
SCOTTS VALLEY WATER DISTRICT

EMPLOYEE HANDBOOK

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SCOTTS VALLEY WATER DISTRICT EMPLOYEE HANDBOOK

I. GENERAL INFORMATION

The Scotts Valley Water District (District) is a water utility serving customers in the City of Scotts Valley and unincorporated areas of the Santa Cruz County. The District exists to deliver a sustainable high quality water supply in an environmentally responsible and sound financial manner while providing outstanding customer service.

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 in order to provide better water quality, service and fire protection. A five member Board of Directors that is elected by the voting residents of the District's service area governs the Water District. The Board has specific powers and authority as defined by the Water Code and District policies. For example, the Board shall appoint a General Manager, a Secretary, and a Treasurer and these persons shall serve at the pleasure of the Board. The General Manager in turn has certain duties as prescribed by law, such as:

- Having full charge and control of the operations of the District's water system.
- Having full power and authority to employ and discharge all employees in accordance with applicable rules and agreements.
- Prescribing the duties of the employees and volunteers.
- Setting and altering the compensation of employees subject to approval by the Board.
- Carrying out the policies and regulations that have been 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.

This Employee Handbook replaces and supersedes the Employee Handbook adopted on June 9, 2011 by Resolution No. 12-11.

Employee Handbooks. This Employee Handbook does not supersede the Memorandum of Understanding (MOU) between the District and the Scotts Valley Water District Employees Organization that represents most of the District's employees, but, instead, summarizes the general 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, the Assistant to the General Manager or the General Manager.

The District notifies employees of significant changes in policies and practices through periodic revisions or additions to the Employee Handbook.

II. 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.

[P100-17-3: Harassment, Discrimination and Retaliation Prevention](#)

[P100-17-1: Driving on District Business Policy](#)

[P100-17-2: Drug and Alcohol Testing Policy](#)

[P100-17-4: Technology Resources Policy](#)

[P100-13-1: Travel on District Business Policy](#)

III. EMPLOYMENT PRACTICES

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 (including pregnancy, 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.

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.

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.

WAGES

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

PAYROLL

The present pay week is from Tuesday to Monday, inclusive. Paydays are every other Friday and paychecks/paystubs are distributed by the Finance 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.

EMPLOYEE PERSONNEL RECORDS

The Assistant to the 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, as soon as possible:

- 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*)

NONDISCLOSURE OF CONFIDENTIAL INFORMATION

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.

MEDIA INQUIRIES

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

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.

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

Professional attire 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.

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 is 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.

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 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. Conviction of a felony or a misdemeanor if the conviction has a rational relationship to the employee's position;
- o. Discourteous or offensive treatment of the public or other employees;
- p. Improper political or religious activity while on duty;

- q. 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;
- r. Misuse of Federal, State, City, County or District property;
- s. Violation of any provision of the Employee Handbook, District policies or administrative directives;
- t. Falsification of time records or other District records;
- u. Unauthorized soliciting while on duty;
- v. Any other failure of good behavior or acts during duty hours that are incompatible with public service;
- w. Refusal to take and subscribe to any oath or affirmation that is required by law;
- x. Sexual harassment or harassment, discrimination or retaliation based upon any protected classification.

Disciplinary Alternatives

The severity of the disciplinary action recommended/taken depends upon the nature of the offense and the employee's record, and may range from verbal reprimand to termination of employment.

Discipline may include any of the following actions:

Verbal Reprimand: An oral warning given by the employee's supervisor or manager.

Written Reprimand: Written communication to the employee. A copy of this document is given to the employee and a copy is filed in the employee's personnel file. An employee may submit a written response within five business days that will be attached to the written reprimand.

Suspension: Temporary removal of an employee from his/her duties without pay.

Demotion: This action allows either the reduction in pay step or reduction in class. The demotion or pay reduction may be on going or temporary, as determined by the General Manager.

Termination: Employee is discharged from employment.

