

INTRODUCTION

This Handbook is intended to provide you with a general understanding of the Soquel Creek Water District (District) human resource policies, benefits, rules and work place procedures. It is intended to familiarize you with important information about the District as well as information regarding your own privileges and responsibilities as a District employee.

This Handbook cannot anticipate every situation or answer every question about employment, nor can it provide information that answers every possible question. Additionally, circumstances will undoubtedly require that guidelines, practices, and benefits described in this Handbook change. Accordingly, the District must reserve the right to modify, supplement, or rescind any provision of this Handbook from time to time, as it deems necessary with prior notice as specified by law and in agreements with bargaining units. You will be notified in writing of any amendments and additions to these policies and procedures.

Although it is not an employment contract or legal document, it is important that all employees read, understand, and follow the provisions of this Handbook. Keep this handbook, additions and revisions on file for your reference. It is also available on the District's computer network.

If you have any questions or seek clarification about the provisions contained in this Handbook, you should see your department supervisor or manager. The full scope of the personnel policies includes this handbook as well as the Memorandum of Understanding (MOU) for each bargaining group. Be sure to cross reference both documents when looking up information. In case of inconsistency, the District will follow the language in the applicable MOU.

This handbook is a guide to the District's employment policies and procedures and is intended to be informational in nature. It does not create any contract of employment, expressed or implied, or any rights in the nature of a contract.

POLICY AND AUTHORITY

Adoption of an Employee Handbook

The purpose of this Handbook is to facilitate efficient and economic service to the public and to provide for a fair and equitable system of personnel administration and management within the District organization. Wherever language in this Handbook conflicts with the provisions of a collective bargaining agreement (MOU), the provisions of the agreement shall prevail.

Authority

The District's Board of Directors has sole authority to adopt, amend or repeal this Handbook.

All former handbooks containing District policies and procedures are hereby repealed.

The Board of Directors appoints the General Manager. The General Manager is the appointing authority for all other positions of employment with the District.

Personnel Officer

The General Manager is the Personnel Officer. The General Manager may delegate any of the responsibilities and duties conferred upon her/him as Personnel Officer to any other officer or employee as qualified by education and/or experience to perform such duties. The General Manager may recommend to the Board that such responsibilities and duties be performed under contract. The Personnel Officer or designee will perform the duties as set forth by various provisions of this Handbook or the collective bargaining agreements.

Acknowledgment of Receipt of Soquel Creek Water District Employee Handbook

We are pleased to provide you with your own copy of the District employee handbook. Please read this handbook carefully. The information in it will acquaint you with District policies and will answer many of your questions.

Please keep in mind that this handbook does not contain all of the information you will need as an employee. You will receive other information through written notices as well as orally. If your position is covered by a memorandum of understanding (MOU), you will also receive a copy of that MOU.

* * * * *

This is to acknowledge that I have received a copy of the Soquel Creek Water District Employee Handbook and understand that it contains important information on the general personnel policies of the District and on my privileges and obligations as an employee.

I will familiarize myself with the material in this Handbook and understand that I am governed by its contents.

Signature

Date

Print or type name

SECTION 1

EMPLOYMENT POLICIES AND ADMINISTRATION

1.1 Open Door Policy

The District recognizes that open communication between employees and management is an essential element of a productive and healthy work environment. The Open Door Policy establishes an informal process whereby any employee can raise questions or concerns or seek resolution of job-related complaints. It is not the intent of the Open Door Policy to supplant any dispute resolution mechanism established in a District MOU.

Employees are encouraged to discuss job-related concerns or questions with their immediate supervisor. If an employee fails to get satisfaction from his/her immediate supervisor, or the supervisor is involved in the issue or concern, the employee may discuss the issue with his/her division manager, or directly with the General Manager.

To ensure a productive interaction, an employee or a group of employees seeking to meet with a manager or the General Manager is requested to make an appointment so full attention can be devoted to listening to the employee's issues. It is also helpful for the employee to provide a brief explanation of the matters he/she wishes to discuss when making the appointment in order to enable the manager or General Manager the opportunity to familiarize him/herself with the issue prior to the meeting, which can make it more productive.

It is the responsibility of all management personnel to respond to Open Door Requests in a timely and objective manner. The management of the District is committed to ensuring that there is no retaliation or discrimination against any employee because he/she uses the Open Door Policy and that personal privacy rights are protected.

1.2 Equal Employment Opportunity

It is the policy of the District that all current and prospective employees shall receive equal opportunity in employment without discrimination on the basis of race, ancestry, sex, national origin, color, religion, sexual orientation, marital status, physical or mental disability, medical condition as defined by law, age, or status as a veteran (except when sex, age, disability, or medical condition is a

bonafide occupational qualification). This non-discrimination policy applies to decisions affecting recruitment, selection, placement, assignment, training, transfer, promotion, evaluation, discipline, termination, compensation, benefits and all other aspects of employment.

Every member of management is held responsible for assuring non-discrimination in employment opportunities. In addition, all staff members, regardless of position, share in the responsibility of maintaining a discrimination-free work environment

This policy of equal opportunity and non-discrimination shall also apply to selection for promotion or transfer whereby decisions will be made based upon qualifications and overall performance history.

1.3 Employment

Unless otherwise established by MOU or law, employment at the District is employment at-will. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the District. Nothing in this Handbook shall limit the District's right to terminate at-will employees. No manager, supervisor or employee of the District has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will. Only the Board of Directors or its designee has the authority to make any such agreement and then only in writing. Positions represented by bargaining groups have the employment rights as specifically established by the applicable MOU.

1.4 Recruitment and Selection Procedures

The District reserves the right to limit the number of candidates by establishing parameters that may include:

- minimum qualifications
- limited filing period(s)
- documentation of qualifications
- screening of applications to identify the most qualified applicants

The Personnel Officer or designee has the authority to disqualify applicants, candidates, or eligibles. The following shall constitute grounds for disqualification of an applicant:

- failure to meet any of the requirements or qualifications, as published in the announcement
- fraudulent conduct or false statements
- conviction of a felony or misdemeanor if the Personnel Officer determines that the conviction has a rational relationship to the position for which the application is made.

The job opening announcement will contain the following information: title, typical duties and responsibilities, minimum requirements, current salary, time and place of examination, method of application, closing date if applicable, whether a pre-placement medical examination including drug screen will be required, and any other information that might be pertinent.

The District shall attempt to fill vacancies through promotion or transfer of current employees. When a position vacancy occurs, or when a new classification is created, the District shall notify all bargaining unit employees of the vacancy, shall make that position open to all employees, and shall interview District employees who meet the minimum qualifications.

All candidates for employment must complete the District's employment application form. These applications are used as a basis for the initial selection screening, and become a permanent part of employees' personnel files.

Those applicants demonstrating the best job-related qualifications will be invited to participate in additional selection procedures, which may consist of appropriate written or performance tests and one or more interviews. Background checks will be conducted prior to hire.

Any offer of employment will be conditioned upon a designation of "medically qualified" through a pre-employment physical exam and a negative drug screening analysis for all safety sensitive positions.

1.5 New Employee Orientation

New employees will go through an orientation as outlined in Appendix I.

1.6 Probationary Period

Employees appointed to regular positions serve a six-month probationary period to evaluate the employee on the job. Before the

employee has completed the probationary period, he/she will receive a written notice if the change to a permanent status is approved or disapproved. Failure to complete a probationary period in a new classification still entitles an employee the right to return to a previous classification, if regular status had been attained, and a vacancy exists. Employees deemed “at-will” do not serve a probationary period.

SECTION 2 CLASSIFICATION

2.1 Classification Plan

Positions in the District are divided into job classes, which are grouped according to the kind of work performed, the responsibilities involved, the qualifications needed to do the work, and the salary paid.

The Personnel Officer will periodically recommend the establishment and modification of job classifications and the number of positions within each classification to the Board.

The Board may revise the classification plan at any time deemed appropriate after the District has complied with applicable notice and meet-and-confer requirements within the associated MOU for the classification.

Each authorized classification will have a specific title, a written description of work performed and the essential requirements for successful performance and a specified salary range. The Personnel Officer is responsible for maintaining current written descriptions for each classification.

To meet changes in technology or work programs, it may be necessary to add or delete duties to the job description of a regular employee.

2.2 Employment Categories

- Regular Employees
 - a. Full-time: appointments to an authorized position budgeted on a 40 hours-a-week basis.
 - b. Part-time: appointment to an authorized position budgeted and regularly scheduled to work 20 hours or more per week, but less than 40 hours per week.

Employees appointed to regular positions shall receive all rights and benefits outlined in the appropriate MOU or employment agreement. Regular part-time employees shall receive benefits pro-rated according to their work schedule.

- Temporary Employees

Appointments are limited to 999 hours in a fiscal year. Employees appointed on this basis shall receive no retirement, insurance or leave benefits.

In addition to regular and temporary status, employees will be deemed as exempt or non-exempt in accordance with the Federal Fair Labor Standards Act and applicable memoranda of understanding or employment agreements.

Non-exempt/hourly employees are defined as those positions that are paid wages for each hour of work performed and who are eligible to receive overtime pay according to federal and state mandates.

Exempt positions are paid on a salary basis for work performed with no overtime pay. As salaried senior officials of the organization, executive and management personnel are expected to work those hours necessary to complete their duties and responsibilities.

SECTION 3 HOURS OF WORK

3.1 Working Hours

Work Day: Any weekday that the administrative office of the District is open for business.

Work Week: Because the District must provide water service 24-hours a day, seven days a week, 365 days a year, an employee may be assigned a work week beginning with any day of the normal calendar year. The work week means any seven consecutive days starting with the same calendar day each week. The standard work week begins at 12:01 a.m. and ends at 12 midnight the following Saturday. The work week for the Office and Field employee is covered by Section 7.8 of the MOU.

3.2 Working Schedule

The District work schedule is normally Monday through Friday, 8 hours per day, for a total workweek of 40 hours.

Non-management field employees generally work from 8:00 a.m. to 4:30 P.M. with one-half hour for lunch. For those Field employees required to work either a regularly scheduled Saturday or Sunday, an additional weekday shall be designated as the employee's day off, for a total work week of 40 hours.

