

***SADDLE CREEK COMMUNITY  
SERVICES DISTRICT  
PERSONNEL POLICIES AND  
PROCEDURES***

***May 15, 2018***

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## **CHAPTER ONE – INTRODUCTION**

### **1000 - PURPOSE OF EMPLOYEE HANDBOOK**

The information contained herein constitutes the District's Employee Handbook ("Handbook"). It is not to be interpreted as a contract between the District and any of its employees. Except as provided herein, this Handbook applies to all regular and part-time employees. Except as provided herein, these rules do not apply to members of the Board of Directors, volunteer personnel (such as advisory committees), persons engaged under contract to provide expert, professional, technical, or other services; to temporary employees, or to employees providing services under contract.

If any policy or portion of a policy contained within this Handbook is in conflict with regulations or legislation applicable to the SADDLE CREEK Community Services District, said regulations or current legal requirements shall prevail.

The District reserves the right to modify or delete any of these policies when, in the opinion of its management and the Board of Directors, it becomes advisable to do so. Changes will be made through standard communication channels (for example, employer/employee consultations and Manager communications). No oral statements or representations can in any way change or alter the provisions of this Handbook.

## 1010 - DEFINITIONS

- A. **Anniversary Date:** Date on which employee completes introductory period. Employee may be eligible for a step merit increase at this time and each subsequent year until the top step of the classification is reached. Subsequent promotion may change the date of merit step increase eligibility.
- B. **Corrective Counseling Plan:** Plan approved by the General Manager to rectify or improve substandard performance.
- C. **Employee:** Any person occupying a position approved by the Board of Directors in the District service
- D. **Exempt Employee:** Employee fulfilling requirements for Executive, Administrative or Professional are exempt employees, as defined by the Fair Labor Standards Act. An exempt employee is expected to complete his/her assigned duties rather than adhere to a strict workday schedule. Consequently, no overtime time will be provided to exempt employees.
- E. **Regular Employee:** A Regular Employee is an employee who is hired to work full-time for two-thousand eighty (2,080) hours per year and has successfully passed the Introductory Period.
- F. **Part-time Employee:** A Part-Time employee is an employee who is hired in a position which is intended to be occupied on less than two-thousand eighty-hours annually.
- G. **Temporary Employee:** A temporary employee is an employee who is hired in a position that is considered temporary and cannot work more than one thousand-forty (1,040) hours in a year and is not eligible for any benefits except as provide by law. Temporary employees can be terminated at any time, for any reason, without cause, except as provided by law.
- H. **Hire Date:** Date on which employee commences work for District. This date is the basis for seniority and vacation accrual rate once the employee completes the introductory period.
- I. **Leave of Absence:** An employee who has permission to be absent from duty for a specified period and purpose pursuant to applicable law and/or District policy.
- J. **Reclassification:** A significant change in the duties and responsibilities of a position. A reclassification upward or downward in the classification series does not change the employee's anniversary date.

- K. Regular Pay Rate:** The hourly rate paid an employee for the normal work time performing the duties for which that employee has been employed by the District.
- L. Safety Sensitive Position:** Safety Sensitive Positions are employment positions in which usage of drugs or alcohol could clearly endanger the health and safety of the individual employee, other employees, the community and/or others. These positions have the following general characteristics:
1. Their duties involve a greater-than-normal level of trust, responsibility for impact on the health and safety of the community and other employees; and
  2. Errors in judgment could clearly result in mistakes that would endanger the health and safety of the individual, the community and/or other employees; and
  3. Employees in these positions work with such independence or perform such tasks that it cannot be safely assumed that mistakes could be prevented by a supervisor or another employee.
  4. A listing of Safety Sensitive Positions is included as Appendix D.
- M. Step-Merit Increase:** The periodic review of employee performance and possible increase in salary based on performance and duration of employment in any given position. Any such step increase based on merit are discretionary with the District and will be determined by management, in its sole discretion.
- N. Transfer:** At the General Manager's discretion, a change of an employee from one position to another with the same or comparable duties.

## **1020 - Introductory Period**

- A. Requirement:** All full-time and part-time employees are “at will” employees until satisfactory completion of an introductory period. An introductory period is regarded as part of the employment examination process and provides the employee’s supervisor and the General Manager the opportunity to observe and evaluate an employee’s competence and ability to perform assigned duties.
- B. Length of Introductory Period:** A new and/or returning employee shall be regarded as an introductory employee for the first 365 calendar days of employment. The introductory period can be extended for a specified period of time, up to an additional six months, if the employee’s supervisor (with the concurrence of the General manager) reasonably determines that an additional period of time is needed to assess performance and evaluate whether the employee is a good fit. A leave of absence for more than 30 days (for any reason) will extend the introductory period for the equivalent number of days.
- C. Termination During Introductory Period:** Introductory employees serve entirely at the will and pleasure of the General Manager and may be terminated by the General Manager without cause and without right of appeal or hearing at any time.
- D. Completion of Introductory Period:** Upon satisfactory completion of the introductory period, the employee’s supervisor/manager must complete a Personnel Action Form, signed by the General Manager, confirming the satisfactory completion of the introductory period. An employee does not automatically successfully complete the introductory period simply by remaining employed for 365 days. Once a Personnel Action Form is completed and signed, then the employee will become a “regular employee.”



## **CHAPTER TWO – EMPLOYMENT – HIRING AND CONDITIONS OF EMPLOYMENT**

### **2000 - RECRUITMENT**

- A. Employment – Hiring:** An applicant for employment shall be evaluated on the basis of his/her submitted material(s), personal interview(s), and demonstrated ability. The District will only solicit applications when position openings exist, when employees have tendered letters of resignation or retirement, or when vacancies or new position openings are anticipated. The General Manager, or designee, may provide for job-related exams, an oral panel, or individual interviews, to ascertain an applicant's relative ability to perform the duties of the position before selecting the applicant to fill the position opening. If two people are hired on the same day for jobs that have the same rate of pay, it must be determined who was hired first. If two people are hired on the same day with different rates of pay, the employee with the higher pay rate will be deemed the employee hired first for purposes of seniority.
- B.** The District may retain all employment applications for a period of one year or longer if required by law whereupon they may be discarded consistent with law.

## 2010 - PRE-EMPLOYMENT PHYSICAL EXAMINATION

- A. Requirement for Examination:** All offers of employment for regular, part-time, and contract positions shall be made contingent upon the applicant successfully passing a physician's examination and drug test, if required, to be provided at District expense. Such applicant(s) shall not be employed until a qualified physician has certified the applicant is medically fit to perform the duties of the position. Prior to conducting the exam, the physician will be supplied with a specification/description of the position for which the applicant is applying, which shall include the description of the physical requirements and working environment of the position.
- B. Impact of Refusal:** Applicants who refuse to cooperate in the examination and any required testing shall not be considered for employment.
- C. Re-Employed Individuals:** Another pre-employment physical and drug test, if applicable, of an individual who was previously employed by the District will be required if more than three (3) months have elapsed since the individual's last day of work for the District.
- D. Procedure for Examination:** When the applicant reports to the medical facility for the scheduled examination, identification shall be provided to the facility in the form of a photograph and verifiable signature (e.g. vehicle operator's license).
- E. Confidential Results:** All examination results shall be kept confidential and disclosed only to those in management with a legitimate need to know. Results will be kept apart from the employee's personnel file and placed in a confidential medical file.
- F. Disclosure:** District employment application forms shall contain a notice to applicants as follows:

The Community Services District has a policy that any offer of employment shall be contingent upon the applicant successfully passing a physician's examination certifying that the applicant is medically fit to perform the duties of the position. Persons who refuse to cooperate in the examination or do not receive a physician's certification of qualification to do the type of work required by the position applied for will not be considered for employment subject to applicable laws and regulations.

## **2020 - BACKGROUND CHECK**

The District may conduct an appropriate background check and live scan fingerprinting on all applicants, and all statements submitted on the employment application or résumé shall be subject to verification, including information applicants provide for any reference checks.

## **2021 – Disclosure/Recession of Employment Offers**

Any false statements or omissions of material facts may be considered sufficient for disqualification. If the District discovers that an employee included false statements or material omissions on his or her employment application or otherwise in the hiring process, that will be sufficient “good cause” to rescind an employment offer or terminate employment when the information is discovered.

The Community Services District has a policy that any offer of employment shall be contingent upon the applicant successfully passing a physician’s examination certifying that the applicant is medically fit to perform the duties of the position. Persons who refuse to cooperate in the examination or do not receive a physician’s certification of qualification to do the type of work required by the position applied for will not be considered for employment subject to applicable laws and regulations.

## **2030 - DMV RECORD**

- A. Submission of Record:** All applicants for positions that are required to drive in connection with their work duties shall submit a current Department of Motor Vehicle record and may be required to provide proof of insurance to the District. The printout must be dated no less than 30 days from the date the application is submitted. All District employees who drive District vehicles are subject to the DMV Employer Pull Notice Program that provides the District with a means of promoting driver safety through the ongoing review of driver records.
- B. Insurability:** All District employees who drive District vehicles as part of their duties must maintain insurability by District’s insurance carrier. The insurance carrier of the District will be requested to verify eligibility of insurability based upon the applicant’s driving history. Applicants who are denied insurability by the District’s insurance carrier will be disqualified. If a current employee is denied insurability by the District’s insurance carrier, the District will evaluate appropriate action. If driving is an essential function of that employee’s position, then the District reserves the right to terminate employment.

## **2040 - IMMIGRATION**

The District may require evidence of legal authority to work in the United States subject to applicable federal and state laws.

## **2050 - PERSONNEL ACTION FORM**

Every appointment, completion of introductory period, transfer, step increase, suspension without pay, separation from service, or any information or action which affects the employment or salaried status of an employee shall be initiated by the General Manager on a Personnel Action Form. The Personnel Action Form is located at Appendix "I".

## 2060 - EMPLOYMENT OF RELATIVES AND DISCLOSURE OF PERSONAL RELATIONSHIPS

The District desires to avoid misunderstandings, complaints of favoritism or lack of objectivity, claims of sexual harassment, and the morale and dissension problems that potentially result from romantic or other non-work-related relationships between employees. In order to implement these objectives, the District will abide by the following requirements and consistent with applicable laws and regulations governing such areas:

- A. Limitation on Hiring Family Members:** The District does not permit the hiring of a Family Member (as defined below) of any active Board member. If an existing employee is a Family Member of an individual who is elected to serve on the Board of Directors, the District will take any action that it deems appropriate to properly address the situation in accordance with current laws and related regulations.

The District permits the hiring of family members of current employees; however, an employee will not be allowed to work in a position that would result in he/she directly or indirectly supervising or reporting to a Family Member (defined below). Additionally, the District may prohibit reporting relationships between employees who are romantically involved with one another. A reporting relationship exists between two employees if one employee is within another employee's chain of command and is directly or indirectly supervised by the other. The District may disqualify any applicant for employment or transfer where the result of that hiring or transfer would put an employee in direct supervision of (or under the direct supervision of) a Family Member or otherwise create a security, safety, or morale problem for the District.

For purposes of this policy only, Family Member includes parent, child, grandparent, grandchild, uncle, aunt, niece, nephew, cousin, sibling, spouse, domestic partner, cohabitants, or in-law relations (whether arising from a spouse or domestic partner relationship). Family Member is intended to encompass all family-like relationships regardless of blood or legal relationship.

- B. Disclosure Requirement:** Employees are required to immediately notify the General Manager of any relationship that potentially falls under this policy. If, in the District's opinion, any of the potential problems noted above cannot be avoided in a reasonable manner, the District may take any action that the District deems appropriate to address the situation.

## **2070 - EQUAL OPPORTUNITY EMPLOYMENT**

It is the policy of the District that there shall be no discrimination based upon race, national origin, ancestry, creed, citizenship, marital status, religion, sex, gender identity, mental or physical disability, medical condition, genetic characteristics, pregnancy or related medical condition, sexual orientation, military or veteran status, age, or any other characteristic protected by applicable federal, state, or local law. This policy of nondiscrimination applies to all employees, Board members, volunteers, and independent contractors'. All employment practices, including, but not limited to recruitment, hiring, compensation, benefits, promotion, training, transfer, discipline, layoff, recall, and termination shall be in compliance with this policy.

If you have any questions regarding this policy or if you have any concerns about workplace discrimination, please let your supervisor or General Manager know immediately. A complaint procedure is also addressed in the District's Anti-Harassment and Anti-Discrimination Policy which you should use to address any instances of workplace discrimination. The District will not retaliate against any employee who raises concerns in good faith. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## **2080 - DISABILITY ACCOMMODATION AND FITNESS FOR DUTY**

- A. Reasonable Accommodations:** The District will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship in accordance with Federal and State laws. If you feel you need a workplace accommodation due to a medical condition, notify the General Manager. You may be required to provide medical certification regarding your disability and need for accommodation. All medical information is kept in a confidential, medical information file and shared only on a need-to-know basis. While the District welcomes your suggestions for accommodations to enable you to perform the essential functions of your job, the District will make the final decision as to what, if any, reasonable accommodation to provide.
- B. Fitness for Duty:** Continued employment with the District is conditioned on an employee being fit and able to perform the duties specified in the applicable job description. If, in the opinion of the General Manager, an employee is having

difficulty performing the reasonable duties of his/her position for medical reasons, the employee may be required to submit to and pass a medical examination designated or approved by the General Manager to assure fitness for continued employment. If the examination finds the employee to be in an unfit condition to perform the position duties, the General Manager will commence an interactive process with the employee to ascertain whether the employee is eligible for any reasonable accommodations.



## 2090 - OUTSIDE EMPLOYMENT

- A. Prohibition of Outside Employment:** No District employee shall be permitted to accept or continue employment in addition to or outside of District service if:
1. The outside employment leads to a conflict, or potential conflict of interest, for the employee; or
  2. The nature of the outside employment is such that it will reflect unfavorably on the District; or
  3. The duties to be performed in the outside employment are in conflict with the duties involved in District service.
  4. The District employee's performance of District duties is compromised or otherwise adversely impacted by the outside employment.
- B. Notification Requirement:** An employee who plans to accept such employment shall notify his or her supervisor immediately prior to commencing outside employment and obtain approval for the outside employment.
- C. Usage of District Property:** An employee who engages in outside employment shall not be permitted to use District records, materials, equipment, facilities, or other District resources in connection with said employment.

## 2100 - SEPARATION FROM DISTRICT EMPLOYMENT

- A. Resignation:** An employee can resign District employment at any time. To allow for proper transition of duties, the District requests – but does not require – that employees provide the District with at least two (2) weeks advance notice of resignation. On or before the effective date of the employee’s resignation, employee shall immediately relinquish to his or her supervisor all District property, including but not limited to keys, phone, computer, credit cards, and any other property in the employee’s possession. Resignations may only be withdrawn with the expressed written approval of the General Manager. At the General Manager’s discretion, the resigning employee may be required to immediately return all District property in their possession and/or be placed on paid administrative leave for the duration of his or her employment through the resignation date.
- B. Layoffs:** Whenever, in the judgment of the District Board, it becomes necessary, due to the lack of work, absence of need for a position, material change in duties, curtailment of public services, lack of funds, other economic considerations, the General Manager may layoff an employee. The General Manager shall prepare a layoff list, giving consideration to all applicable factors, including business necessity, job performance, competence and skill-set of individual employees, and longevity of service with the District (where practical). Longevity will not dictate layoff choice where other relevant factors apply.
1. Employees to be laid off shall be notified as soon as practicable and given at least fourteen (14) calendar days prior notice. A layoff is not subject to grievance or appeal.
  2. Employees laid off or demoted in good standing under this policy shall be eligible for re-employment with the District. The names of all persons laid off or demoted in accordance with this policy shall be entered upon a re-employment list. If, within three (3) months of the effective date of layoff, the position held by the employee immediately prior to layoff or demotion becomes vacant, or if another position within the same class and for which the employee is qualified becomes vacant (“alternate position”), then the employee shall be offered the vacant position. Persons who refuse re-employment shall be removed from the list. At the discretion of the General Manager, the re-employment list can be extended beyond the initial three (3) months.
- C. Involuntary Termination:** The District can terminate employment of employees who have not completed the introductory period for any reason or no reason in accordance with the Introductory Policy. Employees who have attained regular status can be terminated for good cause in accordance with the disciplinary policy herein.