The General Manager shall approve all decisions regarding disciplinary actions. Any non-probationary employee who receives a three day or more suspension, or is demoted or discharged by the General Manager shall have the right to appeal such action to the Board of Directors. The appeal shall be in writing and must be received by the Board within five (5) calendar days of the employee's receipt of the formal disciplinary action from the General Manager. The Board shall issue a written decision on the appeal following a hearing. The Board's decision shall be final and binding.

NEPOTISM

In order to maintain employee morale and professional working relationships, the District has established guidelines for 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 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:

1. District employees may not engage in outside employment during paid work time by the District.
2. No District owned equipment of any kind may be used by District employees for the purposes of performing outside employment.
3. 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.
4. Outside employment must not involve such time demands as would render performance of assigned duties as a District employee less efficient.
5. Outside employment must not be with another water utility or any other organization that could constitute a potential conflict of interest.

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.

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 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.

IV. EMPLOYEE BENEFITS AND LEAVES

NEGOTIATED BENEFITS AND LEAVES

- [Scotts Valley Water District Employee Organization \(SVWDEO\) MOU Benefits](#)
- [Non-Represented Employee Benefits \(Appendix A\)](#)

ADDITIONAL BENEFITS AND LEAVES

SECTION 125 PREMIUM ONLY PLAN (POP)

In accordance with IRS Code Section 125, the District offers a Premium Only Plan (POP) to all eligible employees. Under a Premium Only Plan, 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. Further information regarding the Section 125 Premium Only Plan can be obtained through the Assistant to the General Manager.

DEFERRED COMPENSATION

Subject to IRS Code Section 457 regulations, 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. Additional information regarding the 457 deferred compensation program is available per request.

WORKERS' COMPENSATION

Pursuant to California Labor Code regulations, 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. Additionally, the District pays an 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. Additionally, 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.

EMPLOYEE ASSISTANCE PROGRAM

Effective January 1, 2015, the District will provide at no cost an Employee Assistance Program that provides confidential professional assistance for all employees.

LEAVES

Paid Family Leave (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.

As of July 1, 2014, SB 770 expands Paid Family Leave (PFL) wage-replacement benefits for employees so that they include benefits for **time taken off work to care for a seriously ill grandparent, grandchild, sibling or parent-in-law**. Previously, PFL defined "family member" as a child, spouse, parent or domestic partner.

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 Leave:

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 Leave:

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 Leave:

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.

Volunteer Civil Service Leave:

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.

Voting Leave:

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

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

V. 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.

The District holds periodic safety meetings and employees' attendance at these meetings is required. Employees are prohibited from operating unsafe vehicles or equipment or from entering any unsafe area. If an employee believes that a vehicle, equipment or area is unsafe, the condition should be immediately reported to their supervisor, the Operations Manager or the General Manager, so that appropriate corrective action can be taken.

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.

Because safety in the workplace is critically important, the District asks that employees immediately report any perceived or actual threats of violence. Employees who overhear a co-worker or anyone on District property or anyone interacting with a District employee making a threat of violence, or who otherwise learn of any threat of harm to themselves, to other employees, or to any people on District property, have an obligation to immediately report the matter to their supervisor, to the Assistant to the General Manager, or to any manager. Employees are expected to report all threats, even those that appear to have been made in jest, in order to provide the District with the opportunity to investigate and respond appropriately to the particular situation, which may include contacting law enforcement. All reports of such perceived or actual threats of violence shall be promptly investigated by the District.

SCOTTS VALLEY WATER DISTRICT Non-Represented Employee Benefits

VACATION

Non-Represented exempt employees will accrue vacation on a bi-weekly pay period basis in accordance with their employment agreement.

Vacation requests will be approved based upon consideration of efficient operations of the District. A reasonable effort will be made to accommodate each employee's request for the use of vacation time. Any disputes will be resolved by the General Manager who has the exclusive authority to make decisions regarding scheduling of vacation.

Maximum Vacation Accrual

As of June 30th of each year, employees with over 200 hours of accrued vacation will be paid for all hours over 200 or an employee may elect to contribute an equivalent cash amount to his/her 457 Plan. Subject to approval by the General Manager, employees may exceed the annual 200-hour cap if excess vacation is scheduled to be taken no later than December 31st of that year.