Non-management office employees generally work from 8:00 a.m. to 5:00 p.m. with one hour for lunch; however, staggered schedules may be used in order to provide sufficient coverage and accommodate the public's needs.

Regularly scheduled work hours may vary, upon approval of the General Manager; however, in no event shall the normal workweek for non-exempt employees extend beyond 40 hours or as allowed by law and the applicable MOU or employment agreement.

3.3 Working At Home

Due to the customer service orientation of the District and the synergism that is produced with staff working together, working at home will generally be discouraged. In order to work at home, an

employee must have prior approval from his/her manager and an itinerary must be provided to the manager including details of work to be performed. The opportunity to work at home may be revoked at any time if it is determined to not be in the District's best interest.

3.4 Attendance

The District relies on all employees to fulfill its mission and its obligations to its customers, and in fairness to co-workers. Good attendance is essential to providing these objectives and is an indicator of effective employee performance.

It is recognized that employees will have periodic absences for illness or personal matters, but recurring and excessive absences and/or tardiness adversely affects productivity, morale, work flow and service and directly impacts the District's ability to meet its challenging goals.

It is anticipated that individual employees are responsible and will manage their own good attendance. There are occasions, however, when attendance guidelines are beneficial and necessary to direct employees and managers.

Attendance guidelines are intended to be straightforward and concise. They are subject to management discretion and allow for flexibility in addressing individual attendance situations. Management will consider State and Federal laws, family and medical leave issues, the demands of different work units, the District's policy, individual performance and attendance history, and individual circumstances when assessing appropriate steps to correct attendance problems.

The District intends to maintain a positive environment that supports its goals while recognizing individual needs and circumstances. If attendance issues arise, please speak with your manager who can discuss the impact of your attendance on the District's goals and your individual performance. Please note that it is your responsibility, however, to understand the guidelines listed in the Absenteeism and Tardiness section of this Handbook.

3.5 Breaks and Lunch Periods

One 15-minute break shall be granted to non-exempt employees during each consecutive four hours worked regardless of the scheduled hours of work. These rest periods are to be taken as scheduled and should not be used to lengthen the lunch hour or shorten the workday. Breaks not taken are forfeited. There is no break entitlement if an

employee works less than four consecutive hours.

Unpaid lunch periods of at least 30 minutes are granted to all full-time non-exempt employees. At the request of the employee, the division manager may authorize an employee working less than 8 hours /day to not take a lunch break. During authorized breaks and lunch periods, employees may leave the work site, provided they return within the allowed break/lunch period. For field employees, travel time to and from convenient facilities within the general route or work site must be limited to the time and distance reasonably required and will be counted in the total allowed break or lunch time.

3.6 Overtime and Compensatory Time Off (CTO)

Non-exempt (hourly) employees will receive overtime pay or compensatory time off for hours worked in excess of their normal workday or workweek in accordance with the provisions of the applicable MOU. Exempt employees do not receive overtime or compensatory time off. Any overtime work requires approval of the employee's direct supervisor and division manager. Overtime or compensatory time is to be recorded on time sheets designed for this purpose which show the date, times and reasons for the overtime and are approved by management prior to payment. Requests for compensatory time in lieu of overtime pay must be made in writing on the forms provided. Limits on the accrual and use of compensatory time are described in the applicable MOU.

3.7 On-Call

Because the District provides a vital community service, it must ensure 24 hour-a-day reliability. As 128 of the hours in a week are not within the normal workweek, a significant portion of the work may occur as an emergency. Every employee is responsible for emergency work in their area of responsibility.

Emergency work can arise at all hours, around the calendar, and at any District location. Employees must be available for repairs and other urgently needed services, no matter when they occur.

On-call will be assigned to those employees in Field classifications as identified in the job description. The on-call schedule will extend from 8:00 a.m. on Wednesday through 8:00 a.m. the following Wednesday. On-call assignments will be made on a rotational basis among all designated employees. Each employee so assigned is expected to serve

his/her fair share of on-call. Any request to trade or be relieved from an on-call assignment must be submitted in writing and approved by the Operations and Maintenance Manager or his/her designee under the conditions specified in Section 8.4 of the Office and Field employee MOU. Compensation for on-call shall be in accordance with the applicable MOU.

3.8 Call Back

Non-exempt employees who are required to return from off-duty for unscheduled, emergency work shall be compensated for call-back in accordance with the applicable MOU.

SECTION 4 PAYROLL ADMINISTRATION

4.1 Timekeeping and Paydays

All non-exempt employees shall maintain accurate daily time sheets for straight time and vacation, sick, and holiday leave time. Overtime, out-of-class, on-call, and call-back hours will be noted on a separate supplemental time sheet. Such records shall be maintained to the nearest quarter hour and will be considered to be the official timekeeping record for payroll purposes. Management employees shall submit time sheets whenever leave is taken. Other exempt employees will submit time sheets as specified in the applicable MOU or as determined by management to account for hours charged to projects, etc.

All employees are paid on a bi-weekly basis, with payday falling every other Wednesday. Paychecks will be distributed to employees no later than 4:30 p.m. on paydays. Employees may also have their paychecks directly deposited with their financial institution. Checks will not be released to anyone other than the employee without written authorization from the employee.

4.2 Direct Deposit

Direct deposit of paychecks is available. To take advantage of this service, an employee needs to complete the "Direct Deposit" form, attach a voided check, and return them to the Account Clerk.

4.3 Wages and Pay Practices

The Board of Directors sets the salary range for regular classifications. All salary ranges will have an established number of steps and percentage between steps. Entry level is normally the first step. Initial placement above first step requires the approval of the General Manager. All changes in pay will be recorded on a Personnel Action Form that is signed by the supervisor, division manager and General Manager and initialed by the employee. Progression through the salary range shall be in accordance with the applicable MOU.

Temporary, part-time employees will be paid an hourly wage based upon internal equity and qualifications. The General Manager shall determine the hourly rate and any adjustments for part-time employees.

4.4 Salary Adjustments and Special Pays

Check the applicable MOU for information about movement to higher pay steps and any special pays based upon length of service, assignment, schedule, etc.

4.5 Performance Evaluations

Regular employees are to receive written performance evaluations before the end of a probationary period and then annually at approximately the employee's service anniversary date. Promotional probationers shall also be evaluated two months into the promotional probationary period. Performance evaluations are intended to be fair, honest and constructive assessments of the employee's performance. The employee has the opportunity to discuss these evaluations with his/her supervisor, and to add comments; however, performance evaluations are not grievable.

Unless otherwise stated in the applicable MOU, all advances through the salary range are based on merit as determined by the supervisor and manager of the employee.

4.6 Promotion

It is the District's intent to promote from within whenever possible. However, it is in the District's best interest to fill all positions with the best-qualified individual. When opportunities occur within the organization, promotions and transfers will be based upon an employee's qualifications and overall performance history.

When a District employee is promoted to a position with a higher salary range, he/she will be initially placed at a salary step which will provide an increase over the salary prior to promotion. In addition, the employee will be eligible for the next salary step upon completion of any probationary period as provided in an applicable MOU. At-will positions do not serve probationary periods. Promotion to an at-will position will be eligible for advancement to a higher level of the range when warranted by merit in the judgment of the manager, but not less than six months after promotion.

4.7 Layoff

The District Board may eliminate any position as identified by classification due to lack of funds, work or need. The General Manager

may eliminate temporary, part-time positions for the same reasons.

Whenever, in the judgment of the District Board, it becomes necessary to eliminate any regular position, it shall be done in accordance with applicable MOU or employment agreement.

4.8 Working Out of Class

On occasions, when the division manager determines the need to temporarily appoint an employee to another classification in order to meet the District's needs, a working out of class assignment will be given. Working out of class will be assigned and compensated according to specific provisions in the applicable MOU.

Working out of class assignments will be made based on qualifications and proven performance. There is no right to working out of class appointments.

It is not always necessary to specifically designate an employee to replace an absent employee of a higher classification. In most cases, it is part of the District's cross training that tasks of the absent employee are spread throughout the organization. Working out of class also will not set off a chain reaction. That is, if an employee is required to fill in for a higher classification, it will not be necessary for someone with a lower classification to fill in for that employee.

4.9 Access to Personnel Records

Employee files are confidential and are to be treated as such. Access to employee files is limited to the following:

Persons Other Than The Employee

Other employees of the District may have access to personnel files only if they have a "need to know." Personnel file materials will be separated according to confidentiality with access restricted based on the nature of the material. Access to any personnel files is limited to:

- Administrative and Business Services Department staff as they need access in the course of their normal duties;
- Management considering an employee for promotion or transfer into their departments; and

- Others only as specifically authorized by the General Manager.

Non-employees may not, except with specific written authorization, have access to the files. Generally, such access will be granted only upon advice of legal counsel. Access of outsiders to information in a file is governed by the District's policy on references.

The Employee

An employee, or the employee's representative, with written consent, shall be entitled to review his/her personnel file. If an employee wishes to view the personnel file, he/she will schedule an appointment with the Executive Assistant a minimum of 24 hours in advance of viewing time. The Executive Assistant or a manager must be present while the employee is viewing his/her file. The employee may request photocopies of any documents in his/her personnel file with the understanding that, depending upon confidential staff workload, up to three days may be required to fulfill the request.

4.10 Garnishments

A garnishment is a court order requiring the District to remit part of an employee's wages to a third party in payment of a just debt. Because garnishments involve the District in its employee's private financial affairs, all employees are requested to responsibly meet their personal financial obligations.

4.11 Payroll Deductions

State and Federal laws require the District to make proper deductions on its employees' behalf. Amounts withheld vary according to earnings, marital status, and number of exemptions claimed.

Required deductions include, but are not limited to, Federal Income Tax, State Income Tax, State Disability and, for regular employees, PERS survivors benefit. In addition, FICA and "Medicare Only" Contribution are required deductions for certain employees depending on their date of hire or employment category.

4.12 Changing Employee Information

It is each employee's responsibility to keep the District advised of any changes in name and/or marital status; address and/or telephone number; number and names of benefit eligible family members; payroll tax deductions; and emergency contact information.

