

# ROSS VALLEY SANITARY DISTRICT

Serving the Greater Ross Valley Area for Over 100 Years

2960 Kerner Boulevard, San Rafael, CA 94901

Ph: 415.259.2949 Fax: 415.460.2149

**Directors:** Doug Kelly, President ~ Thomas Gaffney, Secretary ~ Mary Sylla, Treasurer ~ Pamela Meigs ~ Michael Boorstein

## **SPECIAL FINANCE COMMITTEE MEETING AGENDA**

**July 17, 2018 – 11:00 a.m.**

**ROSS VALLEY SANITARY DISTRICT – CONFERENCE ROOM 2960 Kerner Blvd., San Rafael, CA**

**Meetings of this Standing Committee will follow the same Rules of Decorum that govern RVSD Board Meetings.**

*The RVSD Board of Directors welcomes members of the public at its meetings and encourages citizen participation and input. The Board takes seriously its responsibility to be a model of civility and to safeguard the public ability to directly address the Board by providing the appropriate Board Meetings Decorum in accordance with Resolution No. 10-1378, which is posted at every Board meeting. Thank you.*

*The Senior Board Member serving on the Standing Committee will call agenda items, ask for the Staff Report, hear questions or initial concerns from Board Members, open the item for public comment and return to the Board for additional comments and direction. The public may speak for up to three minutes, as time allows, on agenda items.*

*Pursuant to Government Code § 54952.2(c)(6) Board members who are not members of the standing committee may attend only as observers and may not comment or otherwise participate.*

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of June 11, 2018, Finance Committee Meeting Notes
4. Approval of June 19, 2019 Finance Committee Meeting Notes
5. Review of the July 18, 2018, Agenda Item 7.c: Accept the Interim Financial Statements of May 2018
6. Review of the July 18, 2018, Agenda Item 7.d: Accept the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for the Fiscal Year 2017/18 Comprehensive Annual Financial Report
7. Review of Item 9 of the July 18, 2018, Meeting: Policy Book
8. Info Item B: Review of Monthly Capital Program Report—May 2018
9. Info Item C: Review of Monthly Legal Services Report—June 2018

***Adjourn***

Any person with a disability covered under the Americans with Disabilities Act (ADA) may receive a copy of the agenda or a copy of all the documents constituting the agenda packet prepared by the local agency or other interested person for this meeting upon request in an appropriate alternative format. Requests for mailed copies of agendas or agenda packets are valid for the calendar year in which requests are made and must be renewed annually after January 1. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services in order to participate in a public meeting. Please contact the office at 415.259.2949 at least ten (10) working days prior to the meeting and provide information on the assistance required.

Copies of all staff reports and documents subject to disclosure that relate to each item of business referred to on the agenda are available for public inspection at least 72 hours before each regularly scheduled Board meeting at the District Office, located at 2960 Kerner Boulevard, San Rafael, CA. Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the Board regarding any item on this agenda after the agenda has been distributed will also be made available for inspection at the District Office during regular business hours.

Approved: \_\_\_\_\_  
Felicia Newhouse, Interim General Manager

**ROSS VALLEY SANITARY DISTRICT  
FINANCE COMMITTEE SPECIAL MEETING  
NOTES**

Monday, June 11, 2018  
9:00 a.m.

2960 Kerner Blvd.  
San Rafael, CA

Members Present: Thomas Gaffney  
Doug Kelly

Members Absent: None

Staff Present: Greg Norby, General Manager  
Julia McEntee, Interim Clerk of the Board  
Felicia Newhouse, Business and Administrative Services Manager  
Melvin Garcia, Interim Accounting & Financial Analyst

Public Present: None

**Item # 1 – Call Meeting to Order** The meeting was called to order by Director Kelly at 9:14 a.m.

**Item # 2 - Approval of Agenda** The agenda was approved.

**Item # 3 – Discussion of Board Member Feedback on Draft Budget for Fiscal 2018-19**

GM Norby introduced this item and explained that the Board is being asked to review the latest revision of the budget.

GM Norby recounted comments from board members Boorstein, Sylla, and Meigs to facilitate the budget review process before approval of the final budget in June.

GM Norby reviewed changes made to the overall structure of the budget report and noted the capital and operations now have separate revenues and expenditures.

The Finance Committee provided feedback to staff, related to property tax revenues and their use, sewer service charges, rates in Larkspur and rates for other areas within Ross Valley, percentage increases and decreases in individual line items, and made suggestions to improve data visualization methods.

Business and Administrative Services Manager Newhouse and GM Norby said they would take the comments and edits provided by the Finance Committee and amend the draft budget to reflect their feedback.

**Adjourn:** The Committee adjourned the meeting at 11:44 a.m.

**ROSS VALLEY SANITARY DISTRICT  
FINANCE COMMITTEE SPECIAL MEETING  
NOTES**

Monday, June 19, 2018  
11:00 a.m.

2960 Kerner Blvd.  
San Rafael, CA

Members Present: Thomas Gaffney  
Doug Kelly

Members Absent: None

Staff Present: Greg Norby, General Manager  
Julia McEntee, Interim Clerk of the Board  
Felicia Newhouse, Business and Administrative Services Manager  
Melvin Garcia, Interim Accounting & Financial Analyst  
Katherine Hayden, Infrastructure Assets Manager

Public Present: None

**Item # 1 – Call Meeting to Order** The meeting was called to order by Director Kelly at 11:03 a.m.

**Item # 2 - Approval of Agenda** The agenda was approved.

**Item # 3 – Approval of May 22, 2018, Finance Committee Meeting Notes**

The Committee approved the meeting notes for May 22, 2018.

**Item # 4 - Review of the June 20, 2018, Agenda Item 9.b: Accept the Interim Financial Statements of April 2018**

The Committee reviewed the interim financial statements and the check register for the month of March. The committee discussed the budget and procedure for emergency capital projects as well as insurance costs for the Kerner location.

**Item # 5 – Review of the June 20, 2018, Agenda Item 9.c: Accept Review of Financial Performance Through the Third Quarter, January 1, 2018, Through March 31, 2018**

GM Norby reviewed this item comparing the actual revenues and expenditures to the amounts budgeted through the third quarter of Fiscal Year (FY) 2017-18. The committee reviewed the budgeted and actual revenues for the quarter, the current bond status, flow rates to Central Marin Sanitation Agency (CMSA).

**Item # 6 - Review of the June 20, 2018, Agenda Item 10: Consideration of Approving Resolution No 18-1543 to Adopt the Budget for Fiscal Year 2018-19**

GM Norby introduced this item and explained that the Board is being asked to review the latest revision of the budget. The committee reviewed projected expenditures, revenues, and projects. Staff emphasized their commitment to maintenance of District infrastructure.

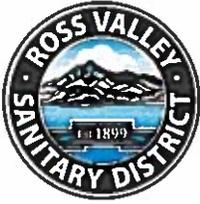
**Item # 7 – Info Item B: Review of Monthly Capital Program Report—April 2018**

The Committee reviewed the monthly program report.

**Item # 8 – Info Item C: Review of Monthly Legal Services Report—May 2018**

The Committee reviewed the monthly legal report.

**Adjourn:** The Committee adjourned the meeting at 12:12 p.m.



**ROSS VALLEY SANITARY DISTRICT**  
 2960 Kerner Blvd  
 San Rafael, CA 94901  
 (415) 259-2949 ~ [rvsd.org](http://rvsd.org)

**STAFF REPORT**

**For the Meeting of July 18, 2018**

July 11, 2018

To: Board of Directors

Approved By:

From: Felicia Newhouse, Interim General Manager

**Subject: Accept the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for the Fiscal Year 2016/17 Comprehensive Annual Financial Report**

**Summary**

This staff report is being presented to the Board for consideration of accepting the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for the Fiscal Year 2016/17 Comprehensive Annual Financial Report (CAFR).

**Discussion**

Since Fiscal Year 2009/10, District staff has produced and submitted a Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers Association (GFOA) for consideration in earning their Certificate of Achievement for Excellence in Financial Reporting. The District has been successful in earning this award annually through the most current fiscal year.

This honor is awarded to public agencies who submit a CAFR that meets a specific set of criteria judged by the GFOA to ensure that the agency's financial statements and performance are reported in a manner that accurately and fairly represents the financial position of the agency. CAFRs that do not adequately meet this standard list of criteria do not earn the award.

The District's Fiscal Year 2016/17 CAFR was provided to the Board at the November 15, 2017 meeting. The District posts current and prior CAFRs, as well as audited financial statements, approved budgets, and other financial information on the District website at [www.rvsd.org/about-us/financial-information](http://www.rvsd.org/about-us/financial-information).

**Recommendation**

Accept the Certificate of Achievement for Excellence in Financial Reporting from the Government Financial Officers Association for the Fiscal Year 2016/17 Comprehensive Annual Finance Report.

**Attachment(s):**

- a. Award of Financial Reporting Achievement dated June 22, 2018



Government Finance Officers Association

**Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting**

Presented to

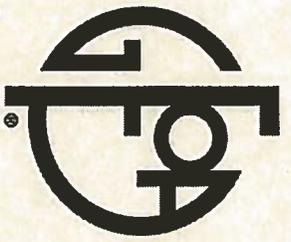
**Sanitary District No. 1  
of Marin County, California**

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended

**June 30, 2017**

*Christopher P. Morrill*

Executive Director/CEO



The Government Finance Officers Association  
of the United States and Canada

*presents this*

# AWARD OF FINANCIAL REPORTING ACHIEVEMENT

to

**Administration Department**

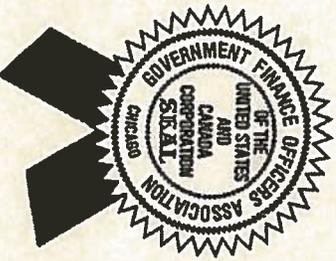
Sanitary District No. 1 of Marin County, California

*The award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the individual(s) designated as instrumental in their government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.*

Executive Director

*Christopher P. Merrill*

Date June 22, 2018





GOVERNMENT FINANCE OFFICERS ASSOCIATION  
**NEWS RELEASE**

**FOR IMMEDIATE RELEASE**

06/22/2018

**For more information contact:**  
**Michele Mark Levine, Director/TSC**  
**Phone: (312) 977-9700**  
**Fax: (312) 977-4806**  
**E-mail: [mlevine@gfoa.org](mailto:mlevine@gfoa.org)**

(Chicago, Illinois)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Sanitary District No. 1 of Marin County** by Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s) or department designated by the government as primarily responsible for preparing the award-winning CAFR.

The CAFR has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

*Government Finance Officers Association is a major professional association servicing the needs of nearly 19,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington, D.C.*

# Ross Valley Sanitary District

May 31, 2018  
*Interim Financial Reports*



- 1) Key Indicators
- 2) Statement of Activities - Revenues & Expenditures - Year-to-Date
- 3) Statement of Net Assets
- 4) Monthly Cash Requirements

*The statements contained within the District's financial reports are prepared using accrual based accounting. Accrual based accounting is a method of accounting that recognizes revenue and expenditures in the period that they occur regardless of when payments are made or received.*

**Prepared By:** Melvin Garcia, Interim Accounting & Financial Analyst  
**Reviewed By:** Felicia Newhouse, Business & Admin Services Manager

# Ross Valley Sanitary District

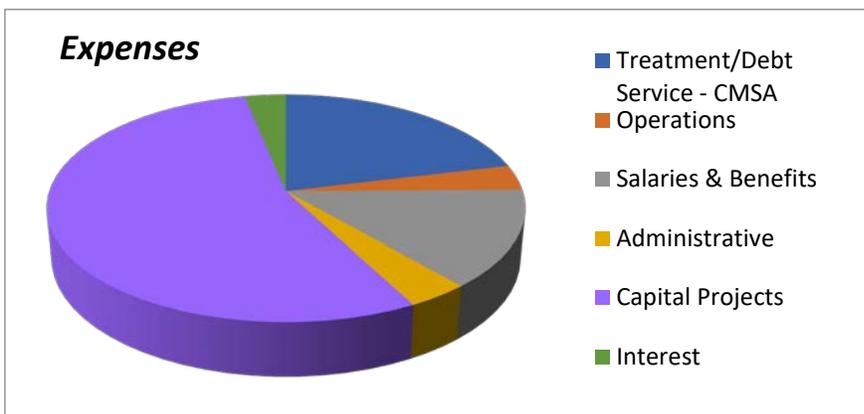
## Key Indicators

Fiscal Year - July 2017 through May 2018

<b>Cash Balances</b>		<b>May-18</b>
1	Bank of Marin/Wells Fargo	19,764,130
2	LAIF	6,074,200
3	Restricted Cash - Project Funds	28,010,290
4	Funds for Canyon Road	42,030
	<b>Total Cash</b>	<b>53,890,650</b>
5	Beginning Cash	57,074,100
6	Cash Receipts	105,720
7	Cash Disbursements	(3,289,170)
8	<b>Ending Cash Balance</b>	<b>53,890,650</b>

<b>Year To Date</b>		<b>May-18</b>
<b>Revenue</b>		
9	Revenue - Operating	18,783,180
10	Revenue - Capital	31,829,850
11	<b>Total Revenue</b>	<b>50,613,030</b>

<b>Expenses</b>		
12	Treatment/Debt Service - CMSA	7,631,870
13	Operations	1,291,240
14	Salaries & Benefits	4,978,770
15	Administrative	1,315,940
16	Capital Projects	19,629,010
17	Interest	1,158,810
18	<b>Total Expenses</b>	<b>36,005,640</b>



Ross Valley Sanitary District  
Statement of Activities - MTD/YTD

		Year to Date					
		2017/18	May-18		Budget Variances		May-17
Operating		Budget	Budget	Actuals	Amount	%	Actuals
<b>Revenue</b>							
1	Sewer Service Charges	19,190,000	18,629,140	18,482,770	(146,370)	-1%	17,146,970
2	Other Income	356,800	280,170	300,410	20,240	7%	272,450
3	Gross Revenue	<b>19,546,800</b>	<b>18,909,310</b>	<b>18,783,180</b>	<b>(126,130)</b>	<b>-1%</b>	<b>17,419,420</b>
<b>Expenditures</b>							
<b>Maintenance/Repair/Inspection Expenditures</b>							
4	Salaries & Benefits - Operations	3,896,400	3,581,900	3,826,890	244,990	7%	3,809,640
5	Other Operational Expenditures	1,942,800	1,797,539	1,291,240	(506,299)	-28% a	1,364,920
6	Treatment Charges - CMSA	5,478,800	5,478,800	5,499,960	21,160	0%	5,229,140
7	Debt Service - CMSA	2,131,900	2,131,900	2,131,910	10	0%	2,152,400
8	Total General Operating Expenditures	<b>13,449,900</b>	<b>12,990,139</b>	<b>12,750,000</b>	<b>(240,139)</b>	<b>-2%</b>	<b>12,556,100</b>
<b>Administrative Expenditures</b>							
9	Salaries & Benefits - Administration	1,315,400	1,153,750	1,151,880	(1,870)	0%	1,106,020
10	Office Supplies & Equipment	80,000	75,355	46,280	(29,075)	-39% b	54,150
11	General Administrative Expenditures	176,700	170,380	138,200	(32,180)	-19%	123,150
12	Facilities & Utilities - Administration	136,100	124,370	88,930	(35,440)	-28% c	74,680
13	Board Fees & Other Expenditures	61,800	56,650	52,320	(4,330)	-8%	54,730
14	Insurance (includes Excess Liability)	306,000	258,500	168,110	(90,390)	-35% d	220,990
15	Total Administrative Expenditures	<b>2,076,000</b>	<b>1,839,005</b>	<b>1,645,720</b>	<b>(193,285)</b>	<b>-11%</b>	<b>1,633,720</b>
<b>Outside Services</b>							
16	Community Outreach	160,000	150,000	165,280	15,280	10%	98,040
17	Human Resources Consultant	111,600	102,300	61,350	(40,950)	-40% e	172,550
18	Professional Services - Accounting/IT/Other	476,500	443,835	381,100	(62,735)	-14% f	108,390
19	Professional Services - Legal	400,000	366,700	214,370	(152,330)	-42% g	269,120
20	Total Outside Services	<b>1,148,100</b>	<b>1,062,835</b>	<b>822,100</b>	<b>(240,735)</b>	<b>-23%</b>	<b>648,100</b>
21	Total Operating Expenditures	<b>16,674,000</b>	<b>15,891,979</b>	<b>15,217,820</b>	<b>(674,159)</b>	<b>-4%</b>	<b>14,837,920</b>
22	<b>Operating Net Results</b>	<b>2,872,800</b>	<b>3,017,331</b>	<b>3,565,360</b>	<b>548,029</b>	<b>18%</b>	<b>2,581,500</b>
<b>Capital</b>							
<b>Revenue</b>							
23	Property Tax - Ad Valorem	6,706,000	6,504,000	6,671,050	167,050	3%	6,195,670
24	Connection Fees	267,200	244,920	158,800	(86,120)	-35% h	166,790
25	Proceeds from Financing Activities	25,000,000	25,000,000	25,000,000	-		-
26	Total Capital Revenue	<b>31,973,200</b>	<b>31,748,920</b>	<b>31,829,850</b>	<b>80,930</b>	<b>0%</b>	<b>6,362,460</b>
<b>Debt Service</b>							
27	Interest Expense	2,410,000	1,676,710	1,158,810	(517,900)	-31%	1,183,310
28	Principal Payments on Debt	1,120,000	1,120,000	1,120,000	-	0%	1,075,000
	Total Debt Service	<b>3,530,000</b>	<b>2,796,710</b>	<b>2,278,810</b>	<b>(517,900)</b>	<b>-19%</b>	<b>2,258,310</b>
<b>Capital Projects &amp; Upgrades</b>							
29	Capital Improvement Projects	42,186,000	38,727,400	18,939,460	(19,787,940)	-51% i	6,275,470
30	Other Capital Spending	1,068,000	979,000	130,610	(848,390)	-87% i	1,039,700
31	Fixed Assets Purchased	536,000	491,337	105,130	(386,207)	-79% i	222,710
32	Lateral Replacement Grant Program	800,000	733,337	453,810	(279,527)	-38% j	275,000
33	Total Capital Projects & Upgrades	<b>44,590,000</b>	<b>40,931,074</b>	<b>19,629,010</b>	<b>(21,302,064)</b>	<b>-52%</b>	<b>7,812,880</b>
34	<b>Capital Net Results</b>	<b>(16,146,800)</b>	<b>(11,978,864)</b>	<b>9,922,030</b>	<b>21,900,894</b>	<b>-183%</b>	<b>(3,708,730)</b>
35	<b>Total Net Results</b>	<b>(13,274,000)</b>	<b>(8,961,533)</b>	<b>13,487,390</b>	<b>22,448,923</b>	<b>-251%</b>	<b>(1,127,230)</b>

