's name, logo, stationery, supplies, equipment, or other property for personal purposes, unless the District Manager has granted written approval in advance of that use. This policy includes, but is not limited to, the personal use of District computers, telephones (including cellular telephones), fax machines, postage and postage meters, vehicles, office machines, and supplies of any kind.
4. Soliciting District employees, suppliers, or customers to purchase goods or services of any kind for non-District purposes, or to make contributions to any organizations or in support of any causes, unless the District Manager has granted written approval in advance.
5. Soliciting or entering into any business or financial transaction with a District employee whom you supervise, either directly or indirectly, unless the District Manager has granted written approval in advance of that transaction. This restriction applies to *all* such transactions, however small, including, but not limited to:
 - a. Hiring a subordinate to perform services; and
 - b. Soliciting a subordinate to participate in an investment of any kind with you.
6. Attempting to obtain special favors by making payments to or giving consideration to the public, vendors, or others;
7. Furnishing gifts or entertainment at District expense; or

8. Soliciting or accepting any payments, fees, or consideration from a supplier or vendor that does business with the District.

When a conflict of interest is found to exist, the conflict may result in discipline or, when appropriate to eliminate the conflict, the termination of employment.

Employment Of Friends And Relatives

The employment of friends and relatives in the same area of an organization may cause conflicts of interest and appearances of impropriety. In addition, personal conflicts may impact the working relationship of the parties. Although the District does not prohibit the hiring of friends and relatives of existing employees, the District is committed to monitoring situations in which friends or relatives work in the same area. In the event of an actual or potential problem, the District's response may include reassignment or termination of one or both of the individuals involved. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage, or one who is a domestic partner.

The District desires to avoid misunderstandings, complaints of favoritism, claims of sexual harassment and employee dissension that may result from personal or social relationships amongst employees. Therefore, the District asks that if employees become romantically involved with one another they disclose their relationship to an appropriate manager with whom they feel comfortable. This information will be kept as confidential as possible. For purposes of this provision, "romantically involved" will be interpreted broadly. The District reserves the right to take necessary and appropriate action to resolve any potential conflict of interest arising out of romantic involvement among employees. Depending on the facts of the situation, such action may include reassignment or termination of one or both of the employees involved.

Confidential Information

During the course of your employment, you may be given access to confidential and proprietary information. Although the District is a public entity, certain information which you may be given remains confidential, such as personnel records, litigation records, applications filed with state agencies, information received in confidence, records of complaints and investigations, and other information protected under applicable law. As an employee of the District, you are obligated to maintain the confidentiality of this information, and are not to disclose any information which may be confidential to any other entity or person, except as authorized by the District Manager.

Discipline

Unsatisfactory performance may subject an employee to discipline. The nature of the discipline imposed will depend on the seriousness of the problem and the employee's record of performance, behavior problems, or safety violations. The District always maintains the right to determine what disciplinary action is appropriate based on the facts of each case. Such discipline may include, but is not limited to, verbal warnings, written warnings, suspensions, and termination. Exceptions and deviations from the normal discipline procedures may occur

whenever the District determines it necessary. For example, some circumstances may warrant immediate termination without a warning or suspension. Under no circumstances does this policy alter the at-will nature of employment with the District, nor require that employment may be terminated only for cause.

PERSONNEL ISSUES

Employee Relations

If an employee has concerns about work conditions or job responsibilities, the employee is encouraged to voice these concerns openly and directly. If there is something about an employee's job that bothers him or her, or if an employee feels that he or she has not been fairly treated in accordance with the District's policies, the employee should report the problem first to his or her supervisor. In some cases, however, there may be reasons which make it difficult for an employee to discuss his or her concerns with a supervisor. In such cases, employees are encouraged to discuss these concerns with the next level of management or with the District Manager or with the President of the Board of Trustees. Employees find that most difficulties can be resolved in a satisfactory manner by bringing them out in the open and discussing them frankly with the people who can resolve them. The District makes every effort to respond to employee concerns. Employees at all levels are encouraged to keep channels of communication open and flexible so that it is easy to solve any difficulties that may arise.

Respect For Others

The District values the importance of healthy and respectful working relationships amongst its employees. In order to achieve a productive, efficient work environment, the District requires its employees to treat one another with courtesy and respect. The District expressly prohibits its employees from engaging in disrespectful behavior such as: prying into the business of co-workers, making untruthful or negative statements about co-workers, making rude and unnecessary comments about co-workers, spreading rumors, and engaging in gossip. This behavior is a waste of time and detracts from each employee's job satisfaction and production. If an employee has a serious complaint about one of his or her co-workers, the complaint should be brought directly to the complaining employee's supervisor, and not discussed with other co-workers. Employees who do not observe this policy of courtesy and respect for co-workers will be subject to discipline, up to and including termination.

Personnel Information

The District maintains a file for every employee. The file contains information pertaining to the employee's employment with the District. It is every employee's responsibility to inform his or her supervisor immediately of any changes to the employee's personnel information, such as an address change or telephone number change. If an employee's marital status or dependents change, he or she may have to change the number of exemptions claimed for income tax withholding purposes and change dependent status with insurance plans. Please report any changes to the District Office Manager.

Performance Evaluations

Performance reviews provide an objective, consistent, and fair way to assess each employee. The evaluation process is designed to communicate expected standards of performance and to discuss past performance, areas where improvement is needed, and career development. Performance evaluations are performed by supervisors on an annual basis. Employees are asked to sign their evaluation forms after they are read, acknowledging that the review took place.

TERMINATION OF EMPLOYMENT

Termination

Employment with the District is at-will and can be terminated by the employee or the District at any time, with or without advance notice, and with or without cause. If an employee finds it necessary to resign, the District requests that if possible the employee provide two weeks' notice to his or her supervisor to aid in rescheduling the employee's workload. Absent extraordinary circumstances, when an employee has been absent for three days and has not contacted his or her supervisor, the District will assume that the employee voluntarily terminated his or her employment as of the end of the third missed day. An employee must return to his or her supervisor all District-furnished tools, equipment, keys and other property prior to the last day of employment. All confidential information received while employed with the District belongs solely to the District and must be kept confidential even after the employment has ended. Arrangements for clearing any outstanding debts with the District and receiving a final paycheck should be made with the employee's supervisor.

Benefits Continuation

The California Continuation Benefits Replacement Act ("Cal-COBRA") gives employees and their qualified beneficiaries the opportunity to continue insurance coverage under the District's health plan and dental plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours; an employee's divorce or legal separation; and a dependent no longer meeting eligibility requirements. Under Cal-COBRA, the health plan provides each eligible employee with written notice describing rights granted under Cal-COBRA when the employee becomes eligible for coverage under the District's plan. The notice contains important information about the employee's rights and obligations.

WORKPLACE SAFETY AND HEALTH

Safety

The responsibility for safety extends to every employee working for the District, and every employee must be safety conscious. All employees are required to immediately report any unsafe or hazardous condition or accident, no matter how minor, to a supervisor. The District will make every effort to take corrective action as soon as possible. Failure to report an accident can result in a violation of legal requirements and may subject an employee to discipline, including termination.

Smoking

California law prohibits smoking within a reasonable distance of District buildings. Smoking is permitted on District property in areas designated by the District Manager. An employee who violates this policy may be subject to discipline, including dismissal, and may also be subject to a fine imposed by the State of California.

Injury And Illness Prevention Program

The District has adopted an Injury and Illness Prevention Program (the “Safety Program”), which is administered by the Superintendent. Each employee receives initial and ongoing training in this program. Representatives of the District may also conduct periodic inspections to identify unsafe conditions and work practices. For more information regarding this program, employees should contact the Superintendent or District Manager.

Violence Prevention

The District has adopted the following policies to ensure the safety of its employees and to provide guidance on dealing with violence in the workplace. If qualified, an employee may provide first aid to injured persons when required. Each employee is required to:

1. Immediately report all indirect and direct threats of violence to a supervisor.
2. Immediately report all suspicious individuals or activities to a supervisor.
3. Never put himself or herself in peril. This includes behaving in a professional, courteous manner at all times, and avoiding verbal and/or physical confrontations with members of the public where possible.
4. Immediately call 911 and seek shelter if the employee hears a violent commotion near his or her workstation.
5. Cooperate fully with security, law enforcement, and medical personnel who respond to a call for help.
6. Allow the District Manager or President of the Board of Trustees to respond to all inquiries from the media about violence on its premises so that the District can speak with one voice.

Policy Prohibiting Use Of Drugs And Alcohol

Drug Free Workplace

The District maintains a drug-free work place in accordance with the provisions of the Federal Drug-Free Workplace Act of 1988 and the California Drug-Free Work Place Act of 1990. In accordance with its responsibilities under the Drug-Free Work Place Acts, the District has established a drug-free awareness program. This program has been established

to inform employees about the dangers of drug abuse in the work place and the District's policy of maintaining a drug-free work place, as well as the penalties that the District may impose upon employees for drug abuse violations.

The purpose of this policy is to assure worker fitness for duty and to protect our employees and the public from risks posed by the inappropriate use of alcohol and controlled substances. This policy is intended to comply with all applicable federal and state law and regulations governing anti-drug programs in the work place.

Employees will be counseled at the beginning of employment regarding the dangers of drug abuse in the work place, the District's policy of maintaining a drug-free work place, the channels through which employees may obtain drug counseling, and the penalties that may be imposed upon employees for drug abuse violations. No employee may use, possess, distribute or sell alcohol or any illegal drug while on the District's property, while on duty, while on on-call status, or while operating a vehicle that is owned or leased by the District. In addition, no employee may report for work, or go or remain on duty or on on-call status, while under the influence of or impaired by any illegal drug or alcohol. For purposes of this policy, a drug will be considered an "illegal drug" if its use is prohibited or restricted by law and an employee improperly uses or possesses the drug, regardless of whether such conduct constitutes an illegal act or whether the employee is criminally prosecuted and/or convicted for such conduct.

Assistance for drug abuse and rehabilitation is available through normal medical providers and may be covered to some extent by insurance. For assistance, employees are encouraged to contact their physicians directly. All employees must adhere to the rules stated in this policy as a condition of employment. Failure to comply with this policy may result in discipline, including termination. The District Secretary has been designated to administer this policy, monitor the program and make reports as required by law. As with any of the District's policies, the District reserves the right to change, alter, amend, and interpret this policy.

Drug And Alcohol Testing

Reasonable Suspicion

When a reasonable basis exists to suspect an employee of violating the drug and alcohol policy, the employee will be requested to immediately submit to a drug and/or alcohol test. Suspicion will be based on objective symptoms, such as factors related to the employee's appearance, behavior and speech. A reasonable basis may also exist if an employee is found to be in possession of illegal drugs, alcohol or paraphernalia connected with the use of an illegal drug. Possession of illegal drugs or alcohol is prohibited even if the employee has not used these substances. Testing may also be required if an employee is involved in an incident which results in serious injury to the employee or others, or which might have resulted in such injury. The results of all tests will be kept confidential. An employee has the right to refuse to be tested.

However, employees who are directed to submit to an alcohol and/or drug test and who refuse may be subject to discipline, up to and including immediate termination.

If the results of the employee's drug and/or alcohol test are positive, the District will take disciplinary action which may include mandatory participation in the Employee Assistance Program, suspension or immediate termination. The disciplinary action will be based on the seriousness of the offense and the employee's past performance with the District. An employee who tests positive may request a second test to be performed by a reliable drug testing agency, at the employee's expense.

DOT Drivers

The U.S. Department of Transportation regulates employees who are required to hold a commercial motor vehicle driver's license (either a Class B or a Class A California driver's license). Drivers' names are placed in a pool and are subject to random testing in accordance with federal law. Drivers are also subject to testing when a reasonable basis exists to suspect that the driver has violated the drug and alcohol policy.

Visitors In The Workplace

To provide for the safety and security of employees and the facilities at the District, only authorized visitors are allowed in the work place. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures the security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. Therefore, family and friends of employees are discouraged from visiting during business hours. Employees are required to meet any visitor in a designated reception area.

Authorized visitors must be escorted to their destination. Employees are responsible for the conduct and safety of their personal or professional visitors. If an unauthorized individual is observed on the District's premises, employees should immediately notify a supervisor of the intruder.

OTHER DISTRICT RULES

District Property

Employees are not permitted to use any District property for personal use, such as computers, labelers, copy machines, fax machines, postage meters, supplies, tools, vehicles, calculators, typewriters, or credit cards. During work hours, employees must minimize personal telephone calls. Personal telephone calls are permitted only when absolutely necessary. Fax machine or postage meter use for personal matters and personal long distance phone calls are not permitted without authorization from a supervisor.

When using District property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. An

employee must notify a supervisor if any equipment, machine, tool, or vehicle appears to be damaged, defective, or in need of repair. Prompt reporting helps prevent possible injury to employees or others and deterioration of equipment. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles may result in disciplinary action, up to and including termination.

In addition, all desks, lockers, offices, work spaces, credenzas, cabinets, e-mail, telephone systems, office systems, computer systems, District vehicles and other areas or items belonging to the District are open to the District and its employees. **EMPLOYEES HAVE NO EXPECTATION OF PRIVACY IN ANY OF THESE AREAS.** Personal items and messages or information that an employee considers private should not be placed or kept in desks, lockers, offices, workspaces, credenzas, cabinets, e-mail, telephone systems, office systems, computer systems, District vehicles and other areas or items belonging to the District.