## **CHAPTER THREE – HOURS OF WORK AND COMPENSATION**

### **3000 - COMPENSATION**

- A. New Introductory Employees:** All newly appointed introductory employees shall be paid at the first step of the salary range for the position to which the introductory employee is appointed except as provided elsewhere herein.
- B. Advanced Step Hiring:** If the General Manager finds that qualified applicants have greater experience or competencies than required at the first step of the salary range, the General Manager can extend an offer higher than the first step.
- C. Increase in compensation other than Cost of Living Adjustments (Step-Merit Increase):** After one year in a salary step (on the employee's Anniversary Date), employees may qualify for a merit increase to the next step, provided management has determined that a step merit increase is appropriate. The General Manager may provide for movement to any step in the salary range for business purposes, such as retaining employees with important skills or labor market reasons. All decisions about step-merit increases are subject to management's sole discretion; employees are not automatically entitled to or eligible for a step merit increase. A report verifying satisfactory performance, including any goals established from the employee's last evaluation, for each employee recommended for a Step-Merit advancement shall be submitted to, and approved by the General Manager prior to final action on such recommendation.
- D. Cost of Living Adjustments:** Annually, the Board may consider a Cost of Living Adjustment (COLA). If the COLA is approved, the District Salary Schedule will be adjusted accordingly, thus keeping the schedule current. Therefore, an employee may receive both a Cost of Living Adjustment and an increase in compensation pursuant to subdivision C above in any given year until the employee reaches the maximum salary step for his/her classification. Upon reaching the maximum salary step, the only salary adjustments an employee shall receive will be Board-approved COLA, except as otherwise provided herein.
- E. Promotion:** Employees promoted to a position with a higher salary range shall be placed on the step of the range allocated to the new classification which would grant such employee an increase in pay no greater than five percent (5%). The increase may exceed five percent (5%) at the discretion of the General Manager but shall not exceed the top step of the range allocated to the new classification. Employees who are promoted retain the same Anniversary

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## **CHAPTER FOUR – DISTRICT EQUIPMENT, PROPERTY AND REIMBURSEMENT**

Date for purposes of years of service and benefit accruals but have a new Promotion Date for purposes of performance reviews and merit step increases.

- F. Lateral Transfer:** When an employee transfers to a different position or classification with similar responsibilities as his/her existing position, the affected employee shall be placed at a salary range within the new classification that is most consistent with the employee's existing salary range not to exceed the maximum step of the salary range for the classification.
- G. Supplemental Wages (for withholding purposes):** The Internal Revenue Service defines supplemental wages to include bonuses, commissions, overtime pay, payments for accumulated sick leave, severance pay, awards, prizes, back pay, retroactive pay increases and payments for nondeductible moving expenses. If supplemental wages are given to the employee at the same time as the employee's regular wages are paid, the District is required to treat the sum of the payments as regular wages and withhold income taxes based on the regular payroll period using the withholding schedules. If the supplemental wage is not given to the employee at the same time as the employee's regular wages are paid, the district will withhold a flat rate for federal income tax and appropriate state income tax in accordance with current federal and state laws.

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### **3010 - PAY PERIODS / PAYDAYS**

The salaries and wages of all District employees shall be paid bi-monthly on the 20<sup>th</sup> of the month for the period including the 1<sup>st</sup> through the 15<sup>th</sup> of that month, and on the 5<sup>th</sup> of the following month for the period including the 16<sup>th</sup> through the end of the month. T

In the event a payday falls on one of the holidays listed, the immediately previous working day shall become the payday. Upon request, District employees may be paid via direct deposit into a personal bank account subject to processing requirements.

## 3020 - HOURS OF WORK

This policy shall apply to all non-exempt employees.

- A. Workweek:** The work-week shall consist of seven (7) consecutive days from 12:01 o'clock a.m. Saturday through midnight Friday.
- B. Workday Hours:** The regular hours of work each day shall be consecutive except for interruptions for meal periods. The regular working day is generally 7:00 a.m. until 3:30 p.m. Employees shall be at their assigned work location, ready to start work at 7:00 a.m. Employees are required to record their work time (including start of shift, meal breaks, and end of shift). Hours worked can be rounded to the nearest 1/10th of an hour.
- C. Meal Periods and Rest Breaks:** Employees are provided with a half-hour (30 minutes) break for lunch, a mid-morning break of fifteen (15), minutes and a mid-afternoon break of fifteen (15) minutes. Break time must be used on a daily basis. Time allocated to breaks may not be accumulated or used to come in late, leave early, or add to a meal period. All fifteen (15) minute breaks must be taken on the job site or other assigned work location, as that time is compensable.
- D. Tardiness:** If an employee cannot report for work at the scheduled start time, then that employee is required to notify his/her immediate supervisor before his or her scheduled start time. Tardiness may be cause for disciplinary action, up to and including termination from employment.

Whenever an employee will not be reporting or returning to his/her assigned duty station during scheduled work hours he/she shall contact his/her supervisor by telephone or in person and explain the reason for his/her proposed absence

Failure to make this required notification without a justifiable reason will be considered a serious breach of policy that may result in corrective action being initiated against the offending employee

Additionally, employees' who fail to return or report to their assigned duty station during scheduled work hours without a valid reason (such as sickness, family emergency, etc.) shall be considered as being in violation of this Policy and may result in sever corrective action (up to and including the possibility of termination of employment).





### **3030 - OVERTIME**

- A. Overtime Discouraged:** The District discourages overtime whenever possible.
- B. Overtime Approval Required:** Employees shall not work overtime without first obtaining approval from his or her supervisor or the General Manager. When overtime is necessary and authorized by the General Manager or designated Supervisor, it shall be paid as follows:
  - 1. Time worked in excess of forty (40) hours in a work-week.
  - 2. Time worked on a designated holiday.
  - 3. Overtime compensation will not be paid to FLSA Exempt Employees.
  - 4. Compensation for overtime is paid at a rate of one and one-half times the employee's regular hourly rate.
  - 5. Overtime shall always be paid in accordance with current federal and state laws.

## **CHAPTER FOUR – DISTRICT EQUIPMENT, PROPERTY AND REIMBURSEMENT**

### **4000 - UNIFORMS**

- A. Requirement for Uniforms for Maintenance Personnel:** All regular maintenance personnel are required to wear the designated District provided uniform while on regular duty. The District will supply all qualifying employees with specific products that meet the needs and/or safety requirements. This will include uniforms (shirts), jackets, appropriate foot protection and rain gear. Jackets and rain gear will be issued to qualifying employees as needed, if approved by the Supervisor.
- B. Cost of Uniforms:** The cost of such uniforms and/or protective clothing that employees are required to wear shall be borne by the District.
- C. Damage to Uniforms:** Employees are responsible for any loss or damage of uniforms and/or protective clothing caused by negligence or misuse. Off-duty wearing of District provided uniforms and/or protective clothing is prohibited. Upon termination or separation, all uniforms and/or protective clothing (excluding shoes) must be returned to the District.
- D. Shoes:** Employees who are exposed to foot injuries or hazardous mixtures shall wear appropriate foot protection, as outlined in the Safety Manual. The District will reimburse the employee up to \$100.00 for the initial purchase of a pair of safety toe shoes and will reimburse the employee up to \$100.00 for the replacement of safety shoes due to damage or wear, not to exceed one wear replacement per year.

## 4010 - USE OF DISTRICT VEHICLES & PROPERTY

- A. Limitation of Use of District Property:** District vehicles, maintenance equipment, power equipment, tools, cell phones, computers, and other property shall only be used for District business and operations. No District employee or Board member shall use any such District property or vehicle for any personal or non-District use. Transportation in District vehicles of persons other than Directors, officers, employees, agents of the District, or authorized guests, is prohibited.
- B. Exemptions:** Exemptions must be pre-approved by the General Manager or his/her designee and may be allowed for general public good will and the general benefit of the District.
- C. Requirements:** Employees who are required to use District vehicles shall:
1. Be aware they are on public display when driving a District vehicle and must conduct themselves accordingly.
  2. Be aware that if any violation results in a citation, it must be reported immediately to the supervisor. Thereafter, it is the employee's responsibility to address the citation in a legally compliant manner. The employee may be subject to District initiated disciplinary action.
  3. Fasten seat belts at all times and see to it that passengers do the same.
  4. District cell phone use policy is strictly enforced. Refer to the Safety Manual for the entire policy.
- D. Animals:** Animals of any kind are prohibited from being transported in District vehicles or brought by employees onto District property, unless properly designated as a "service animal".
- E. Purchase of Surplus Equipment:** Employees of the District shall not receive or be permitted to buy surplus District equipment or other property.
- F.** Employees shall not remove anything (Firewood, rocks, building materials, etc.) from the District property. This includes both during and after working hours, unless given specific written approval. Violation of this policy may be subject to disciplinary action up to and including termination.

## 4020 - TECHNOLOGY USAGE

- A. Usage of District Technology Resources:** The District may provide various technology resources to its employees, including computers, cell phones, smart phones, tablets, electronic mail, internet access, and other forms of technology. These resources are provided to employees for work-related purposes. These technology resources are business tools, which are to be used in accordance with generally accepted business practices and to provide an efficient and effective means of communications for the District.
- B. Privacy:** Subject to current legal requirements an employee cannot expect privacy rights to extend to any use of District-owned technology resources, equipment, or supplies. The District has the right to monitor and inspect all technology resources at any time to ensure proper business use. As a result, any information placed on any District computer, to or from a District e-mail account or otherwise, is subject to inspection and disclosure by the District. As a result, no one should have any reasonable expectation of privacy in communications sent over the District e-mail network. E-mail communications are not confidential. For purposes of this policy, e-mail shall also include all messages transmitted on the Internet or while using personal email for district business.
- C. E-mail Usage:** All District employees, consultants and other non-employees utilizing electronic communications with the District (hereinafter "E-mail users") must abide by the following requirements:
- 1. District Property:** The District's electronic systems and the contents thereof are the sole property of the District and therefore not considered personal. Communications sent over the System are subject to monitoring by the District and may be subject to disclosure under the Public Records Act or litigation. Communications transmitted over the System should be restricted to business activities of the District or communications that contain information related to the accomplishment of District business, administration or practices. Incidental personal use is allowed, subject to the provision below.
  - 2. E-mail Retention:** E-mail messages which are intended to be retained in the ordinary course of the District's business are recognized as official records that require protection/retention in accordance with the California Public Records Act. Because the e-mail system is not designed for long-term storage, e-mail communications, which are intended to be retained as an official record, shall be filed in electronic or hard copy form as appropriate in the appropriate subject file. E-mail messages which are responsive to

existing public record requests, subpoena or production demand, or which are otherwise relevant to pending litigation or claim, shall be likewise retained in electronic or hard copy format.

3. **Improper Use:** All of the following will be considered and treated as improper use which is strictly prohibited:
  - a. Use of the System for transmitting any information that is discriminatory, harassing, or obscene, including but not limited to: comments based on race, national origin, gender, sexual orientation, age, disability, religion, or political beliefs.
  - b. Use of the System for transmitting any information that counsels insubordination, harms close-working relationships, publicizes a personal dispute, undermines the District's ability to provide public services through its employees or harms the integrity of the System or network.
  - c. Use of the System to solicit, promote or proselytize others for non-job related commercial ventures, religious or political causes, or other non-job-related activities.
  - d. Use of the System in any way that communicates with the Board of Directors in such a way as to violate the Ralph M. Brown Act.
4. **Attorney-Client Privilege:** E-mail messages transmitted to or from District Legal Counsel and/or his/her employees and agents are considered to be confidential work product communications and subject to the attorney/client privilege.
5. **Pre-Approval of Outside Information:** All materials – diskettes, flash drives, CDs, DVDs, applications, documents, downloaded materials, etc. – brought into the workplace from external sources must be approved by the General Manager before being installed or used on the District's computer system.
6. **Monitoring:** The District reserves the right to monitor the System including reviewing, auditing, and disclosing all matters sent over and/or stored in the System.
7. **Personal Cellular Phones:** Personal calls during the work hours, regardless of the phone used can interfere with employee productivity, safety and may be distracting to others. Therefore, employee use of

cell phones for personal business is only permitted during lunch time rest breaks. Employee violation of this policy may be subject to disciplinary action. Employees are allowed to make personal calls during breaks and lunch and should further ensure that friends and family members are aware of the District's policy. Personal calls while not on work break or lunch shall be limited to the minimum time possible to address a family emergency or immediate need. (The District will not be liable for the loss of personal cellular phones brought into the workplace. Cellular telephones may not be used to defame, harass, intimidate, or threaten any other person.) Employees are prohibited from using their cell phones in any illegal, illicit or offensive manner.

**8. Personal Use of District-Provided Communication Devices:**

Where job or business needs demand immediate access to an employee, the District may authorize issue of a business cell phone, and/or two-way radio for work-related communications. In order to protect the employee from incurring a tax liability for the personal use of equipment, such equipment should be used for District purposes only.

- a. All employees understand that while some minimal personal use is inevitable, a District provided phone is intended for District business calls only. Call summary reports (i.e. number of minutes used) are distributed to supervisors on a periodic basis and are to be reviewed for reasonableness. Employees will reimburse the District for any overage charges related to personal calls. The call detail records generated from assigned cell phones are considered records of the District and may, on occasion, be subject to internal and outside audits by the District and/or official agencies.
- b. Employees in possession of District equipment (e.g., cellular phones, pagers, radios, etc.) are expected to protect the equipment from loss, damage or theft. Upon resignation, termination of employment, or at any time upon request, the employee will be asked to produce the equipment for return or inspection. Employees unable to present the equipment in good working condition within a reasonable time period (i.e., 24 hours) will bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal

action for recovery of the loss. Any outstanding debt will be deducted from the employee's final pay check.

- 9. Cellular Phone Use while Operating a Vehicle:** Employees whose job responsibilities include driving or equipment operation should refrain from using their phone/communication device while driving a District vehicle or while driving any other vehicle (rented, leased, borrowed, or their own vehicle) while conducting District business.
- a. Drivers shall comply with all federal, state, and local laws and regulations regarding the use of mobile technology devices including cell phones. Incoming or outgoing cellular phone calls are not allowed while driving. Sending or reading text messages, emails, dialing cellular phones, viewing television, videos, or DVD's and inputting data into laptop computers, personal digital assistants or navigation systems are prohibited while driving. The cellular phone voicemail feature should be on to store incoming calls while driving and all message retrievals and calls should be made after the vehicle is safely parked.
  - b. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options, refrain from complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area.
  - c. In situations where job responsibilities include regular driving and acceptance of business calls, hands-free equipment may be provided to facilitate the provisions of this policy. District vehicles are furnished with hands-free cellular equipment. Under no circumstances are employees required to place themselves at risk to fulfill business needs.
  - d. Driving while distracted in the State of California is a moving violation. Accidents incurred while the driver is using a cellular phone may be considered to be preventable and the driver may be subject to disciplinary action. Employees who are charged with traffic violations resulting from the use of their phone while driving will be responsible for all financial liabilities (fines associated with citations) that result from such actions.
  - e. Failure to follow this policy may result in disciplinary action, including and up to termination.

- D. Incidental Personal Use:** Employees are allowed incidental personal use of the District's Technology Resources during non-working periods. This incidental personal use shall not interfere with District business. Even if technology resources are used during non-working periods, employees should not have any expectation of privacy of information transmitted or placed on the District's technology resources. The information is still subject to review, monitoring, and disclosure.
- E. Social Media:** Employees are not allowed to use the District's Technology Resources for personal access to any type of social media, including Facebook, Twitter, blogs, etc. These items (and any others properly characterized as forms of social media) should not be accessed for personal use from any District computer, cell phone, smart phone, tablet or other technology resources; or from personal communication devices while on District work time.
- F. Discipline:** Anyone found to have engaged in any of the prohibited practices mentioned above will be subject to termination of System access, disciplinary action up to and including termination of employment.