Ross Valley Sanitary District  
Analysis of Variances

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Variances of 10% and +- \$1,000

May-18

- a **Other Operational Expenditures** - This item is lower than budget due to the budgeted amount exceeding, or delays in the actual need, for engineering services, emergency repairs, paving costs, equipment rental, equipment repair, the purchase of materials and parts and pump station utilities.
- b **Office Supplies & Equipment** - This item is lower than budget due to the timing and amount of the purchases of replacement computers for admin staff. Most purchases are from the first half of the fiscal year and from vendors, IT Hub on laptops and desktop computers, and Cintas and Staples for office supplies.
- c **Facilities & Utilities - Administration** - This item is lower than budget due to the timing of the facility maintenance for the Kerner building. These expenses were budgeted as an average over the fiscal year. Depending on the need, this item may remain under budget through the end of the fiscal year.
- d **Insurance (included Excess Liability)** - This item is lower than budget due to the timing of the invoices related to insurance claims. These expenses were budgeted as an average over the fiscal year and should occur over the remainder of the year.
- e **Human Resource Consultant** - This expenditure is lower than budget due to the decreased need in human resource consultant services mostly from Regional Government Services (RGS). These services have been performed substantially by District staff.
- f **Professional Services - Accounting/IT/Other** - This expenditure is lower than budget due to the delay in consulting services for various environmental, safety, financial, information technology support services, union negotiations, and competency based training to date.
- g **Professional Services - Legal** - This expenditure is lower than budget due to the cost of general legal expenses. See the *Monthly Legal Activities and Costs Report* included in the Board agenda packet for further information.
- h **Connection Fees** - This item is lower than budget due to the revenue received for connections being lower than the amount budgeted. This revenue source is difficult to determine and the timing of new connections are unpredictable.
- i **Capital Improvement Projects/Other Capital Spending/Fixed Assets Purchased** - These expenditures are lower than budget due to the timing of Capital Projects, Other Capital Spending and purchases of Fixed Assets. As the projects progress the billings and the recording of the projects also occur. The cash flow statement, included within these reports, has been updated to reflect adjusted spending levels.
- j **Lateral Replacement Grant Program** - This expenditure is lower than budget due to the timing of the allocation of grant funds. The funds were allocated at the level that was budgeted, with a 90-day deadline to submit the final paperwork requesting the payout of funds. This will result in variability between months but should level out as the year progresses. The cash flow statement, included within these financial reports, has been updated to reflect the full budget to be expended by the end of the fiscal year.

# Ross Valley Sanitary District

## Statement of Net Assets

<b>Assets</b>		<b>Mar-18</b>	<b>Apr-18</b>	<b>May-18</b>
<b>Current Assets</b>				
1	Cash	22,180,920	29,021,780	25,838,330
2	Restricted Cash - Project Funds	28,010,290	28,010,290	28,010,290
3	Property Taxes & Receivables	181,080	164,970	165,620
4	Prepaid Taxes/Insurance/Expenses	234,370	192,320	140,190
5	Investments for Deferred Comp	1,027,390	1,027,390	1,027,390
6	Other Current Assets	2,237,900	2,237,900	2,237,900
7	<b>Total Current Assets</b>	<b>53,871,950</b>	<b>60,654,650</b>	<b>57,419,720</b>
<b>Long-Term Assets</b>				
8	Fixed Assets	119,409,240	119,409,240	119,409,240
9	Accumulated Depreciation	(31,868,670)	(31,868,670)	(31,868,670)
10	Funds for Canyon Road	42,030	42,030	42,030
11	Other Long Term Assets	403,360	383,720	393,720
12	<b>Total Long-Term Assets</b>	<b>87,985,960</b>	<b>87,966,320</b>	<b>87,976,320</b>
13	<b>Total Assets</b>	<b>141,857,910</b>	<b>148,620,970</b>	<b>145,396,040</b>
<b>Liabilities &amp; Net Beginning Assets/Net Operations &amp; Capital</b>		<b>Mar-18</b>	<b>Apr-18</b>	<b>May-18</b>
<b>Current Liabilities</b>				
14	Accounts Payable	5,497,580	5,727,920	4,911,600
15	Retention Fees - Contractors	424,520	472,230	510,720
16	Deferred Compensation	1,027,390	1,027,390	1,027,390
17	Accrued Vacations & Payroll	312,710	329,390	387,110
18	Other Accrued Liabilities	154,460	147,690	147,690
19	<b>Total Current Liabilities</b>	<b>7,416,660</b>	<b>7,704,620</b>	<b>6,990,440</b>
<b>Long-Term Liabilities</b>				
20	Bond Payable - Canyon Road	15,170	32,690	32,690
21	Revenue Bond Liability	70,853,130	70,853,130	70,853,130
22	Pension Liability	6,715,240	6,715,240	6,715,240
23	OPEB Liability	125,730	125,730	125,730
24	<b>Total Long-Term Liabilities</b>	<b>77,709,270</b>	<b>77,726,790</b>	<b>77,726,790</b>
25	<b>Total Liabilities</b>	<b>85,125,930</b>	<b>85,431,410</b>	<b>84,717,230</b>
<b>Retained Earnings &amp; Equity</b>				
26	Contributed Capital	3,038,810	3,038,810	3,038,810
27	Retained Earnings	67,418,950	67,418,950	67,418,950
28	Fund Equity Transfer	68,660	68,660	68,660
29	<b>Net Beginning Assets</b>	<b>70,526,420</b>	<b>70,526,420</b>	<b>70,526,420</b>
30	<b>Net Operations and Capital Surplus/(Deficit)</b>	<b>(13,794,440)</b>	<b>(7,336,860)</b>	<b>(9,847,610)</b>
31	<b>Total Beginning Assets and Net Operations/Capital</b>	<b>56,731,980</b>	<b>63,189,560</b>	<b>60,678,810</b>
32	<b>Total Liabilities &amp; Beginning Assets/Net Operations &amp; Capital</b>	<b>141,857,910</b>	<b>148,620,970</b>	<b>145,396,040</b>

**Ross Valley Sanitary District**  
**Monthly Cash Requirements**

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	FY 2017/18
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Projected	YTD Projected
<b>Operating</b>													
<b>Revenue</b>													
1 Sewer Service Charges	-	(200)	(300)	527,020	(1,370)	10,410,900	(1,790)	-	-	7,574,780	(26,270)	560,860	19,043,630
2 Other Income	15,640	22,560	24,980	44,220	10,110	13,380	37,690	20,320	40,180	45,290	26,050	76,630	377,050
3 Gross Revenue	<b>15,640</b>	<b>22,360</b>	<b>24,680</b>	<b>571,240</b>	<b>8,740</b>	<b>10,424,280</b>	<b>35,900</b>	<b>20,320</b>	<b>40,180</b>	<b>7,620,070</b>	<b>(220)</b>	<b>637,490</b>	<b>19,420,680</b>
<b>Expenditures</b>													
<b>CMSA Expenditures</b>													
4 Treatment Charges - CMSA	1,369,820	-	-	1,369,820	-	-	1,369,820	-	-	1,390,510	-	-	5,499,970
5 Debt Service - CMSA	1,680,400	-	-	-	-	-	451,510	-	-	-	-	-	2,131,910
6 Total CMSA Expenditures	<b>3,050,220</b>	<b>-</b>	<b>-</b>	<b>1,369,820</b>	<b>-</b>	<b>-</b>	<b>1,821,330</b>	<b>-</b>	<b>-</b>	<b>1,390,510</b>	<b>-</b>	<b>-</b>	<b>7,631,880</b>
<b>Maintenance/Repair/Inspection Expenditures</b>													
7 Salaries & Benefits - Operations	330,660	363,250	299,130	349,030	357,120	301,470	399,700	323,030	371,620	364,250	367,630	314,500	4,141,390
8 Other Operational Expenditures	112,500	134,620	85,770	121,020	135,170	119,610	165,940	109,900	73,110	154,010	79,590	145,261	1,436,501
9 Total General Operating Expenditures	<b>443,160</b>	<b>497,870</b>	<b>384,900</b>	<b>470,050</b>	<b>492,290</b>	<b>421,080</b>	<b>565,640</b>	<b>432,930</b>	<b>444,730</b>	<b>518,260</b>	<b>447,220</b>	<b>459,761</b>	<b>5,577,891</b>
<b>Administrative Expenditures</b>													
10 Salaries & Benefits - Administration	93,880	104,140	99,680	100,790	99,330	99,950	116,460	90,100	128,140	105,580	113,830	161,650	1,313,530
11 Office Supplies & Equipment	13,310	4,670	5,960	5,500	1,890	1,500	2,950	4,420	1,300	3,360	1,410	4,645	50,915
12 General Administrative Expenditures	25,570	12,190	10,550	11,250	1,890	27,160	31,210	4,210	6,700	5,810	1,680	6,320	144,540
13 Facilities & Utilities - Administration	5,240	10,100	6,030	8,750	10,780	4,900	10,640	10,470	10,600	5,350	6,080	11,730	100,670
14 Board Fees & Other Expenditures	4,080	1,480	10,670	4,380	3,150	3,140	10,570	2,740	4,890	3,450	3,770	5,150	57,470
15 Insurance (includes Excess Liability)	11,960	11,320	11,320	11,320	11,320	52,270	11,500	11,500	11,500	12,050	12,050	47,500	215,610
16 Total Administrative Expenditures	<b>154,040</b>	<b>143,900</b>	<b>144,210</b>	<b>141,990</b>	<b>128,360</b>	<b>188,920</b>	<b>183,330</b>	<b>123,440</b>	<b>163,130</b>	<b>135,600</b>	<b>138,820</b>	<b>236,995</b>	<b>1,882,735</b>
<b>Outside Services</b>													
17 Community Outreach	9,650	8,530	1,790	28,230	33,510	9,210	11,050	17,120	4,460	19,830	21,890	10,000	175,270
18 Human Resources Consultant	13,280	11,040	10,610	12,060	6,370	1,590	40	1,900	3,640	-	830	8,510	69,870
19 Professional Services - Accounting/IT/Other	51,100	32,450	29,950	40,640	24,120	51,730	15,210	2,910	41,840	58,850	32,310	32,665	413,775
20 Professional Services - Legal	18,000	9,580	30,450	15,520	15,980	17,250	34,860	19,680	3,680	27,450	21,920	33,300	247,670
21 Total Outside Services	<b>92,030</b>	<b>61,600</b>	<b>72,800</b>	<b>96,450</b>	<b>79,980</b>	<b>79,780</b>	<b>61,160</b>	<b>41,610</b>	<b>53,620</b>	<b>106,130</b>	<b>76,950</b>	<b>84,475</b>	<b>906,585</b>
22 Total Operating Expenditures	<b>3,739,450</b>	<b>703,370</b>	<b>601,910</b>	<b>2,078,310</b>	<b>700,630</b>	<b>689,780</b>	<b>2,631,460</b>	<b>597,980</b>	<b>661,480</b>	<b>2,150,500</b>	<b>662,990</b>	<b>781,231</b>	<b>15,999,091</b>
23 <b>Operating Net Results</b>	<b>(3,723,810)</b>	<b>(681,010)</b>	<b>(577,230)</b>	<b>(1,507,070)</b>	<b>(691,890)</b>	<b>9,734,500</b>	<b>(2,595,560)</b>	<b>(577,660)</b>	<b>(621,300)</b>	<b>5,469,570</b>	<b>(663,210)</b>	<b>(143,741)</b>	<b>3,421,589</b>
<b>Capital</b>													
<b>Revenue</b>													
24 Property Tax - Ad Valorem	-	30	600	480	16,400	3,717,780	109,020	49,600	15,500	2,706,170	55,480	202,000	6,873,060
25 Connection Fees	14,270	17,960	22,130	28,020	-	8,010	7,940	-	33,620	8,900	17,970	22,280	181,100
26 Proceeds from Financing Activities	-	-	-	-	-	-	25,000,000	-	-	-	-	-	25,000,000
27 Total Capital Revenue	<b>14,270</b>	<b>17,990</b>	<b>22,730</b>	<b>28,500</b>	<b>16,400</b>	<b>3,725,790</b>	<b>25,116,960</b>	<b>49,600</b>	<b>49,120</b>	<b>2,715,070</b>	<b>73,450</b>	<b>224,280</b>	<b>32,054,160</b>
<b>Debt Service</b>													
28 Interest Expense	-	-	206,620	-	-	545,040	-	-	407,150	-	-	733,280	1,892,090
29 Principal Payments on Debt	-	-	325,000	-	-	-	795,000	-	-	-	-	-	1,120,000
30 Total Debt Service	<b>-</b>	<b>-</b>	<b>531,620</b>	<b>-</b>	<b>-</b>	<b>545,040</b>	<b>795,000</b>	<b>-</b>	<b>407,150</b>	<b>-</b>	<b>-</b>	<b>733,280</b>	<b>3,012,090</b>
<b>Capital Expenditures</b>													
31 Capital Improvement Projects	1,072,480	1,437,010	1,184,100	1,477,510	2,007,550	1,776,420	1,463,510	2,389,080	2,723,200	1,680,920	1,727,690	1,500,000	20,439,470
32 Other Capital Spending	19,930	6,980	11,500	11,480	10,450	-	-	37,250	11,440	21,570	-	89,000	219,600
33 Fixed Assets Purchased	-	19,080	-	-	-	-	-	-	26,500	-	59,550	44,664	149,794
34 Lateral Replacement Grant Program	-	14,500	7,700	59,070	31,260	29,610	62,320	28,050	63,000	24,550	133,750	119,106	572,916
35 Total Capital Expenditures	<b>1,092,410</b>	<b>1,477,570</b>	<b>1,203,300</b>	<b>1,548,060</b>	<b>2,049,260</b>	<b>1,806,030</b>	<b>1,525,830</b>	<b>2,454,380</b>	<b>2,824,140</b>	<b>1,727,040</b>	<b>1,920,990</b>	<b>1,752,770</b>	<b>21,381,780</b>
36 Total Debt Service & Capital Expenditures	<b>1,092,410</b>	<b>1,477,570</b>	<b>1,734,920</b>	<b>1,548,060</b>	<b>2,049,260</b>	<b>2,351,070</b>	<b>2,320,830</b>	<b>2,454,380</b>	<b>3,231,290</b>	<b>1,727,040</b>	<b>1,920,990</b>	<b>2,486,050</b>	<b>24,393,870</b>
37 <b>Capital Net Results</b>	<b>(1,078,140)</b>	<b>(1,459,580)</b>	<b>(1,712,190)</b>	<b>(1,519,560)</b>	<b>(2,032,860)</b>	<b>1,374,720</b>	<b>22,796,130</b>	<b>(2,404,780)</b>	<b>(3,182,170)</b>	<b>988,030</b>	<b>(1,847,540)</b>	<b>(2,261,770)</b>	<b>7,660,290</b>
38 <b>Operating &amp; Capital Net Results</b>	<b>(4,801,950)</b>	<b>(2,140,590)</b>	<b>(2,289,420)</b>	<b>(3,026,630)</b>	<b>(2,724,750)</b>	<b>11,109,220</b>	<b>20,200,570</b>	<b>(2,982,440)</b>	<b>(3,803,470)</b>	<b>6,457,600</b>	<b>(2,510,750)</b>	<b>(2,405,511)</b>	<b>11,081,879</b>
<b>Additional Cash Effects - Inflow (Outlay)</b>													
39 Accounts Receivables Billed/Collected	154,440	-	1,960	(527,020)	-	77,070	289,510	125,510	660	16,110	(650)	(250,000)	(112,409)
40 Prepaid Insurance Policies & Other expenses	(140,310)	26,420	23,850	23,860	23,860	(70,220)	23,860	24,030	(9,373)	42,050	24,950	23,860	16,837
41 Prepaid CalPERS Unfunded Liability	(298,970)	27,180	27,180	27,180	27,180	27,180	27,180	27,180	27,180	27,180	27,180	27,170	-
42 Change in Liabilities	870,906	303,320	43,680	(951,410)	1,594,050	289,780	507,310	(271,980)	1,880,540	312,060	(714,180)	(529,150)	3,334,926
43 Lateral Replacement Loan Program (net of payments)	(10,150)	-	(25,910)	(20,000)	-	27,000	-	(9,010)	(18,600)	19,640	(10,000)	(25,000)	(72,030)
44 Other Miscellaneous Changes to Balance Sheet	75,800	(67,720)	(12,830)	37,800	7,010	(28,030)	(204,760)	(140,900)	151,783	(37,960)	(7,310)	-	(227,117)
45 Net Additional Cash Effect	651,716	289,200	57,930	(1,409,590)	1,652,100	322,780	643,100	(245,170)	2,032,190	379,080	(680,010)	(753,120)	2,940,206
46 Cash Balance Begin	36,709,934	32,559,700	30,708,310	28,476,820	24,040,600	22,967,950	34,399,950	55,243,620	52,016,010	50,244,730	57,081,410	53,890,650	36,709,934
47 Cash Requirements	(4,150,234)	(1,851,390)	(2,231,490)	(4,436,220)	(1,072,650)	11,432,000	20,843,670	(3,227,610)	(1,771,280)	6,836,680	(3,190,760)	(3,158,631)	14,022,085
<b>48 Cash Available</b>	<b>32,559,700</b>	<b>30,708,310</b>	<b>28,476,820</b>	<b>24,040,600</b>	<b>22,967,950</b>	<b>34,399,950</b>	<b>55,243,620</b>	<b>52,016,010</b>	<b>50,244,730</b>	<b>57,081,410</b>	<b>53,890,650</b>	<b>50,732,019</b>	<b>50,732,019</b>
49 Less: Target Ops Reserve (50% Ops Budget)	8,513,450	8,513,450	8,513,450	8,513,450	8,513,450	8,513,450	8,513,450	8,513,450	8,513,450	8,513,450	8,513,450	8,513,450	8,513,450
50 Less: Target Emergency Reserves	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
51 Less: Restricted Funds for Capital Projects	11,616,820	11,616,820	11,616,820	11,616,820	11,616,820	11,616,820	26,521,617	24,132,537	21,409,337	19,728,417	18,000,727	16,500,727	16,500,727
<b>52 Remaining Cash Available</b>	<b>10,429,430</b>	<b>8,578,040</b>	<b>6,346,550</b>	<b>1,910,330</b>	<b>837,680</b>	<b>12,269,680</b>	<b>18,208,553</b>	<b>17,370,023</b>	<b>18,321,943</b>	<b>26,839,543</b>	<b>25,376,473</b>	<b>23,717,842</b>	<b>23,717,842</b>