Use Of District Vehicles And Equipment

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using District property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify a supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. An employee's supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment. Any employee who receives a traffic or parking violation will be personally responsible for the payment of the fine. Anyone who drives a District vehicle is responsible for it and should confirm that the vehicle has all proper documents required by law in the vehicle, i.e. registration, certificate of insurance, etc. If an employee finds this is not so, he or she should immediately notify the supervisor.

The District vehicles are for District business only. The District employees are the only ones to drive these District-owned vehicles. It is unacceptable for spouses, children or anyone other than the employee to operate these vehicles unless an emergency arises. Similarly, District vehicles should not be used to transport family members unless on official District business or as otherwise approved by the District Manager.

District employees are not allowed to use the District property for personal use except as provided in this policy. This includes, but is not limited to, facilities, sprayers, computers and their related equipment, labelers, postage stamps, copy machines, fax machines, postage meter, any type of supplies including office supplies, tools, vehicles, calculators, typewriters, credit cards, etc. These assets are provided to employees for District related

business only. Personal items, messages or information that you consider private should not be placed or kept in telephone systems, office systems, e.g. e-mail, other District computer systems, offices, work spaces, desks, credenzas or file cabinets.

Please also remember that all desks, lockers, cabinets, e-mail, computers and vehicles that belong to the District will be open to all District employees. If necessary, such property will be inspected from time to time to confirm that this equipment is not being used for personal use. Any employee who is issued a District credit card is responsible for the use of that card. No employee has the authority to advance monies and/or utilize a District credit card for cash advance or for personal gain. No employee should give his card or card number to another person to use.

District employees may check out District equipment from the Superintendent for personal use. The employees are responsible for the return of all equipment checked out in their name, and must return the equipment in the same condition it was in when checked out. The District may withhold the cost of any item not returned from an employee's paycheck and may withhold the cost of repair for items returned in a damaged condition.

Limited personal use of the copy and fax machines will be allowed, but employees will pay a per page charge to the District for such use. In addition, employees may use their District cell phones to make limited personal calls. Their minutes per month should not exceed the monthly maximum; if the minutes are in excess of the maximum, the employee will be required to reimburse the District for the excess use related to personal charges. Any excessive personal use shall be cause for discipline.

Taking Wood From District Premises

The District cuts down dead or dying trees on the levees, as part of its regular business. Any District employee wishing to take such wood is free to do so with permission from the District Superintendent or District Manager. However, the District requires that no employee take cut wood until after it has been unloaded from District trucks at the District Corporation Yard or District Office or other public disposal site. Failure to comply with this requirement may subject the employee to disciplinary action, up to and including termination.

Technology Policy

The District's information systems and technology resources, including all computer, data and telecommunications hardware and software (referred in this handbook as the "Systems"), are critical to its business and success. The Systems are owned by the District. All messages and other information communicated through the Systems are also the property of the District. These Systems are to be used only to further the business purposes of the District and should never be used in violation of any applicable laws. The District has the right to terminate any employee's access to and use of any of the Systems at any time with or without cause and with or without notice. The District may also take disciplinary action in its sole discretion, including termination, for any use of the Systems that is not in accord with this policy or any

other policies of the District.

Confidential or proprietary information of the District should not be sent externally through e-mail or other systems, except when absolutely necessary and only with the approval of the District Manager. Employees should use the following legend on each e-mail message sent via the Internet which is intended to be confidential or which contains confidential or proprietary information of the District:

*This electronic message contains information from _____,
which is confidential or privileged. The information is intended to be sent to the
individual or entity named above. If you are not the intended recipient, be
aware that any disclosure, copying or distribution or use of the contents of this
information is prohibited. If you have received this electronic transmission in
error, please notify us by telephone at
_____.*

The Systems may never be used in any manner or method that is illegal, disruptive or offensive to others. The Systems are governed by the District's unlawful harassment policies and other policies in this handbook. The Systems may never be used for any activity that is a violation of any applicable law or for viewing, transmission, downloading, reproduction or copying of any pornographic, obscene, discriminatory or otherwise illegal matter. The Systems may not be used in violation of any applicable copyright, trademark or trade secret laws. Unless there is a legitimate reason to do so and the District has approved the participation, the Systems may not be used to participate in chat lines, bulletin boards, Internet mailing lists or Usenet newsgroups. Only software legally licensed to the District or an employee may be installed and configured on individual computer systems. Installation of software may only be performed by authorized employees of the District.

Employees should understand that they have **NO EXPECTATION OF PRIVACY** in connection with use of the Systems, including stored e-mail and voice mail messages. All messages created, sent, received or stored in these Systems are and remain the property of the District. The District reserves the right to retrieve and review any message composed, sent or received via the Systems.

EMPLOYEE AT-WILL AND ACKNOWLEDGMENT FORM

I have received and read a copy of the Employee Handbook of Reclamation District No. 900 (“District”). In particular I have read the policy on Unlawful Harassment as well as the policy Prohibiting the Use of Drugs and Alcohol. I agree to abide by these policies, as well as the other policies contained in the Handbook.

I understand and agree that my employment is at-will. This means that either the District or I may terminate the employment relationship at any time, with or without cause or advance notice. I understand that only the Board of Trustees may change this at-will employment relationship, and then only if it is in writing. I agree that the District may change, delete or add to any policies, benefits or practices described in the Employee Handbook from time to time at its discretion with or without prior notice, except for its policy of at-will employment.

I understand that as a condition of my employment, I must notify the District of any conviction for a drug violation that occurs in the workplace within five days after such a conviction. I understand that any violation of the policy may result in serious disciplinary action, including immediate termination.

Signature _____ Date _____

Print Name _____

RECLAMATION DISTRICT NO. 900
EMPLOYEE HANDBOOK

ADOPTED: June 28, 2023

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EMPLOYEE AT-WILL AND ACKNOWLEDGMENT FORM28

INTRODUCTORY STATEMENTS

Welcome

Welcome to Reclamation District No. 900. The District values its employees and provides a work environment designed to be mutually beneficial for its employees, the District, and the community we serve. The District is proud that it has highly valued and skilled employees who have chosen to remain employed with the District for many years. Consistent with the District's philosophy, this handbook is designed to acquaint employees with Reclamation District No. 900 (the "District") and provide information about our employment practices. Employees should read, understand, and comply with all provisions of this handbook. However, this handbook is not a contract and does not create any contractual obligations. In addition, no employee handbook can anticipate every circumstance or question about the District and its policies. Therefore, the District reserves the right to revise this handbook as situations arise or as laws change. It is the District's intent to review and update this handbook on a bi-annual basis.

At-Will Employment

All employment with the District is "at-will." This means that either the employee or the District can terminate the employment at any time, for any reason or for no reason, with or without advance notice. All employees, whether introductory, regular, or temporary, are at-will employees. Only the Board of Trustees of the District has the right to amend this at-will policy. Any amendments must be in writing and signed by the President of the Board.

RECRUITING AND HIRING POLICIES

Equal Employment Opportunity

The District guarantees every applicant for employment and every employee the right of equal treatment without regard to an individual's race, color, religion, creed, sex including sexual orientation, gender including gender expression and gender identity, national origin, ancestry, age (40 or older), physical or mental disability, medical condition, genetic information, marital status, veteran status, or any other status protected by applicable law. This policy includes recruiting, hiring, working conditions, benefits, training programs, promotions, use of District facilities, and all other terms and conditions of employment.

In recruiting and selecting employees, the District furthers the principles of equal employment by seeking talented and competent persons who are suited for a specific position by reason of training, experience, character, personality, intelligence and general ability. The District does not consider an individual's an individual's race, color, religion, creed, sex including sexual orientation, gender including gender expression and gender identity, national origin, ancestry, age (40 or older), physical or mental disability, medical condition, genetic information, marital status, veteran status, or any other status protected by applicable law in recruiting and selecting employees.

Promotions are based on an employee's past performance and qualifications to assume additional responsibilities determined without regard to, or consideration of, the individual's status.

The District takes all personnel actions without regard to an individual's an individual's race, color, religion, creed, sex including sexual orientation, gender including gender expression and gender identity, national origin, ancestry, age (40 or older), physical or mental disability, medical condition, genetic information, marital status, veteran status, or any other status protected by applicable laws. When necessary, under the California Fair Employment and Housing Act and the Americans with Disabilities Act, the District will reasonably accommodate an employee or applicant with a disability if the employee or applicant is otherwise qualified to safely perform all of the essential functions of the position.

PRE-EMPLOYMENT POLICIES AND ORIENTATION

Employment Applications

The District relies upon the accuracy of information contained in the employment application and other data presented throughout the hiring and employment process. Any misrepresentation, falsification, or material omission in any of this information or data may result in exclusion of the individual from further consideration for employment, or termination of employment if the person has been hired.

Pre-Employment Medical Examination

Certain positions within the District may require an applicant to successfully complete a medical exam. The cost of the exam shall be paid by the District, and the exam shall be performed by a physician approved by the District. The exam will only be used to determine whether the applicant can perform the essential functions of the job. Such an exam will only occur after a conditional offer of employment has been made. The offer of employment will be contingent upon the applicant's successful completion of the exam.

Pre-Employment Drug And Alcohol Screening

The District is committed to providing a safe, efficient, and productive work place by preventing unlawful drug or alcohol use. All positions within the District require an applicant to successfully complete a pre-employment drug and alcohol test at the cost of the District. This test will occur after a conditional offer of employment has been made, and the offer of employment will be contingent upon the applicant's successful completion of the test.

In addition, the Department of Transportation requires pre-employment testing to be administered to applicants and employees who are required as a part of their job to hold a commercial driver's license, Class A or Class B. As with other pre-employment tests, offers of employment are contingent upon the District receiving a report that the applicant has passed this test.

Verification of Lawful Work Status

The District only employs United States citizens and aliens who are authorized to work in the

United States. In compliance with the Immigration Reform and Control Act of 1986, each employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility prior to commencement of employment.

CATEGORIES OF EMPLOYMENT

Employee Classifications

The District has five job classifications that determine benefits and eligibility for leaves:

1. Regular Full-time employee. A regular full-time employee is one who is regularly scheduled to work 40 hours or more per week.
2. Regular Part-time employee. A regular part-time employee is one who is regularly scheduled to work less than 40 hours per week.
3. Temporary and/or Seasonal employee. A temporary employee is one who is hired to fill a short-term position. Temporary employees generally will not be employed for more than six (6) months. A Seasonal employee is generally employed for a specific time of year when the District has additional operational and maintenance obligations. This employment will generally last for three (3) to six (6) months. A Seasonal employee may or may not be rehired from year to year.
4. Introductory Employee. An introductory employee is an employee who is not a temporary employee but who has not yet completed his or her first 6 months of employment with the District (“Introductory Period”). Certain benefits will be available to the employee only once the employee completes his or her introductory period.
5. Rehired Employee. Employees who are rehired following a break in service in excess of one month, other than an approved leave of absence, must serve a new introductory period whether or not such a period was previously completed. Such employees are considered new employees from the effective date of their reemployment for all purposes, including benefits.

Certain employees are exempt from federal and state wage and hour law, and are not entitled to overtime pay. These employees are referred to as “exempt employees.” Nonexempt employees receive overtime and are required to take certain meal and rest breaks. All employees, regardless of their classification and regardless of whether they have completed their introductory period, are at-will.

WORK PERIODS AND COMPENSATION

Workday/Work Week

The District’s regular business hours (open to the public) are from 8:00 a.m. to 4:00 p.m.,

Monday through Friday. The District's field crew normal work shift is from 7:00 a.m. to 3:30p.m. Monday through Friday. The District's hour of operation are; 24 hours a day, seven days a week, Monday through Sunday. The standard work hours for all regular full-time employees who are nonexempt are: 40 hours per week, eight hours per day, exclusive of the meal period.

Staffing needs, operational demands, and public safety and security concerns may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. If other than the standard amount of time is needed from any employee, the employee will be asked in advance to increase the number of hours worked each day as necessary. All exempt employees will be expected to work the hours needed to complete their work, even if such hours exceed the normal work schedule.

Overtime

The District pays overtime for nonexempt employees in accordance with the Federal Labor Standards Act (FLSA): one and a half times the regular rate of pay for any hours worked in excess of 40 hours per workweek. All overtime must be approved in advance by the employee's supervisor. "Hours worked" means time actually spent on the job. It does not include an unpaid meal period, makeup time, or hours away from work due to vacation, sickness, holiday, jury duty, or other absences from work. Exempt employees are not paid overtime, even if their hours exceed the normal work schedule. However, at the District Manager's discretion, exempt employees who work excessive hours due to seasonal conditions may be granted additional time off.

Makeup Time

On occasion, a nonexempt employee may ask his or her supervisor for additional time off to attend to personal matters. If the supervisor grants the request, this time off will be without pay. If an employee wishes to make up this missed time, he or she may make a request to his or her supervisor *before* the makeup time is worked. It is within the supervisor's discretion to grant the request. Makeup time may be worked in advance of the missed time, but must be worked in the same workweek as the missed time. An employee may not work over 11 hours in one day or over 40 hours total in any week that includes make up time, without prior approval of the supervisor.