These changes should be submitted to the Supervising Accountant in writing as soon as possible after the change has occurred. The employee is solely responsible for notifying the District of any changes in personal information.

SECTION 5 EMPLOYEE BENEFITS

5.1 Benefits

The Soquel Creek Water District offers a comprehensive package of fringe benefits to its regular employees. This benefit package is briefly summarized in this Handbook. Full details may be obtained from the Supervising Accountant.

Part-time temporary employees do not receive paid leave or insurance benefits. Regular, part-time employees receive leaves and benefits on a pro-rated basis according to their work schedule.

5.2 Holidays

The District office is closed on the following holidays. Regular employees receive holiday pay as stated in the applicable MOU.

New Years Day - January 1
Martin Luther King Jr.'s Birthday - third Monday in January
Presidents' Day - third Monday in February
Memorial Day - last Monday in May
Independence Day - July 4
Labor Day - first Monday in September
Veterans' Day - November 11
Thanksgiving Day - fourth Thursday in November
Day after Thanksgiving Day
Christmas Eve - December 24
Christmas Day - December 25

In addition to the above-stated holidays, regular employees receive floating holidays in accordance with their applicable MOU.

When a holiday falls on a Sunday, the following Monday is observed as the holiday. When the holiday falls on a Saturday, the preceding Friday is observed as the holiday. In years when Christmas Day falls on Saturday, a decision will be made at the beginning of the year whether Thursday and Friday or Friday and Monday will be observed as the Christmas Eve/Christmas Day holidays. If a holiday is observed while an employee is on authorized vacation or sick leave, the day will not be charged against that employee's accumulated leave time.

If a non-exempt employee is required to work on a holiday, pay will be

at straight time for the shift plus one-and-a-half time for time worked to the nearest quarter hour.

In order to qualify for holiday compensation, the employee is required to work or be in a paid status such as sick leave or vacation on his/her last scheduled work day prior to the holiday and his/her first scheduled work day following a holiday.

5.3 Retirement

The District provides coverage under the California Public Employee's Retirement System (PERS) for all regular employees. PERS eligible District employees currently receive 2.5 percent at age 55 based on the average of the highest three years of the employee's salary. The District pays both the employer's and employee's contribution toward this retirement fund. For specific PERS benefit information, contact the Supervising Accountant.

Salary for purposes of PERS shall be reported in accordance with the PERS approved employer-paid members' contribution plan in which a base salary is reported for State and Federal purposes and the base salary plus 8% is reported to PERS for PERS contributions.

5.4 Clothing and Safety Shoes

Rain gear, uniforms, jackets and caps are furnished to Field employees, Customer Service Field Representatives and Meter Readers at District cost. In addition, for these employees, the District will grant the amount specified in the applicable MOU on the employee's anniversary date, toward the purchase of approved safety shoes or boots, or walking shoes. Part-time, temporary employees assigned to the field divisions will also be provided rain gear, uniforms and safety shoe allowance.

Employees assigned to the Engineering Division who are required to perform work in the field or at construction sites will be reimbursed for one pair of approved safety shoes on an as-needed basis with prior authorization of the Engineering Manager and not to exceed once per year and the maximum allowance specified in the applicable MOU. Other appropriate safety gear will also be provided.

To receive reimbursement for approved safety shoe purchases, an employee must submit the receipt to his/her supervisor. If shoes are lost, stolen or damaged not due to the employee's negligence, the

District can arrange for an emergency safety shoe allowance or an allowance to be repaid by the employee over a specific period of time.

5.5 Health Insurance Plans

The District provides medical, dental and vision insurance for full-time and regular, part-time employees and their eligible dependents following the applicable waiting period. The District-paid premium amounts will be as set forth in the applicable MOU or employment agreement. The employee will pay the difference between the premium cost of the medical plan selected and the premium paid by the District through payroll deductions. If an employee is covered by other than District-offered insurance, the District upon proof of that insurance, and written request by the employee to be excluded from the District's plan, will pay the employee the amount specified in the applicable MOU or employment contract in lieu of District health coverage. All full-time and part-time regular employees are required to participate in the District's Vision and Dental plans.

Retired employees will receive continued medical care coverage in accordance with provisions of the applicable MOU or employment agreement.

Eligible dependent for purposes of Health Insurance coverage varies for medical, dental, and vision plans. Eligible dependents include spouse and *MAY* include children up to the 25th birthday under some circumstances, and domestic partners as designated by law. Employees should consult with the Supervising Accountant for clarification of the rules and restrictions that apply to dependent eligibility for each type of coverage.

For an eligible dependent to be eligible for coverages, a copy of a marriage license, birth certificate, or other legal certification is required.

5.6 State Disability Insurance

SDI is a partial wage-replacement insurance plan funded through employee payroll deductions. It provides short-term benefits for California workers during periods of disability. SDI also administers paid family leave. Pamphlets outlining an employee's disability and family leave insurance rights are provided by the Supervising Accountant to all new hires and again if an employee needs disability or family leave.

5.7 Life Insurance

The District provides a term life insurance plan for employees upon gaining regular status following an applicable waiting period. The amount of insurance and the ability to purchase additional life insurance is based on the employee's MOU or employment agreement.

5.8 Insurance Continuation Post Employment

Federal legislation (COBRA) entitles employees and/or dependents to continuation of group medical insurance at their expense for 18 to 36 months after termination, in most cases. Details of qualifying events, coverage and payment, as well as enrollment forms are available from the Supervising Accountant.

5.9 Payment of Accrued Benefits Upon Death

If an employee should die while actively employed with the District, all accrued benefits will be paid to the employee's designated beneficiary, or to the legal spouse (in the absence of a written beneficiary designation), or to the estate.

5.10 Educational Incentive

It is the policy of the District to encourage employees to improve their job skills and career potential and, thereby, their effectiveness as District employees. With prior approval of the supervisor and the General Manager, and upon successful completion of the course(s), an employee will be reimbursed for the costs of tuition and books for courses in subjects that can be shown to improve the employee's job performance and/or District career potential.

Classes should normally be scheduled for non-work hours; however, if this is not possible, an effort can be made to temporarily modify an employee's work schedule for the duration of the course.

Gaining of appropriate licenses, certifications and registrations, if required for satisfactory job performance in the current position, are encouraged for District employees. In these circumstances, the District will reimburse the employee for the actual cost of maintaining these certifications or registrations. Formal education required to obtain such licenses, certifications or registrations will be considered under the educational provisions outlined above.

5.11 Deferred Compensation

The District offers its employees the opportunity to voluntarily participate in a deferred compensation plan. Such contributions must be made through payroll deduction. Details are available from the Supervising Accountant.

When an employee makes any change that affects the amount of money deducted from his/her paycheck, it is the employee's responsibility to complete the proper form and give a copy of the paperwork to the Supervising Accountant so that changes can be made.

5.12 Credit Union

Loan, savings and similar services are available through the Bay Federal Credit Union or the Santa Cruz County Employees Credit Union. Payroll deduction options are available.

SECTION 6 LEAVES

6.1 Vacations

Full-time and regular, part-time employees are eligible for paid vacations. Although vacation credit is earned by probationary employees, it cannot be taken until after completion of the probationary period. Vacation leave time is accrued on a bi-weekly basis, with the annual amounts designated in the applicable MOU or employment agreement.

If possible, employees will be allowed to use vacation at the time of their choice; however the service needs of the District must come first. Seniority, date of request and special individual circumstances will all be considered. Should scheduling conflicts occur, the decision of the General Manager shall be final.

Paid vacation is granted for the purposes of rest and relaxation, and all employees are encouraged to take at least one-half of their vacation entitlement in the year that it is earned. To facilitate coverage, the District requires that Field and Office employees submit their leave request forms at least five (5) working days prior to using vacation leave. Unscheduled vacation will be allowed in accordance with provisions in the applicable MOU.

An employee may accrue no more than twice the annual entitlement of vacation as of June 30, unless specific written authorization is received from the General Manager. An employee may waive vacation time and remain on the job and receive additional pay in lieu of time off with the specific approval of the General Manager. Employees can only receive pay in lieu of vacation for vacation time already earned.

If an employee leaves the District for any reason, he/she will be paid for any earned but unused vacation.

6.2 Vacation Scheduling

All requests for vacation usage shall be submitted on the leave request form and submitted to the employee's supervisor for routing and approval by the Department Manager. Guidelines for approval or denial of requests are as follows:

- A. Requests must be submitted to Accounting in quarter-hour increments with a minimum of one-half hour.
- B. When employees request similar dates for vacation leave, the District shall approve or deny said requests in accordance with the date the request was submitted to Accounting and seniority. Requests for five or more consecutive days will be evaluated prior to requests for less than five consecutive days. Special individual circumstances will also be considered in the determination of granting or denying leave requests. The decision of the General Manager is final and non-grievable.
- C. The maximum number of employees that will be granted time off from the various sections is listed below. Operational issues may necessitate temporarily reducing the maximum number that may be off in a particular section.
 - 1) Field (Operations and Maintenance) – Five (5) employees not all from the same section and two (2) supervisors, provided the Operations and Maintenance Manager will be present
 - 2) Customer Service Office – Two (2) employees
 - 3) Customer Service Field – Two (2) employees not including the Equipment Mechanic
 - 4) Engineering – Two (2) employees
 - 5) Accounting – One (1) employee
 - 6) Conservation – Two (2) employees

Department Managers are not included in the above listed maximum, except as noted. To the extent possible, no more than two managers will be on scheduled leave at any one time.

- D. Vacation and/or comp time used in lieu of sick leave, when an employee no longer possesses any sick leave shall not be subject to this scheduling policy.

6.3 Illness During Vacation

An employee who becomes ill or is hospitalized while on vacation and provides a written statement from a licensed medical practitioner to this effect shall have the period of illness charged against sick leave and not vacation leave.

6.4 Administrative Leave

Management employees receive 64 hours of administrative leave each year in lieu of overtime and/or compensatory time. This time is accrued at a rate of four 2.46 hours per month and is to be used in the year it is accrued and not carried over. The General Manager receives administrative leave according to his/her employment agreement.