## 4030 - VEHICLE COST REIMBURSEMENT

- A. Rate of Reimbursement:** When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage.
- B. Pre-Approval Required:** Employees shall request approval to use a personal vehicle in lieu of a District vehicle in writing to the employee's supervisor. Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available. Every attempt shall be made to coordinate work so that District vehicles are available for the performance of said work.
- C. Proof of Insurance:** Proof of insurance that meets the minimum insurance requirements of the State of California shall be required by the District of any employee using a personal vehicle in the performance of District work.
- D. Accident:** Should a vehicle accident occur during an employee's travels for District purposes, the employee's personal vehicle insurance will be considered primary.

## 4040 - BUSINESS TRAVEL AND REIMBURSEMENT

It is the policy of the District to reimburse District employees for expenses while attending to District business, including but not limited to conferences, meetings, seminars and classes as provided for in Section 4060. All travel must be pre-approved by the General Manager. On those occasions where vehicle "non-routine" travel is required outside the District boundaries; the following procedures shall apply:

- A. **Use of District Vehicles:** An employee must obtain permission from the General Manager to use a District vehicle. Any out of pocket expenses, such as parking and tolls, shall be reimbursed upon presentation of receipts.
- B. **Use of Private Vehicle:**
  - 1. If an employee is authorized to use his/her private vehicle on District business by the General Manager, he/she shall be compensated at the prevailing IRS per diem mileage rate.
  - 2. Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available.
  - 3. Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work.
  - 4. Proof of insurance that meets the minimum insurance requirements of the State of California shall be required by the District of any employee using a personal vehicle in the performance of District work.

Should a vehicle accident occur during an employee's travels for District purposes, the employee's personal vehicle insurance will be considered primary.

- C. **Air/Other Travel:** When the distance may be too great for driving a vehicle, an employee may be authorized to commute by other modes (air, bus, train, etc.). The District shall reimburse the employee for all required and reasonable commute-related costs (fares, fees, related costs).
- D. **Lodging:** It is the policy of the District to exercise prudence with respect to hotel/motel accommodations. It is also the policy of the District for Board members and staff to stay at the main hotel/motel location of a conference, seminar, or class to gain maximum participation and advantage of interaction with others whenever possible. Actual hotel/motel costs shall be reimbursed. Personal phone calls, movies, snacks and other hotel incidentals are not

reimbursable. If lodging is in connection with a conference or educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking. If the group rate is not available, comparable lodging will be used provided it is reasonable. Government and group rates for lodging will be used whenever possible.

- E. Meals:** Meals may be reimbursed at the actual cost, when accompanied by a receipt, provided that the expense is reasonable.

An employee shall be eligible for breakfast reimbursement if they are required to leave prior to 6:30 a.m. in order to reach his/her destination on time and dinner reimbursement if they arrive back in after 7:30 p.m. The employee may be authorized a dinner reimbursement if they are required to leave in the evening prior to a conference, meeting or class. An employee shall not receive reimbursement for a meal when that meal is included in the registration of a conference or class. Conversely, if a meal is included as part of the conference, but the cost is additional, the employee may be reimbursed the additional out of pocket expenses for the meal provided receipts are turned in.

- F.** Employees are not to claim reimbursement for other employees except for expenses shared in common, such as taxi fares.

- G. Credit Cards:** Credit cards may be provided to designated employees for use in connection with District business.

#### **4050 - ACCEPTING & PROVIDING GIFTS**

Employees may accept gifts from third parties, subject to all applicable disclosures rules and gift limits established under the Political Reform Act and the Fair Political Practice Commission's regulations. If you receive a gift from a third party due to your affiliation with the District, you are required to report the gift to your supervisor within 48 hours, so that the District can assess if any reporting requirements apply.

## **4060 - EDUCATION AND TRAINING**

**A. Education Required as a Condition of Employment:** Attendance at seminars, conferences and/or training sessions will be treated as hours worked when:

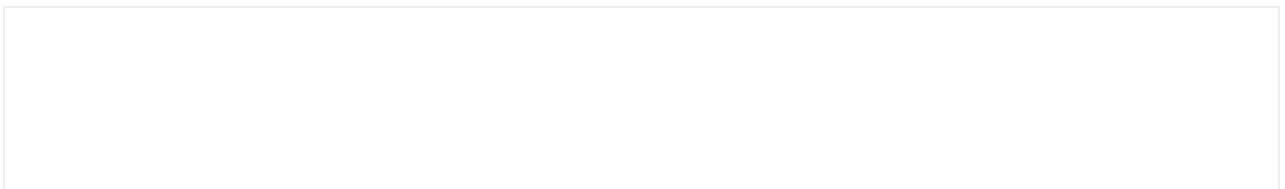
1. Attendance is required to maintain certification for the current job classification of the employee or when attendance is directed by the General Manager or his/her designee;
2. The Seminar, Conference and/or Training Session is not offered during regular working hours; and
3. The General Manager has approved the attendance.

Attendance at Seminars, Conferences and/or Training Sessions must be pre-approved by the General Manager fifteen (15) calendar days in advance. When authorized and required by law, travel time and attendance time outside of regular working hours will be compensated at the overtime rate except for FLSA Exempt employees. The General Manager may require employees to work modified schedules to facilitate employee attendance at seminars, conferences and/or training sessions during working hours. When appropriate, travel and reimbursement costs will be paid in accordance with the Business Travel and Reimbursement Policy. If a Seminar, Conference and/or Training Session is offered on-line, then the class will be taken via internet. Otherwise, if it is offered in several locations, the closest location to the Community Services District is preferred.

## CHAPTER FIVE – BENEFITS

### 5000- BENEFITS AND INSURANCE COVERAGE

- A. Medical Expense Insurance:** The District provides medical insurance to the Maintenance Manager, Maintenance Supervisor, and all full-time employees up to nine-hundred and thirty-four dollars (\$934.00) per month for employees only, or greater amount, if approved by the Board of Directors.
- B. Dependents:** Employee may enroll eligible dependents but shall pay all premium costs related to such dependents. The scope of coverage, the specific providers, and the payment of premiums may be subject to review and revision by the Board of Directors.
- C.** The District does not provide dental or vision insurance.
- D.** New employees are eligible for health insurance the first day of the month following thirty days of employment.
- E. Workers' Compensation Insurance:** All District employees will be insured against injuries received while on the job in accordance with State law.




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## 5010 - VACATION

This policy shall apply only to fulltime regular and introductory employees in all classifications.

### **Rate of Accrual: 80.0 hours per year (accrued each pay period):**

- A. Limitations on Accumulated Vacation Time:** An employee shall be able to accrue no more than one-hundred twenty (120) hours of vacation once the maximum vacation accrual is reached, vacation time will no longer be accumulated. Once the vacation accrual is below the maximum, vacation accrual will again start to accumulate.
- B. Termination:** At termination of employment for any reason, the District shall compensate the regular fulltime employee for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination.
- C. Unpaid Leave of Absence:** No vacation accrues during any unpaid leave of absence. An employee is not permitted to borrow on future accrual of vacation benefits.
- D. Holidays:** If a holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.
- E. Requesting Vacation:** Employees must submit vacation requests to their supervisor. Supervisors will consider requests in light of all relevant criteria, including operational concerns, seniority, scheduling issues, leave balances, timing of the request, and fairness. Leave Request Form is located at Appendix "J".
- F. Introductory Employees:** Introductory employees accrue vacation time during their introductory period and are subject to the same policies for use as regular fulltime employees.
- G. No Cash-Out During Employment:** Vacations are provided by the District to employees as a period of time away from work with pay for the purpose of rest, relaxation, and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee. As such, pay in lieu of vacation time away from work shall not be permitted. In addition, employees are not expected to and should not work during their vacation.



## 5020 - HOLIDAYS

This policy shall apply to all fulltime regular and introductory employees.

- A. Days Designated as Holidays:** The following days shall be recognized and observed as paid holidays:
- New Year's Day;
  - Memorial Day;
  - Independence Day;
  - Labor Day;
  - Thanksgiving Day;
  - Christmas Day;
- B. Requirements:** All regular work shall be suspended and employees shall receive one (1) day's pay for each of the holidays listed above. An employee on a leave without pay will not receive holiday pay. In order to receive holiday pay, you must work the regularly scheduled work day prior to and after the holiday unless vacation has been pre-approved. If an employee is on approved vacation when a holiday occurs, the employee will receive holiday pay in lieu of vacation for the scheduled holiday.
- C. Holidays on Weekends:** Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday.
- D. Work on Holidays:** If any employee works on any of the holidays listed above, he/she shall, in addition to his/her holiday pay, be paid for all hours worked at the rate of time and one-half (1½) his/her regular rate of pay or as otherwise specified under Section 3000 except for FLSA Exempt employees.

## 5030 - SICK LEAVE

Full-time introductory, regular employees, and part-time employees in all classifications earn sick leave. Full-time and Part-time employees earn sick leave benefits at a different rate. (See D. below)

- A. Definition of Sick Leave:** Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease.

**B. Usage:** Sick leave may be used for dental and doctor appointments, including the actual time spent at the appointment and a reasonable amount of time to travel to and from the appointment. The employee must report to work prior to the appointment and report back to work after the appointment, if reasonable. Employees are expected to schedule appointments so as to minimize the time away from and disruption to work.

**C. Kin Care:** In any calendar year, an employee may use accrued sick leave, up to the amount earned during six months of employment, to attend to the illness of an immediate family member as defined in Section 1010 (I). After this maximum allotment is used, employees can take accrued vacation to attend to the illness of an immediate family member in accordance with the District's rules for scheduling and taking vacation time.

**D. Rate of Accrual:** Employees shall earn sick leave at the following rates:

Full time regular and introductory employees accrue 5.87 hours of sick leave per month (Accrued each pay period) up to a maximum of one-hundred-twenty (120) work days. Such employees may use such sick leave for existing healthcare, or preventative care for themselves or family member, or for the specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.

Part-time regular and introductory employees accrue one hour of sick leave for every 30 hours worked, beginning with their first day of employment. Such employees may accrue up to a maximum of forty-eight hours or six workdays, and may use such sick leave for existing healthcare, or preventative care for themselves or family member, or for the specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.

Accumulated Sick leave is not available for cash out upon termination or retirement.

Employees who work overtime do not accrue any additional sick leave credit.

**E. Requirements:** Sick leave shall not be used in lieu of or in addition to vacation leave. If an employee calls in sick the day before a holiday, the employee will not be eligible for holiday pay.

**F. No Borrowing or Advance Accrual:** An employee is not permitted to borrow on future accrual of sick benefits.

- G. Unpaid Leave:** Sick leave does not accrue during any unpaid leave of absence.
- H. Notification Requirement:** In order to receive compensation while on sick leave, the employee shall notify his/her supervisor a minimum of 30 minutes prior to the time for beginning the regular work day that illness will prevent them from coming to work. Supervisors shall be notified of scheduled doctor's appointments or other approved needs for sick leave usage as far in advance as possible, if known.
- I. Abuse of Sick Leave:** If an employee is absent due to illness, if the District reasonably suspects abuse of sick leave, if there is a pattern of sick leave usage, or if an employee's sick leave balances are consistently maintained at a low level, a doctor's note may be required. Failure to provide a doctor's note upon request may be grounds for disciplinary action and/or denial of sick leave benefits.
- J. Not Guaranteed Benefit:** Sick leave is a benefit provided to employees for sporadic time off work in the event of true illness or need for medical care. Employees are not guaranteed the ability to take all sick leave that may accrue except as provided by law. If an employee is unable to perform the essential functions of his or her position, then the District may take steps to remove the employee from his or her position even if sick leave remains available.

## **CHAPTER SIX – FAMILY AND MEDICAL LEAVE**

### **6000 - FAMILY AND MEDICAL LEAVE**

The District provides Family and Medical Leave in accordance with state California Family Rights Act (CFRA) and federal Family and Medical Leave Act (FMLA) leave laws.

- A. Basis for Family and Medical Leave:** Family and Medical Leave may be taken for the birth of the employee's child, the placement of a child with the employee for adoption or foster care, to care for the employee's spouse, child or parent who has a serious health condition, or for a serious health condition that makes the employee unable to perform his/her job. Leave can also be taken for certain military-related reasons as further detailed below.
- B. Eligibility:** To be eligible for Family and Medical Leave, you must have at least 12 months of service with the District and must have worked at least 1,250 hours during the 12-month period preceding the date the leave is to begin.
- C. Duration:**
1. Except as provided below with respect to certain types of military-related leave, Employees may take up to a maximum of 12 workweeks of Family and Medical Leave within a 12-month period. The District uses a rolling twelve-month period to determine an employee's eligibility for leave. The 12-month period is measured backward from the date an employee uses any family leave.
  2. Leave may be taken intermittently (in blocks of time or on a reduced-time schedule) if the leave is for the serious health condition of the employee or the employee's family member and if such intermittent leave is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is 0.25 of an hour.
  3. Intermittent leave may be taken in two-week increments for the birth or placement of a child. Intermittent leave for a shorter period (at least one day) may be taken on a maximum of two occasions. Any leave taken for the birth, adoption, or foster placement of a child must be taken within one year of the birth or placement of the child with the employee. If both parents are employees of the District, the parents are eligible for a combined total of twelve weeks leave for the birth or placement of a child.
- D. Procedures:**

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## **CHAPTER SIX – FAMILY AND MEDICAL LEAVE**

1. It is employee's responsibility to contact the General Manager in writing as soon as you become aware of the need for family and medical leave.
2. If the leave is for the birth, adoption, or foster placement of a child, or for planned medical treatment for a serious health condition of the employee or family member, the employee must provide at least 30 days' advance notice before the leave is to begin. If 30 days' notice is not possible, notice must be given as soon as practicable.
3. If the leave is needed for the employee's own serious health condition, the employee must provide a certification from the health care provider stating:
  - a. The date of commencement of the serious health condition;
  - b. The probable duration of the condition;
  - c. That the employee is unable to work at all or is unable to perform any one or more of the essential functions of his/her position because of the employee's serious health condition.
4. At the conclusion of leave, the District will require certification by the employee's health care provider that the employee is fit to return to his/her job.
5. If the leave is needed to care for the serious health condition of a family member, the employee must provide certification from the health care provider stating:
  - a. The date of commencement of the serious health condition;
  - b. The probable duration of the condition;
  - c. An estimate of the amount of time that the health care provider believes the employee needs to take in order to care for the child, parent, or spouse; and
  - d. Confirmation that the serious health condition warrants the participation of the employee.
6. If the Family and Medical Leave request is for the employee's own serious health condition and the District has reason to doubt the validity of the medical certification provided by the employee, the District may require, at its expense, a second opinion from a health care provider designated by the District. The health care provider

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## **CHAPTER SIX – FAMILY AND MEDICAL LEAVE**

designated by the District will not be one who is employed on a regular basis by the District. If the second opinion differs from the first opinion, the District may require, at its expense, that the employee obtain a third opinion by a health care provider approved jointly by the District and the employee. The third opinion shall be considered final and binding on the District and the employee.

7. Recertification may be required if the employee requests an extension beyond the original certification.

**E. Compensation and Benefits:**

1. Family and Medical Leave is unpaid. An employee taking family and medical leave due to the employee's serious health condition must substitute all accrued sick leave, unused paid vacation, personal leave, paid time off, and short-term salary continuation, if applicable, before continuing leave on an unpaid basis. An employee taking leave for reasons other than an employee's own serious health condition must exhaust all accrued unused paid vacation, personal leave, and any other form of paid time off before continuing leave on an unpaid basis. Any family and medical leave, whether paid, unpaid, or a combination thereof, will be counted toward the 12-week leave entitlement. Employees on leave will not continue to accrue vacation time or sick time and will not be paid for holidays during the leave, unless otherwise required by this Handbook or applicable law.
2. For any period of time that an employee is eligible for and is receiving wage replacement benefits under any type of disability benefit plan (i.e., short- or long-term disability benefits), the employee is not required to use accrued personal time off. The employee may, however, supplement these wage-replacement payments with personal time off on a pro rata basis.
3. An employee taking Family and Medical Leave will be allowed to continue participating in any health and welfare benefit plans in which he/she was enrolled before the first day of the leave (for up to a maximum of 12 workweeks) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave. Employees must continue to pay their share of premiums, even during unpaid portion of leave. A payment schedule for employee premiums will be set up with the General Manager at the time the leave commences. The District will continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits

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**CHAPTER SIX – FAMILY AND MEDICAL LEAVE**



begins on the date leave first begins. An employee who does not return from leave may be required, under certain circumstances provided by the law, to reimburse the District for any employee contributions paid by the District while the employee was on unpaid leave.