Time Cards

Applicable law requires the District to keep an accurate record of time worked, including when meal periods begin and end. The District uses time cards to record time worked. Employee time cards are official District records and must be accurately maintained. Intentionally falsifying a time card is a serious violation of this policy and may result in immediate termination of employment. If a time card needs to be corrected, both the employee and the supervisor must initial the change on the time card to verify its accuracy.

Pay Periods

Paychecks are distributed on a bi-weekly basis, every other Friday. When these days occur on a Saturday or Sunday, the paychecks will be distributed the previous Friday. In the event that a regularly scheduled payday falls on a holiday, employees will be paid on the last workday before the regularly scheduled payday.

Breaks And Meal Periods

Nonexempt employees working at least 3.5 hours may take one paid ten-minute break for every 4 hours worked, or major fraction thereof. All ten-minute breaks must be taken and cannot be consolidated with the meal breaks. Employees will be relieved of all duty during their rest breaks. If an employee is interrupted during a rest break, they should re-start their rest break. If an employee is unable to take one or more of their rest breaks due to the press of business, they should report it to their supervisor the same day and note it on their timecard.

Nonexempt employees may choose to take an unpaid 30-minute meal break, during which time they will be relieved of all duties.

An employee may not vary his or her assigned ten-minute break and meal break without the prior approval of his or her supervisor.

Pay Advances

The District prohibits pay advances and extensions of credit on unearned wages.

Payroll Deductions And Wage Attachments And Garnishments

The District makes certain deductions from every employee's paycheck. Among these are applicable federal, state, and local income taxes, social security and Medicare taxes, and state disability insurance and paid family leave contributions. By law, the District is also required to honor legal attachments and garnishments of an employee's wages or salaries. If an employee's wages are attached, the District will withhold the specified amount to satisfy the terms of the attachment.

BENEFITS

Health Insurance

The District offers group health insurance benefits to regular full-time employees and their dependents after meeting the eligibility requirements of the individual plan. Employees should consult the individual plan for details. These benefits are subject to change at the discretion of the District without prior notice.

Retirement Programs

The District participates in an independent retirement program. This benefit is available to both regular and part-time employees who regular work schedule exceeds 1000 hours per year.

Employees should consult the plan for details, including eligibility requirements.

LEAVES OF ABSENCE

In general, employees who are on an unpaid leave of absence in excess of 30 days for any reason are ineligible for group health benefits. An employee will be considered to be on an unpaid leave of absence unless he or she is being paid by the District. An employee is on an unpaid leave of absence even if he or she receives pay from the State, such as SDI, Paid Family Leave, or workers' compensation. However, if the law requires that group health benefits continue during the leave, then the District will provide those benefits. For example, although a leave of absence under the Family and Medical Leave Act is unpaid, the law requires that the District maintain the employee's group health benefits. Employees who are on a paid leave of absence, such as vacation, sick leave, holidays or bereavement leave remain eligible for group health benefits during the portion of their paid leave.

Sick Leave

An employee who is unable to report to work due to illness or injury must notify his or her supervisor at least 30 minutes before his or her scheduled start time, if possible. The employee must also notify his or her supervisor on each additional day of absence. If an employee does not provide the appropriate notice, the employee may be subject to discipline. The District Manager reserves the right to request a doctor's release if an employee is absent due to illness or injury at any time. Generally, an employee who is absent for more than 3 consecutive work days may be required to provide a doctor's note confirming employee's ability to return to work with or without restrictions.

Regular full-time employees will accrue sick leave at a rate of 0.038 hours of sick leave, per hour worked, up to 80 hours per year. For purposes of exempt employees, sick leave is calculated assuming 8 hours per day/40 hours per week worked.

All other employees will accrue sick leave at a rate of 0.033 hours of sick leave, per hour worked, up to 48 hours per year.

Sick leave will be paid at the employee's regular rate of pay.

Sick leave must be taken in increments of no less than one-half hour. If an employee receives state disability insurance benefits during an illness, the District shall supplement these benefits with any accrued sick leave. Accrued but unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment except as provided below. However, employees who are re-employed within a year of separation will have their unused bank of time off under this policy made available to them.

Employees may use paid sick leave for the following reasons:

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member. A "Family Member" is a child of any age or dependency status, parent or legal guardian of the employee or employee's

spouse or domestic partner, a spouse, a registered domestic partner, a grandparent, a grandchild, a sibling, or a designated person. A “Designated Person” is a person identified by the employee at the time the employee requests paid sick days. An employee’s designated person does not need to be related to the employee by blood. An employee may only designate one person per 12-month period.

- If a victim of domestic violence, sexual assault, or stalking, to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child; or to seek medical attention for injuries caused by domestic violence, sexual assault, or stalking; to obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking; to obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; or to participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Upon retirement, an employee may receive a lump sum payment from the District equal to 25% of the total accrued but unused sick leave available to that employee as of his or her retirement date. In no event shall such lump sum payment exceed the value of 360 hours, payable at the employee’s current rate of pay.

The District will not deny an employee the right to use sick days, discharge, threaten to discharge, demote, suspend, or in any manner discriminate against an employee for using sick days, attempting to exercise the right to use sick days, filing a complaint or alleging a violation of this policy or the law, cooperating in an investigation or prosecution of an alleged violation of this policy or the law, or opposing any policy or practice or act that is prohibited by this policy or law.

Holidays

All regular full-time and part-time employees are entitled to the following paid holidays each year plus 4 floating holidays:

1. New Year’s Day	7. Independence Day
2. Martin Luther King Jr. Day	8. Labor Day
3. Presidents’ Day	9. Veterans Day
4. Cesar Chavez Day	10. Thanksgiving
5. Memorial Day	11. Day after Thanksgiving
6. Juneteenth	12. Christmas

Holidays which fall on a weekday will be observed on the day of the holiday. When a holiday falls on a weekend, the District at its discretion, will declare the preceding or following weekday as a paid holiday. In order to qualify for holiday pay, regular full-time employees must work the last scheduled workday immediately preceding the holiday and the first scheduled workday following the holiday, unless the employee is on a pre-approved vacation, using sick leave, or on an approved paid absence.

Regular full-time employees shall receive 8 hours of regular pay for each observed holiday. Employees on a leave of absence for any reason at the time of the holiday observance are ineligible for holiday benefits. Regular part-time employees will be paid the pro-rated number of hours normally scheduled per day.

Floating holidays shall be used during the fiscal year (July 1 – June 30). Floating holidays will not be carried over into subsequent years. Floating holidays will be prorated based on new hiring date.

Vacation

The District recognizes the value of rest and relaxation and encourages employees to use all accrued vacation. Regular full-time employees earn paid vacation as follows:

Non-Exempt Employee	Accrual Rate Per Hour Worked
1 through 5 years	0.038 (approx. 80 hours per year)
5 through 20 years	0.058 (approx. 120 hours per year)
20 plus years	0.077 (approx. 160 hours per year)

Exempt Employee	Accrual Rate Per Hour Worked
1 through 10 years	0.058 (approx. 120 hours per year)
10 plus years	0.077 (approx. 160 hours per year)

Exempt employee vacation accrual assumes 8 hours per day/40 hours per week worked. An employee may not accrue more than 360 vacation hours. Once that cap is reached, employee will not accrue additional hours until their balance falls below the cap. Vacation should be scheduled and approved via a vacation request two weeks in advance by an employee's supervisor. Vacation must be taken in increments of one-half hour. The District pays all accrued but unused vacation benefits upon termination of or retirement from employment.

Management Leave

Exempt employees shall receive 40 to 80 hours of Management leave per year, which is awarded on July 1st of each year, in an amount in that range at the District Manager's discretion, based on the circumstances. Although the full amount is available on July 1st, Management Leave is earned on a proportionate basis. Management Leave rolls over from year to year, up to 1.5 times the employee's maximum leave entitlement. Unused Management Leave at termination or retirement will be

prorated based on the employee's last day worked and paid to the employee at their final rate of pay.

Pregnancy Disability Leave

Employees are entitled to a disability leave during the time they are disabled due to pregnancy, childbirth or related medical conditions. This leave will be for the period of disability, up to four months. The employee, if possible, should provide the District with at least 30 days' notice of the leave. The employee must also include written certification from the employee's health care provider stating the anticipated delivery date and the duration of the leave. Once the employee's disability has ended, any further leave will be designated as family and medical leave. An employee must provide a release from her health care provider before returning to work. The District will reinstate the employee to her position unless:

1. The employee's job has ceased to exist for legitimate business reasons;
2. The employee's job could not be kept open or filled by a temporary employee without substantially undermining the District's ability to operate safely and efficiently;
3. The employee has directly or indirectly indicated her intention not to return;
4. The employee is no longer able to perform the essential functions of the job with or without reasonable accommodation;
5. The employee has exceeded the length of the approved leave; or
6. The employee is no longer qualified for the job.

Employees must use accrued sick leave, but may, at their option, choose to use vacation leave. Sick leave and vacation will supplement any State Disability or Paid Family Leave Insurance benefits. The District will maintain group health benefits as required by law. No additional vacation, sick leave, or holiday pay will accrue during the leave.

Family Care And Medical Leave (FMLA) / California Family Rights Act (CFRA)

Employees who have worked at least 12 months, and who have worked at least 1250 hours in the previous 12 months, are eligible to take a family and medical leave of absence ("FMLA" or "CFRA" leave) of up to 12 work weeks in a 12-month period. This rolling 12-month period begins on the date the employee's FMLA leave begins, and ends 12 months after that date. Where an employee is eligible for both CFRA and FMLA, the leaves will run concurrently. An employee may take an FMLA and or CFRA leave for any one of the following reasons:

1. The birth of a child, in order to care for the child;
2. The placement of a child with the employee for adoption or foster care;
3. To care for the employee's child, parent, spouse, registered domestic partner,

- or “designated person”¹ (CFRA only) who has a serious health condition; or
4. To care for the employee’s own serious health condition. (Pregnancy is not a “serious health condition” under the CFRA, and therefore leave taken for that reason will be designated as FMLA leave, to run concurrently with Pregnancy Disability Leave.)
 5. Leave because of any special circumstances that arise out of the fact that a spouse, child, or parent is on active duty or has been called to active duty.
 6. Leave to care for a parent, child, spouse, nearest blood relative, or registered domestic partner who is injured while on active duty in the U.S. Armed Forces within the previous 5 years. (Employee may take up to 26 weeks of FMLA Leave for this reason.)

If possible, an employee should give at least 30 days notice before beginning an FMLA/CFRA leave.

The notice must include a written certification from a health care provider with the following information:

1. The date on which the serious health condition began;
2. The probable duration of the condition;
3. If the leave is for the care of the employee’s child, parent spouse or registered domestic partner, the estimated amount of time the employee believes the employee needs in order to provide the care and a statement that the condition warrants the participation of the employee; and
4. If the leave is for the employee, a statement by the health care provider that the employee is unable to perform one or more of the essential functions of the job, due to the employee’s serious health condition.

FMLA leave is unpaid. Employees are required to use accrued vacation for all FMLA/CFRA leaves except for disability caused by pregnancy. If an employee takes an FMLA/CFRA leave due to a disability caused by pregnancy, the employee will not be required to use accrued vacation, but may choose to do so. Employees are required to use accrued sick leave for FMLA/CFRA leaves for the employee’s own condition, including disability caused by pregnancy. Employees may elect to use all of the sick leave they accrue on an annual basis for FMLA/CFRA leaves for illnesses of their child, parent, spouse, registered domestic partner, or designated person. Sick leave pay and vacation pay will supplement any State Disability, Workers’ Compensation, or Paid Family Leave Insurance benefits. The District will maintain the group health benefits during an FMLA/CFRA leave as may be required by law. However, the District may recover any premium it has paid for maintaining group health care coverage during any unpaid part of the FMLA/CFRA leave if the employee fails to return from the leave for a reason other than the continuation, recurrence, or onset of a serious health condition, or other

¹ In the case of a “designated person,” the employee may identify such person at the time the employee requests the leave. An employee taking leave to care for a “designated person” may designate one person per 12-month period.

circumstances beyond the control of the employee. Employees will not accrue vacation or sick leave, nor be paid for holidays, during FMLA/CFRA leave.

When an employee is ready to return to work after an FMLA/CFRA leave due to their own disability (other than for pregnancy), the employee must provide certification from the employee's health care provider that they are able to perform the essential functions of their job with or without accommodation.

Upon returning from FMLA/CFRA leave, an employee will be restored to their original job or an equivalent job with equivalent benefits, pay, seniority, and other employment terms and conditions, to the extent required by the FMLA/CFRA. If an accommodation is necessary for the employee's own disability, the employee should contact the District Manager as soon as possible to determine whether a reasonable accommodation can be provided.

State Disability and Paid Family Leave Disability Benefits

For certain absences, the State of California will pay State Disability Insurance ("SDI") or Paid Family Leave ("PFL") benefits. The District does not pay SDI and PFL; these benefits are paid by employees through mandatory payroll deductions as required by law. SDI applies to leaves taken due to the employee's own illness. PFL applies to qualifying leaves taken due to illnesses of the employee's family member or domestic partner, as well as bonding with a new child. Unless an employee qualifies for leave under the Pregnancy Disability Leave Law, California Family Rights Act or the Family Medical Leave Act, he or she will have no right to continued employment, and no right to reinstatement after taking leave, except in the case of pregnancy as required by law.