6.5 Sick Leave

Sick leave accumulates bi-weekly for full-time employees at the rate of 8 hours per calendar month of service or 12 days per year, beginning with the date of hire. Sick leave accrual is pro-rated for regular, part-time employees according to their work schedule. There is no limit to the number of days of sick leave that can be accumulated. All normal benefits shall continue when an employee is on paid sick leave.

Sick leave is to be used for illness or injury, unless such illness or injury arises from work for another employer. Improper or excessive use of sick leave may be grounds for disciplinary action, as detailed elsewhere in this Handbook. It is the employee's responsibility to notify his/her supervisor or designated District representative if they are to be off on sick leave as follows: Field employees - one hour before the start of their shift; Office Employees - no later than 1/2 hour after start of their shift. Employees may be required to file a physician's certificate showing the time they were under medical care and approval for their return to work, particularly if the absence lasts three days or more, or there are a number of absences in a short period of time or there is a pattern of absences associated with other days off. In addition, the District may require a medical examination, at its expense, any time that there appears to be a question regarding an employee's physical fitness for performing assigned work.

Time off for doctor and dental appointments during normal working hours will be deducted from accrued sick leave.

6.6 Sick Leave Incentives

Check the applicable MOU for incentives to minimize the use of sick leave.

6.7 Bereavement Leave

If a death in an employee's immediate family occurs, the employee may be eligible, with approval by the Department Manager, to take up to three (3) days of accrued leave (sick, vacation or CTO) to attend to the needs of the family. If an employee requires more than three (3) days, the General Manager has sole discretion to approve or deny the request.

"Immediate family" for the purpose of bereavement leave includes spouse, principal domestic partner, parent, grandparent, child, step-parent or step-child, grandchild, sibling, and father or mother in-law, brother or sister in-law, and/or son or daughter in-law or similar relatives of a principal domestic partner. The employee may also request the usage of bereavement leave under this section for individuals who have acted in Loco Parente. The General Manager has sole discretion to make the determination of in Loco Parente. The decision of the General Manager is final and non-grievable.

Employees may request bereavement leave for any close interpersonal relationship. The General Manager has the sole discretion to provide leave for a close interpersonal relationship and to determine the duration of the leave period. The decision of the General Manager is final and non-grievable.

Notification policies in cases of bereavement shall be the same as those required for personal sick leave use.

6.8 Unpaid Time Off

Several types of unpaid leaves of absence are available to eligible employees under the District's policies. The types of leaves that are available include personal, family (includes medical), and military.

1. Summary of Rules

A summary of the rules and restrictions applicable to unpaid leaves of absence is provided below:

- a. Unpaid status: All accrued paid leaves which may be used for the purpose of the absence are to be exhausted before unpaid status will be granted.
- b. Returning From Leave of Absence: When an employee is placed on maternity, family or military leaves of absence,

the District guarantees reinstatement to the same or similar job with the same or similar duties, pay, and location as required by law and/or the applicable MOU.

- c. In cases of personal leave of absence, an effort will be made to hold the employee's position open for the period of the approved leave. However, the District will not guarantee reinstatement after a personal leave of absence not required by law and/or the applicable MOU.
- d. Additionally, the District will attempt to reasonably accommodate employees who are released for partial or modified duty by their treating physicians.
- e. **Benefit Accrual During Leave Without Pay:** While on any type of leave without pay, employees will not accrue vacation, sick leave, compensatory time or holidays. In addition, time will not accrue toward service retirement or seniority. The District will not continue to pay for insurance coverage except for medical leave without pay; however, an employee on leave without pay may continue group coverage by paying the premiums directly to the District for the duration of the leave.
- f. **Misrepresentations:** Misrepresenting reasons for applying for a leave of absence may result in disciplinary action, including possible termination.

6.9 Medical Leave Without Pay

Employees may request medical leave without pay and file for State Disability Insurance (SDI). Medical leave without pay shall be granted in accordance with the standards established by the Family Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA"). In case of extended disability beyond the FMLA provisions and after exhausting all of his/her accrued paid leave (including vacation and comp time), an employee may request the Board of Directors to approve additional medical leave without pay. The request to the Board must contain a certified statement from a licensed physician setting forth the need for the leave and the probable length of the disability. The Board of Directors will not consider extended leave if the disability was self-inflicted or caused by misconduct or employment by other than the District.

6.10 Family and Maternity Leave

The District will grant employees, with at least one year of continuous service or a minimum of 1250 hours up to 12 weeks of leave in a 12-month period for family care responsibilities and for the employee's own serious medical condition in conjunction with Family and Medical Leave Act (FMLA) and California Family Relief Act (CFRA). The twelve-month period begins on July 1 and ends June 30, coinciding with the **initiating date of leave** ~~District's fiscal year calendar~~. The purpose of the family leave is to provide employees with the opportunity to take time off from work to bond with a child, to care for a family member or to recover from a serious illness without jeopardizing their jobs.

Requested family leave must be submitted to and be approved by the General Manager before the leave begins, or as provided under the law. See the Supervising Accountant for appropriate forms and specific information. When leaves are foreseeable, the employee must provide at least 30 days advance notice. If the leave is not foreseeable, the employee must provide notice as soon as practicable.

Before an employee returns to work from family leave for the employee's own serious health condition, the employee may be required to submit a fitness for duty certification from the health care provider stating the employee is able to resume work.

The District will maintain coverage under any group health plan for the duration of the leave (for a maximum of 12 weeks) and under the conditions coverage that would have been provided had the employee been employed continuously during the leave. If an employee fails to return to work at the end of the leave period, the District has the right to collect from the employee the cost of the health benefit premiums. An employee who returns to work for at least 30 days is considered to have "returned to work".

Upon proper documentation (medical certification) from a physician certifying family and medical leave for an eligible employee, the employee will be entitled to utilize their accrued sick leave during the prescribed period of leave.

6.11 Catastrophic Leave Donation Program

This **strictly voluntary** program allows an eligible employee (donor) to donate accrued vacation to another eligible employee (recipient). A recipient is one who is suffering from, or whose eligible family member

is suffering from a catastrophic illness or injury, and who has exhausted his/her own paid leave (sick, vacation, comp time). The donated Catastrophic Leave supports the continuation of the recipient's normal wages for a longer period of time than would otherwise be possible, thus easing the financial impact of the illness or injury. The use of Catastrophic Leave may run concurrently with an eligible employee's Family Medical Leave entitlement.

Employees are eligible to be either recipients or donors if they accrue and use vacation. Recipients must have exhausted all accrued sick, vacation and comp time or will do so before the return to work date. Donors may not have their vacation accruals drop below 40 hours as a result of donations.

Donated leave will be converted to its cash value and then credited to the recipient in equivalent hours at the recipient's base hourly pay rate. The identity of the donor shall be held as confidential information and will not be made known to the recipient or anyone who does not have a need to know. This provision is in place to avoid any semblance of pressure or coercion on the decision to donate Catastrophic Leave.

The complete Catastrophic Leave Donation Program and Procedures is available from the Human Resources Technician and is included in the Policy and Procedures Manual. It sets forth in detail definitions, policy and restrictions, and responsibilities and procedures for both recipient and donor.

6.12 School Activity Leave

The District provides leave to comply with Labor Code §230.8. This law provides that any full-time employee who is the parent or guardian of a child in kindergarten through grade 12 or in a licensed day care facility may request up to 40 hours off per school year for the purpose of participating in school activities. Employees are required to use accrued vacation or compensatory time off for this purpose prior to requesting time off without pay. No more than eight hours in any one calendar month may be used for this purpose. Upon request, the District reserves the right to require documentation from the school to verify the employee participated in the school activity on a specific date at a particular time. Requests for school activity leave must be made in writing with as much advance notice as possible.

6.13 Personal Leaves of Absence Without Pay

- a. General: Except as provided in an applicable MOU, employees who have been continuously employed with the District for at least one (1) year, may, after exhausting all applicable paid leaves and due to special circumstances, request a personal leave of absence without pay, for a reasonable period of time up to thirty (30) days. Requests for leaves of absence will be considered on the basis of length of service, performance, responsibility level, the reason for the request, whether other individuals are already out on leave and the expected impact on the District. Leaves for purposes of accepting other employment shall not be granted.
- b. Requests: A request must be submitted in writing and be approved in writing by the General Manager before a leave begins. A request for an extension of a leave of absence must be submitted in writing and approved in writing by the General Manager before the extended period begins. It is the employee's responsibility to report to work at the end of the approved leave. If the employee fails to report to work on the day after the leave expires, he/she will be considered to have voluntarily resigned pending completion of due process by the District.
- c. Status of Employee Benefits During A Personal Leave: The District does not pay for group insurance premiums during any portion of a non-medical leave of absence beyond the end of the month in which the leave begins. Accordingly, the premiums beyond that point for such coverage are the employee's complete responsibility. In order to keep the insurance in force, premiums for the period of the leave must be paid in a timely manner. Since premiums are normally due by the first of each month, premiums for a month will be considered untimely if received more than thirty (30) days after this date. Failure to pay premiums in a timely manner will result in immediate termination of coverage and benefits may be reinstated only after a ninety (90) day waiting period or the next open enrollment period from the date of return from the leave, whichever comes first.

6.14 Worker's Compensation

District employees are covered by California Workers' Compensation Laws. This coverage protects employees if they are injured or disabled

on the job. It also provides medical, surgical, and hospital treatment in addition to payment for loss of earnings that result from work related injuries. Compensation payments begin from the first day of an employee's hospitalization or after the third day following the injury if not hospitalized. The cost of this coverage is completely paid for by the District. Accrued "Sick/Paid Time Off" may be used for the three-day waiting period, and to bring the employee's compensation up to, but not greater than, the employee's regular gross pay.

When an employee is injured or becomes ill from work-related causes, the employee must report this to his/her supervisor immediately. The initial doctor's visit will not be charged against sick leave. If an employee does not report the incident promptly or refuses a medical attention offer, the employee may lose the right to Workers' Compensation benefits.

Employees receiving Workers' Compensation disability payments will be considered to be in a paid status and will continue to receive sick leave, vacation and service accrual and all insurance benefits.

6.15 Workers' Compensation Disclaimer Notice

The District or its insurance carrier may not be liable for the payment of workers' compensation benefits for any injury which arises out of an employee's voluntary participation in any off-duty recreational, social or athletic activity which is not a part of his/her work-related duties.

