

Scotts Valley Water District

EMPLOYEE HANDBOOK

Revised 06/20/19

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**SCOTTS VALLEY WATER DISTRICT
EMPLOYEE HANDBOOK**

I. GENERAL INFORMATION

INTRODUCTION

This Employee Handbook does not supersede the Memorandum of Understanding (MOU) between the District and the Scotts Valley Water District Employees Union AFSCME Local 101 (ALF-CIO) that represents most of the District's employees, but, instead, summarizes District personnel policies and practices.

The information provided in this handbook is intended to inform employees of their obligations to the District and the employment-related benefits that the District provides. All employees of the District are subject to the terms, provisions, and benefits described in this handbook. Any questions related to issues in the workplace or the contents of this handbook may be discussed with the employee's supervisor or manager or the General Manager.

This Employee Handbook adopted on 06/20/19, replaces and supersedes all previous employee handbooks, revisions, or amendments adopted by the District.

DISTRICT

The Scotts Valley Water District (District) is a water utility serving the customers in the City of Scotts Valley and unincorporated areas of the Santa Cruz County.

The District is a County Water District organized under the Water Code of the State of California. It was formed in September of 1961, by a vote of the residents within the area. The purpose was to combine the small Mutual Water Companies of the area to provide better water quality, service, and fire protection.

The District is governed by a five-member Board of Directors (Board) that is elected by the voting residents of the District's service area. The Board has specific powers and authority as defined by the Water Code and District policies. The Board appoints a General Manager. The General Manager has full charge and control of the operations, maintenance, and construction of the District's water system; full power and authority to employ and discharge all employees in accordance with applicable rules and agreements; prescribe the duties of the employees and volunteers; set and alter the compensation of employees, subject to approval by the Board and to carry out the policies and regulations as established by the Board.

Because the District is a public agency, service in the public interest is paramount. In accepting employment with the District, each employee assumes an obligation to the residents and businesses of our community to perform his or her duties in a prompt, efficient, and courteous

manner. The District is likewise committed to providing its employees with reasonable wages, benefits, and safe working conditions.

MISSION, VISION, VALUES, AND STRATEGIC GOALS

Mission (WHAT)

To deliver a sustainable, high-quality water supply in an environmentally responsible, transparent, and sound financial manner while providing outstanding customer service.

Core Values (HOW)

Be adaptable and forward-looking

Nurture positivity and collaboration

Strive for efficiencies

Go above and beyond the average level of service

Vision (WHY)

Be a high-performance organization by defying the public agency stereotype and converting problems to solutions.

Strategic Goals

1. Water Resource Management: Meet the current and future water supply needs of the District's customers.
2. Water System Integrity: Provide continual investments in District infrastructure and process improvements.
3. Financial Stewardship: Manage the District's financial resources in a responsible manner.
4. Public Outreach: Foster relationships and communications with District stakeholders and the community.
5. Organizational Vitality: Commit to recruiting and retaining the highest quality employees and board members.

II. EMPLOYMENT

ATTENDANCE

Regular on-time attendance during all scheduled hours of work is required of all employees. Unsatisfactory attendance, including absenteeism, reporting late, or quitting early is cause for disciplinary action, up to and including discharge.

If an employee is unable to report to work as scheduled, the employee is expected to contact his or her supervisor as far in advance as possible before the employee's starting time. If an

employee is unable to reach his or her supervisor, the employee is expected to contact the front office staff.

BREAKS AND MEAL PERIODS

Employees working more than six hours per workday are provided with a minimum of 30 consecutive minutes of an unpaid meal period. The meal period will be taken about halfway through the work shift and the employee is free of all duties, except in cases of emergency.

Each employee working eight or more hours per workday is provided two daily paid breaks of 15 consecutive minutes each. The first break period is provided about halfway between the beginning of the workday and the meal period, and the second halfway between the meal period and the end of the workday. During these times the employee is free from all duties, except in cases of emergency.

Breaks should be taken as scheduled and cannot be accumulated, paid for, or used to offset early departure, to extend a lunch period, or other such use.

CATEGORIES OF EMPLOYMENT

Regular:

Full-time employees are defined as employees who are appointed to positions that are budgeted and regularly scheduled to work 2080 hours per year.

Part-time employees are defined as employees who are appointed to positions that are budgeted and regularly scheduled to work less than 2080 hours per year.