**Ross Valley Sanitary District**  
May 1 through May 31, 2018  
*Check Register & Change in Cash Report*

1) Check Register and Change in Cash Report

*The Check Register and Cash Reconciliation is prepared using cash based accounting and therefore does not tie directly to the accrual based financial reports. Cash based accounting is a method of accounting that recognizes revenue and expenditures in the period the cash is paid or received.*

**Ross Valley Sanitary District**  
**Cash Register and Change in Cash Report**  
**May 2018**

Line #	Payee	Description of Purchase	Check# & EFT	Amount Paid
1	A.F.S.C.M.E.	Union Dues April 2018	60773	1,104.00
2	Abe, Masamitsu	Rebate-APN 174-102-09, FY 17/18	60917	214.00
3	Airgas	Equipment Rental, Materials and Parts	60839	81.66
4	Airgas	Materials and Parts - CCTV	60885	5.36
5	Alhambra Standard	Hot and Cold Water Cooler Rental and Bottled Water Supplies	60840	162.71
6	Aljundi, Mohamad E	Rebate-APN 006-251-20, FY 17/18	60918	214.00
7	All Star Rents	Pipe Tapes & Bridge Toll	60886	58.87
8	Alliant Insurance Services	AMVP - Quarterly Endorsement	60841	42.00
9	Alphagraphics Marin	Door Hanger Prints	60842	296.51
10	American Fidelity Flex	Flex Account EE Deductions 05/11/2018	EFT	200.37
11	Andersen Place & Associates	Rent Unit K&L May 2018	60753	3,990.00
12	Ann Carroll	Rebate-APN 007-302-31, 14 Richmond Rd, San Anselmo, FY 17/18	60919	214.00
13	APWA- American Public Works Assn	ID 835358 8'18-719 Membership Dues renewal	60887	206.00
14	Arnold, Robert L	Rebate-APN 001-171-06, FY 17/18	60920	214.00
15	AT&T CalNet3	Utilities-Phone & Internet	60888	1,229.17
16	AT&T Mobility	Utilities-Phone & Internet	61019	1.91
17	Bailey, Michele A	Rebate-APN 005-154-16, FY 17/18	60921	214.00
18	Baker., Debra	Rebate-APN 002-215-23, FY 17/18	60922	383.00
19	Balestriere, Teresa	Rebate-APN 003-142-27, FY 17/18	60923	214.00
20	Ball, Gregory Warren	Rebate-APN 021-222-01, FY 17/18	60924	281.25
21	Bargmann, Marcia	Rebate-APN 007-012-56, FY 17/18	60925	214.00
22	Barnett, Judith	Rebate-APN 021-082-27, FY 17/18	60926	281.25
23	Bates, Michelle	Rebate-APN 001-063-51, FY 17/18	60927	214.00
24	Bay Area Air Quality Management District	Inv. 261134, Permits renewal #463664	60889	742.50
25	Bay Area Barricade Service Co.	Mini-Film C/A Materials	60808	212.55
26	Bell, Mark J	Rebate-APN 002-123-32, FY 17/18	60928	214.00
27	Best Buy Business Advantage Account	Office Supplies - Stmt #09272820180519, customer #92728	61020	220.24
28	Binik., Alexander	Rebate-APN 003-122-55, FY 17/18	60929	214.00
29	Blakely, Susan	Rebate-APN 001-261-34, FY 17/18	60930	214.00
30	Brandborg, Susan Allison	Rebate-APN 002-122-21, FY 17/18	60931	214.00
31	Brandon Tire Supply Inc.	Vehicle Repair - 2015 Ford F550 Tires	60809	2,110.54
32	Brandon Tire Supply Inc.	Vehicle Repair - CB01 Tires	60843	2,261.57
33	Brandon Tire Supply Inc.	Vehicle Repair - Flat Tire on Ford F250 PT-05	60890	35.00
34	Braun., Jonathon	Rebate-APN 007-062-12, FY 17/18	60932	214.00
35	Brian O'Donnell	Rebate-APN 002-036-12, FY 17/18	60933	214.00
36	Brown, Nancy K	Rebate-APN 003-191-12, FY 17/18	60934	214.00
37	Bruggiser, Richard	Rebate-APN 006-013-27, FY 17/18	60935	214.00
38	CA Water Environment Assoc.	ID: 000013341, renew 4 certificates	60891	100.00
39	Caballeros	Equipment Repairs - Reroute wateline to pumpstation #14 & Additional work to run water line to seals	60805	10,770.00
40	California State Board of Equalization	Marin LAFCO Processing of the Summit Drive Annexation Approval	61045	350.00
41	California State Disbursement Unit	Garnishment	60775	240.92
42	California State Disbursement Unit	Garnishment	60776	300.00
43	CalPERS - Retirement	RVSD Contribution on Payroll Date 05/25/18	EFT	24,763.23
44	Cal-Pers Health	Health Insurance May 2018	EFT	50,979.79
45	Cal-Steam Inc.	Inv. 3212386, customer 4329	60892	22.00
46	Canby, Victoria	Rebate-APN 007-221-50, FY 17/18	60936	768.68
47	Carlson, Herbert M	Rebate-APN 007-112-08, 1029 San Anselmo Ave, FY 17/18	60937	214.00
48	Catalano, Kathryn	Rebate-APN 022-420-08, FY 17/18	60938	214.00
49	Chalstrom, Robert & Kathleen	Rebate-APN 070-273-25, FY 17/18	60939	214.00
50	Chapman., Beauford	Rebate-APN 176-121-10, FY 17/18	60940	214.00
51	Choppelas, Joy M	Rebate-APN 070-234-05, FY 17/18	60941	214.00
52	Chouinard., Michele	Rebate-APN 006-114-01, FY 17/18	60942	214.00
53	Cintas	Uniforms and Office Supplies	60812	210.23
54	Cintas	Uniforms and Office Supplies	60893	1,686.57
55	Cintas	Uniforms and Office Supplies	61021	417.09
56	Cisowski, Raymond J & Ada A	Rebate-APN 005-183-05, FY 17/18	60943	214.00
57	City Electric Supply (CES)	200w EQ Stud Wall Pack	60777	403.30
58	Clark., Penny	Rebate-APN 006-191-24, FY 17/18	60944	214.00
59	Coast Landscape Management	Monthly Bill for May	60846	967.00
60	Colp, Joey & Christine	Rebate-APN 002-192-27, FY 17/18	60945	428.00
61	Coman, Karen M	Rebate-APN 001-142-27, FY 17/18	60946	214.00
62	Cook, Jennie R	Rebate-APN 021-282-13, FY 17/18	60947	281.25

**Ross Valley Sanitary District**  
**Cash Register and Change in Cash Report**  
**May 2018**

Line #	Payee	Description of Purchase	Check# & EFT	Amount Paid
63	County, Linda	Rebate-APN 001-123-30, FY 17/18	60948	214.00
64	Coyle, James D & Debbie S	Rebate-APN 006-122-17, FY 17/18	60949	214.00
65	CTS International	Competency Based Training Task Order #3 & #4 March to April 2018	60799	17,542.00
66	Dale Olsen (EE)	17/18 Wellness Program Reimbursement	60830	300.00
67	Davidson, Amy & Kenneth	Rebate-APN 001-061-16, FY 17/18	60950	214.00
68	De La Carte, Lilyan	Rebate-APN 070-332-10, FY 17/18	60951	214.00
69	De La Cruz, Jennifer	Employee Gym Reimbursement FY17/18	60804	300.00
70	Dean, Carol	Rebate-APN 071-031-16, FY 17/18	60952	214.00
71	Deinies, Lydia	Rebate-APN 070-141-18, FY 17/18	60953	214.00
72	Delta Dental	Period Coverage May 1, 2018 to May 31, 2018	EFT	4,815.52
73	Diego Truck Repair, Inc.	Truck Repair - 2014 Ford F750 & 2015 Ford F550	60778	3,007.28
74	Downtown Ford	2018 Ford Escape VIN#1FMCU9GD2JUB76360	60837	26,498.32
75	Drip Tech Plumbing Solutions	Replacement of Districts 4" Main	60813	3,811.00
76	Drivers Alert	How's My Driving Blk/Wht	60814	17.95
77	Dulfu., Maria	Rebate-APN 070-041-68, FY 17/18	60954	214.00
78	Eakle., Matthew & Lucia	Rebate-APN 005-211-35 balance, FY 17/18	60955	29.50
79	Eddie Marine, Inc	Materials & Parts - Pumps	60779	82.44
80	Elizabeth Arentzen	Rebate-APN 005-164-09, FY 17/18	60956	214.00
81	Employment Development Dept.	State Income Tax 05/11/2018	EFT	6,804.53
82	Employment Development Dept.	State Income Tax 05/25/2018	EFT	6,756.77
83	Environmental Products & Access. LLC	Materials & Parts - Pumps	60847	75.79
84	EnviroSight	RP103798 sales tax	60894	967.52
85	Eshelman, Carlton	Rebate-APN 001-062-26, FY 17/18	60957	214.00
86	Estelita, Robert J	Rebate-APN 001-82-38, FY 17/18	60958	214.00
87	Evans, Elsa	Rebate-APN 022-741-12, FY 17/18	60959	281.25
88	Ewert, Jane	Rebate-APN 005-082-13, FY 17/18	60960	214.00
89	Fairfax Lumber Co	Customer 100331	60895	34.56
90	Fastenal Company	Materials & Parts - Pumps	60780	395.25
91	Fastenal Company	CASAR23968	60896	37.25
92	Fastenal Company	Materials & Parts - Pumps	61023	197.29
93	Flynn, Patricia	Rebate-APN 006-151-12, FY 17/18	60961	214.00
94	Fowler Electric Services	4/11/18 and 4/12/18 Service call - Equipment Repair	60848	3,180.22
95	Garety., Roger	Rebate-APN 001-082-44, FY 17/18	60962	214.00
96	Gelatti., Florence	Rebate-APN 007-112-04, FY 17/18	60963	214.00
97	Gibson., Claudia	Rebate-APN 003-142-13, FY 17/18	60964	214.00
98	Goodman, Jean M	Rebate-APN 07-032-10, FY 17/18	60965	214.00
99	Grubbs, Mark E	Rebate-APN 001-147-04, FY 17/18	60966	383.00
100	Harben Inc.	Inv. 81249, throttle cable assy. 15 ft. & Inv. 81252, high pressure valve	60897	877.95
101	Henry Benavides (EE)	Benavides Computer Loan#1 FY 17/18	60806	929.36
102	Hohmann, Brunhilde	Rebate-APN 003-122-32, FY 17/18	60967	383.00
103	Home Depot Credit Service	Materials & Parts - Line Repair	60816	252.25
104	Horowitz, Deborah J	Rebate-APN 022-611-20, FY 17/18	60968	251.75
105	ICMA Retirement Trust-457	Employee Contributions 05/11/2018	EFT	4,451.37
106	ICMA Retirement Trust-457	Employee Contributions 05/25/2018	EFT	4,472.03
107	Internal Revenue Service	Fed Income & FICA Taxes 05/11/2018	EFT	39,840.58
108	Internal Revenue Service	Fed Income & FICA Taxes 05/25/2018	EFT	40,275.28
109	J W Mobile	Equipment Repair - Line Repair	60899	320.90
110	Jackson's Hardware, Inc	Tools, Material & Parts for Pumps & Line Maintenance	60781	878.35
111	Jackson's Hardware, Inc	Tools, Material & Parts for Pumps & Line Maintenance	60850	71.65
112	Jackson's Hardware, Inc	Tools, Material & Parts for Pumps & Line Maintenance	60900	9.79
113	Jim Corbet's Ace Hardware Store	Materials & Parts - Pumps	60782	61.42
114	Jim Corbet's Ace Hardware Store	Materials & Parts - Pumps	60851	53.92
115	Jim Corbet's Ace Hardware Store	Materials & Parts - Pumps	60901	34.84
116	Jim Corbet's Ace Hardware Store	Materials & Parts - Pumps	61025	8.71
117	Kato, Miriam K	Rebate-APN 007-054-05, FY 17/18	60969	214.00
118	Keppel, Marilyn Deans	Rebate-APN 001-204-48, FY 17/18	60970	214.00
119	Kloehn, Joan M	Rebate-APN 002-123-78, FY 17/18	60971	383.00
120	Knock 'Em Out Pest Control, Inc.	Facilities - Maint - Admin	60902	225.00
121	Knock 'Em Out Pest Control, Inc.	Facilities - Maint - Admin	61028	130.00
122	Kobayashi., Toru	Rebate-APN 022-741-10, FY 17/18	60972	281.25
123	Kvale, H Dagfinn & Edith B	Rebate-APN 005-112-10, FY 17/18	60973	107.00
124	La Roccas Building Maintenance	Janitorial Services & Carpet Cleaning	60854	1,483.00
125	Lee., Lanny	Rebate-APN 174-083-04, FY 17/18	60974	214.00
126	Liebert Cassidy Whitmore	Legal Services - Employee Relations Matters for April	61029	2,188.50
127	Lienhart, Kristine	Rebate-APN 022-741-82, FY 17/18	60975	251.75
128	Lloyd, Sam W	Rebate-APN 022-530-09, FY 17/18	60976	191.50

