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ARTICLE 5. WORKING HOURS, EMPLOYEE BENEFITS

Sec. 5.1. Hours of Work – Office. The regular office hours shall be per the hybrid schedule approved by the General Manager; however, the office shall be open to the public Monday through Friday from 8:00 A.M. to 5:00 P.M. The office shall remain open during the lunch period and during the rest periods. Individual employees may have their work schedule, lunch period schedule, and rest periods begin or end at different times upon approval of the General Manager or his/her designee.

Sec. 5.2. Hours of Work – Operations. The regular work hours for the Operations Department personnel shall be from 6:30 A.M. continuously to 4:00 P.M. Individual employees may have their work schedule, lunch period schedule, and rest periods begin or end at different times upon approval of the General Manager or his/her designee.

Sec. 5.3. revised via Ordinance No. 358 / October 5, 2011

Sec. 5.3. revised via Ordinance No. 358 / February 13, 2008

Sec. 5.3. revised via Ordinance No. 343 / January 12, 2007

Sec. 5.3. revised via Ordinance No. 315 / January 26, 2005

Sec. 5.3. revised via Ordinance No. 304 / June 25, 2003

Sec. 5.3. revised via Ordinance No. 295 / July 24, 2002

Sec. 5.3. Overtime. All employees of the District shall be on call twenty-four (24) hours a day during the course of their employment and, upon instructions of the General Manager, shall work during any emergency affecting operations of the District as determined by District management. The determination as to what constitutes an emergency or other circumstance requiring an employee to work after normal hours shall be determined solely by the General Manager or his/her designee. All employees are expected to comply with all General Manager or designee decisions on working hours.

All employees are required to maintain and provide a working telephone number where they may be reached in the event of an emergency. This telephone number shall be listed in the District's personnel files and must be kept up to date.

Overtime shall be defined as work performed before or after the regularly scheduled work day or work week. When an employee must work on the seventh day of a work week or holidays as specified in Section 5.29., such hours shall be paid at the rate of two times of an employee's pay in addition to any other pay. When an employee works more than 12 hours in a day, those hours worked in

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addition to the 12 hours shall be paid at the rate of double of an employee's pay per California State Law.

Per the Federal Labor Standards Act, the total overtime hours for hourly employees will be recalculated at the end of each fiscal year to determine the increase in the previous calendar year's overtime rate. The increase in the overtime rate will include any vacation buy back in June of each year and lump sum totals paid in July to eligible employees. Any hourly employees that have an increase in their overtime rate due to this recalculation will be issued a check in the last payroll in July of each year.

Shift Differential Hourly Compensation. Effective January 1, 2008, District employees will be eligible for shift differential hourly compensation of .75 cents per hour in addition to their regular hourly pay rate when the regular work shift is moved to after normal working hours.

1. Standby Duty. The Primary Standby Duty, Secondary Duty, Water Watch, Waste Water, Water Treatment, and Technicians Duty shall be determined by the current Memorandum of Understanding (MOU) approved by the Board of Directors. All overtime for duty pay is subject to Supervisor approval.
2. Call Back. Call back is work required of an employee who, following completion of the employee's work day and departure from the employee's work site, is ordered to report back to duty to perform work determined necessary by the General Manager or designee. To qualify for this call back provision, an employee must leave the place from which the employee is called and actually report to a work site and/or the office. An employee who is called back, as defined above, shall receive a minimum of three hours time at the rate of time and one half of an employee's pay.

Overtime work in conjunction with a regular, scheduled workday, either beginning earlier or working past a normal scheduled workday, is not call back work.

3. Compensatory Time. In lieu of pay for overtime worked, compensatory time pay may be accumulated up to a one-time maximum of (80) eighty hours per calendar year. An employee not using the compensatory time accumulated shall be paid for the unused compensatory time prior to the end of each calendar

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year; or a voluntary mid-year buyback will be offered at the second pay period in July for qualified employees.

4. Reimbursement for Meals. An employee who is scheduled to work overtime, including emergency call back overtime in excess of a normal work day, shall be reimbursed for the actual cost of his/her meal, not to exceed ten dollars (\$10.00), provided such extended work day exceeds two hours of overtime on any single shift. Such overtime may be performed before or at the end of a work day and need not be limited to one meal per day. When work schedules prohibit a meal break, the Supervisor will issue meal tickets that may be redeemed from the District's petty cash fund at a later date. Exceptions to the above requirements may be granted by the General Manager at his/her sole discretion.

Sec. 5.4. revised via Ordinance No. 308 / January 28, 2004

Sec. 5.4. Workweek, Payroll Period and Pay Day. The work week shall consist of forty (40) hours in any 7 day period or the hybrid designated hours as approved by the General Manager. The payroll period shall be bi-weekly and shall contain two (2) work weeks. Payday shall be every other Thursday for check distribution for payment of wages up to and including the previous Friday, except on District holidays when the check distribution day will be one day earlier.

Sec. 5.5. revised via Ordinance No. 308 / January 28, 2004

Sec. 5.5. Automatic Payroll Deposit. The District will offer payroll direct deposit to financial institutions designated by employees. Automatic payroll deposit shall be posted to employees' designated financial institution every other Friday in payment of wages up to and including the previous Friday, except on bank holidays, when the deposit will be processed one day earlier.

Sec. 5.6. Payroll Disruption. If the District experiences computer failure or if a natural disaster occurs (flood, fire, sabotage, etc.) which causes disruption of its paycheck distribution, the District may issue payroll advances equal to (90%) ninety percent of a normal net pay, or what the employee will be paid if amount earned is less than normal pay for the period. The District will use its best efforts to pay the balance at the earliest opportunity, but no later than two work weeks.

Sec. 5.7. Lost Paychecks. If an employee loses an issued paycheck, the District will replace the paycheck only after the employee signs a

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document declaring the loss of said paycheck. In the event the lost paycheck is recovered, the employee will reimburse the District for the amount of the lost paycheck within (24) twenty four hours or be subject to immediate termination.

Sec. 5.8. revised via Ordinance No. 315 / January 26, 2005

Sec. 5.8. **Payroll Advances.** The District will not make any payroll advances prior to the regular payday unless a personal emergency arises. A vacation period would qualify. In all instances, approval is required by the employee's supervisor and the finance officer. A paycheck that is issued will be equal to (90%) ninety percent of a normal net pay, or what the employee will be paid if the amount earned is less than normal pay for the period. The District will pay the balance on the next regular payday.

Sec. 5.9. **Holiday.** If the regular payday falls on a District holiday, paychecks will normally be distributed one workday prior to the holiday.

Sec. 5.10. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.10. **Terminated Employees.** An employee who presents a notice of termination at least 72 hours in advance of termination will receive all earnings due, and any accrued vacation and allowable sick time, prior to the time of departure. An employee who does not present notice of termination at least 72 hours in advance of termination will receive earnings due and any accrued vacation and allowable sick time within 72 hours after termination. An employee terminated by the District shall be compensated as provided in Article 4, Section 6.

Sec. 5.11. revised via Ordinance No. 315 / January 26, 2005

Sec. 5.11. was deleted by Ordinance No. 305 / October 22, 2003 – numbering was revised accordingly.

Sec. 5.11. **Employee Associations.** The Employees Associations, known as Bargaining Unit Members Association (BUMA) and the Olivenhain Municipal District Employees Association (OMWDEA), may have an authorized agent of the Association visit work areas. He or she may have the right to be present at any meeting between a steward and the District and s/he may interview any employee privately, subject to the following rules:

- A. The Agent will contact Management and secure approval before the interview;
- B. Every effort will be made to not disrupt normal work hours;

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- C. Meetings will be restricted to matters of employer-employee relations;
- D. The District shall allow for BUMA and OMWDEA meetings on District time during the negotiations period when pre-approved by department supervisor of the individual employees participating in the meetings and Human Resources to reserve the District conference room. Outside of the negotiations period, the meetings are to be held “off the clock” unless prior approval is granted by department supervisors of the individual employees first; then the Human Resources Manager.

Sec. 5.12. revised via Ordinance No. 315 / January 26, 2005

Sec. 5.13. ~~became 5.12.~~ via Ordinance No. 305 / October 22, 2003

Sec. 5.13. revised via Ordinance No. 295 / July 24, 2002

Sec. 5.12. Payroll Deductions and Association Dues. In accordance with the rules and regulations of the Olivenhain Municipal Water District, approved by the Board of Directors, it is agreed that any Association dues and other deductions as may be properly requested and lawfully permitted shall be deducted by the District from the salary of each employee covered hereby who files with the District a written authorization requesting that such other deductions be made. Remittance of the aggregate amount of all dues and other proper deductions made from the salaries of employees covered hereunder shall be made to the designated Associations by the District.