Workers' Compensation Leave

An employee must report all accidents, injuries and illnesses occurring on the job, no matter how small, to his or her supervisor. The District carries workers' compensation insurance coverage to protect employees who are injured on the job. If an employee is injured at work and is temporarily unable to perform his or her usual and customary work, the employee will be eligible to receive worker's compensation benefits. The employee must provide the District with the certification from a recognized medical professional confirming the necessity of the leave within 14 days after the leave begins.

The leave will continue until (1) a recognized medical professional certifies that the employee is capable of resuming all of the duties of the employee's former position, with or without reasonable accommodation; (2) a recognized medical professional certifies that the employee is permanently precluded from returning to work in his or her prior position or performing some portion of his or her prior job (i.e., the medical condition is permanent and stationary); or (3) the employee resigns, quits, accepts employment with another business, refuses to return to work after being released for full or partial work, or otherwise indicates that he or she is not going to return to work.

An employee on a workers' compensation leave which exceeds 30 days must update the District on at least a monthly basis and provide information concerning his or her health status, anticipated date of return to work and continued intent to return to work. IF AN EMPLOYEE

DOES NOT COMPLY WITH THIS REPORTING REQUIREMENT, THE DISTRICT MAY TERMINATE THE EMPLOYMENT. Workers' compensation disability leave is unpaid, but an employee may apply accrued vacation and sick leave to the workers' compensation disability leave. Accrued vacation and sick leave pay will supplement any workers' compensation or other wage benefits the employee receives. The District will maintain an employee's group health benefits during the period of leave as may be required by law.

The District will maintain an employee's group health benefits for that portion of leave that the employee is paid by the District. For example, if an employee applies accrued vacation to supplement any workers' compensation or other wage benefits the employee receives, the District will maintain an employee's group health benefits during the time the District pays the employee for accrued vacation. However, consistent with the District's group health benefits, the District will not maintain an employee's group health benefits during an unpaid leave unless otherwise required by law. Therefore, once an employee on leave has exhausted his or her accrued vacation, the employee will no longer be eligible for group health benefits. An employee may be eligible for continuation health care coverage under COBRA, at his or her cost.

An employee may return to work only after he or she provides the District with a release to work from the employee's physician. If the employee has been released without limitation, or is capable of performing the essential functions of his or her job with reasonable accommodation, the employee will be offered the same position he or she held prior to the leave, unless that job no longer exists or has been filled in order for the District to operate safely and efficiently. In this event, the employee will be offered a substantially similar position if one is available. If the District receives medical evidence satisfactory to it that an employee will be permanently unable to resume safely all of the essential functions of his or her job, with or without reasonable accommodation, and if reassignment to a vacant position is not possible, the employee's employment will be terminated.

Jury Duty

When an employee receives a jury summons, the employee must notify his or her supervisor as soon as possible and submit a copy of the jury summons. An employee is permitted to take time off for each full or partial working day he or she serves on jury duty. The employee must report to work on days or parts of days when he or she is not required to serve on jury duty. If the employee does not return to work immediately after jury duty ceases, the District will assume the employee has resigned. An exempt employee will be paid his or her regular salary during the time the employee serves on jury duty, except for weeks in which the employee performs no work.

A nonexempt employee will be paid his or her regular wages while serving on jury duty up to a maximum of 20 working days each calendar year.

Travel

Certain expenses are incurred in the performance of job responsibility-related duties, such as mileage, hotel accommodations, airline travel, auto rental and meals and entertainment which are deemed "reasonable and acceptable business expenses." Advance approval from an employee's supervisor is required before an employee incurs any expense with the anticipation of

reimbursement. The following reimbursements are authorized, provided an employee has obtained approval from his or her supervisor:

1. Personally Owned Automobiles. When personally owned automobiles are used, a mileage allowance will be paid equal to the standard mileage rate for transportation expenses paid or incurred for business purposes as provided by the Internal Revenue Service.
2. Other Transportation. The lowest available cost of coach air travel, at the time of booking, by the shortest route possible to and from points of business and the actual cost of taxi or limousine service to and from the airport. Receipt or ticket stubs are required if the expense exceeds \$25.
3. Lodging. The actual cost of reasonable lodging. Other hotel charges are not reimbursed except upon satisfactory explanation of the expenditure. Receipts are necessary to support all lodging expenses.
4. Meals. The actual reasonable cost of meals will be allowed when required on authorized or approved District business. All claims for reimbursement of meals should be supported by statements regarding the activity and location of the restaurant.
5. Communications. The actual cost of business communications such as telephone and postage. Claims for reimbursement must state names, places and purpose of all communications.

A detailed expense report along with corroborative receipts must be submitted to the employee's supervisor by the end of the calendar month during which the expense was incurred or immediately upon return from any trip which occurs at month-end.

A nonexempt employee may be paid for time spent: (1) traveling from his or her home to a location designated by the District to the extent that it exceeds the employee's regular daily commute; (2) reasonable time spent waiting to board a flight; (3) time on a flight, retrieving luggage and obtaining a rental car; (4) driving between the airport and the client's office or the employee's hotel; and (5) required meals with clients. Regular meal and sleeping hours will not be compensated while traveling.

Bereavement

The District provides regular full-time employees up to three days paid bereavement leave in the event of a death in the employee's immediate family. For purposes of this policy, "immediate family" includes the employee's spouse, parent, child, sibling, step-parents, step-children; the employee's spouse's parent, child, or sibling; the employee's long time companion; and the employee's grandparents or grandchildren. The term "spouse" includes a registered domestic partner. An employee who needs to take time off due to the death of an immediate family member should contact his or her supervisor.

Time Off for Crime Victims

The District takes threats and actions of crime against our employees and their families very seriously. If at any time an employee needs to be absent from work because he or she or a family member has been the victim of a serious crime, the employee should contact his or her supervisor or the District Manager immediately. An employee may use accrued sick leave or vacation in lieu of unpaid time off for these purposes upon approval of the District Manager. The employee's privacy will be protected to the greatest extent possible. The District may ask the employee for certification to confirm the need for time off.

Military Service, Witness Duty, And Voting Time

An employee may take a leave of absence to accommodate service in the Armed Forces, Military Reserves or National Guard. The specific terms of the absence and of rights to reinstatement, seniority, benefits, and compensation after a military leave are governed by law. An employee may also take unpaid time off as required by law to appear as a witness in court. An employee must give reasonable advance notice that he or she needs time off to appear as a witness. In addition, an employee who is registered to vote may take up to two hours designated by the District as paid time off to vote if the employee does not have sufficient time outside of his or her working hours within which to vote. An employee must give at least two days' notice prior to the election that he or she needs time off to vote.

PERFORMANCE STANDARDS, DUTIES AND DISCIPLINE

Unlawful Harassment

The District is committed to providing a work environment free of harassment. The District therefore prohibits sexual harassment and harassment based on an individual's race, color, religion, creed, sex including sexual orientation, gender including gender expression and gender identity, national origin, ancestry, age (40 or older), physical or mental disability, medical condition, genetic information, marital status, veteran status, or any other status protected by applicable law. Such discrimination is unlawful and will not be tolerated. This policy prohibits unlawful harassment of or by any employee of the District, including supervisors and co-workers. It also extends to vendors, independent contractors and others doing business with the District.

Unlawful harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation, is prohibited. Sexual harassment is defined by the Fair Employment and Housing Commission as "unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature." Unlawful harassment includes, but is not limited to:

1. Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, jokes, or comments;
2. Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures;
3. Physical conduct such as assault (unwanted touching), blocking normal

movement, or interfering with work directed at an individual because of his or her sex or any other basis;

4. Threats and demands to submit to sexual requests in order to keep a job or avoid some other loss, and offers of job benefits in return for sexual favors;
5. Retaliation for having reported or threatened to report harassment; or
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, and suggestive or obscene letters, notes, or invitations.

If an employee thinks he or she is being harassed on the job on a basis prohibited by this policy, or if an employee observes behavior he or she believes to be in violation of this policy, the employee should immediately contact the District Manager or any other supervisor with whom the employee feels comfortable. The District will not retaliate against anyone for reporting any incidents of harassment, for making any complaints of harassment, or for participating in any investigation, so long as done in good faith. If an employee feels they have been retaliated against, the employee should file a complaint using the procedures set forth above.

Supervisors must refer all harassment complaints to the District Manager or, if the complaint concerns the District Manager, the President of the Board of Trustees. The District will immediately undertake a thorough and objective investigation of the harassment allegations. If an employee has violated this policy, the District will take remedial action commensurate with the severity of the offense. This may include discipline of the harasser, up to and including immediate termination. The District will also take action to deter any further harassment, and will remedy any loss to the complaining employee resulting from harassment.

All employees must report any incidents immediately so that complaints can be quickly and fairly resolved. The California Civil Rights Department ("CRD") and Equal Employment Opportunity Commission ("EEOC") investigate and may prosecute complaints of harassment. An employee may have a claim of harassment even if they have not lost a job related or economic benefit. Whenever an employee thinks they have been harassed or that they have retaliated against for resisting or complaining, that employee may file a complaint with the CRD or EEOC.

- Civil Rights Department (formerly Department of Fair Employment and Housing) at 800-884-1684 or visiting <https://calcivilrights.ca.gov/contactus/>
- Equal Employment Opportunity Commission (EEOC) at 800-669-4000 or visiting <https://www.eeoc.gov/contact-eeoc/>.

If you wish to pursue filing with these agencies you should contact them directly to obtain further information about their processes and time limits.

The District has a brochure on sexual harassment which is available to all employees for additional information. The District expects its employees to act in a professional and respectful manner at all times.

In addition, the District desires to avoid misunderstandings, complaints of favoritism, claims of

sexual harassment and employee dissension that may result from personal or social relationships amongst employees. Therefore, the District asks that if employees become romantically involved with one another they disclose their relationship to the District Manager or another supervisor with whom they feel comfortable. Please refer to the District's policy regarding the employment of friends and relatives for additional information.

Business Ethics

The District expects its employees to act in accordance with the highest standards of business ethics at all times. This includes avoiding the appearance of impropriety. Employees are expected to abide by this policy and comply with all applicable laws while conducting District business.

Employee Conduct

The District expects its employees to act in a professional and respectful manner at all times. Examples of conduct that may lead to disciplinary action are identified below. However, it is impossible to provide an exhaustive list of types of inappropriate conduct. The following list contains some, but not all, examples of conduct that may lead to discipline, up to and including termination. Nothing in this policy alters the at-will nature of employment with the District.

- Unsatisfactory job performance;
- Unexcused absence;
- Violation of work rules;
- Tardiness;
- Unauthorized possession or removal of property;
- Use or possession of illegal drugs or alcohol while at work or appearing for work under the influence of drugs or alcohol;
- Failure to observe safety regulations;
- Harassment of other employees;
- Unprofessional attitude; Rude or discourteous behavior towards members of the public;
- Insubordination;
- Dishonesty (including falsification of a document or misrepresentations);
- Unauthorized possession of firearms, or any dangerous weapons or explosives within District boundaries;
- Disclosure of proprietary information; and
- Failing to comply with any policy in this handbook.

Nothing in this policy or this handbook is intended to preclude or dissuade employees from engaging in legally protected activities/activities protected by state or federal law, including the National Labor Relations Act, such as discussing wages, benefits, or terms and conditions of employment, forming, joining, or supporting labor unions, bargaining collectively through representatives of their choosing, raising complaints about working conditions for their and their fellow employees' mutual aid or protection, or legally required activities.

Attendance and Punctuality

An employee must report his or her absence from work to the employee's supervisor prior to the start of the shift. All absences will be recorded; excessive absences may, under certain circumstances, be cause for discipline, including termination. Unreported absences of three consecutive workdays will be considered a voluntary termination. If an employee is going to be late, the employee must make every effort to contact his or her supervisor prior to the start of the shift

Employee Uniforms

The District requires that most of its employees wear prescribed work clothing while performing their jobs. The District provides work shirts embroidered with the District logo as well as work pants. The District is responsible for the maintenance of the employees work clothing (washing, ironing, mending). Employees that are not required to wear a uniform may be provided 5 shirts per year embroidered with the District logo. The District provides any necessary safety clothing including steel toe boots, and high visibility rain gear, which must be approved by the District Manager or the District Superintendent.

Employees who do not wear a uniform are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Normal dress in the office is professional. Reasonable accommodation will be made to individuals who have religious practices that are inconsistent with this dress and grooming policy.

Outside Employment

An employee may only hold an outside job if the job does not conflict with the interests of the District or interfere with the employee's ability to adequately perform his or her job with the District. Employees may not perform outside work or solicit outside business on the District's premises, or while working on the District's time. Employees are not permitted to use any District equipment or property (such as telephones, fax machines, copiers, office supplies or proprietary information) for outside work or business. If the District determines that an employee's outside work interferes with his or her performance, the employee may be required to terminate the outside employment.

Solicitation

Solicitation and the distribution of literature by employees, or of employees, during working time is not permitted. Working time includes both the working time of the employee doing the soliciting or distributing and the employee to whom the solicitation or distribution is directed. Therefore, if either employee is working, solicitation and distribution are prohibited. Distribution of written solicitation material in working areas is prohibited at all times.