6.16 Income During Workers' Compensation Leave

While on workers' compensation leave, employees will be eligible to receive income benefits as required by state law and as provided under the applicable MOU. Contact the Supervising Accountant for information about programs to provide income during the period of disability.

6.17 Safety Leave

In the event an employee is called out to perform work for the District between the hours of 12 a.m. and 6 a.m. on days immediately followed by a scheduled work shift, that employee shall be granted paid safety leave, which must be taken either at the beginning or end of their scheduled shift on that same work day. Safety leave shall be granted in the following increments:

For up to the first four (4) hours work occurring between 12 a.m. and 8 a.m.: Two (2) hours paid safety leave.

Hours worked between 12 a.m and 8 a.m. in excess of four (4) hours: Hour for hour in 15-minute increments for those hours worked in excess of four hours.

A maximum of six (6) hours safety leave shall be granted for any one shift. Safety leave is considered "time worked" for purposes of computing eligibility for overtime hours actually worked.

6.18 Jury Duty

An employee should immediately notify his/her supervisor upon receipt of a notice for jury duty. If an employee is summoned (required to report) for jury duty, the District will pay his/her regular salary for the duration of service. The amount paid for jury service will be deducted from the employee's regular salary so that the total amount does not exceed the normal salary.

In all circumstances, an employee may not receive more than the total of his/her regular salary for any jury service.

6.19 Military Duty and Public Service Leave

Military leave shall be granted in accordance with the provisions of state and federal law. An employee requesting leave for this purpose shall provide the department manager, whenever possible, with a copy of the military orders specifying the dates, site and purpose of the activity or mission. Within the limits of such orders, the department manager may determine when the leave is to be taken and may modify the employee's work schedule to accommodate the request for leave.

If regular, full-time employees are called to active duty during national, state or local emergencies, as members of the Armed Forces Reserves, National Guard, or volunteer police, fire or search and rescue agencies, the District will pay the difference between their regular rate of pay and any pay for service for the duration of their active duty call.

6.20 Time Off to Vote

If an employee doesn't have sufficient time outside of working hours to vote at a statewide election, the employee may take up to two (2) hours off without loss of pay at the beginning or end of the day. Prior approval for this time off by the employee's supervisor is required. The supervisor may specify the period allowed for voting in order to minimize work disruption. When the employee returns from voting, the voter's receipt should be presented to the supervisor.

SECTION 7

PERSONNEL RULES AND REGULATIONS

7.1 Standards of Conduct

The following examples are given in order to provide employees guidance concerning unacceptable behavior. If the District chooses to discipline an employee who engages in unacceptable behavior, the employee may be subject to corrective action up to and including termination. Please note that it is impossible to provide an exhaustive list of behaviors that are not acceptable. The following is therefore intended to simply provide some examples:

- Poor performance
- Using abusive or vulgar language, or causing disruption to the work place or to fellow employees or visitors
- Unavailability for work, i.e., absenteeism or tardiness
- Misuse of the District's monies or equipment
- Conducting personal business on District time
- Any action indicating a disrespect or disregard for the District, its vendors, suppliers, customers, employees or Board Members
- Release of confidential information about the District or any employee
- Falsification of forms, records, or reports: including, but not limited to, time sheets, employment applications or other records
- Possessing or bringing firearms, weapons, open containers of alcohol, illegal drugs or chemicals onto the District's property, including District vehicles
- Insubordination, refusing to follow a manager's or supervisor's directions, or other disrespectful conduct toward a manager or supervisor
- Unauthorized possession or removal of property, records, or other materials that belong to the District or another person
- Smoking in restricted areas
- Destroying or willfully damaging the District's or another employee's property, records, or other items
- Non-compliance with health and safety rules or practices or engaging in conduct that creates a safety or health hazard
- Leaving the work site without approval prior to the end of a scheduled work day
- Sexual harassment or other unlawful harassment of another employee
- Giving false or misleading information during the application and/or selection process

- Acceptance, from any source, of a reward, gift or other remuneration in addition to regular compensation for the performance of official duties
- Failure to report involvement in an accident occurring on the District's premises, or involving the District's equipment, or giving false information in accident or insurance reports
- Willful failure to report to supervisor any significant omissions, errors or mistakes or accidental damage affecting work assignment, property or equipment
- Unauthorized opening of, or tampering with, locks in desks, doors, cabinets, etc., or unauthorized use of or duplication of keys
- Reporting to work under the influence of drugs and/or alcohol
- Threatening or intimidating other employees
- Behavior unbecoming a District employee, which would adversely prejudice public opinion of the District
- Failure to immediately report the loss of a California driver's license due to suspension, withdrawal, forfeiture or confiscation by any court of law or by the California Division of Motor Vehicles if the position requires possessing a valid driver's license
- Installing unauthorized software on the District's computer system
- Misuse of electronic systems (e-mail, internet, fax) per policy
- Inability to get along with co-workers, vendors, and/or Board Members
- Violation of District policies or department rules

7.2 Absenteeism and Tardiness

District employees are expected to report to work as scheduled, on time and prepared to start work. If an employee is unable to report for work on any particular day, he/she must advise his/her supervisor in advance, if possible, or contact the supervisor, or the person designated by the department, within the identified time period.

Excessive absenteeism or tardiness (whether excused or not) is not acceptable and may result in disciplinary action. The District may utilize a system of progressive discipline, at its sole discretion, in cases of excessive absenteeism. If the number of absences within the most recent 12-month period, regardless of the reason, is excessive and unreasonable, an employee may be subject to corrective action, at the discretion of the District. The attendance policy of the District will be followed only to the extent allowed by law and is not meant to circumvent or abrogate any existing provisions of the FEHA, ADA, ADEA, or other state or federal law and/or regulation.

7.3 Disciplinary Actions

Disciplinary actions against regular employees will be processed in accordance with the provisions in the applicable MOU or employment agreement.

7.4 Employee Complaints or Concerns

Employees' good-faith complaints, questions and suggestions are important to the District. Employees who have a grievance as defined in the applicable MOU should follow the procedure described in that document.

All employees who have questions, suggestions, concerns or complaints that are other than defined grievances covered by MOUs should discuss them with their immediate supervisor, division manager, Assistant General Manager or General Manager based upon the most appropriate level in the employee's judgment. The District values employee input and employees are free to raise legitimate issues of concern without fear of retaliation. The appropriate District representative will respond to the employee and attempt to resolve any issues brought forth.

7.5 Alcohol/Drug Policy

It is the District's policy to maintain a workplace that is free from the effects of drug and alcohol abuse. Substance abuse can affect job performance and employee and public safety. The District has an obligation to ensure that its employees do not present a safety risk to the public at large. As such, the District will be diligent in identifying and disciplining those employees who do not voluntarily seek assistance and who continue to use drugs and abuse alcohol in violation of the District's rules. The Drug and Alcohol policy in its entirety is attached as Appendix II.

7.6 Prohibition of Discrimination

The District is committed to providing a work environment that is free of unlawful discrimination. In keeping with the commitment, the District strictly prohibits unlawful harassment on the basis of an employee's race, ancestry, sex, national origin, color, religion, sexual orientation, marital status, physical or mental disability, medical condition as defined by law, age, or status as a veteran (except when sex, age, disability, or medical condition is a bonafide occupational

qualification). Discrimination of anyone in or from the District, on any of these bases, is strictly prohibited.

This policy prohibits discrimination in any form, including:

- Verbal harassment such as epithets, jokes, derogatory comments or slurs based on the person's race, sex, religion, creed, color, national origin, ancestry, age, marital status, sexual orientation, or physical or mental disability;
- Physical harassment such as assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual based on one of the categories above; and
- Visual harassment such as derogatory posters, cartoons or drawings, based on one of the categories above. Also included are e-mails that may be inappropriate, offensive, harassing, and/or create a hostile work environment.

If you believe you have been or are being subjected to this kind of discrimination, and are unable to resolve (or uncomfortable attempting to address) the problem with the individual, you should promptly report it to your manager, any other manager, or the General Manager. All such claims will be investigated in a manner designed to protect the privacy and confidentiality of all involved, and appropriate action will be taken. When appropriate, the District may seek to resolve the matter informally. Any employee found to have discriminated against anyone in or from the District's work environment, based on one of the categories above will be disciplined, from verbal reprimand to dismissal, based on the circumstances.

If you have any questions about this policy, or want more information about it, please contact the Assistant General Manager or General Manager.

7.7 Sexual Harassment

Sexual harassment of the District's employees, by any person in or from the work environment, is strictly prohibited. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests, demands or subtle pressure for sexual favors or sexual activity, or other verbal, visual, or physical conduct of a sexual nature when:

- Submission to such conduct is made either expressly or by implication a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; creating an intimidating, hostile, threatening or offensive working environment; or adversely affecting the employee's performance, evaluation, assigned duties, or any other condition of employment or career development.

Sexual harassment also includes any act of retaliation against an employee for reports of violation of this policy or for participating in the investigation of a sexual harassment complaint.

Other examples of sexual harassment include unwelcome sexual flirtations or propositions; verbal abuse of a sexual nature, including lewd comments or gestures; graphic verbal comments about an individual's body; sexually degrading words used to describe an individual; e-mails that may be inappropriate, offensive, harassing, and/or create a hostile work environment; and the display in the work environment of sexually suggestive objects or pictures, posters, jokes, cartoons, or calendar illustrations.

1. Guidelines for the Employee

If you think you are being sexually harassed:

- Say NO! Make it clear to the offender that the behavior is unacceptable to you. The harasser may not realize the advances or behavior are offensive. Sometimes a simple confrontation will end the situation.
- Don't let confusion and self-doubt stop you from speaking out.
- Keep a record of dates, times, places, witnesses and nature of harassment. Such records will be very helpful if you find it necessary to pursue a formal grievance.

- If you feel that you have been or are being sexually harassed or are aware of or suspect the occurrence of sexual harassment, or you desire counseling on coping with sexual harassment, you should immediately contact your manager, any other manager, or the General Manager.
- Maintain strict confidentiality ensuring the privacy of all parties concerned.