Sec. 5.13. revised via Ordinance No. 315 / January 26, 2005

Sec. 5.13. Bulletin Boards. The District will furnish, for the exclusive use of the Associations, one 24 x 36 bulletin board space in an employee common area. The bulletin board shall be used only for the following subjects:

- A. Information on Association elections and the results. Steward's reports and notices of interest.
- B. Reports on Official business of the Associations, including reports of the committees or the Board of Directors.
- C. Schedule of the Association meetings and news bulletins.
- D. Association membership benefits, programs and promotions, constitution and by-laws, rules and regulations.
- E. Other written material which first has been approved by the General Manager or his or her designee.

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F. Bulletin board material other than those items enumerated in A) through D) above shall be subject to District approval.

Prior to posting, any material shall be initialed by an authorized representative of the Associations and Management.

In cases where the Associations represent more than one representation unit at a work location, the space described above will become the bulletin board space for all employee classifications represented by the Associations.

Sec. 5.14. Temporary Assignment for Duties in a Higher Class. By approval of the General Manager, temporary advancement of a qualified employee assigned to perform the duties in a classification which is compensated at a pay rate higher than such employee's regular class may be granted.

Upon such approval, the employee so assigned shall remain in his/her current class but shall be paid an additional 5% over and above their regular rate of pay. The assignment must be for more than 4 work weeks with the effective date of the additional pay beginning with the 4th work week. When the employee returns to his/her normal duties, his/her pay shall revert back to the pay scale existing prior to working out-of-class.

Sec. 5.15. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.15. Seniority. Seniority shall mean the status attained by length of continuous service with the District. Seniority shall be determined from the day of an employee's official appointment to District service. An introductory employee shall have no seniority until the employee has completed an introductory period. Upon the completion of an introductory period, the employee will acquire seniority from the date of hire. An employee, transferred or promoted, shall accrue no seniority in the new position until the completion of six (6) months in pay status in the new position. The employee's total seniority with the District will be credited.

An employee on an unpaid leave of absence in excess of 30 calendar days shall accrue no seniority until the employee returns to a paid status.

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Any disagreement over the application of any method of applying seniority utilized by any department will be subject to the grievance procedure.

Sec. 5.16 revised via Ordinance No. 320 / July 27, 2005

Sec. 5.16. revised via Ordinance No. 305 / October 22, 2003

Sec. 5.16. **Personnel Files.** The District Human Resources Manager shall maintain a personnel file for each employee. Unauthorized access to personnel records is strictly prohibited. Within reasonable limitations, each employee has the right to inspect his or her own personnel file with a Human Resources representative present.

Sec. 5.17 revised via Ordinance No. 385 / February 9, 2011

Sec. 5.17. revised via Ordinance No. 382 / August 25, 2010

Sec. 5.17. revised via Ordinance No. 315 / January 26, 2005

Sec. 5.17. **Employee Parking.** The General Manager shall designate certain areas of all District properties for employee parking of personal vehicles. District Employees shall only park their personal vehicles in these areas. Any employee who elects to park his or her vehicle in any of these designated areas shall bear all risk of any type of damage or loss to vehicle.

Sec. 5.18. revised via Ordinance No. 382 / August 25, 2010

Sec. 5.18. revised via Ordinance No. 362 / June 25, 2008

Sec. 5.18. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.18. revised via Ordinance No. 315 / January 26, 2005

Sec. 5.18. **Uniform and Dress Codes.**

- A. Employees of the District are expected to dress in a professional manner while conducting District business. A dress and grooming code may be established by the General Manager for all employees.
- B. Identification is an important part of the employee's dress code. District employees are required to carry District employee identification at all times while on shift, which is particularly important when dealing with the public. District-issued photo identification cards will also serve as access badges. These badges allow admittance to the buildings and facilities of the District.

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If an employee misplaces his/her identification badge, the employee must immediately contact Human Resources for a replacement. Upon termination, employees must surrender their identification badges to the District.

C. The District will provide the following uniform allowance:

\$125.00 per fiscal year for hourly operations employees' work pants allowance. The pants purchased by employees must meet the following District standard: Pant style and appearance: indigo blue, non-stone washed, non-cargo, 5 pocket, 100% cotton jeans. Short style and appearance: indigo blue, non-stone washed, non-cargo, 5 pocket, 100% cotton jean shorts that come down to the knee cap.

The pant allowance will be adjusted as determined by the current agreement with bargaining unit in the MOU. Wastewater and Park employees shall be issued uniforms that include pants.

The above allowance will be issued as a single payroll check with appropriate tax withholdings on or about the first pay period in July of each year. Allowances for new employees will be issued as a single payroll check with appropriate tax withholdings on or about the first pay period following the successful completion of the six (6) month introductory period.

All operations employees (construction, maintenance, systems, inspection, wastewater and meter readers) are also furnished work shirts, T-shirts, and hats, which are required to be worn during the normal District working hours. Operations employees may select work shirts from the approved styles/colors for the allotted 10 shirts per fiscal year. These items will be replaced by the District when worn out. Employees are expected to turn in their old worn out work shirts or hats to their supervisor when they are being replaced by the District. All shirt orders shall be placed with the Purchasing/Warehouse Clerk and any replacements needed shall be requested through the Purchasing/Warehouse Clerk.

Employees are expected to keep themselves neat and clean insofar as is practical. All expense of laundering or cleaning of uniforms is the responsibility of the employee except for Wastewater Operations employees.

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The selection of uniform style, color, and accessories are subject to the approval of the Labor-Management Committee who will select the two approved styles/colors on a fiscal basis.

Short pants, to be provided by the employee, will be permitted for those jobs and at times considered appropriate by the General Manager.

Sec. 5.19. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.19. Smoking Rules. Smoking of tobacco, or any other weed, plant, or other combustible matter, is a danger to health and a cause of material annoyance, inconvenience, discomfort and a health hazard to those who are present in confined places. In order to serve public and employee health, safety, and welfare, the declared purpose of these rules is to prohibit the smoking of tobacco or any other weed, plant, or other combustible material in confined places on District property or in District vehicles except in designated smoking areas.

- A. **Prohibition of Smoking in Undesignated Areas.** Smoking in any enclosed area under the control of the Olivenhain Municipal Water District which employees or the general public frequent during the course of employment and/or conducting business with the District, including but not limited to, work areas, employee lounges, employee cafeteria areas, restrooms, public assembly rooms, conference rooms, meeting rooms, offices, board rooms, and vehicles is prohibited.
- B. **Designation of Smoking Areas.** Smoking areas may include the out-of doors, or certain areas designated by the General Manager of the District where the existence of physical barriers and ventilation systems are adequate to prevent smoke from entering non-smoking areas.

Section 5.20. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.20. Employee Rules. In order that the rights and safety of all employees and efficient operation of the District are protected, employee activities are governed by reasonable rules of conduct. The following acts are illustrative, and not exhaustive, of acts which are grounds for disciplinary action and/or termination of employment with the District for cause. Any of the following, alone or in combination, may result in discipline or termination of employment with the District for cause:

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1. Falsification of an employment application or physical examination questionnaire.
2. Membership in any party or organization, political or otherwise, that advocates the overthrow of the government of the United States or the State of California by force or violence or other unlawful means.
3. Absence, or early departure from duty without informing your supervisor.
4. Inefficient or careless performance of job duties.
5. Theft or unauthorized possession of the property of fellow employees, the District, organizations servicing the District, or inhabitants or property owners of the District.
6. Disorderly, immoral or indecent conduct, while on duty or criminal conduct on or off duty.
7. Insubordination.
8. Malicious damage to District property or to property of any other person or entity while performing duties as an OMWD employee, while in OMWD attire or vehicle or representing the District.
9. Any attempt to intimidate, coerce, assault or threaten other employees or any other person or entity while performing duties as an OMWD employee, while in OMWD attire or vehicle, or representing the District.
10. Distributing any literature, except that which is specifically authorized by the General Manager, including the circulation of petitions, during hours of work.
11. Failure to observe any District, State or Federally prescribed safety rules and procedure while performing duties as an OMWD employee, while in District attire, or vehicle, or representing the District.
12. Transportation of unauthorized persons or materials in District vehicles.