Temporary:

Temporary/Intern employees are defined as employees who are appointed to positions that are limited to working up to 999 hours in a fiscal year.'

Limited:

Limited term employees are defined as employees who are temporarily appointed to a position for a specific period of time.

DISASTER SERVICE WORKER

As public employees, all District employees have been declared by Government Code Section 3100 to be disaster service workers, subject to disaster service activities as may be assigned to them by the District.

DRESS CODE

The dress code of the District is intended to project an efficient and business like image to our customers. It is also intended to promote safety and health for employees. Therefore, all employees are required to meet reasonable standards of dress and grooming.

Field Employees Dress Code

The District will furnish and launder uniforms for all field employees at no cost to the employees. Uniforms must be worn at all times while on duty. The District will also provide safety shoes at no cost for all field employees on an as-needed basis, typically once per year.

Office Employees Dress Code

Business attire that is appropriate for the employees position is required of all office employees during normal business hours. Employees should address any questions regarding the appropriateness of clothing to their supervisor or manager.

Office employees who are occasionally assigned to work in the field may be required to wear District-issued clothing when performing such fieldwork. These employees are responsible for the laundering of this clothing.

EQUAL EMPLOYMENT OPPORTUNITY

As an Equal Opportunity Employer, the District is committed to providing equal employment opportunity and prohibits discrimination against applicants or employees on the basis of race, color, religion (including religious dress and grooming practices), national origin (including language use restrictions), ancestry, age (40 or older), status as a protected veteran, sex, childbirth, breastfeeding and related medical conditions), gender, gender identity, and gender expression, sexual orientation, marital status, pregnancy, medical condition (including genetic characteristics, cancer or a record or history of cancer), genetic information, physical or mental disability (including HIV and AIDS), or any other classification protected by law.

This applies to all employment practices and actions, including hiring, recruitment advertising, examination, assignment, evaluation, promotion, transfer, demotion, layoff, discipline, termination, compensation, benefits, training, and general treatment during employment. Additionally, the District prohibits retaliation against a person because he or she complained about discrimination, filed a charge of discrimination, or participated in an employment investigation or lawsuit.

HIRING

The minimum age for full-time employment with the District is 18 years. Employment offers may be conditioned on the applicant completing a physical examination administered by a physician designated by the District.

All applicants and new employees will have their driving record reviewed in order to determine that the minimum qualifications of the assigned position are met. All new employees are required to furnish document(s) establishing their identity and employment eligibility, including minimum age, as required by applicable law.

IDENTIFICATION CARD

Employees are issued employee identification (ID) cards that contain the following information: employee's photo, employee name, position, and department. The employee ID card must be carried or worn at all times when an employee is acting in an official capacity. Field employees shall carry their identification at all times in a manner in which it does not interfere with any equipment. The employee ID card shall be used as identification if requested by a member of the public.

PAYROLL

The present pay week is from Tuesday to Monday, inclusive. Paydays are every other Friday and paychecks/paystubs are distributed by the Finance and Customer Service Manager or his/her designee payday morning. Automatic payroll deposit is available and is the District's preferred method of remitting employee payroll. In the event that an employee finds a discrepancy in his or her paycheck/paystub, he/she shall report it immediately to his/her Manager/Supervisor so that corrective action may be taken.

PERFORMANCE EVALUATIONS

Performance evaluations are an important aspect of the District's communication to employees regarding goals and measures of success. Employee performance evaluations provide a useful tool for managers and supervisors to effectively establish goals and objectives, measure employee performance and provide information to employees regarding their job performance and performance expectations. Performance evaluations also promote an employee's ownership of job responsibilities and career growth, as well as foster mentoring/coaching relationships between managers/supervisors and employees.

Newly hired employees and employees who have been placed in a new classification will receive a performance evaluation at the end of six months. Thereafter, all employees receive an annual evaluation. Evaluation forms are official documents that are placed in the employee's personnel file.

At the beginning of the evaluation period, employees will be given specific and measurable expectations and goals for that evaluation period. The District views the performance evaluation process not as a once a year exercise, but rather as an ongoing dialogue between managers/supervisors and employees, where coaching and feedback are provided on a regular basis. Direct, factual, timely and constructive feedback is essential to effective performance management. Performance evaluations must not include any information that would come as a surprise to the employee; instead, feedback regarding job performance should be given to the employee throughout the evaluation period. Because the performance evaluation serves as documentation of the employee's job performance, it is important that how the employee has performed during the evaluation period is thoroughly and accurately described in the evaluation.