HOLIDAYS

The District observes the following twelve and one-half (12 ½) paid holidays:

- New Year's Eve
- New Year's Day
- President's Day
- Good Friday - Half Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve
- Christmas Day
- Employee's Birthday

When a holiday falls on Sunday, the following Monday will be observed as the holiday. When a holiday falls on Saturday, the District will observe it on the preceding Friday.

An employee must work his or her regularly scheduled workday immediately before and after the holiday to receive holiday pay, unless absence on such day before or after has been expressly authorized by the District, or is due to illness certified by a physician.

If a holiday falls on an employee's scheduled vacation day, the employee will not be charged for the vacation day.

ADMINISTRATIVE LEAVE

Non-Represented exempt employees who are exempt from state and federal overtime requirements receive Administrative Leave in accordance with their employment agreements. Employees who do not use all of their Administrative Leave prior to the start of a subsequent fiscal year will only be credited with sufficient hours to maintain the number of hours in their employee agreement. Employees who use all of their Administrative Leave prior to a fiscal year end and who leave District service during the fiscal year will have the pro-rated value of the Administrative Leave deducted from their final paycheck. Employees who separate from service with unused Administrative Leave hours will receive the prorated value of their unused leave. This benefit will be pro-rated for new hires.

TUITION REIMBURSEMENT

The District will reimburse non-represented exempt employees for tuition and text-book costs incurred in taking District approved educational courses. Tuition/textbooks will be reimbursed after successful completion of the approved course. Employees must obtain approval from the General Manager, or designee, before enrolling in any course for which the employee will seek reimbursement. Approved courses must be relevant (improve job skills and knowledge) to the employee's current job or a higher-level District classification. The maximum tuition reimbursement amount paid by the District per year will be the IRS non-taxable limit.

HEALTH AND WELFARE BENEFITS

Medical Plan

The District provides a Health Insurance Program that includes a Preferred Provider Organization (PPO) plan, a Health Maintenance Organization (HMO) plan and a High Deductible Health Plan (HDHP). Employees will have the option to enroll in any plan and the District will pay an amount equal to 100% of the cost of the HDHP premium for the applicable category (employee, employee plus one or employee plus family). Employees choosing to enroll in a plan that costs more than the high deductible plan will pay the difference through payroll deduction, on a pre-tax basis.

Dental and Vision Plan

The District covers the full cost of a dental insurance plan and vision insurance plan for the applicable category (employee, employee plus one or employee plus family).

Health Savings Account (HSA)

HSA is only available to employees covered in a HDHP. Employees choosing to enroll in the HDHP may receive a District contribution to their individual HSA in accordance with their employment agreement.

Medical Coverage Waiver

Employees who have medical insurance from a source other than the District may opt out of medical coverage by providing annual written proof of the alternative medical coverage to the District. The District will pay eligible employees in accordance with their employment agreement.

Life Insurance

The District will provide employees life insurance in an amount equal to the employee's regular annual salary, excluding overtime.

AD&D Insurance

The District will provide accidental death and dismemberment (AD&D) insurance to employees.

Retiree Health Benefits

As of July 1, 2014, the District will discontinue the retiree health benefit. Employees will receive a contribution into either the employee's Health Savings Account (HSA) or 457 Deferred Compensation Plan in accordance with their employment agreement.

RETIREMENT - CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM

The District contracts with the California Public Employees Retirement System (CalPERS) to provide retirement benefits for eligible employees. The retirement plan is a defined benefit plan, which means that upon retirement, employees will receive a monthly benefit determined by a set formula. CalPERS uses an employees' years of service, age at retirement and the average of either the highest one-year or three-year compensation period, to determine retirement benefits. Additionally, when an employee began employment with a CalPERS contracted employer determines the level of benefits the employee will receive upon retirement. CalPERS has defined employees who entered into employment with a CalPERS contracted employer before January 1, 2013 "Classic Members." Employees hired on or after January 1, 2013 (and new to CalPERS membership) are defined as "New Members".

Classic Members

The District has contracted with CalPERS to provide the 2.0% at 55 retirement benefit to eligible District employees who are defined as "Classic Members."