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13. Conviction of a felony.
14. Possession of, using or being under the influence of alcohol while on duty or while operating District vehicles.
15. Possession of, using or being under the influence of a controlled or illegal substance while on duty, or conviction by a Court of Law of any offense involving a controlled substance or any illegal drug.
16. Possession of or the firing of any arms or other dangerous weapons or unauthorized use of explosives on the District property at anytime.
17. Failure to follow a lawful direction by a superior.
18. Being in an unsafe condition from prior indulgence of alcoholic beverages or any controlled or illegal substances, affecting the ability of the employee to perform any duties in an acceptable manner.
19. Fighting with any fellow employees (being an aggressor or aggravator).
20. Entering time on another employee's time card, or requesting another person to enter time on your time card.
21. Entering time In and Out at time other than those authorized.
22. Disclosing anything of a confidential nature concerning a customer or employee unless the specific work duties require the giving or exchanging of such information.
23. Violation of any Federal, State or local laws, while performing duties as a District employee, while in District attire, District vehicle or representing the District.
24. Failing to exercise proper custodial responsibility of District property.
25. Permitting another person to use keys, access badges and passwords to enter District property without proper authorization.
26. Willful or careless disregard of, or inattention to, working directions and instructions.

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27. Failure to comply with all safety, fire and wastewater regulations of the District or any other Federal, State or Local Agency while performing duties as an OMWD employee, while in OMWD attire or vehicle, or representing the District.
28. Absence of two (2) or more consecutive working days without notifying the Supervisor or Manager.
29. Absence or tardiness and failure to inform the Supervisor or Manager prior to the time due to report to work by telephone or by other means that you are unable to report for work.
30. Failure to notify your supervisors if you leave your job or premises during working hours.
31. Smoking in unauthorized areas.
32. Participating in or selling tickets or chances on pools or raffles or gambling on District premises, unless specifically authorized by the General Manager.
33. Performing any personal work on District time.
34. Excessive or unreasonable use of the District business phone for personal matters, other than de minimus use (unreasonable use is defined as duration of usage beyond usual break and lunch periods) unless expressly approved by the Supervisor.
35. Taking more than the specified time for meals or rest periods, unless expressly approved by the Supervisor.
36. Unauthorized attendance or participating in meetings or gatherings during working hours.
37. Discourteous conduct, abusive treatment or inappropriate language directed towards any customer, visitor, guest, employee or other person while performing duties as a District employee, while in District attire, or while in a District vehicle or representing the District.
38. Inability or negligence in the performance of any assigned duties.

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39. Altering, falsifying or making a willful misstatement of any facts on any District record or chart, job or work record, employment application or any other District record, chart or report.
40. Misrepresenting reasons when applying for a leave of absence or for other time off work.
41. Failure, without justification, to return to work on time from authorized leave of absence or vacation.
42. Failure to withdraw from, outside activities or to report interests which conflict with, detract from, or adversely affect the interest of the District.
43. Unkempt or unacceptable personal grooming which would be deemed unprofessional for the individual's specific position.
44. Sleeping on the job, intentional slow down of work, intentional disruption of the work force, or loafing during working hours.
45. Failure to promptly report any illness or work-related injury to yourself or any fellow employee.
46. Conduct undermining authority or disruptive of District functions or detrimental to successful working relationships among employees.
47. Conduct prejudicial to the good reputation of the District.
48. Harassment or discrimination in any form is a serious offense and shall be dealt with accordingly. Any information concerning harassment or discrimination of any kind shall be reported to the Human Resources Manager or other District Staff member immediately.
49. Conduct causing injury to any person or damaging or destroying their property while performing duties as a District employee, while in District attire, while in a District vehicle or while representing the District.
50. Engaging in any conduct, which violates any Federal, State or Local laws governing discrimination. Any information concerning discrimination shall be reported to the Human Resources Manager or other District Staff member immediately.

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51. Failure to return to work after exhaustion of any/all Family Medical Leave or California Family Rights pre-approved leaves of absence.
52. Falsely claiming or attempting to claim any compensation, benefits or disability provided by Federal, State or local laws or any District policies.
53. Inappropriate personal use of the District's computer network system (see Section 5.28).

The General Manager has the discretion to determine that unacceptable conduct or behavior not listed above is grounds for disciplinary action or termination.

Disciplinary Actions:

1. OMWD is committed to administering disciplinary action in a fair and reasonable manner. The District does not follow a progressive disciplinary system. This means that an employee may be terminated without following any of the steps described below. Disciplinary actions include, but are not limited to, the following:
 - A. Oral reprimand;
 - B. Written reprimand;
 - C. Suspension from duty without pay up to and including a maximum of two (2) weeks' pay;
 - D. Reduction of pay;
 - E. Demotion;
 - F. Termination for cause. A person terminated for cause is not entitled to severance pay;
 - G. Termination without cause for any reason not prohibited by law;

The District has the right to choose any of the preceding steps without following the others after a disciplinary event.

2. Supervisors may issue oral or written reprimands. All other forms of disciplinary action are reserved for decision by the General Manager.

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3. Disciplinary action normally is based upon, but not limited to, violations of the Employee Rules, Article 5, Section 5.20., of this Administrative Code.

4. Supervisors may resort to counseling and guidance of employees prior to resorting to disciplinary action. However, supervisors are not required to resort to counseling before resorting to disciplinary action, and the District retains the right to discipline and/or terminate employees at any time, for violations of the employment rules without resort to prior counseling or any other steps.

5. Employees may request representation by the Employees' Association Field Representative at meetings with a Supervisor(s) held where the primary purpose is to investigate facts to support disciplinary action. Employees that disagree with the disciplinary reprimand of their supervisor shall bring their disagreement to their immediate supervisor in writing within five working days from the presentation of the disciplinary action. The immediate supervisor shall respond in writing to the employee within five working days from receipt of written disagreement from the employee. If not resolved with his/her immediate supervisor, the employee shall notify the HR Manager, in writing, within five working days from the date of the written response of the supervisor that the employee desires an appeal meeting.

An appeal meeting shall be held between the affected employee, the employee's designated representative, their supervisor, the supervisor's superior, and the HR Manager. The HR Manager shall document the decision outcome at the appeal meeting. The documentation of the outcome of the meeting shall be provided to the employee within five working days from the appeal meeting.

An employee may appeal the decision outcome of the appeal meeting in writing within five working days to the General Manager for resolution. The decision of the General Manager is final except for appeals to the Board of Directors where an employee is terminated by the District as provided in Section 4.6 (l).

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Any failure by the employee to meet the written notification deadlines within this section shall constitute a waiver of their rights to appeal the disciplinary action.

6. Suspension from duty without pay, reduction in pay or demotion imposed by written notice to the employee stating the reason(s) are subject to review under procedures for reconsideration by the General Manager. The General Manger's decision on reconsideration is final. No notice need be given for any termination without cause.

7. Disciplinary termination is imposed by written notice to the employee stating the reason(s) and is subject to review under Termination Procedures.

Sec. 5.21. revised via Ordinance No. 383 / September 8, 2010

Sec. 5.21. revised via Ordinance No. 375 / March 24, 2010

Sec. 5.21. revised via Ordinance No. 340 / December 13, 2006

Sec. 5.21. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.21. revised via Ordinance No. 315 / January 26, 2005

Sec. 5.21. revised by Ordinance No. 305 / October 22, 2003

Sec. 5.21. Safety Committee. The District shall have a Safety Committee which shall meet bimonthly on a regular basis. Additional meetings of the Safety Committee may be scheduled as necessary, provided all such additional meetings are properly noticed pursuant to Government Code §54954. The Human Resources Department shall maintain an agenda of safety items to be discussed, shall keep minutes of the action of the Committee, and shall comply with all other requirements for standing committees per Government Code §§54950-54963. The Committee shall be composed of the Safety/Risk Compliance Administrator, one appointed representative by each Employee Association, two Board Directors, and one Manager or Supervisor representative (to serve a minimum of a 2 year term) from each of the following departments: Finance, Engineering, Operations, and Supervisors from the satellite facilities of Water Reclamation, Water Treatment Plant, and the Park Operations. Any District employee may have items placed on the Committee agenda and may attend the meeting with the approval of the employee's supervisor. The General Manager shall participate on the Safety Committee at his/her discretion.

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Sec. 5.22. Damage to Private Property. Any accident or damage, which may occur to private property through the action of a District employee, must be reported immediately to the employee's Supervisor.

Sec. 5.23. revised via Ordinance No. 305 / October 22, 2003

Sec. 5.23. Publicly-Owned Personal Property.

- A. Acceptance of Gifts: Employees shall not accept any gifts of any nature from any contractors and/or vendor who is in the process of furnishing labor, services, supplies, or materials to the District pursuant to either oral or written agreement that is in violation of the District's Conflict of Interest Code.
- B. Token gifts of appreciation may be accepted by District Staff for the enjoyment of all employees.
- C. Employees shall not remove from any real property controlled by the District, without express authority, any salvage and/or surplus materials and no employee shall sell, trade, convey, barter, assign, transfer, or dispose of any personal property in any manner belonging to the District without the express consent of the General Manager.
- D. Any personal property deemed by the District to be salvaged and/or surplus property shall be disposed of by the District accordance with its duly adopted Ordinances or Resolutions pursuant to statutory law governing municipal water districts as provided by law.