Conflicts Of Interest

Employees have an obligation to conduct business within guidelines that prohibit an actual or

potential conflict of interest in which an employee's actions or loyalties are divided between personal and the District's interests. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the District Manager for more information or questions about conflicts of interest. Any doubt should be resolved in favor of disclosure and request for specific guidance.

Each employee must avoid entering any transactions or business dealings that could conflict with the District's interests or that could interfere with the employee's duty and ability to best serve the District. Employees cannot provide services to the District as independent contractors.

Prohibited activities include, but are not limited to:

1. Having a direct or indirect financial relationship with a member of the public who receives services from the District, or with a vendor of the District;
2. Engaging in any other employment or excessive personal activity during an employee's work hours, or using District supplies or equipment in other employment without prior written consent from the District Manager;
3. Using the District's name, logo, stationery, supplies, equipment, or other property for personal purposes, unless the District Manager has granted written approval in advance of that use. This policy includes, but is not limited to, the personal use of District computers, telephones (including cellular telephones), fax machines, postage and postage meters, vehicles, office machines, and supplies of any kind.
4. Soliciting District employees, suppliers, or customers to purchase goods or services of any kind for non-District purposes, or to make contributions to any organizations or in support of any causes, unless the District Manager has granted written approval in advance.
5. Soliciting or entering into any business or financial transaction with a District employee whom you supervise, either directly or indirectly, unless the District Manager has granted written approval in advance of that transaction. This restriction applies to *all* such transactions, however small, including, but not limited to:
 - a. Hiring a subordinate to perform services; and
 - b. Soliciting a subordinate to participate in an investment of any kind with you.
6. Attempting to obtain special favors by making payments to or giving consideration to the public, vendors, or others;
7. Furnishing gifts or entertainment at District expense; or
8. Soliciting or accepting any payments, fees, or consideration from a supplier or vendor that does business with the District.

When a conflict of interest is found to exist, the conflict may result in discipline or, when appropriate to eliminate the conflict, the termination of employment.

Employment Of Friends And Relatives

The employment of friends and relatives in the same area of an organization may cause conflicts of interest and appearances of impropriety. In addition, personal conflicts may impact the working relationship of the parties. Although the District does not prohibit the hiring of friends and relatives of existing employees, the District is committed to monitoring situations in which friends or relatives work in the same area. In the event of an actual or potential problem, the District's response may include reassignment or termination of one or both of the individuals involved. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage, or one who is a domestic partner.

The District desires to avoid misunderstandings, complaints of favoritism, claims of sexual harassment and employee dissension that may result from personal or social relationships amongst employees. Therefore, the District asks that if employees become romantically involved with one another they disclose their relationship to an appropriate manager with whom they feel comfortable. This information will be kept as confidential as possible. For purposes of this provision, "romantically involved" will be interpreted broadly. The District reserves the right to take necessary and appropriate action to resolve any potential conflict of interest arising out of romantic involvement among employees. Depending on the facts of the situation, such action may include reassignment or termination of one or both of the employees involved.

Confidential Information

During the course of your employment, you may be given access to confidential and proprietary information. Although the District is a public entity, certain information which you may be given remains confidential, such as personnel records, litigation records, applications filed with state agencies, information received in confidence, records of complaints and investigations, and other information protected under applicable law. As an employee of the District, you are obligated to maintain the confidentiality of this information, and are not to disclose any information which may be confidential to any other entity or person, except as authorized by the District Manager.

Discipline

Unsatisfactory performance may subject an employee to discipline. The nature of the discipline imposed will depend on the seriousness of the problem and the employee's record of performance, behavior problems, or safety violations. The District always maintains the right to determine what disciplinary action is appropriate based on the facts of each case. Such discipline may include, but is not limited to, verbal warnings, written warnings, suspensions, and termination. Exceptions and deviations from the normal discipline procedures may occur whenever the District determines it necessary. For example, some circumstances may warrant immediate termination without a warning or suspension. Under no circumstances does this policy alter the at-will nature of employment with the District, nor require that employment may be terminated only for cause.

PERSONNEL ISSUES

Employee Relations

If an employee has concerns about work conditions or job responsibilities, the employee is encouraged to voice these concerns openly and directly. If there is something about an employee's job that bothers him or her, or if an employee feels that he or she has not been fairly treated in accordance with the District's policies, the employee should report the problem first to his or her supervisor. In some cases, however, there may be reasons which make it difficult for an employee to discuss his or her concerns with a supervisor. In such cases, employees are encouraged to discuss these concerns with the next level of management or with the District Manager or with the President of the Board of Trustees. Employees find that most difficulties can be resolved in a satisfactory manner by bringing them out in the open and discussing them frankly with the people who can resolve them. The District makes every effort to respond to employee concerns. Employees at all levels are encouraged to keep channels of communication open and flexible so that it is easy to solve any difficulties that may arise.

Respect For Others

The District values the importance of healthy and respectful working relationships amongst its employees. In order to achieve a productive, efficient work environment, the District requires its employees to treat one another with courtesy and respect. The District expressly prohibits its employees from engaging in disrespectful behavior such as: prying into the business of co-workers, making untruthful or negative statements about co-workers, making rude and unnecessary comments about co-workers, spreading rumors, and engaging in gossip. This behavior is a waste of time and detracts from each employee's job satisfaction and production. If an employee has a serious complaint about one of his or her co-workers, the complaint should be brought directly to the complaining employee's supervisor, and not discussed with other co-workers. Employees who do not observe this policy of courtesy and respect for co-workers will be subject to discipline, up to and including termination.

Personnel Information

The District maintains a file for every employee. The file contains information pertaining to the employee's employment with the District. It is every employee's responsibility to inform his or her supervisor immediately of any changes to the employee's personnel information, such as an address change or telephone number change. If an employee's marital status or dependents change, he or she may have to change the number of exemptions claimed for income tax withholding purposes and change dependent status with insurance plans. Please report any changes to the District Office Manager.

Performance Evaluations

Performance reviews provide an objective, consistent, and fair way to assess each employee. The evaluation process is designed to communicate expected standards of performance and to

discuss past performance, areas where improvement is needed, and career development. Performance evaluations are performed by supervisors on an annual basis. Employees are asked to sign their evaluation forms after they are read, acknowledging that the review took place.

TERMINATION OF EMPLOYMENT

Termination

Employment with the District is at-will and can be terminated by the employee or the District at any time, with or without advance notice, and with or without cause. If an employee finds it necessary to resign, the District requests that if possible the employee provide two weeks' notice to his or her supervisor to aid in rescheduling the employee's workload. Absent extraordinary circumstances, when an employee has been absent for three days and has not contacted his or her supervisor, the District will assume that the employee voluntarily terminated his or her employment as of the end of the third missed day. An employee must return to his or her supervisor all District-furnished tools, equipment, keys and other property prior to the last day of employment. All confidential information received while employed with the District belongs solely to the District and must be kept confidential even after the employment has ended. Arrangements for clearing any outstanding debts with the District and receiving a final paycheck should be made with the employee's supervisor.

Benefits Continuation

The California Continuation Benefits Replacement Act ("Cal-COBRA") gives employees and their qualified beneficiaries the opportunity to continue insurance coverage under the District's health plan and dental plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours; an employee's divorce or legal separation; and a dependent no longer meeting eligibility requirements. Under Cal-COBRA, the health plan provides each eligible employee with written notice describing rights granted under Cal-COBRA when the employee becomes eligible for coverage under the District's plan. The notice contains important information about the employee's rights and obligations.

WORKPLACE SAFETY AND HEALTH

Safety

The responsibility for safety extends to every employee working for the District, and every employee must be safety conscious. All employees are required to immediately report any unsafe or hazardous condition or accident, no matter how minor, to a supervisor. The District will make every effort to take corrective action as soon as possible. Failure to report an accident can result in a violation of legal requirements and may subject an employee to discipline, including termination.

Smoking

California law prohibits smoking within a reasonable distance of District buildings. Smoking is permitted on District property in areas designated by the District Manager. An employee who violates this policy may be subject to discipline, including dismissal, and may also be subject to a fine imposed by the State of California.

Injury And Illness Prevention Program

The District has adopted an Injury and Illness Prevention Program (the “Safety Program”), which is administered by the Superintendent. Each employee receives initial and ongoing training in this program. Representatives of the District may also conduct periodic inspections to identify unsafe conditions and work practices. For more information regarding this program, employees should contact the Superintendent or District Manager.

Violence Prevention

The District has adopted the following policies to ensure the safety of its employees and to provide guidance on dealing with violence in the workplace. If qualified, an employee may provide first aid to injured persons when required. Each employee is required to:

1. Immediately report all indirect and direct threats of violence to a supervisor.
2. Immediately report all suspicious individuals or activities to a supervisor.
3. Never put himself or herself in peril. This includes behaving in a professional, courteous manner at all times, and avoiding verbal and/or physical confrontations with members of the public where possible.
4. Immediately call 911 and seek shelter if the employee hears a violent commotion near his or her workstation.
5. Cooperate fully with security, law enforcement, and medical personnel who respond to a call for help.
6. Allow the District Manager or President of the Board of Trustees to respond to all inquiries from the media about violence on its premises so that the District can speak with one voice.

Policy Prohibiting Use Of Drugs And Alcohol

Drug Free Workplace

The District maintains a drug-free work place in accordance with the provisions of the Federal Drug-Free Workplace Act of 1988 and the California Drug-Free Work Place Act of 1990. In accordance with its responsibilities under the Drug-Free Work Place Acts, the District has established a drug-free awareness program. This program has been established

to inform employees about the dangers of drug abuse in the work place and the District's policy of maintaining a drug-free work place, as well as the penalties that the District may impose upon employees for drug abuse violations.

The purpose of this policy is to assure worker fitness for duty and to protect our employees and the public from risks posed by the inappropriate use of alcohol and controlled substances. This policy is intended to comply with all applicable federal and state law and regulations governing anti-drug programs in the work place.

Employees will be counseled at the beginning of employment regarding the dangers of drug abuse in the work place, the District's policy of maintaining a drug-free work place, the channels through which employees may obtain drug counseling, and the penalties that may be imposed upon employees for drug abuse violations. No employee may use, possess, distribute or sell alcohol or any illegal drug while on the District's property, while on duty, while on on-call status, or while operating a vehicle that is owned or leased by the District. In addition, no employee may report for work, or go or remain on duty or on on-call status, while under the influence of or impaired by any illegal drug or alcohol. For purposes of this policy, a drug will be considered an "illegal drug" if its use is prohibited or restricted by law and an employee improperly uses or possesses the drug, regardless of whether such conduct constitutes an illegal act or whether the employee is criminally prosecuted and/or convicted for such conduct.

Assistance for drug abuse and rehabilitation is available through normal medical providers and may be covered to some extent by insurance. For assistance, employees are encouraged to contact their physicians directly. All employees must adhere to the rules stated in this policy as a condition of employment. Failure to comply with this policy may result in discipline, including termination. The District Secretary has been designated to administer this policy, monitor the program and make reports as required by law. As with any of the District's policies, the District reserves the right to change, alter, amend, and interpret this policy.

Drug And Alcohol Testing

Reasonable Suspicion

When a reasonable basis exists to suspect an employee of violating the drug and alcohol policy, the employee will be requested to immediately submit to a drug and/or alcohol test. Suspicion will be based on objective symptoms, such as factors related to the employee's appearance, behavior and speech. A reasonable basis may also exist if an employee is found to be in possession of illegal drugs, alcohol or paraphernalia connected with the use of an illegal drug. Possession of illegal drugs or alcohol is prohibited even if the employee has not used these substances. Testing may also be required if an employee is involved in an incident which results in serious injury to the employee or others, or which might have resulted in such injury. The results of all tests will be kept confidential. An employee has the right to refuse to be tested.

However, employees who are directed to submit to an alcohol and/or drug test and who refuse may be subject to discipline, up to and including immediate termination.

If the results of the employee's drug and/or alcohol test are positive, the District will take disciplinary action which may include mandatory participation in the Employee Assistance Program, suspension or immediate termination. The disciplinary action will be based on the seriousness of the offense and the employee's past performance with the District. An employee who tests positive may request a second test to be performed by a reliable drug testing agency, at the employee's expense.

DOT Drivers

The U.S. Department of Transportation regulates employees who are required to hold a commercial motor vehicle driver's license (either a Class B or a Class A California driver's license). Drivers' names are placed in a pool and are subject to random testing in accordance with federal law. Drivers are also subject to testing when a reasonable basis exists to suspect that the driver has violated the drug and alcohol policy.

Visitors In The Workplace

To provide for the safety and security of employees and the facilities at the District, only authorized visitors are allowed in the work place. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures the security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. Therefore, family and friends of employees are discouraged from visiting during business hours. Employees are required to meet any visitor in a designated reception area.

Authorized visitors must be escorted to their destination. Employees are responsible for the conduct and safety of their personal or professional visitors. If an unauthorized individual is observed on the District's premises, employees should immediately notify a supervisor of the intruder.

OTHER DISTRICT RULES

District Property

Employees are not permitted to use any District property for personal use, such as computers, labelers, copy machines, fax machines, postage meters, supplies, tools, vehicles, calculators, typewriters, or credit cards. During work hours, employees must minimize personal telephone calls. Personal telephone calls are permitted only when absolutely necessary. Fax machine or postage meter use for personal matters and personal long distance phone calls are not permitted without authorization from a supervisor.