New Members

The District has contracted with CalPERS to provide the 2% at 62 retirement benefit to eligible District employees defined as "New Members" who are hired on or after January 1, 2013 In accordance with the 2013 Public Employees' Pension Reform Act (PEPRA).

The District will pay 100% of the employer contributions as determined by CalPERS. The Employee will pay 100% of the employee contributions as determined by CalPERS.

The District will maintain the IRS 414(h)(2) provision that allows employees to defer State and Federal income taxes on their retirement contributions.

SICK LEAVE

The purpose of sick leave is to provide paid leave time to be used by employees in the event of their personal illness, injury, or medical appointments, or the medical necessity of others as specified below.

Sick Leave Accrual

Non-Represented exempt employees accrue sick leave at the rate of 3.69 hours per pay period (12 days per year). Employees may accumulate sick leave credit of up to 400 hours. As of June 30th of each year, up to 48 hours of sick leave accrued over the 400-hour limit may be converted to vacation, at a rate of 50%, on an annual basis. There is no cash-out of accumulated sick leave credit.

Sick leave does not continue to accrue while an employee is on a leave of absence of thirty (30) calendar days or more.

Use of Sick Leave

An employee is required to contact his/her immediate supervisor with the need for sick leave and its probable duration as far in advance as possible. Sick leave will not be granted unless such notice or advance request has been made; however, the General Manager may authorize an exception when it is determined that the employee's failure to notify was due to extreme circumstances beyond the control of the employee.

Verification of Illness or Injury

Verification of illness or injury, in the form of a doctor's certification, may be required after three (3) consecutive days of absence. The doctor's certificate must include the following information: date the condition began, the probable duration of the condition and appropriate medical facts in order to support an employee's claim to take sick leave. A note from the employee is not acceptable, nor is a doctor's certification that is issued after the date of absence. A doctor's release to return to work may also be required for use of sick leave in excess of three consecutive days. The certification must include the date the employee is released to return to work and work restrictions, if any.

Emergency or Personal Leave

An employee may use up to 24 hours of accrued sick leave for Emergency or Per-

sonal Leave per calendar year. Except in cases of dire emergency, the normal request for an approval process must be made.

Bereavement Leave

An employee may use up to 24 hours of accrued sick leave for Bereavement Leave in the event of a death in the employee's immediate family. "Immediate family" is defined as: parent, parent-in-law, grandparent, brother, sister, spouse, domestic partner, child, or any person living in the employee's home. If an employee does not have sufficient accrued sick leave when needed for the Bereavement Leave, the District will advance up to 24 hours with pay, which is to be repaid with the first 24 hours of sick leave accrued upon the employee's return to work. Should the employee terminate before the advanced pay is repaid, the amount of the advance that has not been repaid will be deducted from the employee's final paycheck.

California Family Sick Leave

In accordance with California Labor Code Section 233, employees may use up to one-half of their annual sick leave accrual to attend to the illness of a child, parent, spouse, registered domestic partner or the child of a registered domestic partner. For purposes of this leave, parent and child include biological, foster, adopted, step or legal guardian relationships. All conditions and restrictions placed by an employer upon the use of sick leave, such as requiring doctor's verification, shall also apply to the use by an employee of sick leave to attend to an illness of his or her child, parent, or spouse, or domestic partner.

LEAVES OF ABSENCE

Paid Leaves of Absence

Jury Duty

All employees may attend jury duty in accordance with their legal obligation to do so. If an employee serves as a juror, the District will pay the difference between the employees normal wages and jury duty pay for the period of jury service. It is the responsibility of the employee to provide appropriate documentation if available from the court, such as a copy of the prospective juror's summons or attendance card, to his or her manager or supervisor immediately upon receipt and/or returning to work. In order to receive pay for time spent as a juror, an employee must submit verification of jury duty pay.

Military Duty

In accordance with the California Veteran's and Military Code Section 389 et seq. and the Uniformed Services Employment and Reemployment Rights Act ("USERRA") 38 U.S.C. Section 4301 et seq., an employee who is a member of the National Guard or

any reserve component of the armed services of the United States will be granted a military leave of absence to engage in ordered military duty for a period not to exceed 180 calendar days. Pursuant to state law, eligible employees will be granted up to thirty (30) calendar days per fiscal year of paid leave for any reserve training or active duty.