2. Disciplinary and/or Corrective Action

Any employee found to have sexually harassed anyone in or from the District's work environment will be disciplined, from verbal reprimand to dismissal, based on the circumstances.

7.8 Request for Reasonable Accommodation

The District is committed to assuring equal employment opportunity for persons with disabilities and to complying with federal and state law. The federal Americans With Disabilities Act (ADA) requires employers to provide reasonable accommodation for the known disability of a qualified applicant or employee unless it would impose undue hardship on an employer's business, or unless the applicant or employee would cause a direct threat to other workers. In California, the Fair Employment and Housing Act (FEHA) coincides with the ADA, however, extends some of the requirements of the ADA.

The following procedure has been developed to ensure that employee requests for reasonable accommodations are treated in as consistent and equitable a fashion as possible.

1. Definition of a disability: A person is considered disabled if he/she:
 - Has a physical or mental impairment that limits one or more of the major life activities,
 - Has a record of such an impairment,
 - Is regarded as having such an impairment,
 - Is regarded or treated by the employer as having some condition that has no present disabling effect but may become a physical disability, or

- Has any health impairment that requires special education or related services.

2. Definition of reasonable accommodation:

- An adjustment or modification to job duties, performance methods, and/or work setting or service delivery to meet the individualized need of an individual, applicant or employee with a disability.
- Removes barriers in a specific situation, which prevent or limit the application process, recruitment, employment and upward mobility of a qualified person with a disability or prevents their participation in a program, activity or event.
- The law does not require an employer to make any adjustment or modification or change a job or policy that an employer can demonstrate would fundamentally alter the essential functions of the job in question.

3. Requesting a Reasonable Accommodation:

If an applicant or employee with a disability would like to request a reasonable accommodation, the following procedure should be followed:

- The requestor should meet with their manager or Assistant General Manager to discuss the situation. If the request is within the scope of authority of the manager and meets with the legal requirements for accommodation, the request may be approved by the manager. Alternatively, the manager may forward the request for accommodation to the Assistant General Manager and/or the General Manager for review and determination.
- If review by the Assistant General Manager or General Manager is determined to be appropriate, the requester should submit a request in writing which includes the following:
 - a. Name, address and phone number of the person requesting accommodation.

- b. The specific limitation and the type of accommodation requested, with an explanation of how the accommodation will allow the performance of the essential functions of the position or the participation in a program or activity.
 - c. Verification of the disability by the requester's physician, medical provider or vocational rehabilitation counselor may be required. (If medical verification is required the person requesting accommodation must sign an Authorization For The Release of Medical Information form for the release of medical information relevant to the disability.
- Upon completion of the necessary paperwork, a written request should be submitted to the Assistant General Manager or General Manager that outlines the specific accommodation requested. Verification of the disability by the requester's physician, medical provider or vocational/ rehabilitation counselor is also required. A copy of the job description should be provided to the medical provider to assist in the determination of the requested accommodation as it relates to performing the essential functions of the position.

4. Determination

The determination of providing a reasonable accommodation is made on a case-by-case basis and may involve specialized assistance from a professional service provider retained by the District.

In considering a request for accommodation the following factors must be considered:

- a. Analyze the job or activity to determine the essential functions.
- b. Determine with the employee, applicant or participant and his/her medical provider or vocational rehabilitation counselor how the disability limits performance of the essential functions.
- c. Identify accommodation options that overcome limitations and determine the effectiveness and feasibility of the proposed accommodations.

- d. Considering the requester's preference, the General Manager selects the accommodation most appropriate for the requester and the department involved.

If the request is approved, management will notify and meet with the requester to make necessary arrangements. If the request is not approved, management will notify and meet with the requester to explain the decision, elicit other possible solutions, and determine the outcome. The decision of the General Manager is final.

7.9 Employee References

All inquiries regarding current or former District employees are to be referred to the Assistant General Manager or the General Manager.

Written requests for a reference should be referred to the Assistant General Manager for handling. Individuals may not issue a reference letter to any current or former employee without the permission of the General Manager using District letterhead or language that implies it is other than a personal reference.

Under no circumstances should any information about any current or former District employee be released over the telephone. All telephone inquiries regarding any current or former employee of the District should be referred to the Assistant General Manager.

In response to an outside request for information regarding a current or former District employee, the Assistant General Manager will verify only an employee's name, dates of employment, and job title. No other data regarding any current or former District employee will be released unless the employee authorizes the District to release such information in writing or the District is required by law to furnish such information.

Employees may give personal references regarding a current or former District employee provided it is emphasized to the inquirer that the reference is personal only and not on behalf of the District.

7.10 Other Employment/Conflict of Interest

While the District does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the District's legitimate business interests. For this reason, employees should be aware of the following policies:

Employees are expected to conduct their personal affairs in a manner that does not adversely affect the District's or their own integrity, reputation or credibility. Conduct on the part of an employee that adversely affects the District's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

While employed by the District, employees are expected to devote their energies to their jobs with the District. The following types of outside employment are strictly prohibited.

- Employment that conflicts with an employee's work schedule, duties and responsibilities;
- Employment that creates a conflict of interest or is incompatible with the employee's employment with the District;
- Employment that impairs or has a detrimental effect on the employee's work performance with the District;
- Employment that requires the employee to conduct work or related activities on the District's property during the District's working hours or use the District's facilities and/or equipment;
- Employment that directly or indirectly competes with the business or the interests of the District.

Employees who wish to engage in outside employment that may create a conflict of interest must submit a written request to their manager explaining the details of the outside employment. If the outside employment is authorized, the District assumes no responsibility for the outside employment. The District shall not provide workers' compensation coverage for injuries occurring from or arising out of outside employment. Authorization to engage in outside employment can be revoked at any time. If an employee has any doubts, it is recommended that a written request be submitted to insure there are no future problems.

7.11 Smoking and Tobacco Products

It is the policy of the District that no smoking or use of tobacco products is permitted in any room, hallway or indoor common area of District buildings including restrooms and break rooms, nor in District owned or leased vehicles. In outdoor settings where other people are present, employees should ask permission prior to smoking.

7.12 Use of District Vehicles and Mobile Equipment

The District provides vehicles for use by employees in conducting District-related business in accordance with the following:

1. All persons operating District vehicles shall at all times drive defensively and take actions behind the wheel that will convey a favorable impression to the public.
2. District vehicles may be operated only by authorized individuals who possess a valid California Operator's License for the appropriate class(es) of vehicles.
3. All vehicle occupants are required to wear safety restraints at all times as required by California law and obey all California rules and regulations while operating a District vehicle or their personal vehicle on District business.
4. District vehicles shall be used for District business only except where expressly authorized under Item 5. Under no circumstances may a District vehicle be used for personal use, except as cited in Section B below.
5. Passengers are allowed only when necessitated by official business. Family members are not considered authorized passengers.
6. Limitations On Use Of Vehicles
 - A. The following rules shall apply to the use of all District vehicles:
 1. Vehicle may be used to drive to a place to eat a meal if authorized by the Department Manager.
 2. Vehicle may be used to drive to a place to take a break or to eat a meal if in either case the employee is in-route to their next assignment.
 3. A Department Manager may authorize an employee to take a vehicle home if: (1) that evening or early the next morning the employee is scheduled to go on an out-of-town District trip using a District vehicle; or (2) other similar type job-related reasons.

4. District vehicles shall not be used to transport large personal items, sports equipment or animals.
- B. Since it is in the best interest of the District to have the On-Call Vehicle readily available to the On-Call Employee so the employee can respond quickly when called out, all drivers of On-Call and Assigned Vehicles shall comply fully with items A.1, 2, 3 and 4 except that the vehicle may be used:
1. To commute to and from work;
 2. To drive to a place to eat a meal while On-Call;
 3. During commuting or during On-Call time, to stop at a post office or bank or at a grocery or convenience store so long as it is not for an extended period of time; and
 4. To go to a doctor or dentist appointment.
- C. When a District employee uses a District vehicle under B.1, 2, 3 and/or 4, that employee shall be deemed to be not on official District business.
- D. Vehicular Routes and Use Restrictions
1. Traveling to and from Route Area/Job Site:
Employees shall travel to and from their assigned route area(s)/job site utilizing the most direct practical route. Stopping enroute to and/or from the work destination to conduct any personal business, without prior permission from the supervisor, is not permitted.
 2. Remaining in Route Area/Job Site:
Employees are not to leave their assigned work area without prior permission from the supervisor, until the assigned activities are completed. Should it be necessary to use public restroom facilities, the nearest location is advised. The District provides employee restroom facilities at Garnet and T-Hopkins well sites.
 3. Reporting Back to Headquarters:
At the conclusion of the assigned work, employees shall report back to headquarters via the most direct route unless instructed by the Supervisor to do otherwise.

4. Congregating:

The unauthorized congregating of District employees is discouraged. More than one vehicle at the same location (for coffee, conversation, or any other reason not dictated by the job) is considered congregating. Exceptions may arise where more than one person is in a vehicle for reasons relating to training, combined transportation to and from the work destination, etc.

7. Parking a Vehicle or Mobile Equipment

When parking a vehicle or leaving the controls of a vehicle or mobile equipment whether on level ground or on a grade, the operator shall:

A. On level ground:

1. Set the emergency brakes;
2. Place the transmission in gear or parking position; and
3. Use chocks, if required.

B. On a grade:

1. Turn one wheel against the curb;
2. Set the emergency brake;
3. Place the transmission in gear or parking position; and
4. Use chocks, if required.

8. Backing

Whenever possible, a vehicle shall be positioned to avoid the need of backing later. Drivers shall use extreme caution when backing a vehicle. If another employee is present, that person shall station himself/herself at the rear of the vehicle to assist the driver in backing safely. Never depend completely on the rear-view mirrors.

9. Accident Report

In the event of an accident involving any District vehicle, call your Supervisor immediately. Also, refer to the "Accident Reporting Kit" in the glove box, complete the report and submit it to your Supervisor.

10. Drivers who fail to abide by these policies may be subject to appropriate disciplinary procedures.

11. Procedures for the use of District vehicles apply to all situations including transportation to meetings, conferences and related activities.