**Ross Valley Sanitary District**  
**Cash Register and Change in Cash Report**  
**May 2018**

Line #	Payee	Description of Purchase	Check# & EFT	Amount Paid
129	Luo, Denny D	Rebate-APN 070-212-13, FY 17/18	60977	214.00
130	MacArthur., Michael	Rebate-APN 002-143-02, FY 17/18	60978	214.00
131	Madsen., Helena	Rebate-APN 005-071-33, FY 17/18	60979	214.00
132	Malek., Akram	Rebate-APN 022-651-22, FY 17/18	60980	251.75
133	Mallamo, Michael	Rebate-APN 022-621-03, FY 17/18	60981	251.75
134	Mansen., Bettie	Rebate-APN 005-022-11, FY 17/18	60982	214.00
135	Manuel, Wilson J	Rebate-APN 021-113-19, FY 17/18	60983	281.25
136	Marin County Ford	Inv. FOCS58896, license 1375387 Vehicle Repair - Ops & Maint	61030	135.73
137	Marin Gas & Auto Service	Vehicle Fuel Statement from March 2018	60819	1,340.29
138	Marin Gas & Auto Service	Vehicle Fuel Statement from April 2018	60903	1,395.61
139	Marin Municipal Water District-Vendor	Utilities - Water - Line Maintenance	60857	2,086.96
140	Marin Municipal Water District-Vendor	Utilities - Water - Pumps Svc #51024 Stadium Way, customer #147168	61031	416.10
141	Marin Resource Recovery-798	Concrete/Soil/Rock/Paving -Inv. 1260917, Acct.#02-0000798 7	60904	365.00
142	Marin Sanitary Service	Utilities - Ops & Maint for April Charges	60783	785.05
143	Marin Sanitary Service	Utilities - Ops & Maint for Acct.#01-0030123 3	60858	212.48
144	Mattison., Avon	Rebate-APN 022-310-06, 677 S Eliseo Dr, Greenbrae, FY 17/18	60984	191.50
145	MCC Building Maintenance	Facilities - Maint - Admin	60784	4,560.00
146	MCC Building Maintenance	Assemble New Computer Desk	60859	180.00
147	MCC Building Maintenance	Inv. 180768 Landscaping Maint. May 2018	60906	450.00
148	McLean, Susan L	Rebate-APN 001-121-56, FY 17/18	60985	214.00
149	McMaster-Carr	Materials, Safety Equipment and Gear - Pumps Inv. 62626630	60860	253.36
150	McWhorter, Rosemarie	Rebate-APN 005-063-22, FY 17/18	60986	214.00
151	Miksis Services, Inc	Inv. 109413 repair Harben pump	61033	1,955.61
152	Mulcahy, Kathleen	Rebate-APN 022-380-16, FY 17/18	60987	251.75
153	Municipal Maintenance Equipment Inc.	Resetable C/B Fuse	60820	29.87
154	Municipal Maintenance Equipment Inc.	Tools, Vehicle Repair, Materials and Parts - Mini Push Camera mc15	60907	9,632.86
155	Musser, Maria G	Rebate-APN 022-700-57, FY 17/18	60988	191.50
156	Napa	Vehicle Repair - Engineering	60821	12.71
157	Napa	Vehicle Repair - Ops & Maint	60861	108.12
158	Napa	Materials and Parts - CCTV & Line Maint	60908	48.63
159	Napa	Materials and Parts - Pumps	61034	49.44
160	National Construction Rentals	Facilities - Maint - Ops	60862	857.39
161	Nelson	Temporary Help-Admin	60863	1,001.46
162	Newhouse, Felicia	Employee Gym Reimbursement FY 17/18	60803	300.00
163	North Bay Petroleum	Vehicle Fuel	60785	501.52
164	North Bay Petroleum	Vehicle Fuel	60909	2,641.77
165	Obid, Michele	Rebate-APN 005-082-10, FY 17/18	60989	214.00
166	Orchard Supply Hardware	Materials & Parts - Line Repair for March 2018	60822	103.16
167	Orchard Supply Hardware	Materials & Parts - Line Repair for April 2018	60865	126.98
168	Orchard Supply Hardware	Materials & Parts - Line Repair	61035	29.08
169	Owens., Georgette	Rebate-APN 022-170-05, FY 17/18	60990	191.50
170	Pacific Gas & Electric Co.	For Period: 03/20/2018-04/19/2018	EFT	407.73
171	Pacific Gas & Electric Co.	For Period: 04/02/2018-05/01/2018	EFT	17,229.34
172	Pacific Gas & Electric Co.	For Period: 04/02/2018-05/01/2018	EFT	103.70
173	Pacific Gas & Electric Co.	Project: EP 184 Oakcrest Rd., San Anselmo - Cust#2069803	60910	5,000.00
174	Pacific Gas & Electric Co.	For Period: 04/20/2018-05/18/2018	EFT	336.32
175	Pagers Direct	Acct. 217324 - Utilities-Phone/Internet- Admin	60911	286.80
176	Panici., Andonios	Rebate-APN 002-021-11, FY 17/18	60991	214.00
177	Pietrosilli, Lydia & Albert	Rebate-APN 021-142-34, FY 17/18	60992	281.25
178	Portnoy, Bennett D	Rebate-APN 022-700-52, FY 17/18	60993	191.50
179	Proctor, James T	Rebate-APN 071-162-01, FY 17/18	60994	214.00

**Ross Valley Sanitary District**  
**Cash Register and Change in Cash Report**  
**May 2018**

Line #	Payee	Description of Purchase	Check# & EFT	Amount Paid
180	RGS	Reimbursable Expenses for David Spilman	60867	78.48
181	Robert Half Management Resources	Temporary Help-Melvin Garcia	60869	9,760.00
182	Robert Half Management Resources	Inv. 51010442 week ending 5/25/18, 40 hrs, Melvin Garcia	61036	4,880.00
183	Rogers, Deidre L	Rebate-APN 002-151-12, FY 17/18	60995	214.00
184	Rosborne., Gilbert	Rebate-APN 021-063-03, FY 17/18	60996	251.75
185	Rose, David	Rebate-APN 020-223-12, FY 17/18	60997	755.25
186	Russell Architects	Professional Architectural Services - Task by Task basis	60871	1,610.28
187	Sabel, Amy Lynn	Rebate-APN 020-171-08, FY 17/18	60998	251.75
188	Schindler., Peter	Rebate-APN 174-111-35, FY 17/18	60999	214.00
189	Scruggs, Raymond Anderson	Rebate-APN 005-172-73, FY 17/18	61000	214.00
190	Semenza, Richard & Pamela	Rebate-APN 005-172-72, FY 17/18	61001	214.00
191	Sierra Safety Associates	Safety Equip & Gear - Line Repair	60826	692.75
192	Silva, Edwin & Rosemary	Rebate-APN 005-112-25, FY 17/18	61002	214.00
193	Skinner, Nancy M	Rebate-APN 005-283-03, FY 17/18	61003	214.00
194	Stack., Judith	Rebate-APN 005-165-58, FY 17/18	61004	214.00
195	Staples	Stmnt #1619581057- Office Supplies a- Ops & Maint & Admin	61037	2,973.26
196	Stephen M. Raffle, MD. & Associates	FFD Assessment - Employee Exam Engineering	61038	6,020.00
197	Stephens Jr, Marvin C	Rebate-APN 005-021-05, FY 17/18	61005	214.00
198	Streett, Maurine S	Rebate-APN 021-223-30, FY 17/18	61006	281.25
199	T & B Sports Inc.	Inv. 0000021405, safety jackets	60913	741.10
200	Thomson., Jill	Rebate-APN 005-193-13, FY 17/18	61007	214.00
201	Totty, Linda Z	Rebate-APN 021-202-06, FY 17/18	61008	281.25
202	Town of Ross	Rebate-Customer Rebate	60786	4,879.20
203	Townsley, Hamilton & Yvonne	Rebate-APN 001-236-46, FY 17/18	61009	214.00
204	Turley., Pamela	Rebate-APN 001-142-03, FY 17/18	61010	214.00
205	Uline	Materials & Parts - CCTV & Safety Equip & Gear - Line Repair	60827	610.80
206	United Site Services of California	Inv. 114-6746871, Customer USS-108221, Order 0-455448	60874	154.91
207	USA Fleet Solutions	GPS Tracking April 2018 Charges	60787	30.95
208	Vanni, Marion O	Rebate-APN 001-192-02, FY 17/18	61011	214.00
209	Vermond, Joan Barbara	Rebate-APN 005-125-04, FY 17/18	61012	214.00
210	Vision Communications Co.	Equipment Repair - Line Maint (March and April 2018)	60875	9,005.94
211	Vision Service Plan	May 2018 Vision Benefits	EFT	666.01
212	Waite., Melanie	Rebate-APN 006-043-14, FY 17/18	61013	214.00
213	Water Components & Building Supply Inc.	Materials & Parts - Pumps	60788	14.79
214	Water Components & Building Supply Inc.	Materials & Parts - Pumps	60876	52.71
215	Water Components & Building Supply Inc.	Materials & Parts - Line Repair	60915	3,511.29
216	Weco Industries LLC	Materials & Parts - Pumps (Sewer Hoses)	60789	6,820.38
217	Weco Industries LLC	Materials & Parts & Equipment Repair- Line Maint	60878	729.83
218	Weco Industries LLC	Tools - Line Repairs	60916	1,644.47
219	Weco Industries LLC	Materials & Parts - Line Maint 2 Nozzles	61040	2,315.57
220	Wells Fargo Bank - Credit Card		EFT	15,162.36
221	Whiting, Amy J	Rebate-APN 022-730-02, 13 Elizabeth Cir, Greenbrae, FY 17/18	61014	214.00
222	Wise, Robert A	Rebate-APN 003-102-35, FY 17/18	61015	214.00
223	Wong, Sharriemann	Rebate-APN 022-461-83, FY 17/18	61016	191.50
224	Wood, Angela D	Rebate-APN 005-164-03, FY 17/18	61017	214.00
225	Xerox	Office Equipment Rental-Admin	60754	1,431.25
226			<b>Operations</b>	<b>426,332.01</b>
227	Alisa & Kenneth Schmier	LRGP-Application# 18-1648	60790	2,500.00
228	Edy Sennhauser	LRGP	60792	2,500.00
229	Jennifer Ellis & Jeff Buenrostro	LRGP	60794	1,500.00
230	Ann Switzer	LRGP-App.#18-1700, FY 2017/18	61018	2,500.00
231	Bryan Webb	LRGP FY 2017/18, App.#18-1636, 25 Onyx St, Larkspur	60844	4,000.00
232	Charles & Mary Ann Melin	LRGP FY 2017/18, App.#18-1674, 25 Murray Ave, Larkspur	60845	4,000.00
233	Corey S Bercun	LRGP	60791	2,500.00
234	David & Phyllis Hinman	LRGP-App.#18-1676 FY 2017/18	61041	2,500.00
235	Donna Andrews	LRGP-Application# 18-1648	60831	2,500.00
236	Elson Lee	LRGP-App.#18-1714 FY 2017/18	61022	2,500.00
237	Glorraine Obertello	LRGP 18-1606: 262 Riviera Circle LK	60793	2,500.00
238	Helyse Hollander	LRGP FY 2017/18, App.#18-1661, 148 Riviera Circle, Larkspur	60898	2,500.00
239	Jan Hobbel	LRGP-App.#18-1662, FY 2017/18	61024	2,500.00
240	Jeffrey A. Roe	LRGP- Application# 18-1619 : 185 Vista Grande, Greenbrae	60832	4,000.00
241	John R Tullis	LRGP	60795	4,000.00

**Ross Valley Sanitary District**  
**Cash Register and Change in Cash Report**  
**May 2018**

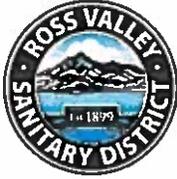
Line #	Payee	Description of Purchase	Check# & EFT	Amount Paid
242	Jonathan & Daelyn Farnham	LRGP FY 2017/18, App.#18-1667, 171 Prospect Ave, San Anselmo	60852	1,500.00
243	Julie E Rider	LRGP-App.#18-1708, FY 2017/18, 16 Murray Ave, Larkspur	61026	4,000.00
244	Karen Mixon Martin	LRGP-App.#18-1673 FY 2017/18, 7 Tamalpais Rd, Fairfax	60853	1,500.00
245	Katherine Judd	LRGP-App.#18-1678 FY 2017/18	61027	2,500.00
246	Kevin McCabe	LRGP-App. #18-1650 FY 2017/18	61042	1,500.00
247	Madeline Fendler	LRGP-App.#18-1689, FY 2017/18, 615 Riviera Circle, Larkspur	60855	2,500.00
248	Marla Victor	LRGP	60796	2,500.00
249	Mary Pincini Wells	LRGP-App.#18-1624, FY 2017/18, 208 Ridgeway Ave, Fairfax	60905	1,500.00
250	Matthew Frey.	LRGP-App.#18-1679, FY 2017/18, 45 Miwok Dr, San Anselmo	61032	3,700.00
251	Matthew Petri	LRGP- Application#18-1618 - 15 Highland Ct., Larkspur	60836	4,000.00
252	Meredith Tripp	LRGP-App.#18-1644, FY2017/18	61043	1,500.00
253	Mike & Marni Phippen	LRGP	60797	1,500.00
254	Norma Capella	LRGP FY 2017/18, App.#18-1657, 142 Ward St, Larkspur	60864	3,150.00
255	Perry Giacotto	LRGP-Application# 18-1674 - 25 Murray Ave, Larkspur	60838	3,450.00
256	Pipe Spy	LRLP-Stmt 5/18/18, Invoices 1006987 / 1007049	60912	10,000.00
257	Prateek Donni	LRGP- Application#18-1633 - 187 San Francisco Blvd., San Anselmo	60835	4,000.00
258	Randolph McDonald	LRGP FY 2017/18, App.#18-1628, 38 Drakes View Circle, Greenbrae	60866	1,500.00
259	Richard & Virginia Brenner	LRGP FY 2017/18, App.#18-1620, 23 Escalle Ln, Larkspur	60868	2,800.00
260	Robert Britt	LRGP-App. #18-1686, FY 2017/18	61044	2,500.00
261	Robert Rosenfeld	LRGP FY 2017/18, App.#18-1652, 657 Riviera Circle, Larkspur	60870	2,500.00
262	Ryan Abbe	LRGP- Application#18-1653 - 10 Elm Avenue, Larkspur	60834	3,150.00
263	Sharon Hunning & George Goin	LRGP	60798	2,500.00
264	Steve Crutchfield	LRGP FY 2017/18, App.#18-1658, 102 Acacia Ave, Larkspur	60872	3,000.00
265	Susan Jackson	LRGP-App.#18-1659, FY 2017/18	61039	2,500.00
266	Thomas & Cynthia Atkin	LRGP FY 2017/18, App.#18-1666, 634 Riviera Circle, Larkspur	60914	2,500.00
267	Thomas & Patricia Goepfert	LRGP- Application#18-1696 - 201 Riviera Circle, Larkspur	60833	2,500.00
268	Uli Seiler	LRGP FY 2017/18, App.#18-1683, 10 Terrace Ave, Kentfield	60873	1,500.00
269			<b>Lateral</b>	<b>118,250.00</b>
270	Anderson Pacific Engineering Construction	PS12 & PS 13 Rehab Project - Construction - March 2018	60807	695,604.25
271	Brown and Caldwell	Large Diameter Gravity Sewer Rehab Project II-1, 2 & 3 - March & Task Order 1 - Baywood Ct Creek Crossing Emergency Repair	60810	35,930.64
272	Calif. Dept. of Fish & Wildlife	RVSD Madrone Avenue SIP - FY 2016/17 Gravity Sewer Improv	60774	3,185.25
273	Carollo Engineers, Inc.	Final Payment for PO#1830 RE: FY 2015/16 Gravity Sewer Improvement Project - Engineering Services	60811	34,313.84
274	Harris & Associates, Inc.	FY 2015/16 & FY 2016/17 Gravity Sewer Improvements - Engineering Services Amendment No.2 & (Tasks 201-205) Amendment	60815	81,150.65
275	Harrison Engineering	Billing Period: March 01, 2018 to March 31, 2018 - Modular Locker Room 2000 LLC - Engineering Services	60849	1,171.28
276	Jill Barnes	Consultant Project Management Services March 2018 -2000 LLC Permit Application T/O 3 for Larkspur Landing Activities & Task Order 2 - FY 2016/17 Gravity Sewer Improve - PM for March 2018	60817	20,315.00
277	Maggiore & Ghilotti	Baywood Ct Creek Crossing Emergency Construction Work 03/2018	60818	7,268.99
278	Maggiore & Ghilotti	Baywood Ct Creek Crossing Emergency Construction Work 02/2018 & Rentention Release	60856	24,664.10
279	Michels Corporation	LDGSR II-2 PP 5 - Period: March 1, 2018 - March 31, 2018	60880	196,572.33
280	Pacific Infrastructure Corp.	Application No.4 - Through 3/31/2018 - PS 15 Kentfield Comminutor Replacement Project	60823	19,548.00
281	Ranger Pipelines, Inc.	Large Diameter Gravity Sewer Rehab Project II-1 (Jan thru Mar 2018), FY 15/16 Gravity Sewer Improvement Project (Progress pay't #14), FY 16/17 Gravity Sewer Rehab Project - Construction (Progress pay't #6),	60824	1,080,297.59
282	Ranger Pipelines, Inc./Escrow	FY 15/16 Gravity Sewer Improvement Project - Progress pay't Retention#14 (Escrow#02-700271)	60825	31,283.05
283	Ranger Pipelines, Inc./Escrow	FY 16/17 Gravity Sewer Rehab Project Retention #6	60829	20,231.75

**Ross Valley Sanitary District  
Cash Register and Change in Cash Report  
May 2018**

Line #	Payee	Description of Purchase	Check# & EFT	Amount Paid
284	Vali Cooper & Associates, Inc.	FY 15/16 Gravity Sewer Improvement Projects - Construction Management (Mar'18 & Nov'17) & FY 2016/17 Gravity Sewer Rehab - Construction Management (March 2018)	60828	194,223.52
285	Water Works Engineers	Task 5 - ESDC - PS 12 & PS 13 & PS 15 KF Pump Station Improvement Project - Feb 2018	60877	34,229.07
286	Winner Chevrolet, Inc	(2) 2018 Chevrolet 1500 Silverado	60879	59,552.99
287			<b>Capital Projects</b>	<b>2,539,542.30</b>
288	Payroll - May 11, 2018			102,222.70
289	Payroll - May 25, 2018			102,820.55
290			<b>Payroll</b>	<b>205,043.25</b>
291			<b>Total Disbursement</b>	<b>3,289,167.56</b>
				<b>Cash Disbursements</b>
292		Vendor Disbursements (Non-Capital)		426,332.01
293		Lateral Loan and Grant Program		118,250.00
294		Capital related Vendor Disbursements		2,539,542.30
295		Payroll Checks		205,043.25
296		Total Cash Disbursements		<b>3,289,167.56</b>
				<b>Other Cash Changes</b>
297		Cash Receipts		100,674.66
298		Interest - Bank of Marin		1,299.30
299		Bank Fees & Adjustments		3,741.18
300		Transfers		-
301		Total Cash Receipts		<b>105,715.14</b>
302		<b>Net Increase (Decrease) in Cash</b>		<b>(3,183,452.42)</b>

**Summary of the 10 largest vendors paid in May 2018**

1	Ranger Pipelines, Inc.	Large Diameter Gravity Sewer Rehab Project II-1 (Jan thru Mar 2018), FY 15/16 Gravity Sewer Improvement Project (Progress pay't #14), FY 16/17 Gravity Sewer Rehab Project - Construction (Progress pay't #6).	1,080,297.59
2	Anderson Pacific Engineering Construction	PS12 & PS 13 Rehab Project - Construction - March 2018	695,604.25
3	Michels Corporation	LDGSR II-2 PP 5 - Period: March 1, 2018 - March 31, 2018	196,572.33
4	Vali Cooper & Associates, Inc.	FY 15/16 Gravity Sewer Improvement Projects - Construction Management (Mar'18 & Nov'17) & FY 2016/17 Gravity Sewer Rehab - Construction Management (March 2018)	194,223.52
5	Harris & Associates, Inc.	FY 2015/16 & FY 2016/17 Gravity Sewer Improvements - Engineering Services Amendment No.2 & (Tasks 201-205) Amendment	81,150.65
6	Internal Revenue Service	Fed Income & FICA Taxes ( 05/11/18 & 05/25/18)	80,115.86
7	Calpers	Retirement - \$24,763.23 & Health - \$50,979.79	75,743.02
8	Winner Chevrolet, Inc	(2) 2018 Chevrolet 1500 Silverado	59,552.99
9	Brown and Caldwell	Large Diameter Gravity Sewer Rehab Project II-1, 2 & 3 - March & Task Order 1 - Baywood Ct Creek Crossing Emergency Repair	35,930.64
10	Carollo Engineers, Inc.	Final Payment for PO#1830 RE: FY 2015/16 Gravity Sewer Improvement Project - Engineering Services	34,313.84


**ROSS VALLEY SANITARY DISTRICT**

2960 Kerner Blvd  
 San Rafael, CA 94901  
 (415) 259-2949 ~ [rvsd.org](http://rvsd.org)

**STAFF REPORT**

**For the Meeting of July 18, 2018**

July 13, 2018

To: Board of Directors

Approved by:

From: Felicia Newhouse, Interim General Manager

Subject: **Discuss and Provide Direction on Draft Administrative and Personnel Policy Book**

**Summary**

This staff report is being presented to the Board to discuss and provide direction to staff on the draft Administrative and Personnel Policy Book.