Sec. 5.24. revised via Ordinance No. 393 / January 18, 2012

Sec. 5.24. revised via Ordinance No. 353 / September 26, 2007

Sec. 5.24. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.24. revised via Ordinance No. 305 / October 22, 2003

Sec. 5.24. District Vehicles. District vehicles are to be used for authorized business only. It is advisable that certain employees be provided with the use of a District vehicle for transportation between the employee's residence and the District office. From time to time, the General Manager shall determine which employees should be assigned District vehicles to provide for improved emergency response and to facilitate attendance at after-hours meetings and functions related to District business. The General Manager shall also determine which employees should be allowed automobile

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allowances in lieu of providing use of a District vehicle. Those employees who are provided automobile allowances should refrain from use of District vehicles, as the automobile allowance is intended to substitute for District vehicle use for emergency response, meetings during and after hours, and other District business requiring vehicle transportation. Insurance, fuel, and maintenance are the responsibility of the employees receiving the allowance. The type of vehicle must reasonably accommodate the business use intended and must be maintained in a safe and reliable condition.

Assignment of the vehicle is not for the specific benefit of the employee, but for the improved operational efficiency and effectiveness of the District. Employees shall not use District vehicles for personal purposes other than commuting and de minimus personal use. Employees authorized to take District vehicles home are expected to keep them parked off the street for protection purposes. Unauthorized persons shall not ride in District vehicles.

The District has a Driving Standard Policy, established by the Safety Committee, which defines the expectations and requirements for successful operation of a District vehicle. This policy is found in the Disaster Preparedness and Job Safety Manual provided to all employees and updated on a regular basis. Employees who fail to adhere to these policies may be subject to disciplinary action or termination.

Personal Vehicle Used for District Business. In those cases where a District vehicle is not available for the use of the Directors or employees engaged in District business, a personal vehicle may be used with pre authorization from the employee's supervisor. Any personal vehicle driven for the purposes of conducting District business must have active automobile insurance coverage. All employees shall provide Human Resources with proof of personal automobile insurance coverage that meets the State of California's minimum requirements. This proof will be collected on a calendar year basis and maintained in the personnel file. If the employee has any changes of coverage during the year, the employee is responsible for providing Human Resources with the updated information. Reimbursement shall be made for such personal vehicle use at the IRS specified rate or schedule.

Sec. 5.25. Driver's Licenses. In order to operate a District vehicle, all employees must obtain and maintain a valid State of California Driver's License, which must be confirmed by the General Manager.

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The District will bear the cost of physical examinations required for a Class A License, when the need for such a license is required for District business. All physicals are subject to the approval of the General Manager.

The District will recognize employees obtaining and holding a Class A, Class B driver's license and/or special endorsement, where the District utilizes the services of those employees to operate District equipment. The District shall compensate each holder of these licenses \$500 lump sum payment annually on January 1st. The employee must have a current Class A, B, or special endorsement and provide a copy to Human Resources each November to qualify for the January payment. This is applicable for all licenses held as of September 4, 2007. All future licenses eligible for this program must receive advanced approval of the General Manager and will only be authorized depending on the need of the District.

Sec. 5.26. District Tools and Equipment. Employees are expected to exercise normal care and proper use of all District-owned vehicles, tools and equipment.

Sec. 5.27. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.27. revised via Ordinance No. 315 / January 26, 2005

Sec. 5.27. a) Safety Equipment. The District shall furnish all necessary or required tools and equipment to ensure a safe area in which to work. Unsafe practices and conditions must be immediately corrected. Supervisory personnel are charged with the responsibility to see that no unsafe practices or conditions exist, and that all State Laws in this regard are enforced; however, all employees are responsible for reporting any unsafe conditions or practices to District management. Any employee and/or supervisor who has knowledge of the condition, practice, or act of violating this provision will be subject to discipline or discharge.

b) Safety Footwear and Gear. The District shall provide designated classifications protective clothing, tools and other equipment necessary for the safe performance of job functions and duties upon hire. All safety footwear worn must meet the ANSI Z41.1 or Z41.2 safety standards. The District shall pay an approved vendor up to \$150.00 per employee per fiscal year for approved safety boots as determined in the bargaining unit MOU. Replacements for boots damaged intentionally or by employee

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negligence will not be issued. The District reserves the right to determine the acceptability of any such footwear.

All designated classifications shall wear District provided safety footwear while on the job. The District shall replace worn out safety boots during the year if approved by management before purchase and within the spending limits.

Sec. 5.28. Computer Network System Policy. The District's "Computer Network System" (hereinafter CNS) is comprised of all computers, software, hardware, programs, files, network services and internet services which are provided by Olivenhain Municipal Water District for the business use of employees. However, the CNS remains the sole property of the District and may be inspected and/or monitored by the District at any time. The CNS permits employees to receive, send, and transfer e-mail messages and computer files both in-house and via the internet/world wide web. The CNS is an important asset of the District and has been installed at substantial expense to facilitate business communications. Although employees are able to use codes to restrict access to computer files and the network system, including e-mail messages, it must be remembered that the CNS is intended solely for business use. In keeping with this intention, the District maintains the right to monitor and inspect any and all messages, files, attachments, e-mails, or any other information created, sent, or received on the CNS. Because the District reserves the right to obtain access to all messages, files, attachments, e-mails or any other information created, sent or received on the CNS, employees should not assume that such messages or files are confidential or that access by the District or its designated representative will not occur. Employees do not have any privacy rights in any messages, e-mails, or other information sent or received on the CNS. The District maintains a more complete set of guidelines that address specific issues. These documents are updated annually. The documents are:

- Acceptable Use Policy
- Password Policy
- Remote Access Policy
- Virtual Private Network Policy
- Wireless Communication Policy
- Employee Exit Policy
- Third Party Agreements

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Employees are made aware of these documents during orientation for newly hired employees and at annual intervals.

Inappropriate personal use of District CNS at any time is grounds for disciplinary action.

Sec. 5.29. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.29. revised via Ordinance No. 315 / January 26, 2005

Sec. 5.30. became 5.29. via Ordinance No. 305 / October 22, 2003

Sec. 5.30. revised via Ordinance No. 295 / July 24, 2002

Sec. 5.29. Holidays. The business office of the District shall remain open from 8:00 A.M. to 5:00 P.M. Monday through Friday, both days inclusive, for each week of the year, except upon the following ten days designated as Holidays:

- | | |
|------------------------|------------------------|
| New Years' Day | Labor Day |
| Martin Luther King Day | Veterans Day |
| Presidents Day | Thanksgiving Day |
| Memorial Day | Day after Thanksgiving |
| Independence Day | Christmas Day |

In the event that a Holiday falls on a Saturday, the previous Friday shall be considered a Holiday; in the event that a Holiday falls on a Sunday, the following Monday shall be considered a Holiday. The District Office shall be considered closed on the federally designated date for each of the above Holidays. If there is no Federal designation, the State of California designation shall apply. In the absence of either designation, the generally accepted celebration day will be observed.

Subject to the approval of the General Manager, individual employees may be permitted to elect an alternate day for any of the above designated holidays. Such employees will then be expected to work on the holiday to be substituted at straight time pay.

Full-time employees who regularly work the designated hours in a work week shall be compensated for eight hours pay for each of the above designated holidays. Employees who normally work less than 40 hours in a regularly scheduled workweek shall be compensated on a pro-rated basis, based upon the number of hours an employee is scheduled to work in a regularly scheduled workweek.

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Any employee on leave of absence without pay during a designated holiday date shall not receive compensation for said holiday.

Each employee shall be entitled to holiday time off and/or compensation for each designated District holiday. If a District designated holiday falls within an employee's normal work week and the employee is required to work, or if an employee is called back to work on a regularly scheduled holiday, the employee shall be compensated at a rate of double time, in addition to holiday pay.

To be eligible for holiday pay, an employee must work or be on an approved paid absence the working day preceding and the working day following a legal holiday on which the District Office is closed. The Supervisor shall report to the Finance Department any employee not deserving the holiday pay.