Special evaluations may be given to an employee at any time during an evaluation period to address specific performance deficiencies. A special evaluation may be used to evaluate an employee's performance in just one, or in only a few, specific areas, based upon the specific situation. Special evaluations related to performance deficiencies are most often used in conjunction with a Performance Improvement Plan (PIP).

A PIP is a tool that may be used by a manager/supervisor to address an employee's specific job performance deficiencies. The PIP is a written document that is typically in place for a three or six month time period and is an official document that is placed in the employee's personnel file. The PIP describes the areas of concern and needed improvements, as well as related performance expectations and strategies for achieving success. A PIP is not considered a disciplinary document.

PERSONNEL RECORDS

The Assistant to General Manager maintains the District's official personnel files. In accordance with California Labor Code Section 1198.5, employees may have access to review their own personnel file(s) upon written request. An employee may also authorize access to information in the employee's file by providing a signed authorization for such access. District access to an employee's personnel file is restricted to the District's authorized staff. Per Section 6254 of the California Government Code, District personnel files are exempt from access to public records requirements. Employees should be aware that information in their personnel file is District property and may not be removed by the employee. An employee may request that information pertaining to his or her employment be placed in the personnel file. However, only information pertinent to an employee's employment with the District, as determined by the District, shall be placed in personnel files. If an employee believes that any information in the employee's file is incorrect, the employee should immediately notify the Assistant to the General Manager, so that it may be investigated and corrected, if necessary.

Employees are responsible for providing the District with the following personal information and for notifying the District whenever there is a change in the information within 21 days:

- Name, through marriage or otherwise
- Home and/or mailing address
- Telephone number(s)
- Emergency contact information
- Documents proving marital status and dependent eligibility for benefits
- Insurance beneficiary
- Military status
- Payroll deductions
- Banking information (direct deposit)

SEPARATION OF EMPLOYMENT

Upon separation from employment, the District will provide information and explanation regarding insurance benefits, automatic deposits, retirement, and other benefits to the separating employee.

It is the supervisor's responsibility to obtain a letter of resignation from any voluntarily separating employee and to ensure that District management is immediately informed of the pending separation of the employee. The supervisor is also responsible for collecting all District property, including tools, equipment, cell phone, radio, keys, and uniforms, from the employee, prior to separation.

WAGES

The Board sets the rates of pay for classifications. The General Manager appoints employees to specific salary steps and authorizes subsequent salary increases.

III. LEAVES AND BENEFITS

Employees receive a comprehensive leave and benefits package in addition to their regular wages. Benefits and leaves are categorized as negotiated or additional and are described below.

NEGOTIATED LEAVES AND BENEFITS

Represented employees receive leave and benefits as described in Article IV Wages and Benefits of the MOU between the District and Districts Employee Union and include but are not limited to holiday, vacation, and sick leave; CalPERS retirement; and medical, dental, vision and life insurance coverage (Scotts Valley Water District Employee Organization (SVWDEO) Benefits).

Non-represented employees receive similar leave and benefits as are described in Exhibit A: Non-Represented Employee Benefits.

ADDITIONAL BENEFITS

AFLAC

American Family Life Assurance Company American Family Life Assurance Company (AFLAC) offers a number of voluntary insurance policies including accident, cancer and dental.

CALPERS 1959 SURVIVOR BENEFIT

The District participates in the California Public Employee's Retirement System (CalPERS) 1959 Survivor Benefit Program. This program provides a monthly allowance to eligible survivors of CalPERS members who are not covered by Social Security in the event the member dies prior to retirement.

COBRA

Consolidated Omnibus Budget Reconciliation Act (COBRA) allows employees to self pay their group health insurance at the employer rates for a specific period of time for covered employees, spouses, and dependent children who lose their coverage due to a "qualifying event."

DEFERRED COMPENSATION

The District offers a deferred compensation plan to all employees. The voluntary 457 deferred compensation plan is a tax-deferred, supplemental retirement savings program that allows employees to save for retirement by making contributions to the plan on a pre-tax basis.