Unpaid Leaves of Absence

Leave of absence without pay may typically be 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 will consider 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 income. Employees will continue to accrue sick and vacation benefits while on medical leave for the first thirty days.

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, will notify the employee of the decision regarding the request for an extension of the leave. No vacation, holidays, sick leave or any other paid benefit will be accrued or earned during an unpaid leave of absence exceeding thirty (30) calendar days.

In returning an employee to work, the District will comply with all state laws concerning the employment of persons with disabilities and will act in accordance with regulations issued by the Equal Employment Opportunity Commission (EEOC).



Policy

Policy No.: P100-17-4	Type of Policy: Administration
Policy Title: Harassment, Discrimination and Retaliation Prevention	
Policy Description: Provides a work environment free of harassment, discrimination and retaliation	
Adopted Date: 06/08/17	Rescinded Resolution Date: 01/11/1996
Adoption Resolution No.: 12-17	Rescinded Resolution No.: 02-96
Next Review Date: 2019	Click here to enter a date.

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

To maintain an environment that is free from any form of harassment, discrimination or retaliation.

The District condemns and prohibits harassment or discrimination on the basis of any of the following protected classifications: an individual's actual or perceived race, color, religion, sex, gender identity, marital status, age, ethnic or national origin, ancestry, citizenship status, uniformed service member status, family relationship, medical condition (including pregnancy, child birth, cancer or HIV/AIDS related medical conditions or genetic characteristics), genetic information (an individual's genetic tests, genetic tests of a family member, and family medical history), physical or mental disability (whether perceived or actual), sexual orientation (including heterosexuality, homosexuality and bisexuality), or any other classification protected by law.

Harassment includes, but is not limited to, the following examples of behavior undertaken because of an individual's protected classification:

- Verbal harassment such as epithets, derogatory or suggestive comments, jokes or slurs, including graphic verbal commentaries.
- Physical harassment such as assault, touching, impeding or blocking movement, grabbing, patting, propositioning, leering, making express or implied job-related threats in return for submission to physical acts, mimicking, taunting or any physical interference with normal work movement directed at an individual or individuals.
- Visual harassment such as derogatory posters, objects, photographs, videos, cartoons, drawings or emails on the basis of a protected classification.
- Sexual harassment such as sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, such as name calling, suggestive comments, or lewd talk and jokes:
 - if submission to such conduct is made a term or condition of working at the District;

- if submission to or rejection of such conduct is the basis for employment decisions; and/or
- If such conduct unreasonably interferes with the individual's work performance or has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

The District strictly prohibits retaliation against a person who reports or provides information about harassment or discrimination. Examples of actions that might be considered retaliation against a complainant, witness or other participant in the complaint process include: singling a person out for harsher treatment; lowering a performance evaluation; failing to hire, failing to promote, withholding pay increases, assigning more onerous work, abolishing a position, demotion or discharge; shunning or avoiding an individual who reports harassment or discrimination; or, real or implied threats of intimidation to prevent an individual from reporting harassment or discrimination. Any act of retaliation will be treated as a separate and distinct incident, regardless of the outcome of the harassment complaint.

Reporting Harassment, Discrimination or Retaliation

If any employee believes that he or she is the victim of harassment, or observes conduct that he or she believes is harassment of another employee, that employee is encouraged to immediately report the incident to the General Manager, or any management employee. Management employees are required to report any such reports to the General Manager. In the event, that a report of alleged harassment involves the General Manager, the incident will be reported to the President of the Board of Directors .

The District will determine if an investigation is necessary, and if so, will investigate promptly, thoroughly, and in a confidential manner any such report of harassment. The District will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is believed to have violated this prohibition against harassment. Any individual who discusses the content of an investigatory interview will be subject to discipline.

While encouraged to attempt to resolve any complaints internally, employees may elect to bypass the District's internal complaint procedure and file a complaint with the California Department of Fair Employment and/or Housing (DFEH) or the federal Equal Employment Opportunity Commission (EEOC).