Sec. 5.30. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.30. revised via Ordinance No. 315 / January 26, 2005

Sec. 5.31. became 5.30. via Ordinance No. 305 / October 22, 2003

Sec. 5.31. revised via Ordinance No. 295 / July 24, 2002

Sec. 5.30. **Three Elective Days Off.** In addition to the above Holidays, each employee shall be entitled to three elective days off with pay of his/her choice per 12-month period within the following limitations:

- 1 Employee must obtain supervisory approval of his/her elective day at least 48 hours in advance of day selected.
2. Elective days off that are not used by the end of the calendar year will be paid out to the employee by year-end, and will not be accrued to the next calendar year.
3. New employees are not eligible for elective days off until successful completion of 12 months of employment.
4. Part-time employees who work less than 30 hours in a regularly scheduled work week shall earn three pro-rated elective days off with pay of his/her choice per 12-month period, based upon the number of hours an employee is scheduled to work in a regularly scheduled workweek.
5. Full time employees that work between 30 and 39 hours in a regularly scheduled work week shall earn three pro-rated elective days off with pay of his/her choice per 12 month period, based

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upon the number of hours an employee is scheduled to work in a regularly scheduled workweek.

6. Elective time off will be increased to recognize employees with longevity. The following hours are subject to the same conditions as provided above for all elective time off:

5 years of service = 4 additional hours once a year
10 years of service = 8 additional hours once a year
15 years of service = 12 additional hours once a year

Sec. 5.31.(f) revised via Ordinance No. 391 / October 5, 2011

Sec. 5.31. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.31.(f) revised via Ordinance No. 315 / January 26, 2005

Sec. 5.32. became 5.31. via Ordinance No. 305 / October 22, 2003

Sec. 5.32. (a) revised via Ordinance No. 295 / July 24, 2002

Sec. 5.31. Vacation Leaves. At the discretion of the General Manager as to setting the period of time to be taken for any vacation leave, all full-time employees will be granted such leave with pay under the following conditions:

- (a) Employees accrue vacation time beginning with the date of hire and are eligible to use vacation time after successful completion of an introductory period. Full time employees that work between 30 and 39 hours in a regularly scheduled workweek shall accrue hours on a pro-rated basis, based upon the number of hours an employee is scheduled to work in a regularly scheduled workweek. Employees working less than 40 hours in a regularly scheduled workweek shall accrue hours based on a pro-rated basis, based upon the number of hours an employee is regularly scheduled to work in a regularly scheduled workweek.

Employees' vacation time accrues, depending on the number of years of continuous service, as follows:

Less than 5 years of service	= 96 hrs
More than 5 but less than 10 years of service	= 120 hrs
More than 10 but less than 15 years of service	= 144 hrs
More than 15 but less than 20 years of service	= 160 hrs
More than 20 years of service	= 176 hrs

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- (b) Vacation time accumulation will be permitted, depending on the number of years of continuous service, as follows:

Less than 5 years of service	= 192 hrs
5 or more but less than 15 years of service	= 288 hrs
15 or more but less than 20 years of service	= 320 hrs
20 or more years of service	= 352 hrs

Vacation time in excess of the above-mentioned limits may, however, be accumulated with prior written approval of the Board of Directors.

Employees may choose to use accumulated vacation time in excess of a predetermined number of hours in one of the following ways:

- 1) Employees having accumulated vacation hours in excess of the maximum limits above must receive payment for 100% of their accumulated vacation hours in excess of the above limits at 100% of their current rate of pay.
- 2) Notwithstanding the above, employees having accumulated vacation hours in excess of 256 hours are eligible to receive payment for 100% of their accumulated vacation hours in excess of 256 hours at 100% of their current rate of pay.

Employees requesting payment for accumulated vacation hours as outlined above shall provide their request in writing, with the exact hours requested, to the Finance Officer in May of each year for reimbursement on or about the final pay period in June of each year.

- (c) The General Manager shall approve a schedule of vacations, and employees shall adhere to such schedule. No vacation may be taken without prior approval of the General Manager or his/her designee. The vacation of the General Manager shall be subject to the approval of the Board of Directors.
- (d) Pay for vacation leave shall be at the payroll rate currently paid the employee at the time the vacation is taken. Service shall be deemed to be continuous if employment by the

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District has not been interrupted for a period in excess of 30 days for any reason.

- (e) In computing the amount of vacation leave due an employee, holidays, vacation time, and sick leave shall be included as total service. The period of time to be granted to an employee for said leave shall be in addition to Saturdays, Sundays, and Holidays within or at the beginning or end of such leave.
- (f) Vacation time may be taken in blocks or increments of one (1) hour or more for hourly employees, and one (1) day or more for salaried employees with proper authorization and approval of Supervisor. The District expects employees to extend common courtesy to their co-workers and supervisors by giving as much advance notice as possible for vacation requests.
 - For vacation requests of less than 5 consecutive working days off, employees must give more than 48 hours advance notice in writing to their supervisor.
 - For vacation requests between 5 consecutive working days off and 10 consecutive working days off, employees must give 3 weeks advance notice in writing to their supervisor.
 - Any vacation requests for more than 10 consecutive working days off shall require employees to give 4 weeks advance notice in writing to their supervisor.

Exceptions to the above requirements may be granted by the General Manager at his/her sole discretion.

Sec. 5.32. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.32. revised via Ordinance No. 315 / January 26, 2005

Sec. 5.33. became 5.32. via Ordinance No. 305 / October 22, 2003

Sec. 5.33. (a) revised via Ordinance No. 295 / July 24, 2002

Sec. 5.32. Sick Leave. Sick leave is defined as the necessary absence from work because of illness, serious disability, or absence authorized for medical or dental care, injury or exposure to contagious disease suffered by the employee, or a member of the employee's immediate family, including registered domestic partner or the child of a domestic partner as defined in California law. Employees shall be entitled to sick leave with pay after successful completion of the introductory period under the following conditions:

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- a. Each full time employee who works a regularly scheduled 40-hour workweek shall be entitled to accrue 96 hours sick leave per one year of employment, which starts accruing with the hire date. Employees that work less than 40 hours per week for a regular schedule shall accrue hours on a pro-rated basis.

- b. Sick leave may be accumulated up to a maximum of 320 hours. Additional sick leave may be granted at the discretion of the Board of Directors and approval thereof. Employees may choose to use accumulated sick leave in excess of a predetermined number of hours as follows:

Employees who have more than 320 hours of accumulated sick leave, will receive payment for 100% of their accumulated sick leave hours over 320 hours at 100% of their current rate of pay.

An optional sick leave buy back program shall allow employees to buy accumulated sick leave hours down from 320 hours to 160 hours at 100% of their current pay rate once per year in January.

- c. Claim for sick leave in excess of three (3) consecutive days shall be in writing and shall state the dates and number of days illness, and shall be accompanied by a doctor's certificate verifying the employee's/family member's illness and the date thereof.

- d. Abuse of sick leave privileges shall be grounds for discipline or dismissal.

- e. In computing the amount of sick leave time due an employee, holidays, vacation time, and sick leave shall be included as total service. The period of time to be granted to an employee shall be in addition to Saturdays, Sundays, and holidays within or at the beginning or end of such leave.

Sec. 5.33. revised via Ordinance No. 315 / January 26, 2005

Sec. 5.33. Jury Duty. All employees are eligible for jury duty leave with pay for up to four weeks per calendar year per court when required by any legally constituted court to appear for examination or jury service. No deduction will be made for the value of mileage allowances, meals or lodgings furnished by the court.

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In the absence of proof of attendance, or in instances of jury duty beyond four weeks, an employee may use vacation or compensatory leave. In instances when a trial is scheduled for four weeks or less, when an employee is selected and then the trial extends beyond four weeks, the employee may petition the General Manager via their supervisor, in writing, for additional jury duty leave beyond four weeks. The decision to grant additional jury duty leave is at the sole discretion of the General Manager and is final.

Sec. 5.34. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.34. revised via Ordinance No. 305 / October 22, 2003

Sec. 5.34. Bereavement Leave. At such time as there is a death in an employee's immediate family, the General Manager is authorized to grant up to a maximum of 4 days leave with pay, subject to employee's written request for such compensation. Written request shall contain the following information:

- Name of deceased
- Relationship to employee
- Date of employee's return to work

All Bereavement Leaves must have prior approval of the General Manager.

Employee is eligible for Bereavement Leave for abortion or miscarriage.

Immediate family is defined as: spouse, common law spouse, registered domestic partner, child, parent, brother, sister, grandparents, mother-in-law, father-in-law, brother-in-law, sister-in-law, aunt, uncle, or any other family member physically living in the employee's home.

Paid Bereavement leave of up to 4 days, if approved, is not to be charged against an employee's accrued time off.