DISABILITY INSURANCE

The District participates in the State Disability Insurance (SDI) program. Subject to eligibility requirements, SDI pays a weekly benefit based on wages when certain disabilities exceed seven days in duration and for paid family leave. Employees may coordinate SDI with sick leave provided that it does not exceed 100% of their normal wages.

Employees are responsible for filing claims with the Employment Development Department to obtain State Disability Insurance benefits.

EMPLOYEE ASSISTANCE PROGRAM

The District provides at no cost an Employee Assistance Program that provides confidential professional assistance for all employees.

SECTION 125 PREMIUM ONLY PLAN (POP)

The District offers a Premium Only Plan (POP) to all eligible employees. Under a POP, employees may choose to pay for qualified benefit premiums (or employee contributions) on a pre-tax basis, which results in a reduction to an employee's taxable earnings.

UNEMPLOYMENT INSURANCE

Participation in the Unemployment Insurance provided by the State of California's Employment Development Department is mandatory. For more information, employees should contact the Employment Development Department.

WORKERS' COMPENSATION

As mandated by the California Labor Code, all employees are covered by the District's workers compensation program. The program provides medical benefits and compensation for lost time from work due to injuries arising out of and in the course of employment. The District pays the employee's full wages for the first three days the employee is off work for a work-related injury. Employees must report any accident or injury immediately to his or her supervisor. In the event an employee is unable to return to work after sustaining a work-related injury, the District shall provide a leave of absence, or if applicable, modified work, in accordance with state law. The

District will comply with its obligations under the California Fair Employment and Housing Act (FEHA) in its effort to return employees to work following an industrial leave of absence.

ADDITIONAL LEAVES

Employees may take unpaid leave or use any other available time in lieu of unpaid leave.

PAID FAMILY (PFL)

If an employee is unable to work due to the injury or illness of a family member, or to bond with a new child, the employee may be entitled to wage loss benefits through Paid Family Leave (PFL). Paid Family Leave is a component of the State Disability Insurance program; employees covered by SDI are also covered by PFL. Both SDI and PFL are funded by an employee payroll tax as determined by state law. No more than six weeks of Paid Family Leave benefits shall be paid within any 12-month period.

Paid Family Leave eligibility does not establish a right to a leave of absence but may provide supplemental income while on an approved leave of absence.

PREGNANCY DISABILITY

In accordance with the California Pregnancy Disability Act, employees disabled by pregnancy-related medical conditions are entitled to leave of up to 4 months (88 working days).

SCHOOL APPEARANCE

In accordance with California Labor Code Section 230.7 and Section 48900.1 of the Education Code, the District shall allow employees time off work in order to appear at school on a child's behalf in the event of a school suspension.

VICTIMS OF CRIME

Pursuant to California Labor Code Section 230.2, the District provides unpaid leave from work for employees to attend judicial proceedings relating to a crime if the employee is a crime victim; an immediate* family member of a crime victim; a registered domestic partner of a crime victim; or, the child of a registered domestic partner of a crime victim. Employees may take unpaid leave or use any other available time in lieu of unpaid leave.

* Immediate family member means the employee's spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, or stepfather.

VOTING

Eligible employees will be granted time off with pay to vote at any general or primary election as provided by California Elections Code.

VOLUNTEER CIVIL SERVICE

In accordance with Labor Code Section 230.3, employees who are volunteer firefighters, reserve peace officers, or emergency rescue personnel may take time off to perform emergency rescue duty. Emergency rescue personnel means any officer, employee, or member of a fire department or fire protection or firefighting agency of the federal government, the State of California, a city, county, city and county, district, or other public municipal corporation or political subdivision of this state, or of a sheriff's department, police department, or a private fire department, whether a volunteer or paid worker.

IV. EMPLOYMENT POLICIES

The following employment policies have been established to provide specific information to District employees on appropriate conduct. Each policy is adopted and amended by Resolution of the Board of Directors.

[Exhibit B P100-17-1 Driving on District Business](#)

[Exhibit C P100-17-2 Drug and Alcohol-Free Workplace](#)

[Exhibit D P100-17-4 Harassment, Discrimination and Retaliation Prevention](#)

[Exhibit E P100-17-3 Technology Resources](#)

[Exhibit F P100-13-1 Travel on District Business](#)

V. EMPLOYMENT PRACTICES

CONFIDENTIALITY OF RECORDS

During the course of employment, employees may have access to certain confidential information, including legal information, employee information, business records, customer information, business systems, future plans, and other information that the District considers confidential and sensitive. Employees are expected to use discretion and exercise caution in regard to maintaining the confidentiality of information related to District business and employees. Any question about the confidentiality of information should be referred to the General Manager or designee.