Any employee who has been found to be in violation with this policy will be subject to discipline, up to and including termination of employment.

Responsibilities of Employees:

1. Set an example of acceptable conduct by not participating in or provoking behavior that violates this Policy. Try not to be angry or insulted if an individual tells you that your behavior is offensive.
2. If comfortable doing so, let fellow employees know when their behavior is offensive. The District hires people from a wide variety of cultural and ethnic backgrounds, and an individual may not realize behavior he or she thinks is proper could be seen by others as offensive.
3. Report harassment, discrimination or retaliation as quickly as possible, whether the employee is

the target of the conduct or a witness.

4. When witnessing harassment, tell the individual being harassed that the District has a policy prohibiting such behavior.
5. Maintain confidentiality, as required by this Policy.
6. Cooperate with the District's investigation of complaints made under this Policy.

Responsibilities of Managers and Supervisors:

Managers and supervisors must be aware that even well intentioned attempts to insulate or protect a complainant by changing his/her work environment, schedule or duties may be considered retaliatory. Before a supervisor or manager takes any such action, the General Manager must be consulted.

In addition to the responsibilities listed above, managers and supervisors are responsible for the following:

1. Implement this Policy by taking all complaints seriously and modeling behavior that is consistent with this Policy. Immediately report all complaints to the General Manager or designee.
2. Take positive steps to eliminate any form of harassment, discrimination or retaliation observed or brought to their attention.
3. Monitor the work environment and take appropriate actions to stop violations.
4. Follow up with those who have complained to ensure the behavior has ceased.
5. Do not retaliate through any act of intimidation, restraint, coercion or discrimination.
6. Inform complainants of the options to contact the EEOC or DFEH regarding a potential Policy violation.

Responsibilities of General Manager:

In addition to the responsibilities listed above, the General Manager is responsible for the following:

1. At least annually, the General Manager will distribute by email a copy of this policy to all officers and employees.
2. Maintain strict confidentiality, ensuring the privacy of all parties concerned.
3. Ensure that each complaint is investigated promptly.
4. Take appropriate action based upon the information presented and/or gathered through an investigation.

Responsibilities of Board President

In the event, that a report of alleged harassment involves the General Manager, the incident will be reported to the President of the Board of Directors.

1. Maintain strict confidentiality, ensuring the privacy of all parties concerned.
2. Ensure that the complaint is investigated promptly.
3. Take appropriate action based upon the information presented and/or gathered through an investigation.



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: 05/04/2017	Rescinded Resolution Date: n/a
Adoption Resolution No.: 08-17	Rescinded Resolution No.: n/a
Next Review Date: 2019	

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

To set and maintain requirements related to the use of 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: 2019	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.: P100-17-4	Type of Policy: Administration
Policy Title: Technology Resources	
Policy: Description: Establishes a written policy for access and use of District Technology Resources.	
Adopted Date: 05/04/2017	Rescinded Resolution Date: N/A
Adoption Resolution No.: 10-17	Rescinded Resolution No.: N/A
Next Review Date: 2019	

Introduction

Scotts Valley Water District (District) recognizes that access to electronic technology and communications networks, including internet and e-mails is an integral part of its business function. Many tasks performed in the normal course of business require that employees use the District's electronic technology resources and communications networks. It is not always a clear delineation between work and personal life when it comes to technology.

The following policy establishes standards that protect both District and employees and outlines acceptable use of technology resources, taking into consideration legal responsibilities, employee privacy concerns, as well as operational concerns. Compliance with this policy is essential and violations of any aspect may result in disciplinary action up to, and including, termination.

Covered Technology

This policy extends to all features of the District electronic technology and communications network and systems, including, but not limited to, computers, file servers, e-mail, connections to the Internet and other external networks, telephones, mobile devices, smart phones, video conferencing, text messaging, facsimiles, including both District provided devices and personal devices used for District business. All other forms of electronic communication used by employees currently or in the future are covered.