7.13 E-mail/FAX

All electronic mail (e-mail) and fax messages are potentially official District records, are the property of the District, and may be subject to disclosure under the Public Records Act. The District reserves the right to access and disclose all messages sent over its e-mail/fax system for any purpose.

All messages transmitted over the e-mail/fax system should pertain to District business activities. Incidental and occasional personal use of the e-mail system is permitted provided it does not interfere with productivity, but such messages are subject to the access and disclosure statement set forth in the policy above. As such, it is recommended that any personal e-mail communication be limited to brief and non-confidential messaging.

E-mail is an important method of distributing information to employees and it is the responsibility of each employee who is given a District e-mail address to check their e-mail frequently and read its contents. More details on e-mail policy are provided in Appendix III.

7.14 Internet

Access to the Internet has been provided to staff members for the benefit of the District. It allows employees to connect to information resources around the world. Every staff member has the responsibility to maintain and enhance the organizations' public image, and to use the Internet in a productive manner. Employees accessing the Internet are representing the District. Employees are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner. To ensure that all employees are responsible, productive Internet users and are protecting the District's public image, guidelines have been established, which are set for in Appendix III.

7.15 Personal Use of Equipment or Tools

District equipment and tools may not be used for personal projects, repair of personal vehicles or for non-District activities or employment. Any exceptions to this policy require an express determination by the

General Manager that the requested use will be in the District's interest.

7.16 Bulletin Boards, Distributions and Solicitations

Posting of information on the District premises shall be limited to approved bulletin boards. Adequate bulletin board space shall be made available to employee organizations provided the material posted is not derogatory to the District, employees of the District or other employee organizations; and does not support or oppose candidates for public office or ballot issues.

Distribution of pamphlets, leaflets or other literature and solicitation of fellow employees to purchase items or support causes during work time is prohibited.

7.17 Separation from Service

- **Resignation** An employee wishing to leave the District service in good standing will give at least two weeks' notice whenever possible, preferably in writing, to their supervisor and to the Personnel Officer or her/his designee.
- **Discharge** A regular employee may be discharged for cause at any time by the appointing authority (General Manager or designee). Disciplinary discharge action against regular employees shall follow the Disciplinary Action procedure in the appropriate MOU. Probationary and at-will employees may be discharged at any time with or without cause.
- **Exit Interview** Departing employees will be advised of the status of their benefits, return District property, sign an authorization allowing the District to provide reference information to future employers, and otherwise bring closure to their work experience with the District.
- **Final Paycheck** At the end of employment the final paycheck will be issued on the next regularly scheduled pay day, or earlier if it is required by law. Accrued and unused vacation will be paid at the hourly rate in effect at the time of separation.

SECTION 8 WORKPLACE GUIDELINES

8.1 Outside Requests for Information

Non-management employees should not give or report any information about the District, another District employee, outside vendor, customer, or consultant to anyone outside of the District, including news media reporters. Any such request, whether verbal or written, should be forwarded to the General Manager for handling. Requests for public records should be forwarded to the Executive Assistant.

8.2 Dress and Grooming Standards

While the District has no formal dress code, it is expected that employees will dress in a manner consistent with good business practices and the practical requirements of their job. Employees are required to display a neat and groomed personal appearance while at work that would generally be regarded as inoffensive.

The following are not appropriate attire for work:

- ◆ halter/tube/crop type tops (including tank top t-shirts and backless tops)
- ◆ sheer or form fitting clothing that could be reasonably viewed as sexually suggestive
- ◆ athletic clothing
- ◆ thongs/flip flops or other shoes that do not provide adequate foot protection
- ◆ torn, cut or frayed clothing
- ◆ clothing with obscene or political messages or artwork

8.3 Telephone and Cellular Phone Calls

Please note that all phone calls made or received from District-provided land line telephones or cell phones shall be considered public information and subject to surveillance. Any confidential calls shall be conducted elsewhere. All communications can be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.

The District understands that employees may need to speak with family members or tend to non-business activities at times. Incidental and occasional personal phone calls on either District-provided land lines or cell phones, or personal cell phones, are permitted provided they do not interfere with an employee's concentration and productivity and are kept brief and to a minimum.

Land lines: The District is to be reimbursed for the cost of any personal long distance calls. Employees are encouraged to use personal phone cards.

District-provided cell phones:

Personal use: Employees may be assigned a district cellular phone. The purpose of this phone is for business-related activities. Use of the cellular phone for personal use shall be kept brief and to a minimum. The District is to be reimbursed for the cost of any personal calls outside the service area.

Safe use: Safe use of cell phones is of the utmost importance, therefore:

- Whenever possible, employees shall not make or receive telephone calls while driving.
- While driving, employees shall let incoming calls go to their voicemail and then find a safe place to pull over and park before initiating a call.
- Employees are required to comply with all state and local laws regarding the use of wireless phones while driving.
- Employees must use a hands-free device while driving.
- Under no circumstances shall employees use wireless phones while driving during adverse weather or difficult traffic conditions.
- Violations of this policy will subject employees to disciplinary action.

Personal cell phones:

The use of personal cellular phones shall be limited to break periods, including meal breaks. Emergency use of personal cell phones is subject to the same provisions of safe use listed above.

District-provided and personal cell phones – other services:

In addition to telephone service, many cell phones or cellular providers offer a host of additional functions and/or services, including digital photography and video taping capabilities. It is not possible to list all of the services that are now – or may become – available. Whether enumerated or not, employees are strictly prohibited from using any of these services while at work, unless such use has been specifically authorized by management.

8.4 Voice Mail

The phone system is equipped with a very efficient and easy to use voice mail system. Employees should change their voice mail messages when they are going to be out of the office.

8.5 Two-Way Radio Policy

The District's two-way radio system shall be operated in accordance with the policies and procedures described in Appendix IV.

8.6 Electronic Entertainment

Radio and audio equipment may be played in offices and vehicles during working hours provided they do not interfere with the concentration, productivity or safety of the employee or others, are maintained at minimum sound levels and are not objectionable to other employees or members of the public. Computer games may only be played during authorized breaks and lunch periods. No game software may be installed on District computers. Each department manager may modify or revoke this privilege at his/her discretion.

8.7 Children at Work

In the event of an “emergency situation” where an employee finds it necessary to bring their child to the workplace, the District will deem this acceptable under the following circumstances:

- The event must be an unplanned emergency, (i.e., not a scheduled day off from school, choice of not hiring a baby-sitter, etc.).
- Prior approval must be obtained from the employee's manager.

- The child must not be disruptive. If this occurs, the employee and his/her child will be asked to leave immediately.
- This should not be a “social event”. The child should be situated in a quiet, out-of-the way place, such as an unused conference room or other parentally supervised location.
- The child must not interfere with work productivity of either the parent or co-workers.

Children should not be brought to the office in lieu of child care. Paid or unpaid leave for caring for children will be granted in accordance with the applicable MOU. Temporary employees may request time off without pay for this purpose.

8.8 Break Room

The District has kitchen facilities and equipment for employee use during breaks and at lunch. Each employee is responsible for cleaning up after him/herself. Wash and put away any dirty dishes, wipe off spills on counters, and clean the inside of the microwave if any food splattered during cooking.

- Making Coffee: If you find that the coffee pot is running low, please make the next pot. If you’re not sure how to brew coffee, ask someone to show you. Throw used coffee grounds in the garbage (not in the sink).
- Vending Machines: A soft drink machine is located outside the Field Services building and is available for all employees.
- Refrigerators are available for employee convenience. However, each individual should limit the amount of items kept in the refrigerator to allow for everyone’s needs. Throw away any old items and take home any personal dishes or containers to be kept. Labeling personal food is recommended.

8.9 Supplies

It is the District’s intent to provide employees with everything needed to perform their jobs. Basic supplies are kept in the supply room in the District office. Accounting supplies are kept in the kitchen area of the District office. Any special orders should be requested from the Executive Assistant, indicating the Catalog, page number, item or stock number, and quantity. Purchases over \$100 require management approval.

SECTION 9 SAFETY

9.1 Overview of Safety Regulations

The District will follow and enforce all Cal/OSHA Safety Orders, in particular those regarding Construction and General Industry safety, as well as safety related policies contained elsewhere in this Handbook, including the sections on Vehicle Operation and Injury and Illness Prevention Program. Safety procedures for particular situations are provided in the following sections.

9.2 Contacts with Unknown Members of the Public

The District will provide photo identification and/or business cards, as appropriate, to those employees who initiate contact with members of the public in the course of their work. This identification should be presented at the time of contact. Employees should only enter a house when an adult (at least 18 years old) is present unless a minor is endangered and needs to be rescued.

9.3 Workplace Violence

The safety and security of employees and customers are very important to the District. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the District's ability to execute its daily business will not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on District property may be removed from the premises pending the outcome of an investigation. Threats, threatening behavior, or other acts of violence off District property, but directed at District employees, is a violation of this policy.

Off-site threats include but are not limited to threats made via telephone, fax, 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 person(s) from District property, termination of business relationships as appropriate with that individual, and/or prosecution of the person(s).

Employees are responsible for notifying the Assistant General Manager, General Manager, or any other manager of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on District property or in connection with employment.

Each employee who receives a protective or restraining order that lists District premises as a protected area is required to provide the Assistant General Manager with a copy of such order.

9.4 Security

Security is important to everyone. Employees should not discuss the security of the District premises or facilities with any individual not employed by the District. Additionally, neither the District nor its insurance carriers take any liability for employees' belongings.

District buildings are secured with electronic keypads for access before and after hours. Each employee is given a confidential code, not to be shared with anyone. Specific instructions for operating the alarm system will be provided to each employee by the Operations and Maintenance Manager.

Since the District retains the right to search its property or facilities at any time (including employee-assigned desks, files, lockers and computer systems), anything of a private nature should be kept in personal carriers such as briefcase, purse or lunch bag.

9.5 Injury and Illness Prevention Program

The Injury/Illness Prevention Program (IIPP) is the Soquel Creek Water District's overall safety program. It is attached as Appendix V.

The purpose of the IIPP is to create an organized approach to employee accident prevention. Every employee plays an important part in preventing accidents and is expected to adhere to the safety rules, practices and procedures set forth in the IIPP.