DISCIPLINARY ACTION

The purpose of disciplinary action is to correct deficiencies in employee performance, to seek improvement to meet appropriate standards, and/or to take appropriate action to ensure compliance with District policies, rules, and procedures. The disciplinary process outlined below has been established to provide general guidelines for disciplining of employees.

Reasons for Action:

Disciplinary action, up to and including termination of employment, may be taken for a variety of reasons including, but not limited to, the following prohibited conduct:

- a. Failure to maintain a valid California motor vehicle driver's license for employees required to drive as part of their jobs;
- b. Failure to maintain a valid California Water Treatment or Water Distribution Operator Certification for employees required as part of their jobs;
- c. Insubordination or refusal to follow instructions or assigned tasks;
- d. Making threats, fighting or assault occurring on District property, customer property, public property or while on duty;
- e. Being under the influence of alcohol or the possession, sale, or use of non-prescribed narcotics or controlled substances while on duty or assigned to on-call duty;
- f. Theft of District property or for which the District is responsible or of the property of co-workers, customers, or vendors;
- g. Possession of explosives or weapons on District property, in District vehicles or while on duty;
- h. Sabotage or willful destruction of District property;
- i. Fraud, misrepresentation of fact, or concealment in securing District employment;
- j. Incompetence and/or inefficiency (i.e., failure to skillfully perform job functions);
- k. Inexcusable neglect of duty;
- l. Dishonesty;
- m. Unexcused or unauthorized leave of absence or other unsatisfactory attendance including absenteeism, reporting late or quitting early;
- n. Misuse of sick leave;
- o. Conviction of a felony or a misdemeanor if the conviction has a rational relationship to the employee's position;
- p. Discourteous or offensive treatment of the public or other employees;
- q. Improper political or religious activity while on duty;
- r. Disobedience of safety rules, regulations, policies, practices, and procedures including the failure to wear safety equipment as directed; or any action that indicates a lack of concern for injury to self or others;
- s. Misuse of Federal, State, City, County or District property;
- t. Violation of any provision of the Employee Handbook, District policies, or administrative directives;
- u. Falsification of time records or other District records;
- v. Unauthorized soliciting while on duty;
- w. Any other failure of good behavior or acts during duty hours that are incompatible with public service;
- x. Refusal to take and subscribe to any oath or affirmation that is required by law;
- y. Sexual harassment or harassment, discrimination or retaliation based upon any protected classification.

Disciplinary Alternatives

MEDIA INQUIRIES

Employees are not authorized to provide information to news media. All inquiries from the media concerning District operations and/or policies shall be referred to the General Manager or designee.

NEPOTISM

In order to maintain employee morale and professional working relationships, the District has established guidelines for the employment of relatives. No employee will have direct supervision of or control over, initiate, or participate in any personnel action that may affect another District employee who is a relative. Relative is defined as any person within the third degree by blood or marriage or registered domestic partnership.

OUTSIDE EMPLOYMENT

While the primary work responsibility of District employees is the performance of their District job duties, the District recognizes that employees may have an interest in engaging in outside employment or business activities, in addition to their District employment. Employees are expected to ensure that any approved outside employment does not interfere with the effective performance of their District job duties.

District employees shall not engage in any employment, for others or as self-employed, for compensation outside of the employee's District employment unless the employee has obtained the prior approval of the General Manager. Employees must submit a written request for approval prior to engaging in any outside employment. The request must include: the type of employment, a description of the duties to be performed, the estimated hours per week, and the duration of the employment, if known. The decision of the General Manager shall be final. Approval will generally be given, provided the following conditions are met:

- a. District employees may not engage in outside employment during paid work time by the District.
- b. No District-owned equipment of any kind may be used by District employees for the purposes of performing outside employment.
- c. Outside employment must not involve receipt or acceptance by the employee of any money or other consideration for the performance of an act that the employee would be required or expected to render in the regular course of District employment or as a part of assigned duties as a District employee.
- d. Outside employment must not involve such time demands as would render the performance of assigned duties as a District employee less efficient.
- e. Outside employment must not be with another water utility or any other organization that could constitute a potential conflict of interest.