District Provided Devices

The following policies have been established for employee use of the District's technology and communications networks, including the Internet and e-mail:

1. All technology provided by the District including computer systems, communications networks, District-related work records and other information stored electronically, is the property of the District and not the employee. In general, use of the District's technology systems and electronic communications should be job-related and not for personal convenience.

2. Employees may not use the District's Internet, e-mail or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted. Harassment of any kind is prohibited.
3. Disparaging, abusive, profane or offensive language; materials that might adversely or negatively reflect on the District or be contrary to its legitimate business interests; and any illegal activities including piracy, software cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or e-mail—are forbidden.
4. Copyrighted materials belonging to entities other than the District may not be transmitted by employees on the District's network without permission of the copyright holder. Employees must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy for reference only. Saving copyright-protected information to a network drive without permission is prohibited. Sharing the URL (uniform resource locator or "address") of an Internet site with other interested persons for business reasons is permitted.
5. Employees may not use the system in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and "spamming" (sending e-mail to thousands of users.)
6. To prevent contamination of the District technology and communications equipment and systems by harmful computer viruses, downloaded files from unknown sources should be checked for possible infection through the IT department. Also, given that many browser add-on packages (called "plug-ins") may not be compatible with other programs and may cause problems for the systems, downloading plug-ins is prohibited without prior permission from IT.
7. Every employee of the District is responsible for the content of all text, audio or image files that he or she places or sends over the District's Internet and e-mail systems. No e-mail or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else.
8. E-mail and other electronic communications transmitted by the District equipment, systems and networks are not private or confidential, and are the property of the District. The District reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite.
9. Internal and external e-mail, voice mail, and text messages are considered business records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within and outside the District.

Security

An important safety feature that protects District electronic data communication is the use of passwords. Employee passwords are used for security purposes and do not effect District ownership of the electronic

information. Passwords are intended to protect information from those that do not have access to such information. All passwords created by or issued to the user **should not** be shared, given, or otherwise disclosed to any other person.

District employees will:

1. Take every effort to protect District issued devices from theft, damage, abuse and unauthorized use.
2. Immediately report if a device is stolen, lost or damaged so that appropriate measures may be taken to safeguard District data.
3. Not download any software or applications without authorization.

Software Usage

The District purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, District does not have the right to reproduce such software for use on more than one computer. As such, employees may only use software on local area networks or on multiple machines according to the software license agreement and District prohibits the illegal duplication of software and its related documentation.

Access of Another Person’s Electronic Communications

Employees may not intercept, record, read, alter, retrieve, receive, send, or use another person’s Electronic Communications and/or storage unless designated by management to serve as a proxy, as discussed below.

Retention of E-Mail

The District retains emails on the server for a period of time. The content of some e-mail messages could be classified as a record pursuant to the guidelines established by management consistent with District Records Management Program.

E-Signatures

The District uses DocuSign for e-signatures when possible. DocuSign allows documents to be signed anywhere using any device, eliminating overnight mail or faxing. Documents are encrypted and audit trail maintained.

Internet Usage

Internet access is provided to employees for the benefit of the District. Employees are representing the District and are responsible for internet use in an effective, ethical, and lawful manner. Each employee is responsible for the content of all text, audio, or images that they place or send over the Internet. Fraudulent, harassing, or obscene messages are prohibited. All messages communicated over the Internet should have your name attached, unless authorized as a proxy. No messages should be transmitted under an assumed name.

Telephones/Mobile Devices

The District telephone system is vital to operations, whether a land line or mobile device. District telephones/mobile devices may be used for necessary personal calls; however, employees are not to use them to call 1-900 calls, directory assistance (i.e., 411), unless there is no other way to access the contact information such as the Internet, or for making international calls without prior approval from the General Manager.