**Service Member Family and Medical Leave:**

Eligible employees are entitled to such leave in the following instances:

4. **Military-Related Leave:** Eligible employees with a spouse, child, or parent on active duty or called to active duty in the National Guard or Reserves in support of a contingency operation may take up to the normal 12 weeks of leave because of any “qualifying exigency.” For purposes of this policy, “qualifying exigency” includes: (1) short-notice deployment; (2) military events and related activities; (3) childcare and school activities; (4) finance and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; and (8) additional activities agreed to by the employer and the employee. This leave is available only to families of service members in the National Guard or Reserves – not to families of service members in the Regular Armed Forces.
5. **Military Caregiver Leave:** An eligible employee who is the spouse, son, daughter, parent, or next-of-kin of a covered service member (includes a current member of the Regular Armed Forces as well as the National Guard or Reserves) may take up to 26 weeks of leave within a twelve-month period to care for such a service member with a serious injury or illness incurred in the line of active duty. For purposes of this type of leave, the 12-month period begins on the first day the employee takes leave for this purpose and ends 12 months thereafter. This leave entitlement applies on a per-covered service member, per injury basis. Leave to care for an injured or ill service member – when combined with other FMLA-qualifying leave – may not exceed 26 weeks in a single 12-month period.

**F. Amount of Leave:**

1. For a qualifying exigency, an employee is entitled to a maximum of 12 weeks leave (when combined with leave for any other qualifying reason) in accordance with the rolling 12-month period measured backward.

2. To care for an ill or injured service member, an eligible employee is entitled to a combined total of 26 weeks of leave for any FMLA-qualifying reason during the single 12-month period that starts when the leave begins. During this 12-month period, an employee is entitled to no more than 12 weeks of leave for any qualifying reason other than caring for a service member.

**G. Other Military Leave Entitlements:** The District also complies with any applicable leave entitlements provided by any state or local law. Where allowed, military leave under this policy runs concurrently with these other leaves.

**H. Procedures:** Please contact the General Manager as soon as you become aware of the need for any type of service member Family Medical Leave. Except in the case of exigency leave for short-notice deployment, the District requires certification of the need for leave and will provide an employee requesting service member leave with an appropriate form to complete and return.

**I. Reinstatement:**

1. Upon return from a Family and Medical Leave, an employee will be reinstated to his/her original position or to a comparable position with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on Family and Medical Leave would have been laid off had he/she not gone on leave, or if the employee's position has been eliminated during the leave, then the employee would not be entitled to reinstatement. An employee's use of Family and Medical Leave will not result in the loss of any employment benefit that the employee earned or was entitled to before the leave.
2. Reinstatement may be denied to certain salaried "key" employees. Such employees will be notified of this possibility at the time the leave is requested.
3. If an employee fails to report to work promptly at the end of the leave, the District will assume that the employee has resigned.

## **6010 - PREGNANCY RELATED LEAVES AND TRANSFER PRIVILEGES**

### **A. Eligibility for Leave:**

1. The District provides pregnancy disability leaves of absence without pay to eligible employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions.
2. Employees who are affected by pregnancy or a related medical condition are also eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is medically advisable and can be reasonably accommodated. Where transfers are made based on the employee's health needs, the employee will receive the pay that accompanies the alternative position.

### **B. Procedures for Requesting Leave:**

1. An employee should make requests for pregnancy disability leave to his/her supervisor at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.
2. A health care provider's statement must be submitted verifying the need for pregnancy disability leave and stating:
  - a. The date on which the employee became disabled due to pregnancy, childbirth or related medical condition or the date on which the need for a transfer became medically advisable;
  - b. The probable duration of the period or periods of disability or the need for transfer; and
  - c. A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons, or that the transfer is medically advisable.
3. Re-certification may be required if the employee requests an extension beyond the original certification.
4. Any changes in this information contained in the health care provider's statement should be promptly reported to the General Manager.

**C. Length of Leave:**

1. Full-time employees are normally granted unpaid leave for the period of the disability, up to a maximum of four months (or 17 1/3 weeks or the maximum amount of leave provided for other disabilities subject to current law. Part-time employees are granted unpaid leave on a pro-rata basis.
2. The pregnancy disability leave does not need to be taken in one continuous period of time but can be taken on an as-needed basis. In other words, leave may be taken intermittently or on a reduced work schedule when determined medically advisable by the employee's health care provider. The smallest increment of time that can be used for such leave is 0.25 of an hour. The District may transfer the employee to an alternative position or alter the existing job to accommodate intermittent leave or a reduced work schedule. The employee will receive the same pay and benefits in the alternative position.
3. An employee taking pregnancy leave must substitute all accrued sick leave before continuing on an unpaid basis. The employee may substitute all accrued paid vacation and sick leave, before continuing leave on an unpaid basis. Substituted paid leave time will be counted toward the 17 1/3 week entitlement.

**D. Benefits During Leave:**

1. Employees on leave will not continue to accrue vacation or sick leave time and will not be paid for holidays during the leave, unless otherwise required herein, or applicable law. However, when an employee is out on leave that is protected by the Family and Medical Leave Act (FMLA), that employee will continue accruing paid leave as long as the employee is using paid leave benefits. If an employee on FMLA leave uses all paid leave in accordance with the District's FMLA policy and remains unable to return to work, then the remainder of the FMLA leave will be unpaid. During the period of unpaid FMLA leave, the employee will not continue to accrue paid leave, consistent with the District's policy for all types of unpaid leave.
2. The District will allow the employee to continue participating in any health and welfare benefit plans in which he/she was enrolled before the first day of the leave (for up to a maximum of 17 1/3 workweeks) at the level and under the conditions of coverage as if the employee

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had continued in employment for the duration of such leave. Employees must continue to pay their share of premiums, even during any unpaid portion of leave. A payment schedule for employee premiums will be set up with the District at the time the leave commences. The District will continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins. An employee who does not return from leave may be required, under certain circumstances provided by the law, to reimburse the District for any employee contributions paid by the District while the employee was on unpaid leave.

**E. Return to Work:**

1. So that an employee's return to work can be properly scheduled, an employee on pregnancy disability leave must provide the General Manager with at least two weeks' advance notice of the date she intends to return to work.
2. When a pregnancy disability-leave ends, an employee will be reinstated to her original position or to a comparable position with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on Pregnancy Leave would have been laid off had she not gone on leave, or if the employee's position has been eliminated during the leave and there is no comparable position available, then the employee would not be entitled to reinstatement. An employee's use of Pregnancy Leave will not result in the loss of any employment benefit that the employee earned or was entitled to before the leave.
3. An employee returning from pregnancy disability leave must submit a health care provider's verification of his/her fitness to return to work.
4. If an employee fails to report to work promptly at the end of the pregnancy disability leave, the District will assume that the employee has resigned.

**6020- WORKERS' COMPENSATION**

All employees are covered for Workers' Compensation, effective the first day of employment. Workers' Compensation provides employees and/or their beneficiaries

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with certain benefits in the event of a work-related illness, injury, or accidental death. The District pays the full cost of this coverage, whether through a self-insurance mechanism or an insurance product. If an employee sustains a work-related illness or injury, they shall report the illness or injury to their immediate supervisor or General Manager the day the injury or illness occurs. Failure to do so for good cause may result in disciplinary action.

All payments for lost wages or salary due to a legitimate work-related illness or injury, medical treatment, and any other benefits will be made by the workers' compensation claims administrator or insurance carrier as required by law. Workers' Compensation benefit payments may be coordinated with any accrued sick leave or vacation leave as part of a medical or disability leave of absence.

The following policies apply to any employee, compelled to be absent due to injury, illness or disability covered under Worker's Compensation Benefits, provided the District is in receipt of a certification form from a recognized medical professional confirming the necessity of the leave, within fourteen (14) days after the leave begins.

1. **Unpaid leave of absence:** Employees are allowed to take unpaid leave of absence while receiving Worker's Compensation benefits. The duration of the leave will be determined on a case by case basis, considering both the injured employee's medical condition and the District's business needs.

Subject to the terms and conditions of the insurance policies and applicable law, the District will continue to provide health insurance benefits for the minimum period authorized by the Family Medical Leave Act (generally twelve (12) weeks per twelve (12) month period), provided that the employee continues to pay his/her portion of the premium payments. The District, in its sole discretion, may extend the benefits continuation period on a case-by-case basis, considering both the District's business necessities and the likelihood and timing of the employee's return to work.

2. **Use of Sick Leave and Vacation Time:** Employees can use accrued sick leave on a prorated basis to make up the difference between compensation received by him/her as regular salary and the amount received as worker's compensation. After sick leave is exhausted, the employee may also supplement with accrued vacation leave.

Subject to the terms and conditions of applicable plans and insurance policies, the District will continue to provide health insurance benefits until the employee has exhausted all of his/her accrued sick leave and vacation leave (assuming employee takes the election as provided in this Section). Thereafter, health

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insurance benefits will continue during the worker's compensation leave as provided in Paragraph A above.

3. **Limitation on Benefits:** Employees will not accrue vacation or sick leave benefits during the periods of absence referenced in paragraphs A and B above. Unless an employee is using accrued vacation, employees will not be paid for holidays during the periods of absence referenced in paragraphs A and B above.
  4. **Return to Work:** Employees may return to work only after a recognized medical professional certifies that the employee is capable of resuming all of the duties of the employee's position. The District may, in its discretion, provide modified or light duty work, as provided in Section 6030 of this Handbook. The District will make reasonable accommodations for qualified employees with disabilities in accordance with state and federal disability laws. If the employee has been released without limitation, the employee will be offered the same position he or she held previously, unless the job no longer exists or has been filled so that the District can operate safely and efficiently or the employment relationship has otherwise been terminated for legitimate business reasons.
- F. Termination:** Consistent with current policy and legal requirements, the District may terminate employment upon receipt of medical evidence that the employee will be permanently unable to resume his/her position, the employees' job no longer exists or has been permanently filled, the District must terminate the employment due to business necessity, or employment is otherwise terminated pursuant to District policy. In all cases, prior to termination, the **District will engage in an interactive process to ascertain if a reasonable accommodation will enable the employee to return to work.**

## 6030 - EARLY RETURN TO WORK

Community Services District recognizes the need to provide temporary modified/alternative work to an employee who is unable to perform regular duties due to industrial illness or injury. In this regard, it is our intent, whenever possible to implement an Early-Return-to-Work Program designed to return the injured employee to work in a physically appropriate job as soon as the treating physician deems it medically feasible.

This policy applies to all employees. Due to the limited amount of modified/alternative work available, employees are assigned on a “first-come, first-served” basis, to appropriate positions as available.

- A. Purpose:** The purpose of this program is:
1. To assist employees in the transition from disability to full recovery while continuing to be a productive part of the work force, while minimizing the deterioration of the employee’s work skills, health and attitude that may result from prolonged work absence; and
  2. To provide management with a constructive program to reduce the cost of Worker’s Compensation and to minimize the loss of productivity.
- B. Determination:** The General Manager will determine the employee’s eligibility for the program, placement in modified/alternative work, record keeping, and monitoring the progress and full return to work of the employee(s) in the Early Return to Work program.
- C. Timing:** The modified/alternative work will be implemented as soon as possible so as to minimize lost time and wages. The temporary/modified/alternative work assignment is not considered to be part of the regular staffing pattern. The employee must have a medical clearance authorization slip from the attending physician specifying work restrictions and abilities.
- D. Scheduling Concerns:** An Early-Return-To-Work Program participant is encouraged to schedule physical therapy and doctor’s appointments around his/her work schedules to avoid loss of earning power and to prevent disruption of business. If this cannot be arranged, appointments should be scheduled at the beginning or end of the work day. All appointments requiring time away from work must have written verification of time in and out of the facility to present to his/her supervisor.
- E. Requirement to Report Changes:** If employee’s health status changes, it must be reported immediately to his/her supervisor and the General Manager. The employee’s medical condition, including limitations and restrictions given by the



treating physician, will be considered as a priority when identifying the modified/alternative work.

- F. Periodic Evaluation:** While on the temporary modified/alternative work program, an employee who has experienced an on-the-job-injury, will be evaluated every thirty (30) days and when his/her medical condition has been determined to be permanent and stationary.
  
- G. Duration of Assignment:** A modified/alternative job offer will be made only when the work is available and of benefit to the District. The modified/alternative work, if offered, will end with the date the employee receives a regular release, and may be ended at any time if there is no longer a need for modified/alternative work. Modified/alternative jobs are always temporary for a finite period of time. Each case will be assessed individually based on need. Wages and hours will not necessarily be the same as that of the regular job. If the treating physician determines that an employee is permanently prevented from returning to his/her former and available regular position, the modified/alternative work assignment will be terminated. At that point, the District will engage in an interactive process with the employee to assess whether the employee is qualified and eligible for a reasonable accommodation.

## **6050 - JURY DUTY LEAVE**

This policy shall apply to introductory and regular employees in all classifications.

An employee summoned for jury duty will immediately notify their Supervisor(s) and/or General Manager. While serving on a jury, he/she will be given a paid leave of absence for the duration of said jury duty at his/her regular pay rate. Said paid leave of absence is conditional upon the employee returning to work upon dismissal each day to complete his/her remaining normal workday (if the employee is dismissed prior to the conclusion of his or her normal workday at the District). It is also conditional upon the employee providing the District with any compensation received.

While serving on jury duty, employee shall request proof of jury duty service and attach it to his or her time card.

## **6060 - VOLUNTARY LEAVE OF ABSENCE WITHOUT PAY**

An employee may request a leave of absence without pay for a period of up to 30 days. The General Manager will consider the request in light of all relevant factors, including the reasons for the leave, the District's staffing needs, and workload considerations. The following requirements will apply:

- A. Usage of Vacation:** Voluntary leaves of absence may be taken in conjunction with, and at the conclusion of, an authorized use of vacation. Voluntary leaves of absence without pay will only be authorized once all available vacation time has been used by the employee. During any unpaid portion of the leave of absence, the employee will not accrue any further paid time off (sick leave, vacation, holiday, or administrative leave).
- B. Limited Job Guarantee:** Due to the District's limited work force, maintenance of job classifications for the term of a voluntary authorized leave of absence without pay cannot be guaranteed beyond the date of the end of the approved leave period.
- C. Continuation of Benefits:** Medical and other insurance benefits will continue during any period of unpaid leave of absence provided that (1) the employee pays the entire cost of his or her medical benefit premiums, and (2) such continuation coverage is allowed under the terms of the particular insurance plans.

## 6070 - OTHER LEAVES

The District provides all eligible employees with other leaves of absence as required by applicable law, including (but not limited to) the following:

- A. **Voting Time:** If an employee's work schedule would prevent him or her from voting on Election Day, the District will give up to two (2) hours off to vote. The employee must give the supervisor at least two (2) days advance notice of the time needed to vote. The employee may be required to take the voting time at the beginning or end of his or her work shift and may be required to present a voter's receipt to confirm that s/he has voted.
- B. **Military Service:** The District will provide an unpaid leave of absence to accommodate service in the Armed Forces, military reserves, and National Guard as required by federal and state law. The length of the military leave will be determined in accordance with applicable law. Military leave is unpaid, except where otherwise required by law. Benefits will continue on the same basis as for other leaves of absence. An employee must provide the General Manager with advance notice of the need for military leave, unless prevented from doing so by military necessity or if providing advance notice would be impossible or unreasonable.

Within the timeframes provided by law, an employee taking a military leave must provide the General Manager notice of his or her intent to return to work after serving in the uniformed services in order to be eligible for reinstatement. The District will reinstate the employee in accordance with applicable law. The District reserves the right to deny reinstatement when:

1. Circumstances have so changed as to make the re-employment impossible or unreasonable;
2. The employment prior to the military leave was for a brief, nonrecurring period with no reasonable expectation that the employment would continue indefinitely or for a significant period; or
3. In other circumstances allowed by law.

Employees returning from military leave are entitled to all the rights and benefits they would have had if they had remained continuously employed.