REASONABLE ACCOMMODATION

Pursuant to the Americans with Disabilities Act (ADA), the ADA Amendments Act (ADAAA) and the California Fair Employment and Housing Act (Government Code Sec. 12940 et seq.), the District is committed to assuring equal employment opportunity and equal access to services, programs, and activities for persons with disabilities. It is the policy of the District to provide reasonable accommodation to a qualified person with a disability and to enable such person to perform the essential functions of the position for which he or she is applying or in which he or she is employed.

Reasonable accommodation applies to all employment practices and actions, including recruitment, the job application process, examination and testing, hiring, training, disciplinary actions, rates of pay or other compensation, advancement, classification, transfers and reassignment, and promotions.

The District will comply with all state and federal laws concerning the employment of persons with disabilities and will act in accordance with regulations issued by the Equal Employment Opportunity Commission (EEOC). Questions regarding reasonable accommodation and the disability interactive process may be directed to the Assistant to the General Manager.

REDUCTION IN FORCE

The General Manager may lay off any regular employee of the District as a result of a material change in job duties or the organization or a shortage of work or funds.

Lay-offs of employees shall be made according to District needs, with work performance and length of service with the District of each respective employee considered. Notice of lay-off shall be provided to affected employees at least 30 calendar days prior to the effective day of lay-off. An employee who is laid off as a result of a reduction in force is not entitled to appeal such lay-off. The procedures outlined in this section do not apply to temporary assignments, which are defined as being of limited duration as a condition of hire.

REFERENCE CHECKS

The District will respond to inquiries requesting employee data by providing only a verification of the dates of current or past employment, job title and if requested compensation. An employee who wishes to have additional information be provided by the District must submit a written authorization to the General Manager describing with specificity the information that the employee wishes the District to release.

SAFE AND HEALTHY WORKPLACE

Maintaining a safe and healthy work environment is of utmost importance to the District. All employees must know, understand and observe all posted safety regulations. It is the responsibility of each employee to perform tasks in a safe and efficient manner, complying with all local,

state and federal safety and health regulations. Employees are expected to follow established safe work practices and exercise caution in all of their work activities. Employees are responsible for the safe operation of District machinery and vehicles, the safe use of products and chemicals and construction safety. Disregard of safety regulations or the exercise of unsafe practices will result in disciplinary action up to and including termination.

As required by state law, the District maintains an Injury and Illness Prevention Program (IIPP). A copy of the IIPP can be obtained from the Operations Manager or Assistant to the General Manager.

SECURITY

Employees are responsible for facility security. The last employee to leave a facility is responsible for making sure all of the doors are locked.

Doors that are not public entrances are to remain closed and locked from the outside at all times. No door shall be propped open or lock disabled unless necessary for temporary purposes of loading or unloading items to or from the building. Public entrances shall be locked at 5:00 p.m. by assigned staff. Employees requiring access to locked areas after 5:00 p.m. must make sure that the doors are locked when exiting.

WORKPLACE VIOLENCE

The safety and security of employees and customers are very important to the District. Threats, threatening behaviors, acts of violence, or any related conduct that disrupts work performance or operations will not be tolerated.

Any person that makes threats exhibits threatening behaviors, or engages in violent acts on District property may be removed from the premises pending the outcome of an investigation. Off-site threats, threatening behaviors, or other acts of violence that are directed at employees, Board members, or the public while conducting business for the District are a violation of this policy.

Off-site threats include but are not limited to threats made via telephone, electronic or conventional mail, or any other communication medium. Violations of this policy will lead to disciplinary action that may include dismissal, arrest, and prosecution. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the individual(s) from District property, termination of business relationships with that individual, and/or prosecution of the individual(s).

Employees are responsible for notifying the General Manager of any threats, which they witnessed, received, or told that another person 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.

Any employee that receives a protective or restraining order that lists the District premises as a protected area is required to provide a copy to the General Manager.