Sec. 5.35.(H) revised via Ordinance No. 365 / August 13, 2008

Sec. 5.35. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.35. (5) revised via Ordinance No. 305 / October 22, 2003

Sec. 5.36. became 5.35. via Ordinance No. 305 / October 22, 2003

Sec. 5.36.(A.2) revised via Ordinance No. 302 / Dec. 18, 2002

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Sec. 5.36. revised via Ordinance No. 295 / July 24, 2002

Sec. 5.35. **Leaves of Absence Without Pay.** It is the District's policy to grant leaves of absence without pay to all eligible employees on a non-discriminatory basis. Unpaid, approved leaves of absence, excluding Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA), shall be granted only after the employee has exhausted all accumulated and unused sick leave, vacation leave, paid injury leave or unused compensation time. FMLA/CFRA approved leave will run concurrently when employee circumstances meet eligibility requirements respective to the leave type being requested. Leaves of absence without pay pursuant to the FMLA, CFRA, compulsory and military leaves of absence will be permitted as specified below:

A. Medical Leaves of Absence:

(1) **Grounds for Leave.** The Family Medical Leave Act of 1993 (FMLA) and California Family Rights Act (CFRA) of 1993 entitle eligible employees that have worked for the District for at least 12 months and at least 1,250 hours in the last 12 months to take up to 12 weeks of unpaid job protected leave each year for the employee's own serious health condition; caring for a family member with a serious health condition; bonding with a newborn or adopted child.

(2) CFRA exclusively includes up to 12 weeks of unpaid, job protected leave each year for the serious health condition of a registered domestic partner as defined in California Family Code Section 297, and/or birth or adoption of a registered domestic partner's child.

(3) The District has posted such notices as required explaining employee rights and procedures under the FMLA and CFRA. Employees granted this leave will receive reinstatement at the end of the leave in their current or an equivalent position, subject to all defenses allowed by law.

(4) Pregnant employees that are disabled by pregnancy and pregnancy-related conditions are eligible for California pregnancy disability leave (PDL). A pregnant employee is entitled to up to four months of PDL depending on the period of actual disability. The District has posted such notice as required explaining employee rights. Employees granted this

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leave will receive reinstatement at the end of the leave in their current or an equivalent position, subject to all defenses allowed by law.

- B. Insurance Coverage. The District will maintain the group health and life insurance coverage for an employee whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. (In no circumstances will group health insurance be maintained by the District longer than 12 weeks of approved unpaid leave.) If the employee is taking unpaid medical leave, additional payroll deductions for supplemental insurance, loans, or any other deductions made from an employee's paycheck that an employee had previously authorized will require that the employee arrange reimbursement with the Finance Department.
- C. Requests for Leave and Medical Certification. Employees requesting leave of absence shall submit a written request at least 30 days in advance, when foreseeable, to the General Manager. The request shall specify the date the leave will commence, the estimated duration of the leave, and the date on which it is expected that the employee will be able to return to work. Medical certification is required supporting the need for leave due to a serious health condition affecting the employee, child, immediate parent, spouse or registered domestic partner as defined in California Family Code Section 297. The employee shall provide the District with a physician's statement every thirty (30) days during the medical leave of absence updating the District on the status of the incapacity and the probable date of return to work.

An employee shall not directly or indirectly maintain outside business or employment or engage in any other outside business that conflicts, in any manner, with the interest of returning to the District's employment during the leave. In order to maintain the approved leave, an employee wishing to engage in part time employment or self-employment, while on leave, must have such employment approved in advance by the General Manager. Failure to comply with this notice requirement is grounds for, and may result in denial or deferral of the requested leave until the employee complies with this policy and may be grounds for disciplinary action or termination.

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Failure to comply with these noticed periods is grounds for and may result in denial or deferral of the requested leave until the employee complies with the noticed policy.

The District requires certification from the health care provider as to the needs of the child, immediate parent, spouse or in the case of CFRA exclusively, the domestic partner's child, or registered domestic partner as defined in California Family Code Section 297, who has a serious health condition before allowing the employee a leave to care for the family member.

Eligible employees may take leave intermittently or on a reduced leave schedule under certain conditions. Intermittent or reduced leave is available for birth/adoption of a child and must be pre-approved in writing by the General Manager. Intermittent, recurring shorter leaves may be taken when medically necessary for treatments (such as chemotherapy), subject to advanced notification and medical certification for the intermittent or reduced leave.

There are certain exceptions to eligibility for family care leave and the District is legally permitted to deny a request for leave under certain conditions. Taking family care leave may impact certain benefits and seniority as identified in Article 5.

- D. Physician's Statement Prior to Return. An employee who has taken a leave of absence in excess of thirty (30) calendar days, due to his or her own medical condition, will be required to provide a statement from a licensed physician in California who has treated the employee's condition, stating the employee is capable of performing all of his or her essential job duties without any risk of further injury, illness or death.

- E. Term of Leave. Leave without pay granted pursuant to this section may not exceed 180 consecutive calendar days or 12 weeks for FMLA, CFRA, or 4 months for PDL unless authorized by the Board for a longer period. The District shall use the rolling, 12 month calculation method when calculating leave entitlement. Leave may be terminated at any time by the employee's return to work.

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- F. Sick, Vacation, Compensatory Time Use. An employee may use accrued sick, vacation, and compensatory time while on approved medical leave.
- G. Benefits and Service Time. Vacation and sick leave shall not accrue during leaves of absence without pay of 30 days or longer. An employee will not be credited with service during any unpaid, approved leave of absence of 30 days or longer, unless the approved unpaid leave being taken qualifies under the Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) or Pregnancy Disability Leave (PDL). The District shall continue payment of the employee's and employee's dependents group health insurance and group life policy during the approved unpaid medical leave of absence not to exceed 12 weeks.

Payments of health insurance and life insurance shall cease upon termination of the employee. The District will offer continuing health benefits according to COBRA Legislation Public Law 99-272 to employees, widows, ex-spouses, ex-

registered domestic partner as defined in California Family Code, Section 297, and other dependents, who would lose coverage as a result of an employee's death, divorce, or termination of employment.

- H. Hardship Credits. An employee may receive leave credits by voluntary donation from fellow employees. To be eligible, the following conditions must apply:
- The Hardship Credits must be approved by the General Manager (or his/her designee).
 - Be on an unpaid leave of absence approved by the General Manager.
 - Have exhausted all sick leave, vacation pay, and floating holidays.
 - Face financial hardship due to a prolonged illness or injury.
 - Face financial hardship due to the prolonged illness or injury of a spouse, child, or registered domestic partner as defined in California Family Code, Section 297.

Employees may donate floating holiday(s), vacation pay, compensatory time, or sick leave only in eight (8) hour increments per pay period. Donated hours may not be taken

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from the donor employee's payroll records immediately, but will be withdrawn when the recipient's payroll requires hours. The order that donations are received will be used to determine the order that donations will be utilized. All donated time will have the 8 hours converted into dollars at the donor employee's rate of pay. This dollar amount will then be converted into hours using the recipients' hourly rate.

When the employee's need for donated hours stops, per the determination of the General Manager, any donated hours waiting to be utilized (even fractions of 8 hours) will not be used and will be returned to the leave balance of the last donor.

- I. Restoration of Employment and Benefits. When an employee is placed on an approved, unpaid leave of absence, an effort will be made to hold the employee's position open as designated by state and federal regulations. However, due to business needs, there will be times when positions cannot be held open and it is not possible to guarantee reinstatement to previous position. If an employee's former position is unavailable when the employee is ready to return to work from an approved unpaid leave, every effort will be made to place the employee in a comparable position for which the employee is qualified.

In addition, the District will attempt to reasonably accommodate employees who are released for partial or modified duty according to the Early Return to Work Policy.

An employee who does not accept the position offered will be considered to have voluntarily terminated employment, effective the day such refusal is made.

- J. Military Leave. According to the Uniformed Services Employment and Re-employment Act, (USERRA), the District will offer benefits and job protection for individuals returning to civilian employment after serving in the military. Uniformed services is defined to include Army, Navy, Air Force, Marine Corps, Coast Guard (and the Reserves for each of those branches), Army National Guard, Air National Guard, commissioned corps of the Public Health Service and any other category of persons designated by the President in time of war or emergency.

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Employees qualifying for military leave in accordance with the Uniformed Services Employment and Re-Employment Rights Act (USERRA) shall be restored to their former position when the employee returns from the military leave of absence. If the position has been abolished or terminated during the employee's absence, the employee will be reinstated to a position of similar seniority, status and pay if such position exists, or if no such position exists, the employee shall have the same rights and privileges that the employee would have had if s/he occupied the position when it ceased to exist and had not taken a military leave of absence.