- C. **Spousal Military Leave:** Employees who work twenty (20) hours or more per week may obtain up to ten (10) days of unpaid leave if they have a spouse or registered domestic partner on leave from active duty in the United States Armed Forces, Army Reserves, or the National Guard, in an area of military conflict. The employee must provide notice of his or her intent to take time off

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within two business days of receiving official notice that his or her spouse or registered domestic partner will be on leave from deployment. The employee must also provide written documentation certifying that the qualified member will be on leave from deployment.

- D. Domestic Violence:** Employees who are the victims of domestic violence or sexual assault may take time off without pay in accordance with California law to obtain any relief (e.g., a temporary restraining order) to help ensure the health, safety, or welfare of the employee or his or her child.
- E. Bone Marrow and Organ Donation:** Employees may take up to thirty (30) days paid leave for organ donation and up to five (5) days paid leave for bone marrow donation, as long as the employee seeking leave provides written verification that he or she is a donor and that there is a medical necessity for the donation. The District requests that the employee taking leave provide as much advance notice as reasonably practicable. Employees taking leave for organ donation must use two weeks accrued sick leave or vacation (if available) before receiving the 30 days paid leave. Employees taking leave for bone marrow donation must take five (5) days accrued sick leave or vacation (if available) before receiving the 5 days paid leave. Employees on bone marrow/organ donation leave will continue to accrue and receive all benefits of employment as if they were actively at work. Leave can be taken intermittently, up to the maximum of 30 days/5 days within a 12-month period immediately preceding the first day of leave. At the conclusion of leave, the employee will be reinstated to the position the employee held when the leave began or to an equivalent position.

## **CHAPTER SEVEN – WORKPLACE CONDUCT AND PERFORMANCE/DISCIPLINE**

### **7000 - ATTENDANCE AND PUNCTUALITY**

Employee dependability and regular attendance during assigned working hours are essential functions of each employee's job and are critical to the smooth operation of the District. Each employee must be prompt in attendance on assigned work days. If you find that you must be out or late, due to illness or other compelling personal matter, you must notify your immediate supervisor a minimum of 30 minutes prior to your scheduled start time. Failure to adhere to this policy may lead to disciplinary action up to and including termination.

If you fail to report for work or make proper notification of your absence, you may be subject to discipline, up to and including termination of employment.

## **7010 - DRESS AND GROOMING STANDARDS**

The District is a public agency providing public services. Employees provide public services and interact directly with customers at homes and places of business. All employees are expected to present a professional appearance in order to promote a competent image. The general public frequently forms its initial impression of professional credibility solely on employee appearance. The appropriateness of attire and personal grooming as seen by the general public has a bearing on how customers and others view the District as a whole.

Employees who wear uniforms are expected to be dressed and ready for duty on time in the assigned uniform. Uniforms are expected to be clean, pressed at the start of the workday, and worn properly with the shirt neatly tucked inside pants. Employees who are not required to wear uniforms are expected to wear clean, pressed and properly fitting business clothing appropriate to the position held. For field employees, loose clothing can be a safety hazard and should be avoided.

## 7020 - PERFORMANCE EVALUATION

- A. Periodic Reviews:** The responsible supervisor shall conduct a scheduled performance review of each employee at least annually and prior to the date upon which an employee is eligible for increases in compensation based on merit (See Section 3000). Introductory employees and employees who have been promoted will be reviewed after six (6) months of employment in the new position. Even a positive review, however, will not change the at-will nature of employment while an employee is serving an introductory period.
- B. Format and Content:** Performance evaluations shall be in writing on forms prescribed by the General Manager or other responsible managing employee. The written evaluation will be presented to and discussed with the employee by the evaluator and employee's manager (when the manager is not the evaluator). Said evaluation shall provide recognition for effective performance and also identify areas that need improvement. All evaluations will have an overall evaluation of Unsatisfactory, Improvement Needed, Satisfactory, Above Satisfactory, or Outstanding. Performance Evaluation Form is located in Appendix "E".
1. Unsatisfactory work performance is well below the standard expected of a competent worker in that job, a majority of the time. Unsatisfactory ratings must be substantiated in a written statement by the rater.
  2. Improvement Needed work performance is frequently less than the standard expected of a competent worker in that job, and may improve with additional training, experience, and/or effort.
  3. Satisfactory work performance consistently meets the standard expected of a competent worker in that job.
  4. Above Satisfactory work performance is generally above the standard expected of a competent worker in that job, a majority of the time.
  5. Outstanding work performance is consistently and distinctly above the standard expected of a competent worker in that job; performance is definitely superior; Outstanding ratings must be substantiated in a written statement by the rater.
- C. Signature:** The performance evaluation shall be signed by the evaluator (typically the employee's immediate supervisor), and the employee's manager (if the manager is not the evaluator). The evaluation shall be reviewed by the General Manager.



- D. Unscheduled Evaluations:** Unscheduled performance evaluations may be made at the discretion of the General Manager or other responsible managing employee or his/her designated representative.

## 7030 - SAFETY AND WORKPLACE INJURIES

The District is committed to providing a safe workplace for all employees. The District has separately adopted a Safety Manual and Injury and Illness Prevention Plan (IIPP), which is applicable and provided to all employees. Violation of safety policies is grounds for termination. In addition to policies contained in the Safety Manual, the District adheres to the following safety requirements:

- A. Smoking in the Workplace:** Smoking, including the use of smokeless tobacco products, is not permitted in the District office or other District workspaces, worksites, District buildings, or while in or operating District vehicles or equipment.
- B. Accident Reporting:** All on-the-job injuries shall be reported to the employee's immediate Supervisor, no matter how minor. The Supervisor shall make an immediate report to the his/her Supervisor where appropriate documentation shall be made. All minor injuries should be treated with first aid as soon as possible, then a "first aid" report should be completed and turned in to the Supervisor.
- C. Injury Accident and Damage Report:** In addition to immediately reporting on-the-job injuries to the Supervisor, employees must complete an injury, accident, and damage report within twenty-four hours of occurrence, (unless a damaged vehicle is out of town or accident occurs on the weekend, then immediately upon arrival back in the District or first thing Monday morning). These reports must be filed in ink; no pencil written reports will be accepted. Upon completion of report, turn in to the Supervisor and General Manager. Accident Report Non-Vehicular located at Appendix "K", Accident Report, Vehicular and Moving Equipment at Appendix "L."
- D.** Employee use of Safety Glasses and ear plugs is required when working with blowers. Lawn mowers, and any area that has flying particles, objects or dust that can be potentially dangerous. Safety glasses must pass the "pencil test" and have the Z87 safety logo.

Employee's use of safety glasses, face shield, and helmet is required when working with weed-edgers and weed eaters. All personal protection equipment (P.P.E.) will be provided by the District.

Employees found not wearing the correct P.P.E. will be considered in violation of this policy and subject to disciplinary action.

- E.** Employees are directed to check fluids in the District's carts and equipment prior to using or operating, and to make sure that the fluid levels are at the specific correct level.

## 7040 - ANTI-HARASSMENT AND ANTI-DISCRIMINATION POLICY

- A. Purpose:** All employees, applicants, volunteers, and independent contractors (“workers”) working for the District are to be treated with respect and dignity. The District is committed to providing an atmosphere free of harassment and discrimination based on such factors as race, religion, creed, national origin or ancestry, physical or mental disability, medical condition, genetic condition, pregnancy, childbirth or related conditions, marital status, gender identity, sex, age, sexual orientation, or any other characteristic protected by law.

Harassment and discrimination are against the law, and they are demeaning and harmful to both the victim and the District. The District will not tolerate harassment of, or discrimination against, its workers by managers, supervisors, co-workers, or anyone conducting District business. Similarly, the District will not tolerate harassment of its workers by others with whom the District has a business, service, or professional relationship (including members of the public).

This Policy does not restrict nor inhibit any supervisor from their responsibility or in their ability to direct, critique, and discipline employees in a non-discriminatory manner.

Failure to follow this Policy may result in disciplinary action, up to and including termination of employment.

- B. Harassment Prohibited:** Harassment includes conduct that has the purpose or effect of unreasonably interfering with an individual’s work performance; creating an intimidating, hostile, threatening or offensive working environment; or adversely affecting the employee’s performance, evaluation, assigned duties or any other condition of employment or career development. This Policy prohibits harassment in any form, including:

1. Oral or Written harassment such as epithets, jokes, derogatory comments or slurs based on race, sex, religious creed, color, national origin, ancestry, age, marital status, sexual orientation, medical condition, political or union affiliation, physical or mental disability or any other basis protected by law;
2. Physical harassment such as assault, touching, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual; and
3. Visual harassment such as derogatory posters, cartoons or drawings, based on one of the categories above.

4. Sexual harassment includes, any unsolicited, offensive or unwelcome sexual advances, requests for sexual favors, and other oral or written, visual, or physical conduct of a sexual nature which occurs under any of the following circumstances:
- a. Submission to such conduct is made either expressly or by implication a term or condition of an individual's employment;
  - b. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the individual; or
  - c. Other examples of sexual harassment include unwelcome sexual flirtations or propositions; verbal abuse of a sexual nature; graphic verbal comments about an individual's body; sexually degrading words used to describe an individual; and the display or use in the work environment of sexually suggestive objects or pictures, posters, jokes, cartoons, or calendar illustrations.
  - d. Sexual harassment also includes gender-based harassment by a person of the same gender.

**C. Retaliation Prohibited:** Retaliation against an employee for reporting violations of this Policy or for participating in the investigation of a harassment or discrimination complaint is strictly prohibited.

**D. Procedures regarding all complaints of harassment including retaliation:**

**Employee Responsibility:**

- 1. It is important that employees inform the District as soon as possible about any prohibited harassment because nothing can be done to remedy the situation if the District does not know that it exists.
- 2. Any individual who feels comfortable doing so should let a fellow employee know when that employee's behavior or comments are offensive or unwelcome, even if the situation does not rise to the level of a violation of this Policy. However, individuals are not required to handle these situations on their own. If an individual is not comfortable handling a situation directly with another employee, the individual should immediately report the conduct to one of the persons referenced below.

3. Any individual who believes that they have been or are being harassed in violation of this Policy shall report this violation to his or her supervisor, the General Manager, or any District supervisor with whom the individual feels comfortable speaking.
4. Any individual who is aware or suspects that another person has been harassed in violation of this Policy shall report this violation to his or her supervisor, the General Manager, or any District supervisor with whom the individual feels comfortable speaking.

**Supervisor Responsibility:**

1. Each supervisor has the responsibility of maintaining a work environment free of harassment. This responsibility includes being available to discuss this Policy with the workers that they supervise and to assure the workers that they are not required to endure any form of prohibited harassment. If someone reports a harassment allegation to a supervisor, it is the responsibility of the supervisor to take immediate action by documenting the incident(s) and reporting the allegation of harassment to the General Manager.
2. Any supervisor who fails to take appropriate action to report or address harassment, discrimination or retaliation issues can and will be disciplined by the District.

**E. Investigation:**

1. **Process:** The District will investigate all complaints of harassment in a prompt, objective, and thorough manner, including interviews of those with relevant knowledge where appropriate. The District's investigation will be designed to maintain, to the extent possible, the privacy and confidentiality of all parties involved. The General Manager is responsible for directing an investigation into such allegations and for implementing appropriate remedial action, where warranted.
2. **Resolution:** After investigation, the District will communicate the confidential findings (i.e., "sustained" or "not sustained") to the complainant, the alleged harasser, and members of management with a legitimate need to know.
3. **Appropriate action:** If there is a finding that harassment in violation of this Policy has occurred, the District will take appropriate and immediate action to end any harassment and prevent its recurrence.

This may include imposing discipline. Specific action taken will depend upon the specific circumstances.

- F. Further Information:** Employees are urged to contact the General Manager if they have any questions or concerns about this Policy.

In addition to this Policy, the State of California Department of Fair Employment and Housing (“DFEH”) provides additional information regarding the legal remedies and complaint process available through the government agencies. If a worker thinks he or she has been harassed, discriminated against, or that he or she has been retaliated against for complaining, that person may file a complaint or obtain additional information from DFEH at 1-800-884-1684 or <http://www.dfeh.ca.gov>.

## 7050 - WORKPLACE VIOLENCE

- A. **No Violation Tolerated:** The safety and security of employees and customers are very important to the District. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the District's ability to execute its daily business will not be tolerated.
- B. **Prohibited Conduct:** Any person who makes threats, exhibits threatening behavior, or engages in violent acts on District property or toward other District employees may be removed from the premises pending the outcome of an investigation. Threats, threatening behavior or other acts of violence by District employees off District property, but directed at District employees, District Board members or the public is a violation of this policy even if the employee is not on duty at the time. Off-site threats include but are not limited to threats made via telephone, fax, electronic or conventional mail, or any other communication medium.
- C. **Disciplinary Action:** Violations of this policy will lead to disciplinary action that may include dismissal. In addition, the District will also refer the matter to the appropriate law enforcement authorities. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the person(s) from District property or termination of business relationships with that individual.
- D. **Notification:** Employees are responsible for notifying the General Manager or any other Supervisor of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on District property or in connection with employment.
- E. **Restraining Order:** Each employee who receives a protective or restraining order which lists District premises as a protected area is required to provide the General Manager with a copy of such order.



## **7060 - DRUGFREE WORKPLACE AND TESTING**

The District maintains a workplace free of drugs and alcohol and discourages drug and alcohol abuse by its employees. The District has a vital interest in maintaining safe and efficient working conditions for its employees. Substance abuse is incompatible with health, safety, efficiency, and success at the District. Employees who are under the influence of a drug or alcohol on the job compromise the District's interests, endanger their own health and safety and the health and safety of others, and can cause a number of other work-related problems, including excessive absenteeism and tardiness, substandard job performance, increased workloads for co-workers, behavior that disrupts other employees, delays in the completion of jobs, and inferior quality in products or service.

To further its interest in avoiding accidents, to promote and maintain safe and efficient working conditions for its employees, and to protect its business, property, equipment, and operations, the District has established a policy concerning the use of alcohol and drugs and, in some circumstances, will conduct drug testing of current employees who occupy safety sensitive positions. As a condition of continued employment with the District, each employee must abide by this policy. All employees are expected to read and abide by this policy in the course of their employment with the District. It is the District's intent to promote a safe, healthy, and productive work environment for our employees. The District recognizes that the illegal and/or excessive use of drugs and/or alcohol is not conducive to safe working conditions. The District also recognizes that employees who work while impaired endanger the health and safety of their co-workers, District residents, and members of the public. It is the objective of the District to have a workforce that is free from the influence of illegal substances and alcohol during work hours (including employees on stand-by duty) and at all times on the premises of the District.

**A. Purpose of this Policy:** The purposes of this policy are:

1. to establish and maintain a safe, healthy working environment for all employees;
2. to ensure the safety and health of all District employees, customers, and members of the public with whom District employees interact;
3. to ensure the sound reputation of the District and its employees within the community and industry;
4. to reduce the number of injuries to persons or property; and
5. to reduce absenteeism and tardiness and to improve productivity.

**B. Testing/Policy Requirements:** As an employee of the District, you will be required to submit to alcohol/drug testing in accordance with the terms of this policy. The following rules represent the District's policy concerning substance abuse, effective immediately.

1. The unlawful possession, manufacture, distribution, dispensation, or use of any illegal substance is inconsistent with the District's objective of operating in a safe and efficient manner and is strictly prohibited. Accordingly, no employee shall engage in the unlawful possession, manufacture, distribution, dispensation, or use of any illegal substance during working hours (including employees on stand-by duty) or at any time on the premises of the District. No employee shall report to work or continue to work while under the influence of any drug whose manufacture, sale, dispensation, distribution, use or possession is unlawful. Similarly, no employee shall use or have in his or her possession on the premises of the District any prescription medication other than medications currently prescribed by a physician for the employee.
2. Employees taking physician-prescribed medications which impair their job performance should not report to work. An employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work.
3. The use of alcoholic beverages by employees engaged in the operation or maintenance of the District's equipment and/or facilities is inconsistent with the objective of operating in a safe and efficient manner. Accordingly, no employee shall use or possess alcoholic beverages on the District's premises or during working hours (including employees on stand-by duty). No employee shall report to work or continue to work under the influence of alcoholic beverages. No alcoholic beverages shall be served at any District function without prior written authorization of the General Manager.
4. Lockers, desks, and storage areas are the property of the District and must be maintained according to the District's standards. All such areas must be kept clean and are to be used only for work-related purposes. The District reserves the right, at all times and without further notice, to conduct searches and inspections of any or all employee lockers and other District property for the purposes of determining if this Policy has been violated.