List of Exhibits

Exhibit A Non Represented Employee Benefits

Exhibit B P100-17-1 Driving on District Business

Exhibit C P100-17-2 Drug and Alcohol-Free Workplace

Exhibit D P100-17-4 Harassment, Discrimination and Retaliation Prevention

Exhibit E P100-17-3 Technology Resources

Exhibit F P 100-13-1 Travel on District Business

Employee Handbook Exhibit A
Non-Represented Employee Benefits

Unpaid Leaves of Absence

Leave of absence without pay is typically granted to an employee in critical situations such as extended illness, disability or personal emergency and may be granted in non-critical situations where such absence would not be contrary to the best interests of the District.

Personal Leave

An employee may request an unpaid personal leave of absence by submitting their request in writing to the General Manager. The request must include specific begin and end dates for the leave. The General Manager has the exclusive authority to approve or deny any request for a leave of absence and considers each request in light of the Districts' needs. If a leave of absence is granted, the employee may at his/her option use any accrued vacation time in lieu of taking unpaid leave.

Medical Leave

If an employee is unable to perform their job due to a medical disability, the employee may submit a written request to the General Manager for a leave of absence of up to thirty (30) calendar days. The written request must include specific begin and end dates, and medical certification verifying the need for the leave from the employee's health care provider is required. The employee must utilize all accrued sick leave while on a medical leave of absence. Sick leave benefits can be coordinated with State Disability Insurance (SDI) benefits, provided that the combined SDI benefit and sick leave pay does not exceed 100% of the employee's normal salary.

If an employee is unable to return to work after thirty (30) calendar days, a request for an extension of the medical leave for up to sixty (60) calendar days may be submitted to the General Manager. The General Manager, or designee, notifies the employee of the decision regarding the request for an extension of the leave.

An employee is eligible for holidays and continues to accrue vacation and sick leave while on an unpaid leave of absence for the first thirty (30) calendar days. No vacation, holidays or sick leave is earned or accrued after thirty (30) days on a continuous unpaid leave of absence.

Health and welfare benefits continue during an unpaid leave of absence. Employees who pay premiums towards the medical insurance plan of their choice are responsible for their contributions. In addition, time spent on unpaid leave does not accrue toward service retirement.

FMLA/CFRA: The District is a covered employer under Federal Medical Leave Act (FMLA) and California Family Rights Act (CFRA) and complies with prescribed employer notice requirements. Employees of the District are not eligible for FMLA/CFRA leave.

In returning an employee to work, the District complies with all state laws concerning the



Policy No.: P100-17-1	Type of Policy: Administration
Policy Title: Driving on District Business	
Policy Description: Establishes requirements for the use of District fleet and an employee's private vehicle during the course of District business.	
Adopted Date: 05/04/17	Rescinded Resolution Date: n/a
Adoption Resolution No.: 08-17	Rescinded Resolution No.: n/a
Next Review Date: 2023	

It is the policy of the Board of Directors of the Scotts Valley Water District:

To set and maintain requirements related to the use of the District fleet for employees who drive on the job and to the use of an employee's private vehicle during the course of District business.

Any employee who operates a District owned or privately owned vehicle for District business is required to possess a valid California Driver's License. Employees who drive their private vehicle on District business must possess automobile insurance and are responsible for any damage to their vehicle.

All applicants for District positions that require operation of a motor vehicle will be required to provide (at the applicant's expense) a current driving record from the California Department of Motor Vehicles. Applicant is ineligible for employment if during the preceding 36 months the applicant had:

1. More than two moving violations; *or*, 2. More than two at-fault accidents; *or*, 3. More than the combination of one moving violation and one at-fault accident.

District vehicles will be used exclusively for District business. Employees must drive vehicles and equipment defensively and take actions that will convey a favorable impression to the public. Persons not employed by the District, may be carried as passengers only when their transportation has a direct connection with District business.

Safety restraints must be worn by all occupants at all times. All California laws must be obeyed while operating or as a passenger in a District vehicle or when using their personal vehicle on District Business. Employees are required to travel to and from job sites using the most direct and practical route. Stopping to conduct personal business is prohibited.

At the discretion of the General Manager or designee, employees working in the field and using District vehicles may stop for designated lunch and break periods when the employee is in route to or from the worksite.

When attending a work-related event at an off-site location, employees may be authorized to take home a District vehicle on a one-time basis; if it would be unreasonable or excessively burdensome (due to either the timing or the location of the event) for the employee to avoid taking home the vehicle overnight.

Any employee who is involved in an accident while driving a District vehicle must immediately notify both law enforcement and their manager/supervisor.