According to AB392, an employee is eligible for leave under this statute if s/he is the spouse of a “qualified member” of the military (defined below) and works an average of 20 or more hours per week.

The employee’s spouse must be a “qualified member” of the military, which means either:

1. a member of the Armed Forces of the United States who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States; or
2. a member of the National Guard or reserves who has been deployed anywhere during a military conflict.

A “period of military conflict” means either a period of war declared by the US Congress, or a period of deployment for which a member of a reserve component of the military is ordered to active duty.

In addition, although this statute only expressly applies to spouses, because the California Family Code provides that registered domestic partners are entitled to the same rights and privileges under state law as spouses, this law applies equally to registered domestic partners.

Employees may only take leave under the law when their spouse is on leave from military deployment. More specifically, employees are entitled to take leave when either an enlisted military spouse is on leave from a combat zone or

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a Reserve or National Guard spouse is on leave from an assignment anywhere after being activated during a military conflict.

Employees shall notify the District of their intention to take leave under this statute within two (2) business days of receiving official notice that the employee's spouse will be on leave from military deployment. The District and statute requires the employee to provide written documentation certifying the spouse's temporary leave from active duty during the time the leave is requested.

The statute provides that military spousal leave cannot affect, or prevent an employee from taking leave that the employee is otherwise entitled to take. Thus the employee isn't required to use accrued vacation time or paid time off while on military spousal leave. In addition, employees are not forced to take military spousal leave concurrently with any other available statutory leave. There shall be no retaliation or adverse employment action against employees who request and/or take military spousal leave.

K. Compulsory Leave.

If in the opinion of the General Manager an employee is unable to perform the regular duties of their position or performance of those duties would create an immediate danger to the health or safety of the employee or others, the General Manager may require the employee to submit to an examination by a licensed physician designated by the General Manager. All costs of the medical examination shall be borne by the District and a copy of the medical examination shall be provided to the employee. If the report of the physician shows that the employee is unable to perform the duty described in their job description or performance of those duties would create an immediate danger to the health or safety of the employee or others, the General Manager may, subject to the approval of the Board of Directors, compel said employee to take sufficient leave of absence to correct the problem. Prior to taking final action, the General Manager shall provide the employee with an opportunity to submit an independent medical examination for consideration. The results of all medical examinations conducted in accordance with this section shall be treated as confidential to the extent required by applicable law.

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L. Miscellaneous Leaves

Various other leaves as mandated by law will be granted in accordance with State and Federal law. The Human Resources Department maintains leave details for employees.

Sec. 5.36. Employee Assistance Program (EAP).

The District will provide each Board Director and Employee with access to an Employee Assistance Program, the cost of which shall not exceed an amount determined by the Board of Directors. The program will be provided at no premium cost to the employees. A new hire will be eligible for membership upon successful completion of an introductory period.

Sec. 5.37. revised via Ordinance No. 370 / February 11, 2009

Sec. 5.37. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.37. revised via Ordinance No. 315 / January 26, 2005

Sec. 5.37. Health and Life Insurance. The District will provide each Board Director and qualified employee with a health insurance policy, the cost of which shall not exceed an amount determined by the District. The District has the right to modify or cancel any insurance coverage except as required by COBRA or any signed MOU with District employees.

(1) Each full-time employee shall be eligible for a life insurance policy or group policy, as determined by the District, which will provide a specified amount of protection or coverage at no premium cost to the employee.

(2) A supplemental life insurance policy shall be available on a voluntary employee contribution basis for interested employees and their spouse or registered domestic partner as defined in California Family Code Section 297. All costs of the supplemental life insurance policy shall be paid by the employees desiring them. Employees may authorize payroll deductions for this purpose.

(3) The District will provide a transition program between ages 55-65 for eligible retiring employees to purchase a District health insurance plan. The designated plan will be available to the retiring employee and covered dependents. In no case, will the District contribute toward medical coverage after the retiree reaches 65 years of age.

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The District will contribute a flat fee of \$1.00/month/calendar year of service toward the monthly health insurance premiums exclusively between ages 55-65. The total completed years of service will be used to determine this amount. Prorating for a partial final year will not be included. Retiring employees must have completed a minimum of 5 years of District service to qualify for this program.

The retiree is responsible for the balance of the monthly premium to the District. Premiums not paid within 10 days after the first of each month by the retiree will terminate coverage effective the first of that month.

This program benefit must be coordinated with COBRA rights.

This coverage is intended to assist the employee transition and preparation for Medicare coverage which is currently available at age 65. Should the Medicare eligibility age change, the age cap would reflect the increase in age.

(4) The District provides a health plan to each full-time employee and their dependents and eligible former employees. No health benefits shall be allowed to eligible former employees beyond those expressly set forth in the plan as amended from time to time by the Board of Directors of the District. The District provides a health plan to Board Directors and their dependents and eligible former Board Directors and their dependents with health benefits as permitted under California Government Code Section §53200 et. seq., which provides that the District may continue to pay medical benefits for retired Board Directors with at least 12 years of service, provided their term of office began before January 1, 1995 and the election by the retired Board Director commences upon retirement and is continuous. If a retired Board Director chooses to discontinue health benefits, the District shall not reinstate the benefit at a later date. Retired Board Directors whose term of office commenced on or after January 1, 1995, must pay for their own medical benefits regardless of their years of service. No health benefits shall be allowed to eligible former Board Directors beyond those expressly set forth in the plan as amended from time to time by the Board of Directors of the District. The District will offer continuing health benefits according to COBRA Legislation Public Law 99-272 to widow, ex-spouses and other dependents who would lose coverage as a result of a worker's death, divorce, termination of employment, or Medicare eligibility. The extended coverage would last up to three years, except in the case of

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terminated employees, who would get only 18 months of continued coverage.

The 18 months of continuation coverage will be extended for an additional 11 months of coverage to a maximum of 29 months for all qualified beneficiaries, if the Social Security Administration determines a qualified beneficiary was disabled, according to Title 11 or XVI of the Social Security Act on the date of the qualifying event or at anytime during the first 60 days of continuation coverage.

Another extension of the 18 month continuation period can occur, if during the 18 months of continuation coverage a second event takes place, (divorce, legal separation, death) then the 18 months of continuation coverage will be extended to 36 months from the date of the original qualifying event date for the qualified beneficiary spouse and/or dependent child.

The District will require those insured under the rule to pay 102% of the current premium rate. The coverage will stop if payments are not made by participant, or if the individual becomes covered under Medicare or another health plan.

An employee shall not be entitled to any benefits effective the day following the day that the employment is terminated. Health and vision insurance coverage, depending on the contract, may be continued through the end of the month of the termination. Employment is terminated as of the last day the employee performs work or a service for the District. The day of termination is not extended through the period of accumulated vacation or sick leave the employee is entitled to as of the date of termination.

Sec. 5.38. Dental Insurance. The District shall provide each Board Director, full-time employee and their dependents with a dental insurance policy or group policy, as determined by the Board of Directors, which will provide a reasonable amount of protection or coverage at no cost to the employee or Board Director, as determined by the District, in its sole discretion. The District has the right to modify or delete dental insurance coverage except as required by COBRA or any signed MOU with District employees.

Sec. 5.39. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.39. Vision Care Plan. The District will provide each Board Director, full-time employee and their dependents with an eye care plan as

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determined by the Board of Directors. The plan will provide coverage at no premium cost to the employee or Board Director, as determined by the District, in its sole discretion. The District has the right to modify or delete vision care insurance coverage except as required by COBRA or any signed MOU with District employees.

Sec. 5.40. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.40. revised via Ordinance No. 315 / January 26, 2005

Sec. 5.40. Disability Insurance.

- A. All employees are required by state law to participate in the California State Disability Insurance Program (known as SDI). SDI provides benefits to workers who are unable to work due to non-work related illness, injury, or pregnancy. Although work connected disabilities are covered by workers compensation laws, SDI benefits may also be paid for work related illnesses or injuries under certain circumstances prescribed by law. The state sponsored insurance program requires that employees make direct application with the Employment Development Department for benefits determination.
- B. In addition to SDI, full-time employees shall participate in a long-term Group Disability Insurance Plan. The cost of such premiums shall be borne 50% by the District and 50% by the employee. The employees' share shall be administered as a payroll deduction.
- C. All employees are required by state law to participate in the Paid Family Leave (PFL). Senate Bill 1661 extends disability compensation to individuals who take time off work to care for a seriously ill child, spouse, parent, registered domestic partner, or to bond with a new minor child. PFL is a component of the SDI program and, thus, those workers covered by SDI are also covered for this benefit. The state sponsored insurance program requires that employees make direct application with the local Employment Development Department for benefits determination.