All vehicles and containers, including bags, boxes, purses, lunch pails, brought onto the District's premises, are subject to inspection at any time an authorized representative of the District has a reasonable suspicion that a District rule, policy, or regulation has been violated and such an inspection is reasonably necessary in the investigation of such violation(s). Such inspections will be conducted, to the extent reasonably possible, in a manner designed to preserve the dignity of the employee. Inspections will be done in a private area, and will be conducted by a member of the same sex. An employee who refuses to consent to such an inspection may be subject to disciplinary action up to and including termination.

5. As a condition of continued employment, employees must abide by this and all other policies in this Handbook. As a further condition of continued employment, any employee who is convicted of a violation of any criminal drug statute related to the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the workplace must inform the District no later than five (5) days after such conviction (this requirement does not apply to convictions of misdemeanor marijuana offenses). Any employee who is so convicted shall be subject to disciplinary action, up to and including but not limited to termination of employment. The District in its sole discretion may require an employee who is convicted of any offense set forth above to satisfactorily participate and complete a drug use/abuse assistance or rehabilitation program as a condition of continued employment with the District.

**C. Authorized and Unauthorized Conduct:** District adheres to the following:

1. **Customary Use of Over-the-Counter Drugs:** Nothing in this policy is intended to prohibit the customary and ordinary purchase, sale, use, possession, or dispensation of over-the-counter drugs, so long as that activity does not violate any law or result in an employee being impaired by the use of such drugs in violation of this policy.
2. **Off-the-Job Conduct:** This policy is not intended to regulate off-the-job conduct, so long as the employee's off-the-job use of alcohol or legal drugs does not result in the employee being under the influence of or impaired by the use of alcohol or drugs in violation of this policy. If an employee is in a designated safety-sensitive position, he or she will be subject to drug testing as described below.

**D. Drug Testing:** The District will conduct drug testing under the following circumstances:

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**CHAPTER SEVEN – WORKPLACE CONDUCT AND PERFORMANCE/DISCIPLINE**

1. **Pre-employment:** All initial offers of employment for safety sensitive positions with the District will be made contingent upon satisfactory completion by the applicant of a pre-employment drug and alcohol screen (bodily fluid testing). Positive test results shall not bar reapplication at a later time.

If an employee refuses or fails to cooperate with the administration of the drug and alcohol test, the refusal will be handled in the same manner as a positive test result.

2. **For cause testing:** If the District has a reasonable suspicion that an employee is (1) intoxicated or under the influence of drugs or alcohol, or (2) has used drugs or alcohol on the District's premises or during working time, the employee may be directed to undergo drug and/or alcohol testing at an independent licensed laboratory to determine whether a violation of this policy has occurred. "Reasonable suspicion" includes: a suspicion that is based on specific personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech or breath odor; information provided to management by an employee, by law enforcement officials, by a security service, or by other persons believed to be reliable; or a suspicion that is based on other reliable surrounding circumstances. "Reasonable suspicion" may be based upon: evidence of illegal substances or alcohol on or about the employee's person or in the employee's immediate vicinity; a pattern of unusual conduct or erratic behavior on the employee's part that suggests impairment or influence of illegal substances or alcohol; any physical circumstances that suggest impairment or influence of illegal substances or alcohol; arrest or conviction of a drug-related offense or the identification of the employee as the focus of a criminal investigation involving illegal substances; information provided by a reliable and credible source that the employee is under the influence of illegal substance or alcohol; evidence that the employee has tampered with a previous drug test.

If an employee refuses or fails to cooperate with the administration of the drug and alcohol test, the refusal will be handled in the same manner as a positive test result.

3. **Post-accident:** Any employee involved in an on-the-job accident or injury resulting in personal injury or property damage exceeding \$1,000 may be required to submit to an alcohol/drug test. "Involved in an on-the-job accident or injury" means not only the one who was

injured, but also any employee who potentially contributed to the accident or injury in any way.

If an employee refuses or fails to cooperate with the administration of the drug and alcohol test, the refusal will be handled in the same manner as a positive test result.

- E. Manner of Testing:** The District will refer the applicant or employee to an independent, National Institute on Drug Abuse (NIDA)-certified medical clinic or laboratory, which will administer the test. The District will pay the cost of the test. When an employee is directed to undergo drug/alcohol testing because the District possesses reasonable suspicion that the employee is intoxicated or under the influence of drugs or alcohol, the employee shall be transported to the laboratory by a designated District employee or designated transportation provider. The employee will have the opportunity to alert the clinic or laboratory personnel to any prescription or non-prescription drugs that he or she has taken that may affect the outcome of the test. All drug testing will be performed by urinalysis. Positive results will be confirmed by gas chromatography/mass spectrometry.

The clinic or laboratory will inform the District as to whether the applicant passed or failed the drug test. If an employee fails the test, he or she will be considered to be in violation of this policy and will be subject to discipline accordingly.

Refusal to cooperate fully in drug and/or alcohol testing procedures under the circumstances described above may constitute insubordination and may result in disciplinary action, up to and including termination.

If the District directs an employee to undergo drug or alcohol testing based upon a reasonable suspicion, the employee will be placed on unpaid leave from the time of the initial testing until test results are received and reviewed by the District. In the event drug and alcohol screen results are negative, the District may convert the unpaid leave to a paid leave.

Any positive test results shall be confirmed by a gas chromatography-mass spectrometry (GC-MS) test. If the GC-MS test results are positive, the employee may designate a qualified testing laboratory whose work product is of a quality acceptable to the District to test the original bodily fluid sample independently at the employee's expense. The District will arrange delivery of the sample to said laboratory.

Any employee whose test results are positive for the presence of any of the specified substances will be given a reasonable opportunity to explain or present exculpatory evidence before any permanent disciplinary action is taken.

- F. Counseling/Employee Assistance:** Employees who suspect they may have alcohol or drug problems, even in the early stages, are encouraged voluntarily to seek diagnosis and to follow through with the treatment as prescribed by qualified professionals. Employees who wish to voluntarily enter and participate in an approved alcohol or drug rehabilitation program are encouraged to contact the General Manager, who will determine whether the District can accommodate the employee by providing unpaid leave for the time necessary to complete participation in the program. Employees should be aware that participation in a rehabilitation program will not necessarily shield them from disciplinary action for a violation of this policy, particularly if discipline is imposed for a violation occurring before the employee seeks assistance.
- G. Accommodations:** Nothing in this policy is intended to diminish the District's commitment to employ and reasonably accommodate qualified disabled individuals. The District will reasonably accommodate qualified disabled employees who must take legal drugs because of their disability and who, because of their appropriate use of such drugs, cannot perform the essential functions of their positions without reasonable accommodation. In addition, the District will provide an unpaid leave of absence to eligible employees who wish to seek treatment for drug and alcohol dependency. To this end, employees desiring such assistance should request a treatment or rehabilitation leave. The District is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of current drug or alcohol use, nor is the District obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Nor is the District obligated to accommodate current usage of illegal drugs or alcohol.

Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the District's treatment of employees who violate the regulations described above. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency. The District abides by all applicable laws and regulations regarding providing leaves of absence to employees who are addicted to drugs.

Violation of the above rules and standards of conduct will not be tolerated. An employee who violates this policy is subject to discipline, up to and including immediate discharge, even for a first violation. Where appropriate, the District also may bring the matter to the attention of appropriate law enforcement authorities.



## **7070 - JOB ABANDONMENT**

Voluntary absence from work without written permission is grounds for termination.

Voluntary absence from work without written permission for three (3) consecutive working days shall be considered an automatic resignation, and the District will separate the employee from service.



## **7080 - OPEN DOOR POLICY**

The District adheres to an open door policy and encourages all employees to share opinions, ideas, and thoughts about general operations, especially relating to improving efficiency, increasing productivity, devising innovative solutions, and achieving desired results. The open door policy is intended to encourage personnel at all levels of the district to express their opinions and ideas about any general item. The open door policy allows management to understand details about the District's operations and creative suggestions for improvement.

## **7100 - GRIEVANCE PROCEDURE**

*The grievance procedure is available for all employees and is intended for use solely to address disputes about the application or interpretation of the policies in the Saddle Creek Personnel Regulations and does not apply to the following:*

1. *Disciplinary actions*
2. *Performance evaluations*
3. *Position Classification*
4. *Any District policy that provides another complaint procedure for resolution of complaints.*
5. *Any matter which would require the exercise of legislative power by the Board, such as budget modifications, staffing levels, or change in operational policies relating to the mission of the District.*
6. *A matter which concerns an employee who has since, since filing the grievance submitted a letter of resignation has voluntarily left employment with the District*
7. *Requests or complaints involving the termination of an introductory or temporary employee, or the termination, suspension or demotion of a regular employee, or any other disciplinary matter;*
8. *Requests or complaints involving the denial or granting of merit increases, performance evaluations, suspension or denial of education assistance, verbal and/or written reprimands*

*A. A "grievance" is the subject of a written request or complaint which has not been settled as a result of the discussions required by an informal discussion outlined below with the immediate supervisor, initiated by an employee, concerning the interpretation and/or application of a specific term of provision of the District's Personnel and Procedures, and which the supervisor or District Manager has control. A grievance must specify the relief sought, which relief must be within the power of the appointing authority to grant in whole or in part.*

*B. The grievance procedures set forth below are designed to resolve grievances informally at the lowest possible level and to provide an orderly procedure for the prompt review and resolution of grievances. As used in this procedure the term "immediate supervisor" means the individual who assigns, reviews and directs the work of an employee(s).*

### **C. Grievance Procedure Steps:**

- a. **Level I, Preliminary Informal Resolution:** Any employee who believes he/she has a grievance shall present the matter orally to his/her immediate supervisor within five (5) working days after the employee knows, or reasonably should know, of the circumstances which form the basis for the alleged grievance. The immediate supervisor shall hold discussions and attempt to resolve the matter within three (3) working days after the presentation of such grievance. It is the intent of this informal meeting that at least one personal conference be held

between the employee and the immediate supervisor. The supervisor shall advise the employee orally as to the outcome of the grievance.

- b. **Level II, General Manager:** If the grievance has not been resolved to the employee's satisfaction at Level I, the grievant must present his/her grievance in writing on a form provided by the District (attached hereto as Appendix "A") to the General Manager within ten (10) working days after the occurrence of the act or omission giving rise to the grievance.

The statement shall include the following:

- i. A concise statement of the grievance including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted;
- ii. The circumstances involved;
- iii. The decision rendered by the immediate supervisor at Level I;
- iv. The specific remedy sought.

The General Manager shall attempt to communicate his/her decision within five (5) working days after receiving the grievance. Decisions will be in writing setting forth the decision and will be transmitted promptly to all parties in interest. Either party may request a personal conference with the other.

- c. **Basic Rules:** If an employee does not present the grievance or does not appeal the decision rendered regarding the grievance within the time limits specified above, the grievance shall be considered resolved.

By agreement in writing, the parties may extend any and all-time limitations of the grievance procedure.

In addition, if the General Manager needs additional time within which to meaningfully respond to a grievance, the General Manager will so notify the employee. The General Manager's decision shall be final and the last step in the process.

A copy of all formal grievance decisions shall be placed in the employee's permanent personnel file.

## 7110 - DISCIPLINE AND APPEALS PROCEDURES

- A. Purpose:** The purpose of this procedure is to establish the types of actions for which an employee can be disciplined and the disciplinary measures that may be used.
- D. Exclusive Remedy:** The procedure set forth in this Procedure shall be exclusive, and the failure of an employee to utilize the provisions herein shall constitute a waiver of any claim to relief.
- E. Application:** These Procedures apply only to Regular Employees. Regular Employees do not include Introductory Employees, the General Manager, the District Legal Counsel, or any employee hired on a temporary, special, provisional, seasonal, emergency basis, or any independent contractor. An employee not covered by this disciplinary policy may be disciplined without reference to these provisions and removed from his or her position at will and without cause.
- F. Grounds for Discipline:** Discipline may be taken against an employee for “good cause.” Good cause exists where any fact or set of facts, based upon relevant circumstances, may be reasonably relied upon in the exercise of discretion as a basis for disciplinary action. The following are set forth as examples only and shall not be construed as an exclusive list:
- a. Fraud in securing employment
  - b. Abuse of sick leave or other violation of sick leave policy
  - c. Violation of any lawful or reasonable regulation or order made and given by an employee’s supervisor; insubordination
  - d. Theft or misuse of District property
  - e. Misuse of District credit cards and/or violation of purchasing policies
  - f. Negligence in the performance of duties
  - g. Incompetence
  - h. Inefficiency
  - i. Inexcusable neglect of duty
  - j. Inattention to or dereliction of duties
  - k. Tardiness

- l. Unexcused absences
- m. Use, possession, being under the influence of, sale/purchase or offer to sell/purchase illegal drugs and narcotics or alcohol during working hours or after working hours on District property
- n. Falsification of District records
- o. Dishonesty
- p. Fighting or other abusive conduct toward employees or the public during working hours
- q. Improper or unauthorized operation of District vehicles or equipment
- r. Deliberate destruction or damage to District property, public property or the property of another employee
- s. Possessing unauthorized firearms on District property or during hours when the employee is employed by the District
- t. Private or personal use of District equipment, vehicles, tools or materials without prior approval of the General Manager
- u. Violation of safety rules or unsatisfactory driving record
- v. Conviction for a felony or misdemeanor
- w. Refusal to take and subscribe any oath or affirmation which is required by law in connection with his/her employment
- x. Harassment, or
- y. Violation of District rules, regulations, standard operating procedures, or policies or any other reasons related to employment with the District.

**G. Level of Discipline:** The District has the discretion to determine the appropriate level of discipline in the circumstances involved. The District is not obligated to follow any particular level or order of discipline. The severity of any action taken should be proportionate to and commensurate with the cause and should also take into account prior disciplinary history, if any. In appropriate circumstances, the District may suspend or terminate an employee without first providing lower levels of discipline.

- a. **Types of Discipline – Minor:** No right to appeal is available to challenge minor discipline.

- i. **Corrective Counseling:** Corrective counseling is a verbal warning accompanied by written documentation. Corrective counseling may be provided to an employee whose conduct or performance must be improved. The counseling should detail the areas for improvement, the degree of improvement required, and notice that failure to improve will result in more serious disciplinary action. The supervisor shall document the verbal warning (corrective counseling) and place a dated copy in the employee's personnel file with a copy to the employee. The employee must acknowledge receipt of the counseling by signing the documentation at the time of presentation; this signature signifies only receipt of the document, not necessarily agreement with the contents. The employee may, within five (5) calendar days, respond in writing, which shall be included in his/her file.
- ii. **Written Reprimand:** A formal written notice to an employee which summarizes previous related disciplinary action, if any, which details conduct subject to discipline and which advises that continued conduct at such levels may result in suspension, pay reduction, demotion or dismissal. The employee must acknowledge receipt of the reprimand by signing the letter at the time of presentation; this signature signifies only receipt of the document, not necessarily agreement to the contents. The employee may, within five (5) calendar days, respond in writing to the contents of the letter of reprimand to be included in his/her file.

b. **Types of Discipline – Major:**

- i. **Suspension:** The temporary removal of an employee from the service of the District without pay. A suspension of this type does not include suspension pending an investigation into alleged misconduct.
- ii. **Pay Reduction:** The reduction in pay of one or more pay steps where performance falls short of normal established standards or where performance is clearly inadequate in one or more of the critical job duties for the position.
- iii. **Demotion:** As a result of disciplinary action, the removal of an employee from a position to one of lower grade or classification.
- iv. **Dismissal:** The removal of an employee from the service of the District.

H. **Disciplinary Procedures for Major Discipline:** The following procedures apply when major discipline is imposed. These procedures do not apply when minor discipline is imposed.

a. **Notice of Intent-to-Discipline for Suspension, Pay Reduction, Demotion or Dismissal:** Where the proposed discipline is major, as defined, a Notice of Intent-to-Discipline, signed by the Supervisor or General Manager, supporting the discipline shall be served on the employee. Service of the Notice of Intent-to-Discipline shall be made at least five (5) days before a hearing pursuant to Section F.3. is held regarding the charges. The Notice shall include:

- i. The proposed discipline.
- ii. The effective date of the discipline.
- iii. The reasons for the discipline.
- iv. All documents which support the discipline. Copies of the documents upon which the discipline is based shall be attached to the Notice of Intent.