Personal Use of District Electronic Communications Systems and Mobile Devices

The District provides electronic communications devices (e.g., cell phones, iPads, laptops) to its employees, based on an identified need, for the purpose of conducting business and are subject to the following:

- Employees should ensure that personal use of these items does not interfere with District business or the productivity of the employee or co-workers (personal use should take place during breaks and/or lunch).
- Personal use may not involve any prohibited activity described in this Policy.
- Personal use may not disrupt or delay the performance of District business.
- Personal use must not be for personal gain or commercial ventures.
- Personal use may not support or advocate non-District related business purposes.
- Employees shall maintain usage within the plan parameters. (If your business requirements are dramatically different than the standard plan, you should contact your manager to discuss other available options).
- Incidental personal data (such as personal calendars, personal address lists, and similar incidental personal data) may be prepared and stored in a reasonable manner, provided such use does not conflict with any purpose or need of the District.
- Necessary personal communications may be sent and received through e-mail, as long as such activity does not interfere with productivity or jeopardize the security of District data or systems.
- Employees shall take great strides to avoid unintentional downloads from a personal site or personal email resulting in damage to the District network or servers.

Personal Devices**Remote Access to the DISTRICT Network and Related Systems**

Remote access to the District's network servers or web-based applications, whether through a virtual network or other means will be authorized by the General Manager.

- All rules that apply to the working of overtime and the consequences of working unauthorized overtime apply in the context of working remotely.
- Non-exempt employees should not access the network outside of regularly scheduled work hours, unless such remote access meets a legitimate business need and has been previously approved by the

employee's immediate supervisor.

- Non-exempt employees who are approved for remote access must report all time spent checking or responding to e-mails, phone calls, or logging into the network outside of scheduled work hours on their timesheet.
- Exempt employees who are on unpaid leave status should not access the network unless such remote access meets a legitimate business need of the District and has been previously approved in writing by the employee's immediate supervisor.
- As a general policy, exempt employees are not required to check their email or access the network on their days off, after business hours, or while on vacation, as the District and its management respect the personal time of its employees. However, there may be special circumstances whereby an exempt employee is asked by their manager to be periodically available on their day off, after business hours, or while on vacation.
- Users shall not download or transfer sensitive business data to their personal devices (unless authorized under the Personal Cell Phone Reimbursement Policy), which is defined as documents or data whose loss, misuse, or unauthorized access can adversely affect the privacy or welfare of an individual (personally identifiable information), proprietary information, or District financial operations.
- Personal devices used to access the District network remotely shall be password protected.
- User agrees to delete any sensitive business files that may be inadvertently downloaded and stored on a personal device through the process of viewing e-mail attachments.

Mobile Device Stipend Plan

Employee's using their personal mobile device to access the District network in order to conducting business will receive a mobile device stipend and will be required to have security software installed by the District's Technology vendor.

Employees utilizing their personal mobile devices will be responsible for costs, maintenance and support of their personal phone. In the event that a personally owned phone is lost, stolen, or prior to being upgraded, the District's Technology vendor will remotely wipe the phone of all District data in order to prevent unauthorized access to the network.

The District cannot and does not imply, extend, or guarantee any right to privacy for work-related voice calls and/or electronic communications placed. The District does not remotely monitor or remotely access any information contained on the employee's personally owned mobile device. However, employees acknowledge that all District work products generated or stored on any personally owned device is potentially subject to disclosure through subpoena or other legal recourse. The employee acknowledges that any such request could require the employee to search their personal device and disclose any and all District work products, including but not limited to, call detail records, logs, voice mail messages, data storage, text messages, e-mails, and address books when utilized for the purpose of conducting District business.

District Website

The svwd.org website represents a fundamental communication tool for providing information and is for “official use” only. The District maintains responsibility for website content and postings. Further information can be found in the website guidelines.

Social Networking

The District uses social networks such as Facebook and Nextdoor as forms of public communication. The General Manager or his/her authorized designee may post District related material to social media sites.

Additionally, all employees have an obligation to ensure that any public electronic communication they make, including social networking communications, does not negatively impact the reputation of District. Engaging in social networking during the workday can negatively impact productivity and work performance. It is the employee’s responsibility to regulate his/her social networking so that it does not impact productivity or cause performance issues.



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: 11/14/2013	Rescinded Resolution Date: 12/11/2008
Approval Resolution No.: 14-13	Rescinded Resolution No.: 12-08
Next Review Date: 2019	

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.

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 resolution, the General Manager shall make the final determination.