Sec. 5.41. Unemployment Insurance. The District is self-insured with respect to the State Unemployment Insurance Program.

Sec. 5.42. revised via Ordinance No. 320 / July 27, 2005

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Sec. 5.42. Retirement Plan. In accordance with an agreement between the District and the California Public Employees' Retirement System (CalPERS), all regular part-time or full-time employees upon first day of employment shall be enrolled as members of the System. The District shall pay the employer and the employee's share of the required contributions as negotiated.

Temporary part-time employees are not eligible for membership in the Public Employees' Retirement System unless they exceed 1,000 hours worked per fiscal year.

Sec. 5.43. revised via Ordinance No. 328 / March 10, 2006

Sec. 5.43. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.43. revised via Ordinance No. 315 / January 26, 2005

Sec. 5.43. revised via Ordinance No. 310 / May 14, 2004

Sec. 5.43. Deferred Compensation Plans. The District has made available to all employees, on a voluntary basis, the opportunity to participate in two different 457 Deferred Compensation Plans. The 457 plans enable employees to defer a tax-exempt portion of their salary for retirement purposes. Refer to the actual plan documents for specific plan provisions.

Pursuant to Article 4.1 of the District's Administrative and Ethics Code, in determining the compensation of employees, the General Manager may also determine the benefits of all employees, individually or as a collective whole, including contributions to deferred compensation plans, subject to the approval of the Board of Directors in the Annual Budget and any required meet and confer process required under the law.

Effective July 1, 2008, the District shall contribute matching 457 deferred compensation based on employee longevity. The specifics of the qualifications and amounts are detailed in the current memorandum of understanding (MOU) with the bargaining units during the calendar year. Employees who do not contribute to the plan are not eligible to receive District matching 457 deferred compensation contributions.

Sec. 5.44. Internal Revenue Code Section 125 Plan. The District has established a plan, meeting the requirements of the Internal Revenue Code (IRC) Section 125. Through voluntary participation in this program, the employee can withhold from his/her paycheck on a pre-tax basis, an amount equal to unreimbursed medical expenses

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and/or dependent care. The plan allows employees to receive reimbursement for unreimbursed medical, dental and health related expenses not covered by the District insurance and for the reimbursement of child/dependent care with pre-tax earnings, to the extent authorized by the IRC. The IRC does not allow refunds to employees for any unused funds at the end of each program year. The District has no obligation to fund any contributions to the Plan or expenses of the plan and may refuse any related expenses in any plan year in its sole discretion.

Section 5.45. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.45. **Federal Social Security and Medicare.** Federal Social Security (FICA) and Medicare coverage is required by law for every District employee. The District and the employee make contributions to Social Security and Medicare. The amount paid by the District employee is at the prevailing rate as prescribed by Federal Law.

Retirement benefits under Social Security are payable at any time after reaching age 62 on a reduced basis, or as full benefits based on the Social Security age schedule.

Sec. 5.46. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.46. **Workers' Compensation Insurance.** The District is covered as required by California Law, by Workers' Compensation Insurance. All Board Directors, employees and volunteers, without exception, are therefore afforded the protection and benefits provided by compensation insurance.

Injury Leave Definition. Injury leave means a paid absence from duty as a result of a job-related injury. A job related injury shall mean an injury or death sustained by an employee arising out of and in the course of employment.

The District will pay full compensation of salary lost due to on-the-job injuries up to 10 working days on claims approved by Workers' Compensation. Compensation by the District shall be the difference between that which is reimbursed by Workers' Compensation and the employee's regular salary. The amount paid by the District during the first three days of injury leave shall be deducted from the employee's accumulated sick time, except as otherwise stated below.

Eligibility for Injury Leave shall be as follows:

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- A. Injury leave may be granted only during the period the employee is unable to perform his/her duties and is entitled to Workers' Compensation temporary benefits. No injury leave may be granted during the first three days after the employee leaves work as a result of the injury except in a case where the injury causes disability of more than fourteen days or necessitates hospitalization within the three day waiting period, in which case, injury leave may commence the first day the injured employee leaves work or is hospitalized as a result of the injury and shall not be deducted from employee's sick time.
- B. An employee shall not be entitled to injury leave under the following conditions:
 - 1. Failure to use or wear prescribed safety or personal protection equipment.
 - 2. Failure to follow safety rules or regulations.
 - 3. Where the employee's gross negligence or willful misconduct is proximate cause of injury.
- C. Injury leave shall not be granted for aggravation, recurrences or sequences of a pre-existing non-service-connected disability or any condition existing prior to employment by the District; provided, however, that this subsection shall not disqualify an employee otherwise entitled to sick leave under other conditions and sections.
- D. Workers' Compensation leave shall run concurrently with Family and Medical Leave (FMLA) for those employees who meet the FMLA criteria and are eligible.
- E. Employees on Workers' Compensation leave may use their available vacation, sick and compensatory time off earned to supplement workers compensation disability benefits if they cannot return to work after ten (10) work days.
- F. The District recognizes the need to provide temporary transitional work to employees who are unable to perform regular job duties due to work related illness or injury as soon as the treating physician deems it medically feasible. This program is designed to define the District and employee responsibilities and to provide reasonable accommodation to

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persons with disabilities pursuant to the Americans with Disabilities Act.

- G. An Early Return to Work or Transitional Work Program offers the following elements and details can be found in the employee handbook and safety manual:
 - 1. An identification of modified or transitional work assignments which are available to injured employees;
 - 2. Advice to each injured employee and his or her physician regarding the operation of the Early Return to Work or Transitional Work Program;
 - 3. A medical determination by the injured employee's physician that the modified duties available to the injured employee are consistent with the injured employee's physical limitations as determined by the physician; and
 - 4. A written agreement by the injured employee to participate in the Early Return to Work or Transitional Work Program.

- H. Transitional or modified work is limited and will be assigned to employees on a "first come, first serve" basis when work related medical restrictions allow eligibility for the job position available. This program is available to industrially injured employees for no longer than one hundred eighty (180) days after the date of the employee's injury.

- I. The Human Resources Department shall be responsible for supervising the implementation and management of the Early Return to Work or Transitional Work Program and follow up with employees regarding the results of their participation in either Program.

Sec. 5.47 (B) revised via Ordinance No. 362 / June 25, 2008

Sec. 5.47 (B) revised via Ordinance No. 320 / July 27, 2005

Sec. 5.47. (C) revised via Ordinance No. 305 / October 22, 2003

Sec. 5.47. Labor-Management Committee.

- A. The District agrees to establish a Human Resources/Employee Association Team (HEART) Committee for the purpose of discussing work-related issues and issues relating to the Labor Agreement. The Committee shall have

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no authority to change, modify, alter or amend any Labor Agreement.

- B. The Committee shall be composed of the President of the Employees' Association(s) or their designee and two (2) employees covered by the Labor Agreement. In addition, the District shall appoint the General Manager or a designee and two (2) management employees.
- C. Meetings shall be held at times that are mutually acceptable to both parties. The party desiring to meet shall request the meeting at least fifteen (15) days prior and shall submit an agenda of items to be discussed.
- D. It is the intent of the parties to foster a cooperative atmosphere and harmonious working relations. Therefore, the parties agree to issue only joint statements, when necessary, on the results of the Committee meetings.

Sec. 5.48. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.48. revised via Ordinance No. 315 / January 26, 2005

Sec. 5.48. Tuition Reimbursement. The purpose of the reimbursement program is to provide financial assistance to those employees who voluntarily engage in educational pursuits beneficial to the District. Employee educational reimbursement is confined to expenses for voluntary, off-duty development which benefits both the employee and the District and which have been approved by District management in advance. Approval of tuition reimbursement shall be in the sole discretion of the General Manager or designee. Reimbursement shall not exceed \$2,000.00 for any employee in any fiscal year.

Elements and procedures for participation can be found in the employee handbook provided to every employee or from the Human Resources Department.

Sec. 5.49. revised via Ordinance No. 320 / July 27, 2005

Sec. 5.49. Tiger Team Award Programs. The District administers various employee recognition programs. They are designed to encourage and provide a measure of acknowledgement for employee creativity and improvements for time and money saving ideas. The Tiger Team Programs include Safety Recognition, Better Way, Excellence and other cost savings or alternative revenue generating ideas.

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Sec. 5.50. revised via Ordinance No. 305 / October 22, 2003

Sec. 5.50. Employee/Employer Recreation Program. The District shall contribute \$70 per employee and for each Director of the District annually for the use and enjoyment of all the employees and Board Directors in an organized recreation program approved by District management. The program shall have approved bylaws and rules for administration of the program.