An employee may, where circumstances warrant, be placed on administrative leave pending the hearing held pursuant to Section F.3.

b. **Service:** Notice of Intent-to-Discipline shall be served on the affected employee by:

- i. Personal service; or
- ii. If personal service is not feasible, by first class certified mail, return receipt requested, to the last known mailing address of the employee.

Service is deemed complete when any one of the preceding steps is taken.

c. **Informal Hearing Procedure (Skelly hearing):** The employee shall be given an opportunity at an informal hearing to show why the proposed major discipline should not be imposed prior to its imposition.

- i. The hearing will be conducted by a Reviewing Officer who shall be the General Manager or a responsible person designated by the General Manager (either another District managerial employee or an individual from an outside organization). The Reviewing Officer can be the managerial employee who issued the Notice of Intent or an alternate individual designated by the General Manager. The employee, at his or her choice, can bring a representative to the hearing.
- ii. At the hearing, the employee shall be given an opportunity, either orally, in writing, or both, to explain why the proposed discipline should be

revised or cancelled. The hearing is not an evidentiary hearing. It shall be tape recorded.

- iii. If an alternate Skelly officer conducts the Skelly hearing, then that individual, within five (5) days of the hearing, shall provide a recommendation to the individual who issued the Notice of Intent as to whether to uphold, lessen, or withdraw the proposed action.
- iv. Within five (5) days after the hearing or receiving a recommendation from an alternate Skelly officer, the managerial employee who issued the Notice of Intent shall issue an order upholding, lessening, or withdrawing the proposed discipline. The final notice will contain a final statement of charges, explain the basis for the decision, and indicate whether the employee has a right of appeal. The five-day period may be extended by the General Manager, who shall notify the employee.
- v. The decision will be served on the employee as provided in Section F.2. The decision shall also inform the employee of his/her right of appeal as provided in Section H, below.

I. **Appeal from Minor Discipline:** Corrective counseling and written reprimands are not subject to appeal. These forms of minor discipline are considered final when provided to the employee. The employee's only form of challenge to these types of discipline is to submit a written response, as provided above.

J. **Appeal from Major Discipline:** If an employee desires to appeal the decision issued pursuant to Section F.3, above, then the following procedures shall apply.

- a. **Appeal Right:** An employee who has received a major form of discipline (dismissal, suspension, pay reduction, or demotion) may appeal to a Hearing Officer. The appeal must be in writing and filed with the General Manager within ten (10) working days after service on the employee of the final notice of discipline.
- b. **Selection of a Hearing Officer:** The parties may mutually and informally agree upon their desired Hearing Officer. If informal selection is not possible, then the Hearing Officer shall be selected as follows: The District shall obtain a list of five (5) potential hearing officers from the State Mediation and Conciliation Service. Each party may strike all names on the list it deems unacceptable. If only one name remains on the list, that individual shall be designated as the Hearing Officer. If more than one common name remains on the list, the parties shall strike names alternately until only one remains (with the District striking a name first). If no name remains on the list, the conciliation service shall furnish an additional list or lists until a Hearing Officer is selected.



- c. **Hearing:** An evidentiary hearing shall be held on the appeal. The hearing shall be conducted within sixty (60) days of the selection of the hearing officer, unless the General Manager, the Hearing Officer and the appellant agree in writing that the date of the hearing be extended for a specified time. The General Manager or designee shall provide as much advance notice as practicable, but at least fourteen (14) days written notice, of the date, time, and place of hearing to the appellant.
- d. **Conduct of the Hearing:** The hearing shall be conducted in the manner most conducive to determination of the truth, and the Hearing Officer shall not be bound by technical rules of evidence. The following procedures shall be follows:
  - i. The proceedings shall be tape recorded or steno graphically reported. The decisions of the Hearing Officer shall not be invalidated by any informality in the proceedings.
  - ii. The hearing officer shall determine the relevancy, weight, and credibility of testimony and evidence. The hearing officer shall base his/her findings on the preponderance of the evidence.
  - iii. Each side shall be permitted an opening statement and closing argument. The District shall first present witnesses and evidence to sustain the discipline and the appellant will then present his/her witnesses and evidence in defense.
  - iv. Each side will be allowed to examine and cross-examine witnesses.
  - v. The hearing officer, upon a request by either party, may subpoena witnesses and/or require production of other records or material evidence.
  - vi. The hearing officer may, prior to or during a hearing, grant a continuance for any reason he/she believes may be important to reaching a fair and proper decision.
- e. **Cost:** The District shall bear the cost of the hearing officer and the court reporter or stenographic recording; each side shall bear its own cost of representation.
- f. **Attendance at the hearing:** The appellant shall personally attend the hearing, unless physically unable to do so and excused in advance by the Hearing Officer. Unexcused failure of an appellant to appear at a hearing shall be deemed a withdrawal of the appeal.
- g. **Resolution by the Hearing Officer:** Within thirty (30) days after completion of a hearing, unless waived by the parties, the hearing officer shall prepare a written decision and serve it on the appellant pursuant to Section F.2., above, and

forward it to the General Manager. The written decision shall set forth the hearing officer's findings of fact and shall state reasons why the discipline is recommended to be sustained, reduced, or cancelled. If the hearing officer recommends that the discipline be reduced or cancelled, the hearing officer shall make recommendations concerning payment of back pay, if applicable, during pendency of the appeal.

- h. **Advisory to the General Manager:** The decision of the Hearing Office shall be forwarded to the General Manager and is considered advisory. The General Manager shall review the recommendation of the Hearing Officer and may then accept, reject, or modify the proposed decision (which includes the authority to impose a lesser or different form of discipline). The General Manager's decision shall be in writing and shall be issued within thirty (30) days of receiving the Hearing Officer's decision. The General Manager's decision shall be final.
- i. **Appeal from the General Manager's final decision:** If the appellant is dissatisfied with the General Manager's decision and wishes to seek judicial review, the limitations period provided in Code of Civil Procedure Section 1094.6, shall apply. The General Manager's written decision shall include notice to the appellant that the time within which judicial review must be initiated is governed by Code of Civil Procedure § 1094.6. A copy of the General Manager's decision shall be forwarded to the Hearing Officer, the manager who issued the discipline, and the appellant. The decision shall be included in the appellant's personnel file.
- j. **Administrative Leave:** Whenever the General Manager determines that it is in the best interest of the District not to have an employee at the workplace – either prior to or during the disciplinary process – an employee may be placed on administrative leave, with pay, subject to such reasonable conditions as may be determined by the General Manager given the circumstances of the situation.

**CHAPTER EIGHT – APPENDICES**

**8000 - APPENDIX “A” - GRIEVANCE FORM**

**EMPLOYEE GRIEVANCE FORM**

SADDLE CREEK Community Services District

Employee’s Name: \_\_\_\_\_ Date: \_\_\_\_\_

Statement of grievance, including specific reference to any misapplication or misinterpretation of the District’s Personnel Policies and Procedures. (Employee Handbook)

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Circumstances involved:

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Decision rendered by the informal conference:

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Specific remedy sought:

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SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**8010 - APPENDIX "B" - CONSENT AND RELEASE FORM FOR APPLICANTS**

**CONSENT TO DRUG TEST**

As required by District policy, I understand that the position I applied for is designated as a "safety sensitive position." I further understand and agree that I must, as a condition of employment and continued employment, submit to and satisfactorily complete drug and alcohol tests.

I consent to allow the District to direct an independent, National Institute on Drug Abuse (NIDA)-certified medical clinic to administer a test for drugs and controlled substances. I also give my consent for the release of the test results to appropriate management employees. I understand that if I decline to sign this consent and decline to take the test, my application for employment may be rejected, my conditional offer of employment may be withdrawn, or my employment may be terminated. I fully understand that a positive test result for drugs and controlled substances will render me ineligible for employment.

I understand the above conditions and hereby agree to comply with them.

Agreed to: \_\_\_\_\_

Date: \_\_\_\_\_

Refused: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

**8020 - APPENDIX "C" - CONSENT AND RELEASE FORM FOR EMPLOYEES BEING REQUESTED TO UNDERGO TESTING**

**EMPLOYEE DRUG TESTING CONSENT**

The District is committed to the goal of obtaining a drug-free workplace. The District has adopted a Drug-Free Workplace Policy, which is included in the Employee Handbook. You may obtain copies of these policies from Human Resources.

Consistent with this goal and the District policies, YOU ARE REQUESTED TO SUBMIT TO DRUG TESTING as part of the District's Drug Free Workplace policy and/or reasonable suspicion of being under the influence affecting your ability to perform the job safely.

The testing will be conducted through urine specimen collection to detect the presence of amphetamines, cocaine, phencyclidine (PCP), marijuana, opiates, methamphetamine, methadone, barbiturates, and benzodiazepine. Any non-negative test result will undergo further confirmatory testing.

You will be given the opportunity to explain to a medical review officer any reason why you are unable to produce a urine specimen and/or any circumstances that would produce a false positive result. It may be necessary for you to verify your use of any prescription drugs.

Results of the drug test and any medical information gathered will be kept in a separate, confidential, medical information file. The results will be communicated only to management personnel with a specific need to know.

Your refusal to consent to this drug testing and/or to provide a urine specimen will be considered a violation of the Drug-Free Workplace policy and will result in discipline, up to and including termination.

A confirmed positive drug test will result in discipline, up to and including termination.

I hereby acknowledge receipt of the Drug-Free Workplace Policy and Employee Drug Testing Policy. I further understand that I have a right to receive a copy of this authorization upon my request.

Copy requested and received: [ ] YES [ ] NO Initial \_\_\_\_\_

I consent to the collection of a urine specimen for analysis for the presence of drugs. I authorize the release of the drug testing results and related medical information to the District, and the appropriate medical review officer.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature



## 8030 - APPENDIX "D" - LIST OF SAFETY SENSITIVE POSITIONS

The following provides a list of safety sensitive positions for the District. This list can be modified and updated as needed.

- General Manager
- Site Manager
- Superintendent
- Maintenance Worker

## 8040 - APPENDIX "E" - PERFORMANCE EVALUATION FORM

### SADDLE CREEK COMMUNITY SERVICES DISTRICT

#### EVALUATION

#### EMPLOYEE'S WORK PERFORMANCE & INTRODUCTORY PERIOD REPORT

Page 1 of 3

NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_  
 CLASSIFICATION TITLE: \_\_\_\_\_ REVIEW FROM: \_\_\_\_\_ REVIEW TO: \_\_\_\_\_  
 STATUS: \_\_\_\_\_ INTRODUCTORY: \_\_\_\_\_ FULL TIME: \_\_\_\_\_ PART TIME: \_\_\_\_\_

Critical  
Factors

UNSATISFACTORY

IMPROVEMENT NEEDED

SATISFACTORY

ABOVE SATISFACTORY

OUTSTANDING

1. **ACCURACY** is the correctness of work duties performed.

- |                          |  |  |   |   |  |
|--------------------------|--|--|---|---|--|
| <input type="checkbox"/> | <input type="checkbox"/> Makes frequent errors | <input type="checkbox"/> Careless; makes recurrent errors. | <input type="checkbox"/> Usually accurate; makes occasional minor errors. | <input type="checkbox"/> Requires little supervision; is exact and precise. | <input type="checkbox"/> Requires absolute minimum of supervision; is always accurate and exact. |
|--------------------------|--|--|---|---|--|

2. **QUANTITY OF WORK** is the amount of work an individual does in a work day.

**CHAPTER EIGHT – APPENDICES**

- |                          |   |   |   |   |   |
|--------------------------|---|---|---|---|---|
| <input type="checkbox"/> | <input type="checkbox"/> Does not meet minimum requirement. | <input type="checkbox"/> Marginal productivity; must be improved. | <input type="checkbox"/> Volume of work is satisfactory | <input type="checkbox"/> Very industries; does more than is required. | <input type="checkbox"/> Superior work production record. |
|--------------------------|---|---|---|---|---|
- 

3. **SUPERVISION REQUIRED** to do the job well.

- |                          |  |  |  |  |   |
|--------------------------|--|--|--|--|---|
| <input type="checkbox"/> | <input type="checkbox"/> Direct supervision required for all but routine activities. | <input type="checkbox"/> Sometimes requires additional supervision | <input type="checkbox"/> Requires little supervision other than occasional directions. | <input type="checkbox"/> Works very effectively without supervision. | <input type="checkbox"/> Dependable to act with initiative and minimum supervision. |
|--------------------------|--|--|--|--|---|
- 

4. **ACCEPTANCE OF SUPERVISION** is the ability to understand and follow instruction.

- |                          |   |   |  |  |  |
|--------------------------|---|---|--|--|--|
| <input type="checkbox"/> | <input type="checkbox"/> Frequently ignores or resents supervision or instructions. | <input type="checkbox"/> Reluctantly accepts supervision; fails to follow instructions. | <input type="checkbox"/> Accepts supervision; understands and follows instructions | <input type="checkbox"/> Willingly accepts supervision; understands and follows instructions | <input type="checkbox"/> Always accepts supervision and follows instructions to full intent without delay. |
|--------------------------|---|---|--|--|--|
- 

5. **DRIVE** is the desire to attain goals.

- |                          |   |  |  |  |   |
|--------------------------|---|--|--|--|---|
| <input type="checkbox"/> | <input type="checkbox"/> Does not complete work goals in a timely or satisfactory manner; shows practically no initiative | <input type="checkbox"/> Puts forth little effort to achieve work goals. | <input type="checkbox"/> Strives to Complete major work goals in a timely manner | <input type="checkbox"/> Most often Completes all work goals on or before deadlines. | <input type="checkbox"/> Completed work exceed established goals; shows consistent initiative to increase productivity. |
|--------------------------|---|--|--|--|---|
- 

6. **JOB KNOWLEDGE** is the information concerning work duties which an individual should know for satisfactory job performance.

- |                          |  |  |  |   |  |
|--------------------------|--|--|--|---|--|
| <input type="checkbox"/> | <input type="checkbox"/> Poorly informed about work duties | <input type="checkbox"/> Lacks knowledge of some phases of work. | <input type="checkbox"/> Basic understanding; can answer most questions. | <input type="checkbox"/> Thoroughly understands all phases of work. | <input type="checkbox"/> Has mastery of all phases of job. |
|--------------------------|--|--|--|---|--|

Critical Factors

UNSATISFACTORY

IMPROVEMENT NEEDED

SATISFACTORY

ABOVE SATISFACTORY

OUTSTANDING

7. **ALERTNESS** is the ability to grasp instructions, to meet changing conditions, and to solve problem situations.

- |                          |   |  |  |   |   |
|--------------------------|---|--|--|---|---|
| <input type="checkbox"/> | <input type="checkbox"/> Inattentive; slow to grasp concepts. | <input type="checkbox"/> Requires detailed explanations and instructions | <input type="checkbox"/> Grasps instructions with average ability. | <input type="checkbox"/> Quick to understand and learn. | <input type="checkbox"/> Exceptionally alert. |
|--------------------------|---|--|--|---|---|

8. **CREATIVITY** is talent for having new ideas, for finding new and better ways of doing things, and for being imaginative.

- |                          |   |   |   |   |   |
|--------------------------|---|---|---|---|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> Disinterested; never suggests ideas for improvement/change. | <input type="checkbox"/> Shows little interest and makes few suggestions for improvement/change | <input type="checkbox"/> Reasonable number of new ideas and workable suggestions. | <input type="checkbox"/> Frequently suggests new ways of doing things; is very imaginative. | <input type="checkbox"/> Continually seeks new and better ways of doing things; is extremely imaginative. |
|--------------------------|---|---|---|---|---|

9. **INTERPERSONAL SKILL** is the extent to which the employee relates to the public, other employees, supervisory personnel and subordinates in a cooperative, tactful and productive manner.