**Discussion**

The attached draft Administrative and Personnel Policy Book is a completely revised and updated version of the District's existing 2001 Employee Handbook. The new publication includes updated policies such as legally required family medical leave policies and new policies such as the Business Ethics Policy. The new publication also includes an acknowledgement page to be signed by all employees.

A policy book serves as an everyday reference document for both management and staff employees. In addition to the importance of adopting updated legally required policies, the new publication also strives to be a clear, well-written document that appropriately reflects the business needs as well as the culture of the organization. It is one of the most important documents that communicates what is expected of employees and what they can expect from their employment at the District.

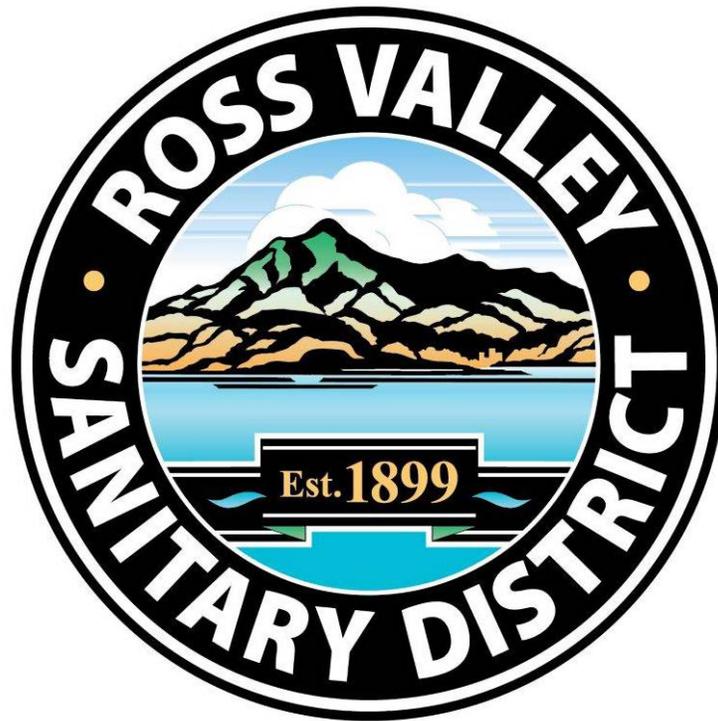
Management and the District's labor negotiator have had several meetings with the AFSCME bargaining group's representatives (business agent and shop stewards) to discuss the draft Policy Book. The AFSCME representatives are still reviewing this version; however, management anticipates few if any changes to the current draft. A final Policy Book will be presented to the Board for adoption at a subsequent meeting.

**Recommendation**

Discuss and provide direction to staff on the draft Administrative and Personnel Policy Book.

**Attachment(s):**

- A. RVSD Draft Administrative and Personnel Policy Book



**DRAFT**

**JULY 13, 2018**

# **ADMINISTRATIVE AND PERSONNEL POLICY BOOK**

*Adopted by the Board of Directors on [Insert Date]*

Welcome!

This Administrative and Personnel Policy Book has been prepared to communicate various aspects of employment with the Ross Valley Sanitary District (“RVSD” or “District”) to our employees.

RVSD is a special enterprise district that has been serving the public since it was organized under the California Health and Safety Code in 1899 and provides wastewater collection and conveyance services to the residents and businesses in the Ross Valley. The service area includes Fairfax, San Anselmo, Ross, Larkspur, and surrounding unincorporated areas of Marin County.

As an employee of RVSD, you are an important member of a team effort. We hope that you will find your position with our organization rewarding, challenging and productive. Because our success depends upon the dedication of our employees, we are highly selective in choosing new members for our team. We look to you to contribute to the success of RVSD. At the same time, we are committed to providing all employees with challenge, recognition, and benefits, as we achieve our organizational mission and goals.

In these pages, we have tried to give specific answers to most of the questions from our employees. You may have other questions, which are not answered here. If you have any questions, do not hesitate to ask them. We are aware of the many different needs employees may have and are eager to help you meet them.

Again, welcome to the team! We wish you every success in your work with Ross Valley Sanitary District.

Sincere regards,

General Manager

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## OUR MISSION

Our mission is to provide our customers with high quality wastewater collection service, through a system that has no avoidable sanitary sewer overflows, at the lowest sustainable cost, and to protect public health and the environment.

## OUR VALUES

We strive to conduct our daily activities in a way that reflects pride, efficiency, professionalism, and competence with a team oriented and supportive approach. Individually and as a team we hold and practice the following core values:

- Being fiscally responsible
- Protecting our natural resources
- Developing solutions that work today and for future generations
- Providing excellent quality service and creating quality work product
- Collaborating with each other and our stakeholders
- Being industry leaders
- Supporting efficiency and alignment with the mission of the Ross Valley Sanitary District through our resources and work

The attainment of our mission and values and the successes we have been able to attain as a District depend on the creativity and dedication of our employees. The services provided by our organization depend on your dedication and cooperation. We encourage you to share your ideas and your suggestions.

## SECTION 1: LEGAL AND ADMINISTRATIVE

## POLICY

This Administrative and Personnel Policy Book contains the administrative and human resources policies, practices, guidelines and procedures that the Ross Valley Sanitary District (RVSD) has in effect at the time of publication. All employees should read, understand, and comply with all provisions of this Policy Book. It describes many of the responsibilities of an employee and outlines the programs developed by RVSD to benefit employees. One of our objectives as an employer is to provide a work environment that is conducive to both personal and professional growth while delivering high quality wastewater collection service to the public.

All previously issued human resources, personnel or administrative handbooks, manuals and/or policy statements are superseded by this Policy Book. This Policy Book applies to all District employees, represented and unrepresented. Pursuant to the Meyers-Milias-Brown Act (MMBA) Government Code sections 3504, 3504.5 and 3505, the District agrees to meet and confer in good faith regarding matters within the scope of representation as applicable to represented employees of the District.

RVSD reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this Policy Book or in any other District document. Any changes must be in writing and must be signed by the General Manager of RVSD or authorized designee. Any such written changes to this Policy Book will be generally distributed so that supervisors and employees will be aware of the new or revised policies or procedures. No oral statements or representations can in any way change or alter the provisions of this Policy Book.

The policies and practices set out in this Policy Book or in any other administrative or personnel document, including benefit plan descriptions, are not intended to imply a contractual relationship, nor are they intended to create a promise or representation of continued employment for any employee.

Reference to RVSD throughout this Policy Book refers to the organization, Ross Valley Sanitary District, and its staff. It is intended that wherever reference is made in this Policy Book to decisions and/or recommendations being made or actions taken by RVSD, those decisions and/or recommendations are being made by the General Manager or authorized designee. This Policy Book will specifically reference RVSD's Board of Directors when decisions and/or recommendations are referred to that level.

Amendments to these policies and practices may be made and updated pages may be distributed from time to time.

Employees are responsible for familiarizing themselves with the contents of this Policy Book. Employees are responsible for acknowledging that the Policy Book has been read and its contents understood by signing the signature page which will be filed with the office of the Business and Administrative Services Manager.

## POLICY

Ross Valley Sanitary District (RVSD) is an equal opportunity employer and is committed to maintaining a work environment free from unlawful discrimination and/or harassment for all its current and prospective employees as well as persons providing services pursuant to a contract.

RVSD makes employment decisions based on merit. It is our goal to have the best qualified person in every position. RVSD policy prohibits unlawful discrimination on the basis of race, color, creed, gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), marital status, registered domestic partnership status, age, national origin or ancestry, physical or mental disability (the term disabled or disability will be construed to apply to those individuals covered by Title 2 California Administrative Code, §7293.6(c) et seq. and 42 U.S. Code §12102 and the regulations as defined pursuant to that section), medical condition (including cancer, or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breast feeding, or related medical conditions), genetic information, military or veteran status, sexual orientation (including homosexuality, bisexuality, or heterosexuality), or any other consideration made unlawful by Federal, State or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

All such discrimination is unlawful.

RVSD is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the District and prohibits unlawful discrimination by any employee of the District, including supervisors and co-workers. RVSD considers the attainment of equal employment a major District objective and is committed to providing equal employment opportunities to all qualified persons and applicants.

RVSD will not discriminate with respect to recruitment, hiring, training, promotion, transfer, discipline, termination, and other terms and conditions of employment. All other personnel actions or programs such as compensation, benefits, transfers, layoffs, recalls, District-sponsored training, education, tuition assistance, social and recreational programs will be administered in a non-discriminatory manner. All employment decisions will be consistent with the principle of equal employment opportunity.

The District endeavors to recruit qualified individuals from appropriate sources that represent all segments of the community. Selection and advancement are determined based on relative ability, knowledge, and skills after a fair competitive process.

The District is committed to a policy and practice of complying with the Americans with Disabilities Act to ensure equal employment opportunity and non-discrimination for all qualified persons with disabilities in all terms, conditions and privileges of employment. Reasonable accommodation is available to all employees and applicants, including work site accessibility.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation as well as equal treatment and reasonable accommodation in job assignments. Employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

### **COMPLAINT PROCEDURE**

An employee or applicant who believes that he or she has been subjected to any form of unlawful discrimination should submit a written complaint to their supervisor, department head or General Manager. The complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If the employee needs assistance with his or her complaint, or if he or she prefers to make a complaint in person, he or she should contact the General Manager.

RVSD management will immediately undertake an effective, thorough and objective investigation and attempt to resolve the situation. If the District determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. The District will not retaliate against any employee or applicant for filing a complaint and will not knowingly permit retaliation by management or other employees.

## PURPOSE

Ross Valley Sanitary District (the District) is committed to providing a work environment that is free of discrimination, harassment, and retaliation in employment. This policy provides an organizational action plan and workplace conduct guidelines to maintain such an environment; further defines what is meant by these terms; provides avenues for reporting discrimination, harassment, and retaliation, and provides a procedure for investigation and resolution of employee complaints. The District encourages all employees, applicants, volunteers, unpaid interns and contractors to report any conduct that is believed to violate this policy as soon as possible.

## POLICY

Harassment or discrimination on the basis of race, religion (including all aspects of religious belief, such as grooming practices and religious dress), color, sex (including pregnancy and breastfeeding), gender, gender identity (including transgender), gender expression, national origin, ancestry, citizenship status, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), military or veteran status, or membership in any other legally protected category is unlawful and will not be tolerated. This prohibition against harassment and discrimination applies to the treatment of employees, applicants, unpaid interns or volunteers by a supervisor, management employee, elected or appointed official, co-worker, member of the public, or contractor.

Appropriate remedial measures, including disciplinary action, up to and including termination, will be instituted if prohibited behavior is found.

Any retaliation against a person for filing a complaint or participating in the complaint resolution process is prohibited. Individuals found to be retaliating in violation of this policy will be subject to disciplinary action, up to and including termination.

## DEFINING HARASSMENT, DISCRIMINATION, AND RETALIATION

### HARASSMENT

- Harassment can take many forms and includes, but is not limited to, the following conduct:
- Speech, such as slurs, jokes, stories, statements, epithets, derogatory comments, unwanted sexual advances or invitations, or inappropriate comments on appearance (including dress or physical features).
- Visual conduct, such as derogatory posters, cartoons, drawings, or gestures.
- Physical acts, such as offensive touching, assault, or any physical interference with normal work or movement when directed at an individual.

- Threats or unwanted sexual advances, requests for sexual favors, and other acts of a sexual nature where rejection of the conduct is used as the basis for employment decisions, offers of job benefits in return for sexual favors, or where the conduct is intended to or does unreasonably interfere with an individual's work performance or create an intimidating, hostile, or offensive working environment.

## **GUIDELINES FOR IDENTIFYING UNLAWFUL HARASSMENT**

Harassment includes any conduct taken because of the recipient's protected category, which would be unwelcome to an individual of a protected category. Protected categories include: race, religion (including all aspects of religious belief, such as grooming practices and religious dress), color, sex (including pregnancy and breastfeeding), gender, gender identity (including transgender), gender expression, national origin, ancestry, citizenship status, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), military or veteran status, and any other characteristic protected by the Federal or State employment discrimination laws.

The appearance of "voluntary consent" by the recipient may not be genuine. Harassment may still be occurring. There are many reasons why a recipient might appear to consent.

Harassment can evolve over time. Just because no one objects to the behavior at the moment does not mean that the joke, gesture, picture, physical contact, or comment is welcome.

Consensual visual, verbal, or physical conduct by two employees may be offensive to a third party and can constitute harassment of that third party.

Conduct can be considered harassment even if the individual in violation of this policy has no intent to be harassing.

## **OTHER FORMS OF HARASSMENT**

Unlawful harassment is unwelcome or offensive conduct with the purpose or effect of unreasonably interfering with an individual's work performance, or which creates an intimidating, hostile, or offensive working environment that is motivated by or directed to an employee on the basis of a protected category.

## **DISCRIMINATION**

This policy prohibits treating an individual inequitably because of the individual's protected category as defined in this policy.

## **RETALIATION**

Retaliation is defined as any adverse treatment of an applicant, employee, or contractor that occurs because that person has reported harassment or discrimination or has participated in the complaint and investigation process.

## **ROSS VALLEY SANITARY DISTRICT REPORTING PROCESS – MAKING A COMPLAINT**

Any employee, job applicant, unpaid intern, volunteer, or contractor who believes he or she has been unlawfully harassed should promptly report it orally or in writing to their supervisor, manager, the Business and Administrative Services Manager, or the General Manager if the complaint is regarding the Business and Administrative Services Manager. In the event an employee does not feel comfortable reporting to one of the identified individuals herein, employee may also report this information to the President of the Board of Directors.

## **SUPERVISORS MUST REPORT**

Any supervisor who receives a complaint of unlawful harassment or who observes or otherwise learns about conduct that may be in violation of this policy must notify the Business and Administrative Services Manager immediately. In the event supervisor is not comfortable reporting a complaint to the Business and Administrative Services Manager, the supervisor may also report this information to the General Manager or the President of the Board of Directors.

Upon receiving notification of a harassment complaint, the District will:

Provide the complainant with a timely response indicating that the complaint has been received and that a fair, timely, and thorough investigation will be conducted.

Authorize and supervise a timely, impartial, fair, and thorough investigation of the complaint by qualified personnel. The investigation will be documented and tracked for reasonable progress. The investigation will afford all parties with appropriate due process, which may include interviews with the complainant, the accused harasser, and other persons, as applicable, who have relevant knowledge concerning the allegations in the complaint.

Review the factual information gathered through the investigation to reach a reasonable conclusion as to whether the alleged conduct constitutes harassment, discrimination, or retaliation giving consideration to all factual information, the totality of the circumstances, including the nature of the conduct, and the context in which the alleged incidents occurred.

Timely report a summary of the determination as to whether harassment occurred to the appropriate persons.

Take prompt, appropriate, and effective remedial action if conduct in violation of this Policy occurred. The remedial action will be commensurate with the severity of the offense. Disciplinary action for a violation of this policy can range from verbal or written warnings up to and including termination.