The District is responsible for ensuring that regular and temporary employees who operate District vehicles are enrolled in the California Department of Motor Vehicles' (DMV) Employer Pull-Notice Program and for maintaining all California DMV Employer Pull-Notice Program documents. The appropriate supervisor will be notified immediately of any change in the status of an employee's license or other action which affects the employee's ability to perform their job requirements or which may require action by the District.

On-call vehicle is a District vehicle that is readily available for a designated on-call employee to respond quickly when called out. The on-call employee may use the on-call vehicle to commute to and from work during the on-call assignment. The on-call employee may stop in route during the commute for a meal or at a grocery or convenience store. On-call vehicles will not be used to conduct personal business.

On-call vehicles may only be driven by authorized District employees, and will not be used to transport non-District employees, except when required to conduct District business. Family members of the employee are considered non-District employees.



Policy

Policy No.: P100-17-2	Type of Policy: Administration
Policy Title: Drug and Alcohol Free Workplace	
Policy Description: Designates Scotts Valley Water District as a Drug and Alcohol Free Workplace	
Adopted Date: 05/04/17	Rescinded Resolution Date: N/A
Approval Resolution No.: 09-17	Rescinded Resolution No.: N/A
Next Review Date: 2023	Click here to enter a date.

It is the policy of the Board of Directors of Scotts Valley Water District:

To provide a safe and drug-free work environment. The use of drugs and alcohol is counterproductive to the District's mission, vision and values. With this in mind, the following policy is established for all employees, interns, temporary employees, contractors and elected officials.

The District prohibits employees from being impaired or under the influence of alcohol and/or drugs at work. The use of such substances on work time, including break time and when on stand-by or on District premises is prohibited.

The District also prohibits the possession, distribution, purchase or sale of illegal drugs, or prescription medication without a prescription, in the workplace.

The District has no intention of interfering with the private lives of its employees unless involvement with alcohol or drugs off the job affects job performance or public safety.

The General Manager may provide for an exception to this policy related to the minimal use of alcoholic beverages for ceremonial purposes.

Policy

Policy No.: P100-13-1	Type of Policy: Administration
Policy Title: Travel on District Business	
Policy Description: Set guidelines and reimbursement rates for travel related expenses while on District Business.	
Adopted Date: 11/14/13	Rescinded Resolution Date: 12/11/08
Approval Resolution No.: 14-13	Rescinded Resolution No.: 12-08
Next Review Date: 2023	

It is the policy of the Board of Directors of Scotts Valley Water District:

To pay and/or reimburse travel related expenses only if the travel has been authorized by the General Manager or in the case of General Manager authorized by the Board President.

Meal and incidental expenses are paid/reimbursed by the District on a per diem basis at the Internal Revenue Service (IRS) rate established annually at the beginning of the calendar year. The District will not pay for the meals that are included in the event registration fee or for travel that does not require an overnight stay.

Lodging expenses are paid/reimbursed by the District based on actual costs, provided such expenses are reasonable under the circumstances. If lodging or travel is in connection with an educational conference, seminar, professional meeting, or other similar event, such lodging or travel costs shall not exceed the maximum group rate published by the conference or activity sponsor. If the published group rate is unavailable, reimbursement shall be for comparable lodging at rates that are reasonable under the circumstances.

Transportation expenses are paid/reimbursed by the District based on actual costs, except that private automobile expenses shall be reimbursed at the Internal Revenue Service (IRS) mileage rate established annually at the beginning of the calendar year. The most reasonable method of transportation must be used for each trip, whether by air, automobile, or other type of transportation, with due consideration for time involved in driving to and from the event location. A director or employee who opts to use a method of transportation other than the one most reasonable under the circumstances is responsible for paying the additional costs of that method of transportation.

Registration fees and miscellaneous expenses for parking, tolls, and other reasonable costs are paid / reimbursed by the District based on actual costs.

Receipts are required for all expenses paid/reimbursed based on actual costs. An expense over \$25.00 without a receipt requires a written statement explaining the expense.

Meals, travel, or other expenses for guests are not reimbursable, except when in the case of Directors authorized by the Board of Directors, or in the case of employees, by the General Manager.

All expenses for approved travel may be payable in advance at the request of the Director or employee.

Where a special determination is necessary to address a matter not covered under the provisions of this policy, the General Manager shall make the final determination.