When using District property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. An

employee must notify a supervisor if any equipment, machine, tool, or vehicle appears to be damaged, defective, or in need of repair. Prompt reporting helps prevent possible injury to employees or others and deterioration of equipment. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles may result in disciplinary action, up to and including termination.

In addition, all desks, lockers, offices, work spaces, credenzas, cabinets, e-mail, telephone systems, office systems, computer systems, District vehicles and other areas or items belonging to the District are open to the District and its employees. **EMPLOYEES HAVE NO EXPECTATION OF PRIVACY IN ANY OF THESE AREAS.** Personal items and messages or information that an employee considers private should not be placed or kept in desks, lockers, offices, workspaces, credenzas, cabinets, e-mail, telephone systems, office systems, computer systems, District vehicles and other areas or items belonging to the District.

Use Of District Vehicles And Equipment

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using District property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify a supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. An employee's supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment. Any employee who receives a traffic or parking violation will be personally responsible for the payment of the fine. Anyone who drives a District vehicle is responsible for it and should confirm that the vehicle has all proper documents required by law in the vehicle, i.e. registration, certificate of insurance, etc. If an employee finds this is not so, he or she should immediately notify the supervisor.

The District vehicles are for District business only. The District employees are the only ones to drive these District-owned vehicles. It is unacceptable for spouses, children or anyone other than the employee to operate these vehicles unless an emergency arises. Similarly, District vehicles should not be used to transport family members unless on official District business or as otherwise approved by the District Manager.

District employees are not allowed to use the District property for personal use except as provided in this policy. This includes, but is not limited to, facilities, sprayers, computers and their related equipment, labelers, postage stamps, copy machines, fax machines, postage meter, any type of supplies including office supplies, tools, vehicles, calculators, typewriters, credit cards, etc. These assets are provided to employees for District related

business only. Personal items, messages or information that you consider private should not be placed or kept in telephone systems, office systems, e.g. e-mail, other District computer systems, offices, work spaces, desks, credenzas or file cabinets.

Please also remember that all desks, lockers, cabinets, e-mail, computers and vehicles that belong to the District will be open to all District employees. If necessary, such property will be inspected from time to time to confirm that this equipment is not being used for personal use. Any employee who is issued a District credit card is responsible for the use of that card. No employee has the authority to advance monies and/or utilize a District credit card for cash advance or for personal gain. No employee should give his card or card number to another person to use.

District employees may check out District equipment from the Superintendent for personal use. The employees are responsible for the return of all equipment checked out in their name, and

must return the equipment in the same condition it was in when checked out. The District may withhold the cost of any item not returned from an employee's paycheck and may withhold the cost of repair for items returned in a damaged condition.

Limited personal use of the copy and fax machines will be allowed, but employees will pay a per page charge to the District for such use. In addition, employees may use their District cell phones to make limited personal calls. Their minutes per month should not exceed the monthly maximum; if the minutes are in excess of the maximum, the employee will be required to reimburse the District for the excess use related to personal charges. Any excessive personal use shall be cause for discipline.

Taking Wood From District Premises

The District cuts down dead or dying trees on the levees, as part of its regular business. Any District employee wishing to take such wood is free to do so with permission from the District Superintendent or District Manager. However, the District requires that no employee take cut wood until after it has been unloaded from District trucks at the District Corporation Yard or District Office or other public disposal site. Failure to comply with this requirement may subject the employee to disciplinary action, up to and including termination.

Technology Policy

The District's information systems and technology resources, including all computer, data and telecommunications hardware and software (referred in this handbook as the "Systems"), are critical to its business and success. The Systems are owned by the District. All messages and other information communicated through the Systems are also the property of the District. These Systems are to be used only to further the business purposes of the District and should never be used in violation of any applicable laws. The District has the right to terminate any employee's access to and use of any of the Systems at any time with or without cause and with or without notice. The District may also take disciplinary action in its sole discretion,

including termination, for any use of the Systems that is not in accord with this policy or any other policies of the District.

Confidential or proprietary information of the District should not be sent externally through e-mail or other systems, except when absolutely necessary and only with the approval of the District Manager. Employees should use the following legend on each e-mail message sent via the Internet which is intended to be confidential or which contains confidential or proprietary information of the District:

This electronic message contains information from _____, which is confidential or privileged. The information is intended to be sent to the individual or entity named above. If you are not the intended recipient, be aware that any disclosure, copying or distribution or use of the contents of this information is prohibited. If you have received this electronic transmission in error, please notify us by telephone at _____.

The Systems may never be used in any manner or method that is illegal, disruptive or offensive to others. The Systems are governed by the District's unlawful harassment policies and other policies in this handbook. The Systems may never be used for any activity that is a violation of any applicable law or for viewing, transmission, downloading, reproduction or copying of any pornographic, obscene, discriminatory or otherwise illegal matter. The Systems may not be used in violation of any applicable copyright, trademark or trade secret laws. Unless there is a legitimate reason to do so and the District has approved the participation, the Systems may not be used to participate in chat lines, bulletin boards, Internet mailing lists or Usenet newsgroups.

Only software legally licensed to the District or an employee may be installed and configured on individual computer systems. Installation of software may only be performed by authorized employees of the District.

Employees should understand that they have **NO EXPECTATION OF PRIVACY** in connection with use of the Systems, including stored e-mail and voice mail messages. All messages created, sent, received or stored in these Systems are and remain the property of the District. The District reserves the right to retrieve and review any message composed, sent or received via the Systems.

EMPLOYEE AT-WILL AND ACKNOWLEDGMENT FORM


I have received and read a copy of the Employee Handbook of Reclamation District No. 900 (“District”). In particular I have read the policy on Unlawful Harassment as well as the policy Prohibiting the Use of Drugs and Alcohol. I agree to abide by these policies, as well as the other policies contained in the Handbook.

I understand and agree that my employment is at-will. This means that either the District or I may terminate the employment relationship at any time, with or without cause or advance notice. I understand that only the Board of Trustees may change this at-will employment relationship, and then only if it is in writing. I agree that the District may change, delete or add to any policies, benefits or practices described in the Employee Handbook from time to time at its discretion with or without prior notice, except for its policy of at-will employment.

I understand that as a condition of my employment, I must notify the District of any conviction for a drug violation that occurs in the workplace within five days after such a conviction. I understand that any violation of the policy may result in serious disciplinary action, including immediate termination.

Signature _____ Date _____

Print Name _____

MEETING DATE: June 28, 2023		ITEM # 4	
 SUBJECT: CONSIDERATION OF ADOPTION OF THE RECLAMATION DISTRICT 900 FISCAL YEAR 2023/24 OPERATIONS & MAINTENANCE BUDGET AND DISTRICT SALARY SCHEDULE			
INITIATED OR REQUESTED BY: <input checked="" type="checkbox"/> Counsel <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other		REPORT COORDINATED OR PREPARED BY: Blake Johnson, General Manager	
ATTACHMENT <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Information <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	

OBJECTIVE

The objective of this report is to present sufficient information to the Reclamation District 900 (District) Board of Trustees (Board) to adopt the District Operations & Maintenance Budget for Fiscal Year (FY) 2023/24 and to adopt the District Salary Schedule.

RECOMMENDED ACTION

Staff respectfully recommends that the Board adopt the District FY 2023/24 Operations & Maintenance Budget and adopt the District Salary Schedule.

BACKGROUND

Staff and the District's CPA, Dustin Dumars, coordinated to prepare a proposed budget for the Board's information and consideration. The budget is developed with a focus on providing the resources necessary to fund the District's Operations & Maintenance (O&M) activities during the budgeting period to meet operational objectives while considering the District's overall financial capacity. The salary schedule revision is intended to provide a cost of living adjustment to employees.

ANALYSIS

Prior to the 2022-2023 budget, the District budgeted for three separate funds: 900 Drainage O&M, 537 Drainage O&M, and Levee O&M. For the 2022-2023 budget, these three funds were combined. The 2023/24 budget is also combined.

Revenue is expected to decrease slightly due to DWR's Flood Maintenance Assistance Program (FMAP) decrease and the removal of the Miscellaneous and Unrealized Gains Investments from the budget (more conservative). It is anticipated that a 2% increase will be recommended for the annual drainage assessment.

Expenses are also expected to increase as vacant positions are filled and for costs associated with the new corporation yard. Salaries in the proposed 2023/24 budget year include a 5% cost of living adjustment (COLA) and are budgeted at mid-range for all positions except the General Manager and Assistant General Manager, which are budgeted at top step. A total of 8 employees are budgeted for the 2023-2024 year. Electrical and fuel costs have gone up and have been increased for the 2023-2024 year.

Capital improvement projects will be brought in front of the Board for approval during our July 2023 Board meeting.

SALARY ADJUSTMENTS

The Maintenance Worker positions are the "backbone" of the District's maintenance operations, the high turnover rate (5 positions in 6 years) is causing significant impacts the overall maintenance operations. The district invests significant time and resources training individuals only for them to take that training and licenses/certificates to move on to positions with much higher salaries. Other LMA's in the region also face these same issues. Management (including Board members) are recommending a COLA.

In 2021, Social Security COLA was 5.9%. For 2022, it was 8.7%. These increases were calculated by the Bureau of Labor Statistics (BLS). The Consumer Price Index (CPI) for all items in West urban, all consumers, was 4.5% in 2021 and 8% in 2022. This data was provided by the BLS.

Alternatives

The Board may choose to approve the recommended action in full, continue the item to a future meeting, request additional information, or approve the budget with modifications.

Coordination and Review

The proposed budget was developed by District management in coordination with the District CPA and reviewed by District Counsel.

Budget/Cost Impact

The 2023/24 O&M budget recommendations as detailed in this report and attachments, excluding Capital Improvement allocations represent a net increase in the fund balance of approximately \$1.7 million to be used for capital improvement projects. Capital Improvement projects and budget will be brought before the Board at the next meeting.

ATTACHMENTS

1. 2023-2024 Operations and Maintenance Budget with comments
2. 2023-2024 Operations and Maintenance Budget
3. Approved Salary Schedule 2022
4. Revised Salary Schedule including 5% Cost of Living Adjustment