Take reasonable steps to protect the complainant from further harassment, discrimination, or retaliation

### **REPORTING AND PERFORMANCE STANDARDS**

An employee, job applicant, unpaid intern, volunteer, or contractor who makes a complaint of discrimination, harassment, or retaliation is in no manner excused or exempt from the same performance standards to which others performing the same or similar work are held accountable. All job performance standards will be maintained throughout and following any investigation undertaken as a result of this procedure. Failure to meet job-related performance standards may be grounds for disciplinary action.

### **OTHER WAYS TO REPORT**

This policy is not intended to prohibit employees, job applicants, unpaid interns, volunteers, or contractors from filing complaints with the California Department of Fair Employment and Housing or the Federal Equal Employment Opportunity Commission or to prevent them from pursuing other available judicial remedies. These agencies may be contacted as follows:

- California Department of Fair Employment and Housing (DFEH) (800) 884-1684 or [www.dfeh.ca.gov](http://www.dfeh.ca.gov)
- Federal Equal Employment Opportunity Commission (EEOC) (800) 669-4000 or [www.eeoc.gov](http://www.eeoc.gov)

### **NO RETALIATION**

The District is committed to ensuring that all employees, applicants, and contractors who feel comfortable in raising issues regarding conduct that violate this policy without fear of retaliation. The District's commitment also is intended to encourage District employees to cooperate in investigations of alleged violations of this policy by providing honest, truthful, and complete information without fear of retaliation. Employees, applicants and contractors should feel free to report claims of unlawful harassment without fear of retaliation of any kind. The District strictly prohibits any form of retaliation against any applicant, employee or contractor who, in good faith, makes a complaint, raises a concern, provides information, or otherwise assists in an investigation, complaint or proceeding related to any alleged violation of this policy.

### **CONFIDENTIALITY**

Every possible effort will be made to assure the confidentiality of complaints made under this Policy. Complete confidentiality cannot occur, however, due to the need to fully investigate and the duty to take effective remedial action. Thus, confidentiality will be maintained to the extent possible. The

District will not disclose a completed investigation report, except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or a court order.

## **TRAINING**

The District will provide training to all employees who act in a supervisory capacity, and to elected officials in accordance with applicable Federal or State law. Training frequency will be in accordance with Appendix D – Required Training. Training will be presented by knowledgeable trainers or educators with expertise in the prevention of harassment, discrimination, and retaliation and will include:

- At least two hours of classroom or other effective interactive training and education regarding sexual harassment and the negative effects of abusive conduct.
- Training, which includes information and practical guidance regarding Federal and State statutory provisions concerning the prohibition against, and the prevention and correction of, sexual harassment.
- The remedies available to victims of sexual harassment in employment.
- Practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation.

## **RESPONSIBILITIES**

Managers and supervisors are responsible to:

- Inform employees of this Policy.
- Model appropriate behavior.
- Take all steps necessary to prevent harassment, discrimination, or retaliation from occurring.
- Receive complaints in a fair and professional manner, document complaints received, and escalate complaints per this Policy so that they may be investigated and resolved.
- Monitor the work environment and take immediate appropriate action to stop potential violations, such as removing inappropriate pictures or correcting inappropriate language.
- Follow up with those who have complained to ensure that the behavior has stopped and that there are no reprisals.
- Report potential violations of this Policy of which a manager or supervisor becomes aware, regardless of whether a complaint has been submitted, to the Business and Administrative Services Manager.

Each employee or contractor is responsible for:

- Treating all employees and contractors with respect and consideration.
- Modeling appropriate behavior in support of District policies.

- Fully cooperating with the District's investigations by responding fully and truthfully to all questions posed during the investigation.
- Reporting any act, he or she believes in good faith constitutes harassment, discrimination, or retaliation as defined in this Policy and as provided in this Policy Book.

## POLICY

In accordance with The Immigration and Control Act of 1986, RVSD hires only those individuals who are lawfully authorized to work in the United States.

Each new and rehired employee must provide original and current documentation to RVSD to establish employment eligibility and identification. A completed Employment Eligibility Verification Form I-9 must be furnished to RVSD no later than the first day of employment. Providing false documentation or making false statements on the verification form will be grounds for immediate termination.

## **POLICY**

It is the policy of RVSD to conduct business in accordance with the letter and the spirit of the law and in conformity with ethical standards.

Accordingly, employees must not take any action on behalf of RVSD that violates any law or regulation. Employees must adhere to high moral and ethical standards in the conduct of business. Employees may not engage in activity that results in a conflict of interest with RVSD or that reflects unfavorably on its integrity. Employees violating these standards are subject to disciplinary action, up to and including termination.

In situations and on issues involving ethical or moral judgments, employees may sometimes have difficulty determining the correct course of action. In such situations, employees are urged to discuss the matter with the General Manager of RVSD.

Certain management employees are subject to RVSD's Conflict of Interest Code disclosure requirements.

### ***GUIDELINES***

While employed by RVSD, employees are expected to devote their energies to their jobs. Employees are expected to adhere to high ethical standards and avoid situations that create an actual or potential conflict between the employee's personal interests and the interests of RVSD. A conflict of interest exists when the employee's loyalties or actions are divided between RVSD's interests and those of another, such as a political figure or vendor/supplier. Both the fact and the appearance of a conflict of interest should be avoided. Regular full-time employees may not hold an outside salaried or fee-based job without approval from the General Manager. The General Manager may provide written approval of the outside employment, either upon hire by RVSD or when an employee requests review of outside employment so long as the outside job will not interfere with the employee providing satisfactory performance of his or her job responsibilities for RVSD. Outside employment will present a conflict of interest and be prohibited if it has an actual or potential adverse impact on RVSD.

Employees who wish to engage in outside employment that may create a real or apparent conflict of interest must submit a written request to the General Manager explaining the details of the outside employment. If the outside employment is authorized, RVSD assumes no responsibility for it. RVSD will not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of outside employment. Authorization to engage in outside employment can be revoked at any time.

The following types of employment elsewhere are strictly prohibited:

- Outside employment that conflicts with an employee's work schedule, duties, and responsibilities at RVSD.
- Outside employment that creates a conflict of interest or is incompatible with the employee's position with RVSD.
- Outside employment that impairs or has a detrimental effect on the employee's work performance with RVSD.
- Outside employment that requires the employee to conduct work or related activities on District property during the employee's working hours or using District facilities and/or equipment.
- Outside employment that directly or indirectly competes with the business or the interests of RVSD.
- The following are guidelines for ethical conduct that RVSD employees are expected to practice:
  - Employees must not make commitments or agreements beyond what is authorized by the Board of Directors. This authorization may be in the budget document or by explicit policy or resolution, or minute order.
  - No payments will be made using District funds with the understanding that any part is to be used for any purpose other than that described by the records supporting the payment.
  - Gifts of cash or cash equivalents from any person or entity doing business with RVSD are never permissible if the amount exceeds the limits established by the Fair Political Practices Commission. Gifts, favors and entertainment may be given to others at RVSD's expense only if they are consistent with accepted business practices and are of such limited value that they cannot be considered as a bribe or pay-off.
  - The highest standards of honorable and ethical conduct must be observed in all relationships with other agencies and the public. It is prohibited to make disparaging statements, take any other unfair actions, or participate in any activity intended to damage RVSD, other agencies or the public.
  - District letterhead/stationery may be used only for District matters and not for personal or non-official correspondence.

- If an employee is asked by another employee or supervisor to a) perform any act that appears unlawful, b) make any unlawful entry on RVSD's records or reports, c) omit any entry that should lawfully be made, d) suppress or hide any information that may result in detriment to RVSD or be in violation of the law, or e) disclose information of a confidential nature except when legitimately required, it is that employee's duty and responsibility to bring the matter to the attention of his or her manager, Department Head, and/or the General Manager. An employee who files a grievance of this nature will not be retaliated against.
- Employees are expected to treat each other with courtesy, honesty, respect and understanding. Job-related problems should be discussed clearly, objectively, and without blame; and differences resolved fairly, professionally and promptly. Confidential matters pertaining to employees will be respected.
- Employees are expected to be polite, courteous, prompt and attentive to every person who calls or visits RVSD's offices and to each other. When a situation arises where the employee does not feel comfortable or capable of handling an issue from the public, the employee's supervisor should be contacted for assistance.
- Employees are responsible for safeguarding confidential information obtained during employment. In the course of work, employees may have access to confidential information regarding RVSD, its customers, elected officials or fellow employees. It is the employee's responsibility to protect and in no way reveal any such information, including to any media, unless it is necessary for the employee to do so in the performance of duties or required by law.

Employees are encouraged to share their work-related concerns, seek information, provide input, and resolve work-related problems/issues through their immediate supervisor, and as appropriate, consult with any member of management toward those ends. The District's objective is to listen to employee concerns, to encourage employee input, and to seek resolution to work-related concerns, problems, and issues.

The reputation and good name of RVSD depends upon the honesty and integrity of each employee. It is important that employees rely on their own good judgment in the performance of their duties and responsibilities. It would be virtually impossible to cite examples of every type of activity that might give rise to a question of unethical conduct. Therefore, when those situations occur where the proper course of action is unclear, employees are to request advice and counsel from their supervisor or the General Manager.

## SECTION 2: EMPLOYMENT PRACTICES

## **POLICY**

Employees are categorized into one of three different types of employment status: regular full-time; regular part-time and limited-term assignments. For the purposes of the policies included in this Policy Book, Board members are not employees. The General Manager is responsible for all hiring of District staff.

### **REGULAR FULL-TIME EMPLOYEE**

Employees in this category have successfully completed a probationary period and regularly work a minimum of forty (40) hours per week. Employees in this status are required to participate in the State retirement program (CalPERS), and are eligible to participate in all benefit programs offered by the District subject to the terms, conditions and limitations of each benefit program.

### **REGULAR PART-TIME EMPLOYEE**

Employees in this category have successfully completed a probationary period and regularly work more than twenty (20) hours but less than forty (40) hours per week. After one-thousand hours of work in a fiscal year, employees in this status are required to participate in the State retirement program (CalPERS), and may participate in other benefits at the District, on a prorated basis and as defined by Federal or State law.

### **LIMITED TERM EMPLOYEE**

The District may hire full-time or part-time employees on a limited term basis to fill District positions for a specified time, typically from one to four years. Employment terms for limited term employees are governed by unique employment contracts.

### **TEMPORARY EMPLOYEE**

The District may hire full-time or part-time employees on a temporary basis to assist District personnel in the accomplishment of specific projects or business goals. Temporary employees are typically hired through an employment agency, paid on an hourly basis and are not eligible to participate in any benefits other than those that are mandated by State and/or Federal laws and regulations. Temporary employee status is not considered for seniority or benefit longevity purposes if the employee is subsequently hired as a regular full-time or regular part-time employee.

## **AT-WILL EMPLOYEE**

An “at-will” employee serves the District at the pleasure of the General Manager under an individual employment contract. The individual employment contract is the sole and exclusive basis for the employment relationship between the employee and District. At-will employees may be terminated at any time, with or without cause, and with or without prior notice.

## **EMPLOYMENT CLASSIFICATIONS**

All District positions are classified as either exempt or non-exempt according to Federal and State legal guidelines.

### **EXEMPT POSITIONS**

If a position is classified as exempt as defined by applicable Federal laws, no overtime compensation will be paid to employees occupying that position.

### **NON-EXEMPT POSITIONS**

Employees designated as non-exempt are paid on an hourly basis with overtime compensation paid or compensatory time earned for more than eight hours in one day or forty (40) hours in one week, unless a 9/80 work schedule or 4/10 work schedule has been implemented. Non-exempt employees may choose to take compensatory time off in lieu of overtime pay.

### **DISASTER WORKERS**

Government Code §3100-3109 designates all public employees as disaster workers in protection of State citizens and resources. As disaster workers, employees are required to serve during a State or local emergency providing disaster service activities as assigned by a District supervisor or manager.

## POLICY

The probationary period is an intrinsic part and extension of the employee selection process during which time the employee will be considered in training and under careful observation and evaluation by supervisory personnel. Probationary employees must show that they can perform the duties of the job without a need for closer supervision and monitoring than is reasonable for the position. Probationary employees must take the initiative to understand policies, regulations, and instructions and are required to deliver quality service on behalf of the District. Probationary employees must work and conduct themselves in a professional manner that is appropriate for the job and that exemplifies the values of the District to other employees, managers, supervisors, and the public.

For all District employees a probationary period consists of the twelve (12) months following the date of hire or promotion into a regular appointment, unless defined otherwise in a memorandum of understanding. This period can, with notice, be extended up to one additional year at the recommendation of the supervisor and the approval of the General Manager.

During the probationary period, employment may be terminated with or without cause and with or without notice by either RVSD or the employee. There is no recourse to any grievance or appeals process upon release from probation. Decisions on probation are at the sole discretion of the General Manager; the General Manager's decision is final, and the probationary employee is not entitled to a notice or hearing.

An employee promoted or transferred to any position will also serve a probationary period in accordance with these rules or an applicable memorandum of understanding, before obtaining regular status in that position. As it relates to the performance evaluation period, the employee's annual evaluation date will be revised to coincide with the date of the promotion, transfer, reassignment, or demotion.

A promoted or transferred employee unable to satisfactorily perform duties and responsibilities, at the sole discretion of the General Manager, may demote back to his or her previously held position during or at the conclusion of the probationary period.

## POLICY

The purpose of the RVSD classification plan is to provide a system that encourages employee development, provides opportunities for career advancement, and creates an understanding of the roles, responsibilities and relationships of each classification within the District.

A classification plan is comprised of individual class specifications.

Class specifications identify the essential duties, responsibilities, level of authority, knowledge, skills, education, experience, licenses and certifications required to meet the minimum performance standards for each classification at the District.

The Board is responsible for adopting the classification plan and authorizing the number of District positions. The General Manager is responsible for ensuring that accurate class descriptions exist for all positions.

## PROCEDURE

Whenever one or more new positions or classifications are to be established, or whenever, because of any change in organization or method, a significant change in duties or responsibilities of any existing position is to be made that requires the amendment of the classification plan, such revision and amendment of the classification plan will be made in the manner as provided herein:

1. Whenever the General Manager proposes that a new class be created or that a significant change in duties or responsibilities of an existing class exists, a written report of the significant facts will be provided to the Board of Directors.
2. Based on the facts and report provided, the Board of Directors will first determine whether a new position must be created or if there has been a significant change of duties to the current class. If there has been a significant change of duties, the Board will consider the new duties/responsibilities and adopt an appropriate classification and salary range. If a new class is established, a class description similar to those contained in the classification plan will be prepared and the Position Allocation Schedule will be amended and approved by the Board of Directors. The General Manager is responsible for the preparation of a class specification for each classification in the Position Allocation Schedule adopted by the Board of Directors. The class specifications describe common distinguishing characteristics for each classification such as title, nature of work, supervision received and exercised, examples of typical and related duties, qualifications, requirements, and relationship to other classifications in the career series, if applicable. Class specifications will be updated, maintained, or may be created on a temporary basis as the General Manager determines necessary to properly describe the work performed and to accomplish RVSD's mission, purpose and programs.

3. The General Manager is responsible for the classification of individual positions and the assignment of classes to salary ranges within currently approved salary schedules as may be required to accomplish RVSD's mission, purpose and programs, provided that such actions are consistent with policy and will not exceed the approved budget for personnel expenses. For reassignment of a particular class to a different salary range, the General Manager must request the official Position Allocation Schedule be amended by the Board of Directors.

## **REDUCTION IN FORCE [NEW POLICY NUMBER]**

### **REASONS FOR LAYOFF**

The District may layoff an employee or reduce an employee's hours of work whenever it is necessary because of a lack of work or funds, or whenever it is advisable in the interest of efficiency and economy to reduce or reorganize the number and types of regular employees.

### **ORDER OF LAYOFF**

Employees may be laid off within any job classification, and layoff will occur within the affected job class by reverse order of seniority in District service.

### **OPPORTUNITY TO TRANSFER**

An employee who is laid off may elect to transfer into a vacant position previously held or a vacant position for which the employee meets the minimum qualifications, as long as the new position is listed in the Position Allocation Schedule.

### **EXCEPTION TO ORDER OF LAYOFF**

Where the General Manager deems it to be in the best interest of the service, she or he may retain an employee in an affected job class who has specific qualifications, despite the order of the layoff provided above, if the General Manager determines:

1. Such action is in the best interest of the service;
2. The employee retained has such special qualifications;
3. The employee laid off does not have such special qualifications; and
4. Such special qualifications are important in the performance of the work of the District.

## **LAYOFF PROCEDURE**

1. The District will provide written notification to affected employees at least three calendar weeks prior to layoff.
2. The District at its discretion may place employees scheduled for layoff on paid Administrative Leave.

## **CHANGES IN JOB CLASSIFICATIONS**

Employees can transition between allocated positions through one of the following mechanisms:

### **PROMOTION**

A promotion is the appointment of an employee from a position in one class to another higher class where he or she is assigned a pay level above the employee's current pay range. Promotions occur through the competitive examination process. An employee who is promoted must meet the current minimum qualifications for the classification to which he or she is being promoted. Probationary periods are required for promotional appointments.

### **DEMOTION**

A demotion is the reassignment of an employee from one class to another class having a lower pay range. A demoted employee due to reorganization efforts may be eligible to receive y-rated pay to distinguish from demotions from cause. Typically, this occurs if an employee's position has been reclassified to a classification with a maximum salary lower than the employee's current pay rate. Only when the maximum salary for the new classification is increased to a level higher than the employee's current salary does the employee become eligible for any salary increase. An employee who is demoted must meet the current minimum qualifications for the classification to which he or she is being demoted. The General Manager has discretion to determine whether a probationary period is needed for a demotion.