- |                          |   |  |  |  |   |
|--------------------------|---|--|--|--|---|
| <input type="checkbox"/> | <input type="checkbox"/> Discourteous & antagonistic. | <input type="checkbox"/> Sometimes needs to be more tactful. | <input type="checkbox"/> Establishes and maintains effective working relationships | <input type="checkbox"/> Always courteous, tactful & helpful; creates good public image. | <input type="checkbox"/> Extremely effective at establishing good will; inspiring to others in being courteous & very pleasant. |
|--------------------------|---|--|--|--|---|

10. **ATTENDANCE** is coming to work daily and conforming to work hours.

- |                          |  |   |   |  |   |
|--------------------------|--|---|---|--|---|
| <input type="checkbox"/> | <input type="checkbox"/> Often absent without good excuse and/or frequently reports for work late. | <input type="checkbox"/> Lax in attendance and/or reporting for work on time. | <input type="checkbox"/> Usually present and on time (except for instances of protected leave). | <input type="checkbox"/> Very prompt; regular in attendance. | <input type="checkbox"/> Rarely absent or late. |
|--------------------------|--|---|---|--|---|

11. **SAFETY CONSCIOUSNESS** is the ability to maintain a safe and orderly work area.

- |                          |   |   |   |  |  |
|--------------------------|---|---|---|--|--|
| <input type="checkbox"/> | <input type="checkbox"/> Disorderly or unsafe; repeated violations of safety rules. | <input type="checkbox"/> Careless in keeping work area neat and following safety rules. | <input type="checkbox"/> Ordinarily keeps work area neat; follows safety rules. | <input type="checkbox"/> Conscientious about neatness and safety rules | <input type="checkbox"/> Always neat; safety conscious; exemplary safety record. |
|--------------------------|---|---|---|--|--|

12. **PERSONAL APPEARANCE** is the personal impression an individual makes on others. (Consider cleanliness, grooming, neatness and appropriateness of dress on the job.)

- |                          |   |  |  |   |   |
|--------------------------|---|--|--|---|---|
| <input type="checkbox"/> | <input type="checkbox"/> Adversely affects work relationships; inappropriate work attire. | <input type="checkbox"/> Careless about appearance; inappropriate work attire. | <input type="checkbox"/> Satisfactory personal appearance and appropriate work attire. | <input type="checkbox"/> Careful about personal appearance and in selection of work attire. | <input type="checkbox"/> Usually well groomed and always appropriately attired. |
|--------------------------|---|--|--|---|---|

**THIS SECTION IS FOR THOSE EMPLOYEES WHO SUPERVISE**

13. **ABILITY TO SUPERVISE** is the knowledge and ability to establish work standards; plan, assign and evaluate the work of subordinates and meet unit objectives.

- |                          |  |  |   |   |   |
|--------------------------|--|--|---|---|---|
| <input type="checkbox"/> | <input type="checkbox"/> Consistently fails to meet the responsibilities of supervision. | <input type="checkbox"/> Occasionally fails to meet the responsibilities of supervision. | <input type="checkbox"/> Performs the basic functions of supervision. | <input type="checkbox"/> Almost always exceeds the basic responsibilities of supervision. | <input type="checkbox"/> Exemplary supervisor; subordinates have a superior work production record. |
|--------------------------|--|--|---|---|---|

An Outstanding or Unsatisfactory rating must be substantiated in a written statement by the rater.

**OVERALL EVALUATION**

- |  |   |                                       |   |                          |
|--|---|---------------------------------------|---|--------------------------|
| <input type="checkbox"/> UNSATISFACTORY<br>OUTSTANDING | <input type="checkbox"/> IMPROVEMENT NEEDED | <input type="checkbox"/> SATISFACTORY | <input type="checkbox"/> ABOVE SATISFACTORY | <input type="checkbox"/> |
|--|---|---------------------------------------|---|--------------------------|

MAJOR STRONG POINTS:

---

---

AND THESE CAN BE USED MORE EFFECTIVELY BY DOING THE FOLLOWING:

---

---

AREAS OF SUGGESTED DEVELOPMENT, WORK PLAN AND GOALS:

---

---

AND THESE CAN BE STRENGTHENED AND ACCOMPLISHED BY DOING THE FOLLOWING:

---

---

**DEPARTMENT HEAD COMMENTS:** RECOMMENDED FOR STEP INCREASE: YES  NO  NOT APPLICABLE

*I have reviewed this report with the employee and have discussed the ratings with him/her. This report is accurate according to my best knowledge and belief.*

SIGNATURE OF DEPARTMENT HEAD: \_\_\_\_\_ DATE: \_\_\_\_\_

**EMPLOYEE'S STATEMENT AND SIGNATURE:** *I have received this report and have had the opportunity to discuss it with my Department Head. My signature does not necessarily mean that I agree with the report.*

SIGNATURE OF EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_

**GENERAL MANAGER USE ONLY:** Approval:  Disapproval:

SIGNATURE OF GENERAL MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

Description of evaluation terms:

- A. Unsatisfactory work performance is well below the standard expected of a competent worker in that job, a majority of the time. Unsatisfactory ratings must be substantiated in a written statement by the rater.
- B. Improvement Needed work performance is frequently less than the standard expected of a competent worker in that job, and may improve with additional training, experience, and/or effort.
- C. Satisfactory Work performance consistently meets the standard expected of a competent worker in that job.
- D. Above Satisfactory Work performance is generally above the standard expected of a competent worker in that job, a majority of the time.
- E. Outstanding Work performance is consistently and distinctly above the standard expected of a competent worker in that job; performance is definitely superior; Outstanding ratings must be substantiated in a written statement by the rater.

[\*An employee has the right to respond in writing to an employee performance evaluation. Said response shall be attached to the performance evaluation and placed in the employees personnel file.]

**8080 - APPENDIX "I" - PERSONNEL ACTION FORM**

SADDLE CREEK COMMUNITY SERVICES DISTRICT			
PERSONNEL ACTION FORM			
Last Name	First Name	M.I.	
Mailing Address	City	State	Zip
Home Phone #			
POSITION Title:		Status	
Salary Range	Step	Current Salary	Hours/Week
Introductory Period	Date of Hire	Anniversary Date	Date of Last Action
Action:			
Explanation:			
Termination:                      Voluntary _____                      Involuntary _____			

Effective Date:		Reasons Termination:	
Forwarding Address			
Recommended by:	Approved by:	Employee:	
Signature	Signature	Signature	
Date	Date	Date	
Title	Title	Title	



**8090 - APPENDIX "J" - LEAVE REQUEST FORM**

**SADDLE CREEK COMMUNITY SERVICES DISTRICT**

**LEAVE REQUEST / ABSENCE REPORT**

NAME \_\_\_\_\_

DATE OF REQUEST \_\_\_\_\_

DATES OF ABSENCE \_\_\_\_\_ Total Hours Absent \_\_\_\_\_

FROM \_\_\_\_\_ Reason \_\_\_\_\_

THROUGH \_\_\_\_\_

VACATION

SICK LEAVE

KIN CARE

OTHER

EMPLOYEE SIGNATURE

DATE

APPROVED

NOT APPROVED

---

SUPERVISOR SIGNATURE

DATE

## 8100 - APPENDIX "K" - ACCIDENT REPORT - NON-VEHICULAR

Note: This report is prepared exclusively for the use of the SADDLE CREEK Community Services District and its attorneys, and is an attorney-client communication not to be released without the express approval of the attorney representing the District.

### SADDLE CREEK COMMUNITY SERVICES DISTRICT

### ACCIDENT REPORT – NON VEHICULAR

LOCATION OF _____ INCIDENT			
INJURED'S NAME		AGE	SEX
INJURED'S ADDRESS		HOME PHONE	
WHERE AT LOCATION DID ACCIDENT OCCUR?		DATE	TIME
DESCRIBE HOW ACCIDENT OCCURRED: _____ _____			
WHO WAS THE PERSON IN CHARGE AT THE TIME OF THE ACCIDENT?			
WAS HE/SHE PRESENT <input type="checkbox"/> YES AT THAT TIME? <input type="checkbox"/> NO		DID THE INJURED <input type="checkbox"/> YES VIOLATE ANY RULES? <input type="checkbox"/> NO	Describe on Reverse
NAMES OF WITNESSES	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ADDRESS	PHONE
CHECK BOX IF ANY ARE LOCSD EMPLOYEE			
APPARENT NATURE OF INJURY			
INJURED PART(S) OF BODY			

FIRST AID PROCEDURES USED AND BY WHOM	IF TREATED BY DOCTOR, GIVE NAME & ADDRESS
DISPOSITION OF INJURED AFTER ACCIDENT	
<input type="checkbox"/> HOME <input type="checkbox"/> HOSPITAL <input type="checkbox"/> DOCTOR <input type="checkbox"/> OTHER (WHERE)	
WHO WAS NOTIFIED ?	RELATIONSHIP
NAME AND ATTITUDE OF ANY ONE CONTACTING DISTRICT	
WAS ANYTHING ELSE DONE FOR INJURED PERSON?	

---

SIGNATURE OF EMPLOYEE COMPLETING FORM
DATE
TIME

I have reviewed this report and have recorded it in the District's records.

---

SIGNATURE OF GENERAL MANAGER
DATE
TIME

# 8110 - APPENDIX "L" - ACCIDENT REPORT

Page 1 of 2

Note: This report is prepared exclusively for the use of the SADDLE CREEK Community Services District and its attorneys, and is an attorney-client communication not to be released without the express approval of the attorney representing the District.

## VEHICULAR & MOVING EQUIPMENT

(For bodily injury or damage to another's property or for damage to vehicle or moving equipment you are driving)

DRIVER'S NAME				PHONE		DATE OF BIRTH		
ADDRESS					NUMBER OF YEARS WITH DISTRICT			
CITY			STATE	ZIP	DRIVER'S LICENSE NO.			
VEHICLE								
MAKE OF YOUR VEHICLE		YEAR	MODEL	SERIAL NUMBER	LICENSE NUMBER	WHERE VEHICLE CAN BE SEEN		
TRAILER (IF APPLICABLE)		YEAR	MODEL	AREA OF DAMAGE	USED FOR BUSINESS <input type="checkbox"/> YES <input type="checkbox"/> NO	ESTIMATED COST OF REPAIR \$		
ACCIDENT								
DATE OF LOSS	TIME OF LOSS	LOCATION (STREET OR HIGHWAY)			CITY	STATE		
WERE POLICE CALLED SCENE? <input type="checkbox"/> YES <input type="checkbox"/> NO		POLICE DEPT. CALLED	DRIVER	ARRESTED	TICKETED	VIOLATION		
NAME OF OFFICER					BADGE NUMBER			
STATION ADDRESS								
CLAIMANT 1								
OWNER OF OTHER VEHICLE		AGE	ADDRESS		CITY	STATE	ZIP	PHONE

CHAPTER EIGHT – APPENDICES

DRIVER, IF OTHER THAN ABOVE			AGE	ADDRESS		CITY	STATE	ZIP	PHONE
MAKE OF VEHICLE	YEAR	MODEL	LICENSE NO.	AREA OF DAMAGE	EST. OF DAMAGE	WHERE CAN VEHICLE BE SEEN?			
					\$				
CLAIMANT 2									
OWNER OF OTHER VEHICLE			AGE	ADDRESS		CITY	STATE	ZIP	PHONE
DRIVER, IF OTHER THAN ABOVE			AGE	ADDRESS		CITY	STATE	ZIP	PHONE
MAKE OF VEHICLE	YEAR	MODEL	LICENSE NO.	AREA OF DAMAGE	EST. OF DAMAGE	WHERE CAN VEHICLE BE SEEN?			
					\$				
PROPERTY DAMAGE – OTHER THAN AUTO (i.e. FENCE, CANOPY)									
OWNER OF PROPERTY			ADDRESS		CITY	STATE	ZIP	PHONE	
DESCRIBE DAMAGED PROPERTY			LOCATION OF PROPERTY		CITY	STATE	EXTENT OF DAMAGE		
<b>WITNESS INFORMATION</b>									
NAME			ADDRESS		CITY	STATE	ZIP	PHONE	
NAME			ADDRESS		CITY	STATE	ZIP	PHONE	
LIST OF ALL PERSONS IN VEHICLES:									

PERSONS INJURED

(USE ADDITIONAL SHEET IF NECESSARY)

NAME			AGE	NAME			AGE
ADDRESS		PHONE		ADDRESS		PHONE	
CITY		STATE	ZIP	CITY		STATE	ZIP
OCCUPATION		WHERE TAKEN		OCCUPATION		WHERE TAKEN	
<input type="checkbox"/> FATALITY  <input type="checkbox"/> BLEEDING OR DISTORTED  <input type="checkbox"/> WOUND  <input type="checkbox"/> UNCONSCIOUSNESS  <input type="checkbox"/> NO VISIBLE INJURY- COMPLAINED OF PAIN  <input type="checkbox"/> OTHER _____		<input type="checkbox"/> PEDESTRIAN  <input type="checkbox"/> IN YOUR VEHICLE  <input type="checkbox"/> IN CLAIMANT VEHICLE		<input type="checkbox"/> FATALITY  <input type="checkbox"/> BLEEDING OR DISTORTED  <input type="checkbox"/> WOUND  <input type="checkbox"/> UNCONSCIOUSNESS  <input type="checkbox"/> NO VISIBLE INJURY- COMPLAINED OF PAIN  <input type="checkbox"/> OTHER _____		<input type="checkbox"/> PEDESTRIAN  <input type="checkbox"/> IN YOUR VEHICLE  <input type="checkbox"/> IN CLAIMANT VEHICLE	
ADDITIONAL REMARKS							
DESCRIBE ACCIDENT				VEHICLES 1 <input type="checkbox"/> 2 <input type="checkbox"/>		PEDESTRIAN	
				ACCIDENT DIAGRAM INDICATE NORTH BY ARROW			

WHAT STREET WERE YOU ON?	CLAIMANT 1	CLAIMANT 2
WHAT DIRECTION WERE YOU TRAVELING?	CLAIMANT 1	CLAIMANT 2
WEATHER CONDITIONS <input type="checkbox"/> DRY <input type="checkbox"/> WET <input type="checkbox"/> ICY <input type="checkbox"/> FOGGY <input type="checkbox"/> SNOWY	TRAFFIC CONDITION <input type="checkbox"/> LIGHT <input type="checkbox"/> MODERATE <input type="checkbox"/> HEAVY	
SPEED LIMIT	WERE YOU FAMILIAR WITH AREA <input type="checkbox"/> YES <input type="checkbox"/> NO	TRAFFIC CONTROLS
SIGNATURE OF EMPLOYEE COMPLETING FORM	DATE	TIME
<b>THIS SECTION MUST BE COMPLETED BY SUPERVISOR</b>		

I have reviewed this report and have recorded it in the District's records.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_      Date: \_\_\_\_\_



**8120 - APPENDIX "M" - PERSONNEL POLICIES AND PROCEDURES (EMPLOYEE HAND BOOK) ACKNOWLEDGMENT FORM**

**ACKNOWLEDGEMENT OF RECEIPT OF  
SADDLE CREEK COMMUNITY SERVICES DISTRICT  
PERSONNEL POLICIES AND PROCEDURES (EMPLOYEE HANDBOOK)**

This is to acknowledge that I have received a copy of the SADDLE CREEK Community Services District Personnel Policies and Procedures (Employee Handbook) and understand that it contains important information on the District's general personnel policies and procedures applicable to my privileges and obligations as a District employee.

I acknowledge that I am expected to read, understand, and adhere to District policies and will familiarize myself with the material in the Employee Handbook. I understand that:

- I am governed by the contents of the Employee Handbook.
- The District may change, rescind or add to any policies, benefits or practices described in the Employee Handbook, from time to time in its discretion.
- By signing below, I acknowledge that I have read and will abide by the requirements in the Employee Handbook.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

---

Employee's Name (typed or printed)

**8130 - APPENDIX "N" - ANTI-HARASSMENT POLICY ACKNOWLEDGMENT FORM**

**ACKNOWLEDGEMENT OF RECEIPT OF  
SADDLE CREEK COMMUNITY SERVICES DISTRICT  
ANTI-HARASSMENT POLICY**

This is to acknowledge that I have received a copy of the Anti-Harassment and Anti-Discrimination Policy distributed by SADDLE CREEK Community Services District. By signing below, I confirm that I have reviewed and will abide by this policy in connection with my employment with the District.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (typed or printed)