Beginning Projected Fund Balance		\$9,710,307			\$12,050,242	
O&M Budget Request						
	2022 - 2023 Budget	2022 - 2023 Projected	2022 - 2023 Differences	2022 - 2023 % Budget	2023 - 2024 Proposed Budget	
Income						
4000 RD 900 Assessments	\$2,504,894	\$2,515,496	\$10,602	100.4%	\$2,565,806	Drainage assessment from landowners (assumes 2% increase for 23/24)
RD 537	\$79,334	\$79,334	\$0	100.0%	\$80,921	Drainage assessment from landowners in the old RD537 area (assumes 2% increase for 23/24)
Total 4000 RD 900 Assessments	\$2,584,228	\$2,594,830	\$10,602	100.4%	\$2,646,727	
4010 WSAFCA	\$776,046	\$767,478	(\$8,568)	98.9%	\$782,060	Assessment from WSAFCA for levee maintenance
RD 537 WSAFCA	\$63,204	\$63,204	\$0	100.0%	\$64,405	
Total 4010 WSAFCA	\$839,250	\$830,682	(\$8,568)	99.0%	\$846,465	
4020 Interest Income	\$55,000	\$78,464	\$23,464	142.7%	\$55,000	Investment Interest earnings from Net Income balance
4100 Funding Agreements						
4110 WUSD Maint Fee	\$7,000	\$7,000	\$0	100.0%	\$7,000	Maintenance of school detention pond
4115 Developer Fee Storm drain					\$9,000	Maintenance of drainage facility encroached on by developer
4120 DWR						
RD 900	\$350,000	\$218,054	(\$131,946)	62.3%	\$185,000	FMAP Reimbursement (DWR) for maintenance
Total 4120 DWR	\$350,000	\$218,054	(\$131,946)	62.3%	\$185,000	
4130 FEMA		\$17,878	\$17,878	66.1%	\$100,000	FEMA Reimbursement for Grant (Blacker Canal)
Total 4100 Funding Agreements	\$357,000	\$235,932	(\$121,068)		\$185,000	
4111 RD 811 Power Reimburse	\$3,950	\$3,120	(\$830)	79.0%	\$8,000	funds from city for old RD811 area. 51% reimbursement of PGE pumping costs
4200 Miscellaneous	\$2,500	(\$570)	(\$3,070)	-22.8%	\$0	Misc. refund, credit
4300 Retiree Healthcare	\$5,500	\$6,377	\$877	115.9%	\$6,500	Retiree fees due to the District
4400 Unrealized Gains Investmnts	\$20,000	\$0	(\$20,000)	0.0%	\$0	Investment gains or losses that have not been realized/sold. Not part of the O&M
Total Income	\$3,867,428	\$3,748,834	(\$118,594)	96.9%	\$3,763,692	
Expenses						
5000 Administrative						
5010 Permits & Fees	\$41,600	\$29,374	(\$12,226)	70.6%	\$35,000	Air Quality, Water Quality, Environment Health, admin costs for medical/dental, DMV
5011 Assessments Paid	\$9,500	\$9,882	\$382	104.0%	\$10,000	Property Flood Assessment fees
5020 Memberships	\$9,800	\$12,965	\$3,165	132.3%	\$13,000	CA Special Dist. Assoc. West Sac. Chamber of Commerce, Calif. Assoc of Mutual Water Companies, PAPA (training)
5030 Liability/Auto Insurance	\$67,425	\$73,334	\$5,909	108.8%	\$95,000	Insurance increase about 30% for 23/24 (equip. lose/industry increase)
5040 Professional Fees						
5041 Legal	\$32,000	\$38,527	\$6,527	120.4%	\$40,000	Legal Counsel for District
5042 Assessments	\$18,000	\$18,788	\$788	104.4%	\$25,000	Consultant fees for drainage assessment
5043 Accounting & Payroll	\$42,000	\$43,500	\$1,500	103.6%	\$45,000	Accounting/Audit consultants
5044 City Shared Service	\$15,000	\$7,487	(\$7,513)	49.9%	\$10,000	City staff supporting District
5045 Document Management	\$15,000	\$0	(\$15,000)	0.0%	\$15,000	Digitizing files of District Documents
5050 Office						
5052 Utilities	\$10,000	\$13,067	\$3,067	130.7%	\$15,000	PG&E electric and gas (Drever St, first full year in building)
5053 Janitorial/Clean Supplies	\$3,600	\$3,740	\$140	103.9%	\$4,000	Janitorial service
5054 Supplies & Software	\$6,000	\$15,159	\$9,159	252.7%	\$10,000	Software, paper, office supplies
5055 Office Equipment	\$10,000	\$3,616	(\$6,384)	36.2%	\$5,000	Computers/monitors/printers for vacant positions
5056 Furnishing	\$20,000	\$6,548	(\$13,452)	32.7%	\$10,000	furnishing for office/replacement furnishings for new hire
5057 Other	\$4,000	\$3,970	(\$30)	99.2%	\$4,000	Misc. office expense
5200 Labor & Related						
5210 Compensation		(\$18,567)	(\$18,567)			
5211 Administrative Salary	\$314,568	\$213,233	(\$101,335)	67.8%	\$351,170	Incl. GM, AGM, Secretary + 5% COLA (Not officially approved by Board)
5212 Field Salaries	\$366,996	\$277,184	(\$89,812)	75.5%	\$385,346	Incl. Superintendent, Foreman, 3 staff + 5% COLA
5213 OT/ EMERGENCIES	\$8,000	\$0	(\$8,000)	0.0%	\$8,000	Overtime for emergency needs
5214 Payroll Taxes	\$54,060	\$36,633	(\$17,427)	67.8%	\$58,921	payroll taxes for 8 employes
5220 Benefits						
5221 Medical Insurance	\$125,736	\$109,844	(\$15,892)	87.4%	\$130,000	Medical costs for 8 staff members
5222 Dental Insurance	\$3,744	\$3,830	\$86	102.3%	\$6,000	Dental costs for staff 8 staff members
5223 Retiree Medical	\$29,952	\$27,927	(\$2,025)	93.2%	\$32,500	District pays medical for retirees
5224 Retirement	\$97,240	\$63,254	(\$33,986)	65.0%	\$100,000	District pays into retirement for current and future employees
5260 Workers Comp	\$31,200	\$19,243	(\$11,957)	61.7%	\$31,200	For 8 employees
5270 Uniforms	\$5,400	\$4,761	(\$639)	88.2%	\$6,000	Maintenance staff clothing/cleaning
5280 Training & Licensing	\$6,000	\$530	(\$5,470)	8.8%	\$5,000	Necessary training for staff
5400 Operations & Maintenance						
5410 Facilities						
5411 Power	\$120,000	\$206,119	\$86,119	171.8%	\$200,000	PG&E for pumpstations
5412 Fuel	\$10,000	\$9,852	(\$148)	98.5%	\$10,000	Fuel for pumps/generators
5413 Supplies/Materials	\$16,000	\$18,687	\$2,687	116.8%	\$20,000	Supplies for garage at main office and pump stations

5414 Repairs	\$15,000	\$788	(\$14,212)	5.3%	\$15,000	Repairs at pump stations
5415 Equipment & Tools	\$20,000	\$2,783	(\$17,217)	13.9%	\$20,000	Equipment for shops (main office)
5420 Herbicide	\$65,000	\$52,660	(\$12,340)	81.0%	\$55,000	
5430 Field Services	\$60,000	\$714	(\$59,286)	1.2%	\$60,000	Contractor support for operation and maintenance (tree removal, rodent management)
5440 Debris & Trash Disposal	\$15,000	\$7,809	(\$7,191)	52.1%	\$15,000	Republic Disposal Service
5450 Prof. Fees-Maint.						
5451 Pesticide	\$17,500	\$13,344	(\$4,156)	76.3%	\$15,000	Pest control
5452 Engineering	\$19,000	\$11,780	(\$7,220)	62.0%	\$19,000	District Engineer
5453 Other	\$3,000	\$93	(\$2,907)	3.1%	\$3,000	Misc. services not covered elsewhere
5460 Equipment						
5461 Fuel	\$40,000	\$35,094	(\$4,906)	87.7%	\$50,000	fuel for vehicles (assumes 2 additional new vehicles)
5462 Repair/Service	\$42,500	\$14,731	(\$27,769)	34.7%	\$42,500	vehicle repairs/service
5463 Parts/Supplies	\$32,500	\$12,455	(\$20,045)	38.3%	\$32,500	vehicle parts
5464 Rentals	\$16,000	\$4,161	(\$11,839)	26.0%	\$16,000	rental equipment/vehicles
Total O&M Expenses	\$1,838,321	\$1,408,900	(\$429,421)	76.6%	\$2,023,137	
O&M Surplus/Deficit	\$2,029,107	\$2,339,935	(\$310,828)		\$1,740,555	

Beginning Projected Fund Balance	\$9,710,307			\$12,050,242
O&M Budget Request				
	2022 - 2023 Budget	2022 - 2023 Projected	2022 - 2023 Differences	2023 - 2024 Proposed Budget
Income				
4000 RD 900 Assessments	\$2,504,894	\$2,515,496	\$10,602	\$2,565,806
RD 537	\$79,334	\$79,334	\$0	\$80,921
Total 4000 RD 900 Assessments	\$2,584,228	\$2,594,830	\$10,602	\$2,646,727
4010 WSAFCA	\$776,046	\$767,478	(\$8,568)	\$782,060
RD 537 WSAFCA	\$63,204	\$63,204	\$0	\$64,405
Total 4010 WSAFCA	\$839,250	\$830,682	(\$8,568)	\$846,465
4020 Interest Income	\$55,000	\$78,464	\$23,464	\$55,000
4100 Funding Agreements				
4110 WUSD Maint Fee	\$7,000	\$7,000	\$0	\$7,000
4115 Developer Fee Storm drain				\$9,000
4120 DWR				
RD 900	\$350,000	\$218,054	(\$131,946)	\$185,000
Total 4120 DWR	\$350,000	\$218,054	(\$131,946)	\$185,000
4130 FEMA		\$17,878	\$17,878	\$100,000
Total 4100 Funding Agreements	\$357,000	\$235,932	(\$121,068)	\$185,000
4111 RD 811 Power Reimburse	\$3,950	\$3,120	(\$830)	\$8,000
4200 Miscellaneous	\$2,500	(\$570)	(\$3,070)	\$0
4300 Retiree Healthcare	\$5,500	\$6,377	\$877	\$6,500
4400 Unrealized Gains Investmnts	\$20,000	\$0	(\$20,000)	\$0
Total Income	\$3,867,428	\$3,748,834	(\$118,594)	\$3,763,692
Expenses				
5000 Administrative				
5010 Permits & Fees	\$41,600	\$29,374	(\$12,226)	\$35,000
5011 Assessments Paid	\$9,500	\$9,882	\$382	\$10,000
5020 Memberships	\$9,800	\$12,965	\$3,165	\$13,000
5030 Liability/Auto Insurance	\$67,425	\$73,334	\$5,909	\$95,000
5040 Professional Fees				
5041 Legal	\$32,000	\$38,527	\$6,527	\$40,000
5042 Assessments	\$18,000	\$18,788	\$788	\$25,000
5043 Accounting & Payroll	\$42,000	\$43,500	\$1,500	\$45,000
5044 City Shared Service	\$15,000	\$7,487	(\$7,513)	\$10,000
5045 Document Management	\$15,000	\$0	(\$15,000)	\$15,000
5050 Office				
5052 Utilities	\$10,000	\$13,067	\$3,067	\$15,000
5053 Janitorial/Clean Supplies	\$3,600	\$3,740	\$140	\$4,000
5054 Supplies & Software	\$6,000	\$15,159	\$9,159	\$10,000
5055 Office Equipment	\$10,000	\$3,616	(\$6,384)	\$5,000
5056 Furnishing	\$20,000	\$6,548	(\$13,452)	\$10,000
5057 Other	\$4,000	\$3,970	(\$30)	\$4,000
5200 Labor & Related				
5210 Compensation		(\$18,567)	(\$18,567)	
5211 Administrative Salary	\$314,568	\$213,233	(\$101,335)	\$351,170
5212 Field Salaries	\$366,996	\$277,184	(\$89,812)	\$385,346
5213 OT/ EMERGENCIES	\$8,000	\$0	(\$8,000)	\$8,000
5214 Payroll Taxes	\$54,060	\$36,633	(\$17,427)	\$58,921
5220 Benefits				
5221 Medical Insurance	\$125,736	\$109,844	(\$15,892)	\$130,000
5222 Dental Insurance	\$3,744	\$3,830	\$86	\$6,000
5223 Retiree Medical	\$29,952	\$27,927	(\$2,025)	\$32,500
5224 Retirement	\$97,240	\$63,254	(\$33,986)	\$100,000

5260 Workers Comp	\$31,200	\$19,243	(\$11,957)	\$31,200
5270 Uniforms	\$5,400	\$4,761	(\$639)	\$6,000
5280 Training & Licensing	\$6,000	\$530	(\$5,470)	\$5,000
5400 Operations & Maintenance				
5410 Facilities				
5411 Power	\$120,000	\$206,119	\$86,119	\$200,000
5412 Fuel	\$10,000	\$9,852	(\$148)	\$10,000
5413 Supplies/Materials	\$16,000	\$18,687	\$2,687	\$20,000
5414 Repairs	\$15,000	\$788	(\$14,212)	\$15,000
5415 Equipment & Tools	\$20,000	\$2,783	(\$17,217)	\$20,000
5420 Herbicide	\$65,000	\$52,660	(\$12,340)	\$55,000
5430 Field Services	\$60,000	\$714	(\$59,286)	\$60,000
5440 Debris & Trash Disposal	\$15,000	\$7,809	(\$7,191)	\$15,000
5450 Prof. Fees-Maint.				
5451 Pesticide	\$17,500	\$13,344	(\$4,156)	\$15,000
5452 Engineering	\$19,000	\$11,780	(\$7,220)	\$19,000
5453 Other	\$3,000	\$93	(\$2,907)	\$3,000
5460 Equipment				
5461 Fuel	\$40,000	\$35,094	(\$4,906)	\$50,000
5462 Repair/Service	\$42,500	\$14,731	(\$27,769)	\$42,500
5463 Parts/Supplies	\$32,500	\$12,455	(\$20,045)	\$32,500
5464 Rentals	\$16,000	\$4,161	(\$11,839)	\$16,000
Total O&M Expenses	\$1,838,321	\$1,408,900	(\$429,421)	\$2,023,137
O&M Surplus/Deficit	\$2,029,107	\$2,339,935	(\$310,828)	\$1,740,555

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
General Manager	\$ 124,760	\$ 128,191	\$ 131,716	\$ 135,338	\$ 139,060	\$ 142,884	\$ 146,814	\$ 150,851	\$ 155,000
Assistant General Manager	\$ 100,491	\$ 103,254	\$ 106,094	\$ 109,012	\$ 112,009	\$ 115,090	\$ 118,255	\$ 121,507	\$ 124,848
Administrative Assistant	\$ 46,797	\$ 48,084	\$ 49,406	\$ 50,765	\$ 52,161	\$ 53,596	\$ 55,070	\$ 56,584	\$ 58,140
Hourly	\$ 22.50	\$ 23.12	\$ 23.75	\$ 24.41	\$ 25.08	\$ 25.77	\$ 26.48	\$ 27.20	\$ 27.95
Field Superintendent	\$ 83,742	\$ 86,045	\$ 88,412	\$ 90,843	\$ 93,341	\$ 95,908	\$ 98,545	\$ 101,255	\$ 104,040
Hourly	\$ 40.26	\$ 41.37	\$ 42.51	\$ 43.67	\$ 44.88	\$ 46.11	\$ 47.38	\$ 48.68	\$ 50.02
Field Foreman	\$ 66,994	\$ 68,836	\$ 70,729	\$ 72,674	\$ 74,673	\$ 76,726	\$ 78,836	\$ 81,004	\$ 83,232
Hourly	\$ 32.21	\$ 33.09	\$ 34.00	\$ 34.94	\$ 35.90	\$ 37.90	\$ 38.94	\$ 40.02	
Maintenance Worker II	\$ 56,945	\$ 58,511	\$ 60,120	\$ 61,773	\$ 63,472	\$ 65,217	\$ 67,011	\$ 68,854	\$ 70,747
Hourly	\$ 27.38	\$ 28.13	\$ 28.90	\$ 29.70	\$ 30.52	\$ 31.35	\$ 32.22	\$ 33.10	\$ 34.01
Maintenance Worker I	\$ 48,403	\$ 49,734	\$ 51,102	\$ 52,507	\$ 53,951	\$ 55,435	\$ 56,959	\$ 58,526	\$ 60,135
Hourly	\$ 23.27	\$ 23.91	\$ 24.57	\$ 25.24	\$ 25.94	\$ 26.65	\$ 27.38	\$ 28.14	\$ 28.91
Apprentice*	\$ 42,224	\$ 44,304	\$ 46,384						
Hourly	\$ 20.30	\$ 21.30	\$ 22.30						

Note(s):

1. New employees generally begin at step one unless otherwise approved by the General Manager.
2. Pay step 1 to 2 occurs after satisfactory completion of the 6 month probationary period.
3. Advancement to Maintenance Worker II from Maintenance Worker I is after completion of two years with satisfactory annual performance review on last evaluation period.
4. All subsequent steps occur after the completion of every year of full-time service (more than 1000 hours in a fiscal year) and with satisfactory annual performance reviews.
5. All pay grades will be reassessed and adjusted based on Board approval, at a minimum every 5 years based on comparable agencies and total compensation.