9.6 Emergency Evacuation Procedures

Should an evacuation announcement be made, please take the following minimum actions:

- Take whatever immediate steps are necessary and feasible to minimize any hazard in leaving District buildings unattended. Time permitting, shut off space heaters, radios, coffee warmers, etc.
- Take personal items with you, i.e., purses and briefcases, time permitting.
- Assemble at the Rosedale side of the main employee parking lot or as otherwise instructed for an attendance check.
- If you are away from your work station when an evacuation announcement is made, follow instructions as given, but do not return to your work station after the evacuation process has begun.
- Do not re-enter the building until advised to do so by emergency personnel.
- Those closest to the first aid kits should remove the kit and take it to the assembly area.
- In the event of an earthquake, get under your desk or the nearest table or stand in a doorway holding on to the frame, staying away from windows, if possible, until the shaking stops and the building stabilizes.

9.7 Bomb Threats And/Or Threatening Calls

Should you receive a threatening phone call, remain calm and try, if possible, to write down the exact wording of the threat, sex of caller, age, background sounds, accents. Notify a manager immediately, and if appropriate, phone 9-1-1.

9.8 Driving on The Job

The District has established and maintains a Driving Record Review Program. As part of this program, it has enrolled in the Department of Motor Vehicles (DMV) Employer Pull Notice Program to receive driver record reports on employees who drive in the course of performing their jobs.

1. Procedures

The District obtains a copy of the driving record of all of its employees that are authorized to operate vehicles (District or personal) on the District's business.

- a. A copy their driving record shall be obtained as soon as possible after hire and annually thereafter for employees who operate vehicles on District business.
- b. The District is responsible for ordering and interpreting all driving records.
- c. Occasionally other concerned employees or the general public may bring to the District's attention the fact that an employee may be jeopardizing the District's integrity and exposing it to undue liability through poor driving techniques and habits. All such complaints will be investigated immediately and action taken to correct the problem as follows:
 - If it is established that the employee has poor driving techniques and/or habits, corrective action will be taken. (For example, the employee may be required to attend a "defensive driving" course.)
 - A second warning for the same poor driving technique and/or habit, within a three-year period, may result in a temporary suspension or temporary reassignment to a non-driving position and will be appropriately documented.
- d. If an employee's duties require driving a vehicle, the employee must maintain a driving record that will not cause the District's insurance rate to be increased or the employee to become uninsurable. Any such actions could lead to disciplinary action.
- e. If an employee's duties require driving their personal vehicle, the employee must provide proof of insurance to the Executive Assistant at least annually.

2. Cellular Phone Safety

See revised Section 8.3

SECTION 10 STAFF EXPENSE REIMBURSEMENT

The District will fully compensate employees for all reasonable and prudent expenses incurred in the course of business as described below:

10.1 Credit Card Use

Credit cards will be issued to specific employees who either travel on a regular basis on District business, or have the need to frequently purchase supplies or services. Credit cards shall be used only for legitimate, approved business of the District, subject to the following regulations. These cards should be used for all approved expenses as authorized in this section.

- No personal items may be charged on the business credit card;
- All charges must be in line with travel guidelines or as approved by management; and
- Receipts must be submitted to Finance with the approved travel expense claim reimbursement form within one week of making the charge.

Cumulative monthly credit card charges in excess of \$750 are presented to the Board of Directors for review. The Board of Directors sets credit card limits with the recommendation of the General Manager or Assistant General Manager.

10.2 Employee Incurred Expenses

Expenses under the amount of \$50, which are incurred by employees for District purposes, will be reimbursed from petty cash. Expenses over that amount will be reimbursed through normal accounting procedures after receipt of a completed expense report. All expenses must be approved in advance by management before submitting to Finance for reimbursement.

10.3 Travel

The most economical mode and class of transportation reasonably consistent with scheduling requirements will be used. In the event a more expensive class of transportation is used, the reimbursable amount will be limited to the cost of the most economical class of

transportation available unless there is a bonafide reason that has been approved in advance by the General Manager.

1. Mileage

The mileage reimbursement rate to operate privately-owned vehicles will be the allowable IRS rate in effect at the time the expense is incurred. The mileage distance should be calculated from your home or the District's offices, whichever is shorter.

2. Air Travel

It is a requirement for employees to use Southwest Airlines when traveling on District business, unless you are able to secure a less expensive ticket through another airline or Southwest does not fly to your destination.

Employees make their own reservations either by going on-line or calling Southwest or, if a District credit card is not available to the employee, the Executive Assistant will make the reservations.

Employees are expected to get the least expensive flight, however, refundable tickets should be purchased.

3. Car Rentals

The District's policy is to allow you to rent up to a mid-size automobile.

When renting a car on District business, use a District credit card and do not purchase additional car rental loss and damage coverage.

4. Meals

The following guidelines should be used for reimbursement of meals while traveling on District business. Special circumstances will be required to justify reimbursement and provide receipts for amounts above the following:

<u>Partial Day Travel</u>	<u>Full Day Travel</u>
Breakfast \$10.00	\$50/day
Lunch \$15.00	
Dinner \$25.00	

Tips should not exceed 15% of the cost of the meal where direct reimbursement is requested. In order to be eligible for meal reimbursement, the following criteria must be met:

- For Breakfast - you must have started traveling prior to 6 a.m. or have stayed overnight.
- For Lunch - you must have started traveling prior to 11 a.m. or have stayed overnight. If the travel ends prior to noon, lunch expenses will not be eligible for reimbursement.
- For Dinner - you must have started traveling prior to 4 p.m. or have stayed overnight. If the travel ends prior to 7 p.m., dinner expenses will not be eligible for reimbursement.

NOTE: Alcoholic beverages are not eligible for reimbursement.

An exception to the reimbursement guidelines for high cost areas can be found in Appendix G of the Field and Office MOU.

5. Overnight Accommodations

No reimbursement claim or request for overnight accommodations will be approved for expenses incurred within the District's service area.

The District will arrange and pay directly for lodging where practical. Where the employee arranges for lodging, pre-approval must be obtained from his/her Manager. Receipts will be required for reimbursement of the approved lodging.

Reasonable overnight accommodation expenses (or at the daily rate as specified pursuant to an IRS accountable plan or District established schedule) will be reimbursed only for authorized employees, and such expenses will not be reimbursed for guests or family members of employees. Where reasonably possible, accommodations will be obtained in proximity to the conference or meeting site. The eligible reimbursement amount for accommodations will be up to the established "conference group rate" identified by the conference/meeting organizer.

Lodging will not be provided on the night prior to the conference at meetings that begin at noon or later nor will lodging be provided on the last day of a meeting conference that ends with lunch.

6. Phone

Employees that travel frequently will be issued either a cellular phone or phone card. It is expected that the cell phone or phone card will be used to place all calls while traveling on District business. Employees traveling on District business will be allowed to incur cellular or phone card charges to be paid by the District for up to 15 minutes every day for necessary personal calls to be paid by the District.

7. Parking

Airport parking exceeding 24 hours shall be reimbursed for long term rates only.

8. Expense Reports

Expense reports must be turned in to Finance within ten (10) days of returning to the District office.

9. Travel Allowances

On approval of the department manager, a travel advance may be issued for travel. Travel advances shall not exceed an amount up to the estimated balance of expenses associated with the travel. Within ten (10) days of return from the function, the employee shall submit a claim with corresponding receipts for the travel. Any balance due by the employee will be reimbursed to the District within ten (10) working days.

10. Overtime

Overtime for travel will be granted as follows or as required by law:

Assigned Travel: Overtime is credited for all eligible employees at one and one-half times the base pay for travel incurred before 7:30 a.m. and travel after 5:30 p.m.

Volunteer travel: No overtime will be credited for travel incurred while attending seminars/conferences on a volunteer basis.

10.4 Reimbursement for Privately-Owned Vehicle Damage

When a privately-owned vehicle operated by an employee is damaged by collision or is otherwise accidentally damaged, reasonable reimbursement for a deductible will be allowed if:

- 1) The damage occurred while the vehicle was used on official District business with permission or authorization of the District; and
- 2) The vehicle was damaged through no fault of the employee and a police report has been made; and
- 3) The amount claimed is an actual loss to the employee and is not recoverable from or through the insurance coverage of any party involved in the accident; and
- 4) The claim is processed in accordance with the procedures prescribed by the Finance Department.

Reimbursement may be claimed on a Check Request form. An employee submitting a claim for reimbursement of deductible repair expenses on a Travel Expense Claim form will:

- 1) File a Report of Vehicle Accident with the Assistant General Manager (these forms are available from the Assistant General Manager or Executive Assistant);
- 2) Attempt to recover all damages through insurance coverage, collision, comprehensive or property damage;
- 3) Attach a copy of the Report of Vehicle Accident form signed by his/her supervisor, and a receipted bill for repairs and/or replacement parts to the Check Request form with a notation as to the deductible amount requested;
- 4) Enter the following certification in the remarks section of the Travel Expense Claim:

"I hereby certify that this expense was incurred by me as a result of damage to my privately-owned vehicle. This expense is not reimbursable through the insurance coverage of any of the parties involved in the accident."

The manager approving the claim for submittal will:

- 1) Review the Travel Expense Claim form to ensure that the claim for reimbursement complies with District Policy;
- 2) Sign the Report of Vehicle Accident to certify that the vehicle was being operated on official business and that the accident occurred through no fault of the employee;
- 3) Sign the Travel Expense Claim to certify that the employee has presented sufficient evidence that the repair deductible expense claimed has not been reimbursed by insurance.

The Assistant General Manager must then review and approve the request for reimbursement.

10.5 Equipment Mechanic Tools

The Equipment Mechanic is required to own and maintain a full set of mechanic's tools in Standard and Metric sizes up to 1" (basic tools). All larger tools and specialized tools will be furnished by the District. The Equipment Mechanic is required to supply tools necessary for performance of their job and will be paid a tool reimbursement not to exceed \$350 per fiscal year. The intent of this reimbursement policy is to allow for the replacement and/or purchase of tools due to wear, breakage, loss and expanding requirements that occur in the normal course of work. All requests for reimbursement of tool purchases, accompanied by receipts, shall be submitted to the department manager for approval.