### **TRANSFER**

A transfer is the movement of an employee from one assignment to another within the same or a substantially similar job classification. An employee who is transferred must meet the current minimum qualifications for the classification to which he or she is being transferred. The General Manager has discretion to determine whether a probationary period is needed for a transfer.

## **PURPOSE**

The purpose of the RVSD Compensation Policy is to establish objective guidelines to be used in establishing compensation for District positions. This policy is intended to ensure that RVSD's compensation practices are consistent with its public service mission, reflect its organizational values, and support related strategic plan objectives.

RVSD recognizes that the quality and performance of its staff has a significant impact on the District's ability to successfully carry out its wastewater utility service mission. RVSD recognizes that compensation practices impact labor costs, and that labor costs account for a significant portion of the total cost to provide safe, reliable wastewater utility service to its customers. In establishing a compensation policy, the District is balancing its objective to attract, retain, and develop high quality staff with its objective to maintain the financial health and sustainability of the District.

## **FACTORS CONSIDERED IN ESTABLISHING COMPENSATION**

In setting compensation levels, RVSD considers the following factors.

### **TOTAL COMPENSATION**

RVSD considers total compensation, which includes wages and benefits. Benefits include active employee benefits and post-employment (retirement) benefits. Active employee benefits include examples such as paid vacation, holidays, and sick leave; medical and dental insurance; and related benefits. Post-employment benefits include pre-tax retirement savings benefits, pension benefits, and post-employment medical insurance. RVSD considers total compensation to ensure meaningful comparison between other public utility agencies and to ensure both short and long term fiscal impacts are considered.

### **REGIONAL MARKET COMPARISON BENCHMARKS**

RVSD periodically conducts compensation surveys to compare its total compensation to that of other wastewater utility agencies. These benchmarking comparison agencies will be representative of the agency and its employee classifications.

### **MARKET COMPETITIVENESS**

RVSD recognizes that in seeking to recruit and retain high quality staff, it is competing with other employers within its industry and region. In evaluating compensation levels, RVSD also evaluates its market competitiveness based on data from the most recent compensation information collected from the compensation survey.

## **COST OF LIVING ADJUSTMENTS (COLA'S)**

Cost of Living Adjustments (COLA's) are applied to provide uniform adjustments to wage rates across all job categories, with the intent of maintaining the purchasing value of wages under varying regional economic conditions. RVSD uses the U.S. Bureau of Labor Statistics San Francisco Bay Area Consumer Price Index (Bay Area CPI) in evaluating the need for COLA's.

## **BALANCING COMPENSATION AND FINANCIAL SUSTAINABILITY GOALS**

RVSD manages its compensation and resulting total cost of labor as one of several significant components that influence the District's financial sustainability.

## PURPOSE

The District is responsible for preparing a compensation schedule for all classes of positions whose compensation will be determined by the General Manager and the Board. To accomplish this, RVSD and its Board are responsible for establishing and administering a compensation schedule. The Plan will consist of a base salary, salary range or hourly wage rate for each separate class of employment. The General Manager and the Board review the schedule to ensure market competitiveness and internal equity.

## WAGE AT HIRE

All new employees will be advised at the time of hire as to their starting rate of pay. Employees are normally hired at the starting salary level. New employees may, however, be hired at a pay rate greater than the minimum in consideration of such factors as advanced or specialized education or training, level of experience, possession of highly developed technical skills, demonstrated achievements or labor market competitiveness. An applicant recommended for hiring above the starting salary rate will receive advance approval of the General Manager.

## STEP INCREASES

Upon determination of progress and productivity as evidenced by a satisfactory (“meets expectations”) or better annual performance evaluation, employees will be considered eligible for an increase in salary.

An advance in pay steps is not automatic upon completion of specific periods of service. Employee performance will determine whether an employee receives an advance in pay. Increases of more than one step are to be approved by the General Manager. Increases in pay will be withheld in cases of inferior work, lack of application, indifferent attitude, or any other sufficient reason as determined by the General Manager.

## PERFORMANCE MERIT INCREASES

Within the established salary range for their job classification, employees may be eligible for an annual performance merit increase, not to exceed ten percent (10%) of salary. The merit increase may be granted by the General Manager based on the employee’s merit and performance. All merit increases are subject to the discretion of the General Manager.

## PROMOTIONS

Employees employed in the District's service who are promoted to a position in a class with a higher pay range will be entitled to receive the rate of compensation in the entrance step of the class to which they have been promoted. In cases where the pay range overlaps, promotion will be applied at the step in the range of the new class that is five percent (5%) or greater than the employee's current step. The pay step is determined based on the base pay, including any applicable incentive pays. A new anniversary date will be established for purposes of eligibility for future step increases and will be the effective date of the promotion.

## TRANSFERS AND DEMOTIONS

In the case of a transfer or demotion of any employee from one position to another position to a class with a lower pay range, the employee will be compensated at the step in the pay range for the new class which is nearest to the employee's pre-demotion pay unless a higher step is authorized by the General Manager.

In such cases the employee will have a new anniversary date. Subject to the discretion of the General Manager, the District may elect to "Y-rate" the employee's pay at the same rate he or she received prior to the transfer or demotion, until the pay range for the class to which the employee has been transferred equals or exceeds the Y-rate.

In the case of the permanent transfer of any employee from one position to another in the same class, or to another class to which the same pay range is applicable, the employee will remain at the same pay step and will retain his or her original anniversary date.

## OUT-OF-CLASS/ACTING ASSIGNMENT

An "out-of-class" or "acting" assignment is the assignment of an employee currently in a lower job classification to the performance, as determined by the District, of a higher job classification due to a vacancy in the higher classification, because of leave without pay, vacation relief, extended sick leave, or for emergencies or peak work assignments for a limited duration. Pursuant to Government Code section 20480, an out-of-class assignment shall not exceed a total of 960 hours in each fiscal year.

At the sole discretion of the General Manager, an employee unable to successfully perform assigned duties shall be removed from the "out-of-class" or "acting" role and will return to their previously assigned role and pay.

## **OUT-OF-CLASS ASSIGNMENTS**

An “out-of-class” assignment will be made in writing by the employee’s supervisor or manager and must be approved by the General Manager in advance of the commencement of the assignment. After an employee has performed an “out-of-class” assignment for five consecutive working days, such employee will receive additional compensation as stated herein.

An “out-of-class” assignment may include the assignment of a specific set of duties or responsibility for a specific set of programs/projects but would not necessarily constitute the entire role of an existing higher or different classification. In the case of an “out-of-class” assignment, the employee will be paid a five percent (5%) increase above their current pay beginning on the sixth day of the “out-of-class” assignment and continuing until said employee returns to his or her regular class.

## **ACTING ASSIGNMENTS**

In the case of an “acting” assignment, the employee assumes the full scope of responsibilities of the higher classification. “Acting” employees will be paid either the lowest step of the range of the higher classification, or an amount that is within the higher pay range and is closest to five percent (5%) above current pay, whichever is greater. “Acting” assignments are appointed by the General Manager.

## **PAY PERIOD AND PAY DAY**

RVSD pays its employees bi-weekly. Paychecks cover the eighty (80) hour, two-week period beginning at 12:01 a.m. Saturday and ending at 12:00 midnight, inclusive, on the second following Friday. Each paycheck will reflect the base hourly rate of pay, overtime, holiday pay and premium pay earned during that pay period. Employees are paid for work performed during the previous pay period. When a payday falls on a bank holiday, employees will receive their payroll warrants on the day preceding the normal payday. By law, required deductions must be made in each pay period for Federal and State income taxes. There are no deductions made for State disability insurance as the District does not participate in this program.

Employees may contact payroll and accounting staff should they have any questions about payroll or pay checks. Payroll staff will address employee questions and concerns in a reasonable time frame.

## **DIRECT DEPOSIT**

The District provides employees with the convenience of having their paycheck directly deposited to a financial institution of their choice. A direct deposit authorization form must be submitted to the Finance Department. Two pay periods may be required to complete the direct deposit process with the bank.

## NATURAL DISASTER COMPENSATION POLICY

This policy sets forth the manner in which RVSD employees will be compensated when unable to work because of a natural disaster or equivalent event as determined by the District. This policy applies to all District employees and will be applicable on a fiscal-to-fiscal year basis.

In the event of a natural disaster or equivalent event that requires the Board of Directors or the General Manager to temporarily close a District facility, the General Manager will use this policy for compensation purposes. When this policy is in use and employees are ordered to leave work, or ordered not to report to work by the authority of the General Manager, employees will be compensated as follows:

- a) First Eight Hours – One hour of base pay (designated as Paid Leave – Other) for each scheduled work hour missed.
- b) Second Eight Hours – One-half hour of base pay (designated as Paid Leave – Other) for each scheduled work hour missed. This may be supplemented by compensatory time off, vacation or other similar accrued/earned leave benefit except sick leave.
- c) Third Eight Hours – One-half hour of base pay (designated as Paid Leave – Other) for each scheduled work hour missed. This may be supplemented by compensatory time off, vacation or other similar accrued/earned leave benefit except sick leave.
- d) Additional Hours – No further “Paid Leave – Other” compensation. Employee may use compensatory time off, vacation, or other similar accrued/earned leave benefit except sick leave.
- e) Leave Without Pay – An employee may use leave without pay instead of accrued/earned leave benefits for A, B and C above.

Employees, who were on scheduled vacation, sick leave, workers’ compensation or any other scheduled leave, whether or not paid, will not be eligible for compensation as described above.

The salary of an exempt employee consists of a predetermined amount irrespective of the number of hours worked. If an exempt employee has exhausted all accrued paid time off benefits and misses additional days or hours of work for personal reasons, the amount of time the employee misses may be deducted in hour per hour increments from the employee’s salary. (Title 29 Code of Federal Regulations Part 5 §541.5d).

## POLICY

The District establishes work hours consistent with its operating requirements and responsibilities. Work shifts, days, hours, and periods can be established and modified by the District within the limits prescribed by law, based on operating conditions and requirements. Employees may not change their own regular work schedule without the approval of a supervisor or manager.

Regardless of an assigned regular work schedule and based upon the service levels and operational needs, the District has the right to require an employee to work overtime that may occur any time before or after the regular workday or regular workweek including weekends, evenings, and/or holidays.

All employees are assigned to work shifts with regular starting and quitting times. Some District operations and services may be scheduled on a sixteen (16) or twenty-four (24) hour basis seven days a week.

If the job requires a change of clothing or uniform, employees must arrive early enough to change before work begins. Employees are required to be at their assigned work locations (either Kerner or Larkspur Landing) at their designated starting time, in appropriate work attire, ready to work.

Two rest breaks of fifteen (15) minutes each are encouraged in an eight-hour day, usually during the first four hours of a shift and once again during the last four hours of a shift. Break periods cannot be added on to the lunch break, taken at the end of the workday, or saved for use at another time.

## ALTERNATE WORK WEEK

The District may consider approval of an alternate work week schedule for specific positions based on service levels and operational needs. Alternate work week schedules are at the discretion of the General Manager, based on business need, service levels, and merit, and are not an entitlement. An alternate work week schedule must not cause an increase in regularly scheduled overtime.

For employees working a 9/80 schedule, each employee's designated FLSA work week (one hundred and sixty-eight (168) hours in length) will begin exactly four hours after the start of the employees eight-hour shift on the day of the week that corresponds with the employee's alternating regular day off.

## POLICY

Employees may be required to work overtime. All District positions are classified as either exempt or non-exempt in accordance with the Federal Fair Labor Standards Act (FLSA). In accordance with FLSA, exempt positions are defined as being primarily administrative, professional, and/or executive in the performance of their job duties and are not eligible for overtime compensation. Non-exempt employees are eligible to earn overtime compensation and/or compensatory time off at overtime rates.

All overtime must be pre-approved by a supervisor or manager. Overtime worked without pre-approval will be entered in the time control system and reviewed on a case-by-case basis. Abuse or falsification of time control system records may result in discipline up to and including termination.

## NON-EXEMPT EMPLOYEES

(Eligible for Overtime and Compensatory Time Off)

Employees in non-exempt positions earn overtime or compensatory time off at the rate of one and one-half times the base hourly rate of pay for all hours worked more than eight hours per day or forty (40) hours per week, or the employee's regularly scheduled work day or workweek, whichever is longer.

Overtime is compensated to the nearest half-hour. No employee is required to work more than sixteen (16) total hours during a twenty-four (24) hour period. Overtime will be distributed as equally as practical among employees in a work unit.

Overtime will be paid at double the rate of pay for supervisor-approved or manager-approved time worked more than twelve (12) consecutive hours.

An employee may elect, by so stating in the time control system, a preference to earn compensatory overtime in lieu of overtime pay. An employee may accumulate compensatory time up to a maximum of forty (40) hours [accrued from sixty (60) hours of overtime worked]. The procedure for requesting approval to use compensatory time is the same as that required to schedule vacation time.

## EXEMPT EMPLOYEES

In recognition of the irregular hours and time required by exempt employees, an administrative leave program is established. Each such employee receives up to five days [forty (40) hours] administrative leave per calendar year. The procedure for requesting approval to use administrative leave is the same as that required to schedule vacation time.

## **OVERTIME - PRIOR APPROVAL REQUIRED**

The Fair Labor Standards Act (FLSA) requires that the District pay each employee who is entitled to receive FLSA overtime for all hours worked. Employees who are exempt from FLSA overtime because of the executive, administrative, or professional nature of their job duties do not receive overtime pay.

Employees are required to record all work time on official District records and to receive approval for any overtime worked in accordance with current District procedures or as stated in a MOU. Failure to follow the District's overtime approval procedures will result in being paid for all legitimate work time, and may be subject to disciplinary action, up to and including termination for violating the overtime approval procedures.

## POLICY

Consistent attendance and punctuality are important to conducting the District's business, and are, therefore, an essential part of each employee's performance standards. Poor, inconsistent, or irregular attendance can produce disruptive results for District operations, lower overall productivity and continuity of work, and is often burdensome to other employees.

Attendance records are an objective, measurable element included in each employee's performance appraisal. They are also an element for all merit pay recommendations and promotions.

Employees are expected and required to report to their designated work location (either Kerner or Larkspur Landing) at the prescribed time work activity is to commence. Tardiness, unexcused absence, failure to follow appropriate leave notice requirements, or failure to report as required may result in disciplinary action, up to and including termination of employment.

If an employee is unable to report to work as scheduled and has not received prior approval from their supervisor to be absent, the employee must speak to his or her immediate supervisor or, if unable to reach the immediate supervisor, the department manager, or another supervisor or manager prior to the scheduled reporting time or be prepared to provide evidence of extenuating circumstances. In all cases of absence or tardiness, the employee must provide the supervisor with the type and duration of absence.

In the event of an emergency, employees are to notify the District as soon as possible if they are unable to report to work. Failure to comply with notification requirements may result in disciplinary action up to and including termination.

Coming to work late, leaving work early, taking extended breaks, including taking lunch beyond the allotted time, and chronic, persistent, or patterned use of sick leave may result in disciplinary action up to and including termination.

## **POLICY**

The District follows merit-based procedures when filling open positions.

## **PROMOTIONAL AND OPEN EXAMINATIONS**

### **INTERNAL RECRUITMENT (PROMOTIONAL EXAMINATION)**

To enhance opportunities for career development among current employees, all vacant positions will be posted on the District designated bulletin boards for a minimum of two weeks.

The District encourages internal promotion when minimum qualifications can be met. However, the District reserves the right to recruit externally.

### **EXTERNAL RECRUITMENT (OPEN EXAMINATION)**

When a position requires supervisory responsibility, and/or the District determines a need to fill a position from outside of the current work force, then the examination process will be open. Recruitment and advertisement will run for a minimum of two weeks in duration. Eligible District employees may compete in an open examination.

## **JOB ANNOUNCEMENT AND APPLICATION PACKAGE**

The job announcement and other advertisements will identify a final filing date and all materials will be submitted to the District on or before that date for further consideration. The District may elect to have an open-ended recruitment, in which case the job announcement will be posted as “open until filled.”

All job applicants must complete an application form. The form must be complete and accurate, regardless of whether or not a resume is attached. Refusal to provide a completed application form may automatically disqualify an applicant from further consideration. All candidates who are applying for positions that require driving must also submit a current copy of their Department of Motor Vehicles driving record.

## **APPLICATION REVIEW**

The General Manager or designee will review all the application packages and determine those that are the most qualified. The District or designee will notify all applicants of their eligibility.

## **EXAMINATION PROCESS**

A candidate must successfully pass each part of the examination process to be retained on an eligibility list. The examination may be written, oral, a demonstration of physical ability or skills, or any combination thereof.

## **ELIGIBILITY LIST**

An eligibility list, effective for one year, may be developed to include all candidates who successfully complete the examination process. An eligibility list may be extended or deleted if there are less than three candidates remaining on the List. Candidates will be ranked in the order of their examination score. The District may offer employment to any of the candidates on the eligibility list after reference checks have been made and, if required, a physical examination and drug screen have been successfully completed.

## **REFERENCE CHECKS**

All job applicants will provide information on previous employment and other references as required on the application form. Final offers of employment will not be made until the District has had an opportunity to verify the information.

The General Manager, or designee, will be responsible for conducting and verifying all reference sources. It is the policy of the District not to discuss the information obtained by way of the reference check with prospective employees and all related correspondence is kept in a separate confidential file.