* Each step of the Apprentice occurs after completing Qualified Applicators Certification or Class A Drivers License, one step for each. Apprentice moves to Maintenance Worker I after completion of one year of service with satisfactory annual performance review.

Longevity Multiplier After 15 Years of Service	1.05
Longevity Multiplier After 20 Years of Service	1.10

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
General Manager	\$ 130,998	\$ 134,600	\$ 138,302	\$ 142,105	\$ 146,013	\$ 150,029	\$ 154,154	\$ 158,394	\$ 162,750
Assistant General Manager	\$ 105,516	\$ 108,417	\$ 111,399	\$ 114,463	\$ 117,609	\$ 120,845	\$ 124,168	\$ 127,582	\$ 131,090
Administrative Assistant	\$ 49,137	\$ 50,488	\$ 51,876	\$ 53,303	\$ 54,769	\$ 56,276	\$ 57,824	\$ 59,413	\$ 61,047
Hourly	\$ 23.62	\$ 24.27	\$ 24.94	\$ 25.63	\$ 26.33	\$ 27.06	\$ 27.80	\$ 28.56	\$ 29.35
Field Superintendent	\$ 87,929	\$ 90,347	\$ 92,833	\$ 95,385	\$ 98,008	\$ 100,703	\$ 103,472	\$ 106,318	\$ 109,242
Hourly	\$ 42.27	\$ 43.44	\$ 44.63	\$ 45.86	\$ 47.12	\$ 48.42	\$ 49.75	\$ 51.11	\$ 52.52
Field Foreman	\$ 70,344	\$ 72,278	\$ 74,265	\$ 76,308	\$ 78,407	\$ 80,562	\$ 82,778	\$ 85,054	\$ 87,394
Hourly	\$ 33.82	\$ 34.75	\$ 35.70	\$ 36.69	\$ 37.70	\$ 38.73	\$ 39.80	\$ 40.89	\$ 42.02
Maintenance Worker II	\$ 59,792	\$ 61,437	\$ 63,126	\$ 64,862	\$ 66,646	\$ 68,478	\$ 70,362	\$ 72,297	\$ 74,284
Hourly	\$ 28.75	\$ 29.54	\$ 30.35	\$ 31.18	\$ 32.04	\$ 32.92	\$ 33.83	\$ 34.76	\$ 35.71
Maintenance Worker I	\$ 50,823	\$ 52,221	\$ 53,657	\$ 55,132	\$ 56,649	\$ 58,207	\$ 59,807	\$ 61,452	\$ 63,142
Hourly	\$ 24.43	\$ 25.11	\$ 25.80	\$ 26.51	\$ 27.23	\$ 27.98	\$ 28.75	\$ 29.54	\$ 30.36
Apprentice*	\$ 42,224	\$ 44,304	\$ 46,384						
Hourly	\$ 20.30	\$ 21.30	\$ 22.30						

Note(s):

1. New employees generally begin at step one unless otherwise approved by the General Manager.
2. Pay step 1 to 2 occurs after satisfactory completion of the 6 month probationary period.
3. Advancement to Maintenance Worker II from Maintenance Worker I is after completion of two years with satisfactory annual performance review on last evaluation period.
4. All subsequent steps occur after the completion of every year of full-time service (more than 1000 hours in a fiscal year) and with satisfactory annual performance reviews.
5. All pay grades will be reassessed and adjusted based on Board approval, at a minimum every 5 years based on comparable agencies and total compensation.

* Each step of the Apprentice occurs after completing Qualified Applicants Certification or Class A Drivers License, one step for each. Apprentice moves to Maintenance Worker I after completion of one year of service with satisfactory annual performance review.

Longevity Multiplier After 15 Years of Service	1.05
Longevity Multiplier After 20 Years of Service	1.10

**RD 900 BOARD MEETING
RECLAMATION DISTRICT 900
May 17, 2023
Minutes**

The Regular Board meeting was called to order at 5:36 PM by President Guerrero. Also in attendance at the meeting were: Trustees Early, Orozco, Sulpizio Hull and Alcalá, General Manager Johnson, Interim Assistant General Manager Fabun, and District Counsel Nevis.

GENERAL ADMINISTRATION – PART I

Entry No. 1

Heard General Administration Functions as follows:

- A. Presentations by the public on matters not on the agenda within the jurisdiction of the District. The Agency is prohibited by law from discussing issues not on the agenda brought to them at this time.

Mr. Robin Arnold discussed illegal fishing for crawdads in the lake behind the Valhalla Mobile Home Park. Mr. Arnold was interested in jurisdictional responsibilities for the lake.

- B. Monthly/YTD Revenue and Expenses

GM Johnson reported out the YTD revenue and expenditures.

CONSENT AGENDA – PART II

Entry No. 2 - Consideration Of Encroachment Permit and Central Valley Flood Protection Board Endorsement – Pacific Gas & Electric Company; Along S. River Rd bridge, crossing the deepwater channel in West Sacramento

Entry No. 3 - Consideration Of Encroachment Permit for David Vierra – Mow Seepage Berm along the Southport Seepage Berms

Entry No. 4 - Consideration Of A Contract Amendment with Larsen Wurzel & Associates Inc. and a Contract with Laugenour and Meikle for Management and submission of the Fiscal Year 2023/24 Tax Rolls for Reclamation District 900

Entry No. 5 - Consideration Of the Recission of District Board Resolution 23-03-02

Entry No. 6 - Consideration of Approval of the March 15, 2023 Board Meeting Minutes

MOTION: Alcalá	SECOND: Orozco	AYES: Orozco, Alcalá, Sulpizio Hull, Guerrero
NOES: None	ABSTAIN: None	ABSENT: Early

The consent agenda passed 4-0, by roll call vote.

REGULAR AGENDA – PART III

Entry No. 7 - 2023-2024 DRAFT BUDGET

Interim AGM Fabun discussed revenue for the 2023-2024 Budget. Revenue is expected to decrease slightly due to DWR's Flood Maintenance Assistance Program (FMAP) decrease and the removal of the Miscellaneous and Unrealized Gains Investments from the budget (more conservative). It is anticipated that a 2% increase will be recommended for the annual drainage assessment.

GM Johnson discussed expenses for the 2023-2024 Budget. Expenses are also expected to increase as vacant positions are filled and for costs associated with the new corporation yard. Salaries in the proposed 2023 – 2024 budget year include a 5% cost of living adjustment and are budgeted at mid-range for all positions except the General Manager and Assistant General Manager, which are budgeted at top step. A total of 8 employees are budgeted for the 2023-2024 year.

Electrical and fuel costs have gone up and have been increased for the 2023-2024 year. These costs were primarily due to increased pumping from the winter storms. The District may be eligible for reimbursement through FEMA.

GM Johnson discussed the District's capital projects. These projects are funded by a combination of distributions from the various O&M budgets and by grant funds when available. Since most grant funds are reimbursement based, the District must carry the costs of the project until reimbursements are received. Accordingly, the CIP Budget was developed to fully fund projects to completion.

The proposed 2023 - 2024 CIP Budget includes several items. Additional capital projects will be brought before the Board at the July meeting:

1. Facilities

- a. Office water line rehabilitation. A recent water sample indicated high levels of lead and iron coming out of the office kitchen sink.
- b. Roof repair over shop. The roof was repaired over the office during the winter of 2023. The roof over the garage started leaking during the last storm event (May 2023).
- c. Rebuild 3 pumps/motors. Historically, the District has sent in several pumps/motors for maintenance per year.
- e. Cleaning of culverts along main canal crossing Jefferson Blvd. Culverts have not been cleaned or inspected in over 5 years.
- f. Supervisory Controls and Data Acquisition (SCADA) for up to 3 pump stations. The Main Pump Station, MC-10 and SIP pump stations all pump storm water over the levees. SCADA will help control the pump stations remotely (cell phones, office computer); staff can turn pumps on/off, monitor for high water alarms, and maintenance concerns.

2. Large Equipment

- a. Ford F150
- b. Ford F250

With 2 new staff members, another vehicle will need to be added to the fleet (F150). The District currently has a 2009 Ford F250 that is nearing replacement due to age and mileage.

3. Professional Fees

- a. Engineering, Environmental and Counsel fees for above items and FEMA non-reimbursable items.

Entry No. 9 - General Manager Updates

Entry No. 10 - Trustee Comments

Entry No. 11 - Adjourn

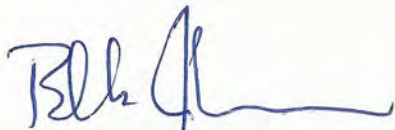
The meeting adjourned at 6:07 PM.

MOTION: Orozco
NOES: None

SECOND: Alcalá
ABSTAIN: None

AYES: Orozco, Alcalá, Sulpizio Hull, Guerrero
ABSENT: Early

The consent agenda passed 4-0, by roll call vote



Blake Johnson, General Manager/Secretary
Reclamation District 900



General Manager Update

June 28, 2023

ADMINISTRATION/FINANCE

Capital improvement projects will be provided to the Board in July.

OPERATION AND MAINTENANCE

LEVEE/DRAINAGE/PUMP MAINTENANCE

Mowing continues. Staff will more than likely need to mow 3 or 4 times this year due to the amount of water and growth.

PROJECTS

Blacker Canal Bank Stabilization Project

The District's environmental consultant (Marcus Bole & Assoc./ECORP) submitted the California Department of Fish and Wildlife (DFW) for 1602 permit. DFW should have permits to the District by the first week of July.

The District will pay into the Yolo Habitat Conservancy for mitigation. This should cover most of DFW's permit fees. Fees are \$164,813.03.

Our consultant also submitted the Regional Water Quality Control Board 401 Water Quality Certification. Fees: \$2,734 for application, \$32,597 for Dredge and Fill. Application has been approved.

Design documents are at 90% design level. Staff has directed consultant (MHM) to complete design and prepare for advertisement.

Staff and consultant will be meeting with FEMA regarding the grant for this project. FEMA wants to re-evaluate the cost-benefit analysis (BCA) for this project. If the BCA falls below one, FEMA could withdraw funding. They would pay for the work to date.

Due to the permitting from DFW, the construction of Blacker Canal will need to start in 2024. Staff will work with FEMA to evaluate areas of concern to see if some construction could start this year.

RD900 OFFICE, 889 DREVER ST.

WATER LINES

The City of West Sacramento took additional water samples from the office, outside of the office, and from the main water line. No lead was detected in these samples. We're still experiencing some discolored water (likely rust). An inline water filter system will be installed at the sinks to capture contaminants.

ROOF

The roof over the shop experienced some leaking from the storm in early May.

OFFICE LANDSCAPING

Staff working on a Request for Proposal for landscape design as a capital improvement.

OFFICE SIGNAGE

Staff should have a Request for Proposal for office signage as a capital improvement.

PERIODIC LEVEE INSPECTIONS

DWR/USACE

NA

EMERGENCY PREPAREDNESS

FEMA/Cal-OES

Continuing to meet with FEMA for the Disaster Relief Program. Site inspections will take place in July, costs are being developed for debris clean up and energy use for the pump stations.

COORDINATION WITH OTHER PROJECTS

DWR/Central Valley Flood Protection Board

The Central Valley Projection Board is accepting requests from local agencies under Public Law 84-99 to receive assistance for repairs to federal flood control project features damaged by flood events from January 2023 to May 2023.

The Deep Water Ship Channel levee was damaged during this time along with a portion of levee along the Sacramento River near the City of West Sacramento's Water Treatment Plant.

Funding for the repairs of these sites will either come through FEMA or the Central Valley Flood Protection Board (and or the USACE).

COORDINATION WITH OTHER AGENCIES

WEST SACRAMENTO AREA FLOOD CONTROL AGENCY

FUTURE

July 19, 2023 – RD 900 Board Meeting, 5:30 pm
July 20, 2023 – WSAFCA Board Meeting 9:30 am