## **BACKGROUND CHECKS**

A candidate being considered for appointment to District service will be subject to a background check that may include review of their credit record (if applicable to the position for which they are applying), personal history, education, professional credentials, military record and criminal records. No such background check will be undertaken without first obtaining the candidate's written authorization. If the candidate refuses to give authorization, the candidate will be considered to have withdrawn his or her application for District employment.

## POLICY

The employment of relatives may lead to various challenges that include, but are not limited to, charges of favoritism, conflicts of interest, family discord, and scheduling conflicts that may work to the disadvantage of both the employee and the District.

For the purpose of this policy, the term relative will be defined as a spouse, or domestic partner, child, step-child, parent, grandparent, grandchild, brother, sister, half-brother, half-sister, aunt, uncle, cousin, niece, nephew, parent-in-law, brother-in-law, sister-in-law, or any other individual related by blood, marriage, living in the same household, or the equivalent relationships through a lawfully registered domestic partnership, or having a personal relationship that may be perceived as compromising employment objectivity. The term "elected" or "appointed" official is defined as the General Manager, a member of the Board of Directors, or a Board appointed committee member.

Relatives of regular employees may not be employed in the same department, nor transferred, promoted or demoted into the same department, nor placed in a position to evaluate a relative or be in the same line of supervision.

## **POLICY**

Personnel files are confidentially maintained in accordance with Federal and State guidelines and may be viewed by District management or supervisory staff as necessary for business operations and as allowed by law.

An employee may inspect his or her own personnel file, upon reasonable notice and during regular business hours on regular business days. Employees who wish to review their personnel files should request an appointment to do so with the Business and Administrative Services Manager. Upon written consent from the employee, a representative of the employee may also review an employee's personnel file. The Business and Administrative Services Manager will arrange a time within one week of receipt of an authorized request to review a file.

Employees may receive copies of any documents placed in their personnel file upon written request and at the District's cost of duplication. Employees may respond to anything in writing that is in the personnel file, including any negative information, and may request that the response be considered for inclusion in their personnel file. The file is the property of the District. Employees may not remove or add items to their personnel file without District approval and the file must remain in the custody of the District at all times.

## **PERSONAL AND CONTACT INFORMATION UPDATE**

Employees are responsible for notifying the Business and Administrative Services Manager of changes in name, address, telephone number, driver's license, number of dependents, marital status, beneficiary, education certificates or any other pertinent information related to their service to the District or public disaster worker status.

## **REFERENCE/CREDIT INQUIRIES**

The District is authorized to verify position, salary, and employment dates only. No other reference information will be released unless required by court order or Federal or State law. Any other information, including address and phone numbers, may be released only with a written authorization from the employee. All reference inquiries or legal requests for information regarding District employees should be referred to the Business and Administrative Services Manager for processing.

## **POLICY**

The District has established a performance development program that includes regular communication between supervisor or manager and employee. This program includes informal conversations about performance, behavior, and work direction as well as a formalized system of performance evaluation allowing the employee and supervisor to discuss and document the employee's work performance within a specified time frame.

The District believes in an employer/employee relationship of mutual respect and understanding. All supervisors will provide regular full and part-time employees periodic performance feedback and work direction, as well as formal written performance evaluations on an annual basis. Supervisors may engage in more frequent written performance evaluations when it is determined by the supervisor, manager, and human resources department to benefit the advancement and development of the employee or the operation of the business.

The purpose of performance management and evaluation is to provide an employee with information relative to performance and to point out areas of success, achievement, room for growth and improvement, or issues that need to be addressed. Evaluations are also used in the determination of merit increases, when applicable. Performance evaluations are not a substitute for regular communication between a supervisor and employee.

## **PROBATIONARY EMPLOYEE EVALUATION**

Probationary employees are typically reviewed at the midpoint and before the end of the probationary period or may have evaluations more or less frequently as determined by the District.

## **PERFORMANCE DEVELOPMENT AND EVALUATION PROCESS**

The performance development and evaluation process identifies specific areas where successful performance has occurred, achievements have been made, objectives have been met, improvement is required, performance or behavioral issues have arisen, or continued development is encouraged. The performance evaluation process also identifies goals for the coming review period.

The criteria of performance development are primarily job related and secondarily related to a career track. The evaluation covers the entire term of the evaluated period. Supervisors will discuss evaluations with the Business and Administrative Services Manager prior to the performance evaluation interview with the employee.

Supervisors will have regular performance management conversations with their employees and prepare formal written performance evaluations at least once annually. Assuming satisfactory performance, the supervisor will recommend employee advancement to the next salary step in the salary range, as appropriate. If performance is unsatisfactory, an additional review date, not to exceed six months from the previous review date, will be established from the time of the current evaluation when the employee will be reevaluated for performance and potential salary advancement. This period will likely

include a monitored performance improvement plan and regular meetings with the employee's supervisor or manager.

After the performance evaluation interview, both the employee and interviewer must sign the evaluation form. The performance evaluation will then be sent to the Business and Administrative Services Manager for signature and filing. Signing indicates only receipt of a copy of the appraisal. The original will be kept in the employee's personnel file and a copy given to the employee. Employees may provide a written response to their evaluation that will be included with the evaluation in their personnel file. Written responses should be sent to the employee's supervisor with a copy to the Business and Administrative Services Manager within five days of the date of signatures. Performance appraisals are not appealable or subject to the grievance process except as may be discussed in this policy.

## REVIEW OF RATINGS

Performance evaluations of regular full-time and regular part-time employees that do not result in an overall rating of "satisfactory, meets standards, or higher", must be reviewed by the manager overseeing the employee's area of employment. If the overall appraisal results in an overall rating of "unsatisfactory", "lacks proficiency", or "does not meet standards", or if a merit increase is not recommended for which the employee would otherwise be eligible to receive, the employee may request a review by the Business and Administrative Services Manager. This request should be made in writing with a copy of the employee's response to the evaluation. The Business and Administrative Services Manager will respond to the employee, in writing, within fourteen (14) days of receipt of the request for review.

If an employee's concerns are not addressed through this process, the employee may request a review by the General Manager. This request should be made in writing within ten days of the Business and Administrative Services Manager's response.

The General Manager will review the performance appraisal and the employee's written response to the employee evaluation and respond in writing as to whether to uphold or mediate the appraisal based on the information collected. The General Manager may request to meet with the employee or the supervisor to gather more information. The General Manager's decision is final.

## REPRESENTATION AT EMPLOYEE EVALUATIONS

Employee performance evaluation meetings which do not include a discussion of discipline will not create a right for steward representation or assistance at the meeting. However, this does not preclude an employee from bringing a representative to a scheduled meeting.

## **POLICY**

### **LAST DAY OF EMPLOYMENT**

The last day of employment for employees who resign, retire or are separated from District employment is either the last day worked, the last day in service, or a day designated by the employee or the District in writing.

An employee who wishes to resign from District employment in good standing must submit the resignation notification to his or her supervisor, either verbally or in writing, at least two weeks prior to the planned separation date. Managers and supervisors are expected to give at least thirty (30) calendar days' notice of intent to resign or retire.

A resignation becomes final when accepted by the General Manager or designee. Once a resignation has been accepted by the General Manager or designee and communicated back to the employee in written form, it cannot be withdrawn.

Employees who resign or retire from District service will receive the final paycheck at the end of the current payroll period in which the last day worked and falls on the normal pay date for that period, unless designated otherwise by applicable Federal or State law.

An employee whose job has been terminated receives the final paycheck on the last day of employment. All employees will be paid for applicable benefit accruals.

All employees who are separating from District employment are required to return all equipment, keys, ID cards, uniforms and other District property prior to leaving the District on the last day of work.

### **RETIREMENTS**

The District provides a comprehensive retirement benefits package through the Public Employees' Retirement System (CalPERS). Employees planning to retire from District service are encouraged to contact CalPERS as early as possible and are required to notice the District with their intended date of retirement, in accordance with this policy.

## SECTION 3: BENEFITS

## POLICY

Regular full-time employees receive fifteen (15) paid holidays per year including four floating holidays. A full-day holiday is eight hours and a half-day holiday is four hours.

## DISTRICT HOLIDAYS

- First day of January, known as New Year's Day
- Third Monday in January, known as Martin Luther King, Jr. Day
- Third Monday in February, known as President's Day
- Last Monday in May, known as Memorial Day
- Fourth day of July, known as Independence Day
- First Monday in September, known as Labor Day
- Eleventh day of November, known as Veteran's Day
- Fourth Thursday in November, known as Thanksgiving Day
- The Friday immediately following Thanksgiving Day
- December twenty-fourth (24<sup>th</sup>), starting at the second half of the workday
- December twenty-fifth (25<sup>th</sup>), known as Christmas Day
- December thirty-first (31<sup>st</sup>), starting at the second half of the workday
- The District will observe the above list of holidays and, at the District's discretion, any other day declared by the President of the United States or the Governor of California.

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

If the December 25 or January 1 holiday falls on a Saturday, the holiday will be observed on the preceding Friday and the one-half day holiday preceding December 25 and/or January 1 will be observed on the preceding day (Thursday) beginning at the second half of the workday.

If the December 25 or January 1 holiday falls on a Sunday, the holiday will be observed on the following Monday and the one-half day holiday preceding December 25 and/or January 1 on the preceding Friday beginning at the second half of the workday.

If the December 25 or January 1 holiday falls on a Monday, Monday will be observed as the holiday. The one-half day holiday preceding December 25 and/or January 1 will be observed on the preceding Friday beginning at the second half of the workday.

An employee who does not work a Monday through Friday schedule will observe the day immediately following his or her two days off.

An employee on a regular part-time basis receives a pro-rated number of holidays off.

Employees who are required or authorized to work on a holiday observed by the District will be paid at the overtime rate of one and one-half times the base hourly salary except for the following holidays that will be paid at double the base hourly salary: Thanksgiving and the following Friday; Christmas and any time worked after the second half of the workday on the day before Christmas; New Year's Day and any time worked after the second half of the workday on the day before New Year's Day.

For employees on unpaid leaves of absences, an employee must work on the regularly scheduled workday either preceding or following a holiday to receive payment for the holiday.

## **FLOATING HOLIDAYS**

Each full-time employee accrues four floating holidays per fiscal year. Floating holidays are posted to the employee's leave account at the beginning of each quarter. Newly hired employees will receive accruals only on the quarterly schedule – no interim or pro-rated accrual will be provided at the time of hire. Employees may accumulate a maximum of eight floating holidays or sixty-four (64) hours of floating holiday time, after which accruals will cease until the total accrual balance drops below the maximum accumulation.

Planned use of a floating holiday(s) must be made through the time control system, using the appropriate leave code, and to the employee's supervisor at least five working days in advance. If the employee's need to use the leave is unforeseeable, the employee must provide notice to the employee's supervisor or another supervisor as soon as is practicable.

Upon separation of the employee from the District, any accrued and unused floating holidays will be paid out at the employee's base rate of pay.

## POLICY

Full-time regular employees earn paid vacation time from the first month of employment; however, a new employee without District tenure may not use any accumulated vacation time until completing six months of employment, or as otherwise stated in an MOU or by approval of the General Manager. Vacation is accrued in accordance with the following schedule:

- After 1 year of service 10 working days (80 hours)
- After 3 years of service 12 working days (96 hours)
- After 5 years of service 15 working days (120 hours)
- After 10 years of service 20 working days (160 hours)
- After 15 years of service 22 working days (176 hours)
- After 20 years of service 25 working days (200 hours)

Accumulation of vacation leave up to sixty (60) days [four hundred and eighty (480) hours] is allowed. Once an employee's accrual reaches the maximum, additional vacation will not accrue until an employee's total accumulation level (accrued vacation balance) is below the stated maximum.

## USE OF VACATION

Vacations will be scheduled to ensure continuous and efficient departmental operations, operational safety, and to meet overall business goals and objectives. The General Manager will establish a system for assignment of vacations, which affords reasonable recognition of seniority and annual rotation. Whenever possible and within the constraints of the business needs of the District, vacation approvals will be made with consideration of the employee's request. All vacations are subject to cancellation in cases of emergency conditions.

Every effort will be made to arrange vacation schedules so that each employee may take as much vacation in each year as accrues to the employee in that year. Each employee's vacation time may be so divided as the needs of the District to provide service require or permit.

No employee may take vacation without advance approval of his or her supervisor, manager, or the General Manager. No employee may take vacation leave in advance of the accrual. Only vacation leave that has accumulated and is recorded prior to the end of the previous pay period may be requested.

When an employee is restricted on the use of vacation time during a certain month, or months, of the year, due to the needs of the District, the District will make every reasonable effort to accommodate the employee's request(s) to use vacation time during the remaining months of the year. Vacation requests of more than fifteen (15) working days may require special consideration due to District operational needs.

## **REQUESTING VACATION LEAVE APPROVAL**

Planned use of vacation leave must be made through the time control system, using the appropriate leave code, and to the employee's supervisor at least five working days in advance. Employees are responsible for scheduling vacation time far enough in advance to provide ample time for scheduling and approval and so that they do not exceed the maximum accrual limit. If the employee's need to use the leave is unforeseeable, the employee must provide notice to the employee's supervisor or another supervisor as soon as is practicable. Special consideration may be given when unusual circumstances or an emergency occurs, and the employee must take vacation leave without advance notice.

If a District holiday occurs during vacation leave, the employee's vacation accrual will only be charged for actual workdays taken.

## **PAY OUT OF UNUSED VACATION ACCRUAL**

Upon separation of the employee from the District, any accrued and unused vacation will be paid out in full.

Once per calendar year, an employee may request pay out of unused vacation accrual under one of the following conditions:

### **1-5 DAYS' PAY OUT**

Employees may elect to have not less than one day (8 hours) and no more than five vacation days (40 hours) bought back by the District.

### **6-10 DAYS' PAY OUT**

Employees may elect to have an additional five days or forty (40) hours for a total of ten vacation days or eighty (80) hours bought back by the District, providing the employee has taken at least five consecutive days or forty (40) hours of vacation or compensatory time off in the previous twelve (12) months prior to the requested vacation payout.

## POLICY

Sick leave will accrue and be used in accordance with the Healthy Workplaces Healthy Families Act of 2014 and the terms outlined in this policy. Employees who are found to abuse, or fraudulently use the provisions of this policy may be subject to disciplinary action up to and including termination of employment.

## ACCRUAL

Regular full-time employees will accrue eight hours of sick leave for every full calendar month worked. Regular part-time employees will accrue sick leave on a prorated basis based on their regular schedule (six hours per month for three-quarter time, four hours per month for half time, and so forth. No employee will accrue less than two hours per month worked.)

Employees may accumulate a maximum of one thousand (1,000) hours of paid sick leave. If an employee's accrued sick leave balance reaches one thousand (1,000) hours, accrual shall cease until the employee's sick leave balance drops below the maximum allowed accumulation.

## SICK LEAVE USE

Sick leave may be used for the following reasons:

- Diagnosis, care, or treatment of the employee's own health condition or preventive care; or
- Diagnosis, care or treatment of a health condition or preventive care for an employee's family member. For the purposes of sick leave under this policy, "family member" means an employee's parent, child, spouse, registered domestic partner, sibling, grandchild, or grandparent.
- In addition, with appropriate certification, an employee who is a victim of domestic violence, sexual assault, or stalking may use accrued paid sick leave for the following reasons:
  - To obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety or welfare of the victim or the victim's child;
  - To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking;
  - To obtain services from a domestic violence shelter, program or rape crisis center;
  - To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; or
  - To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Employees may use their earned sick leave for personal or immediate family member medical appointments.

## USE OF ACCRUAL BALANCES

Except as prohibited by law or statute, employees are required to use accrued sick leave balances while on sick leave for themselves and up to fifty percent (50%) of their annual sick leave accrual while on leave to care for a family member. Employees may request use of vacation, holiday, or compensatory leave once sick leave balance use requirements have been exhausted. Except as otherwise indicated by law, the District will not be responsible for payment of accrual balances to an employee causing a potential loss in other benefits.

An employee who has returned to work following an accepted workers' compensation injury or illness and is required by the treating physician to leave work for treatment during working hours, will have that time charged against the employee's accrued sick leave balance.

Whenever possible, appointments should be scheduled during the first or last hour(s) of the shift.

## ADMINISTRATION

It is the responsibility of the employee to personally notify his or her immediate supervisor of illness or injury unless medical conditions make personal notification impossible. Requests to use planned sick leave must be made through the time control system, using the appropriate leave code, and to the employee's supervisor at least five working days in advance. If the employee's need to use sick leave is unforeseeable, the employee must personally provide notice to the employee's immediate supervisor, unless unavailable, in which case the notice shall follow the chain of command. Notification shall be given as soon as known, and in no case later than the start of the work shift.

## REQUEST TO USE SICK LEAVE

Employees may determine how much paid sick leave to request; however, the minimum amount of paid sick leave a non-exempt employee may use is thirty minutes.

The supervisor may request a health professional's certification for sick leave taken including all sick leave claims that are made while the employee is on vacation and for all illness/injuries events that exceed four consecutive working days. The District may, with advance written notification, require an employee to submit a health professional's certification or other evidence acceptable to the District, after any sick leave time is taken.

## **DENIAL OF SICK LEAVE BENEFITS**

Sick leave with pay may be denied if it can be substantiated that the employee's absence did not comply with using sick leave as outlined in this Policy Book, and the absence may be interpreted as grounds for dismissal or other appropriate disciplinary action.

## **MISUSE OF SICK LEAVE**

Employees who do not comply with these requirements for use of sick leave, including providing insufficient notice of sick leave or using sick leave for non-permitted reasons, may be found to be committing abuse of sick leave which is grounds for discipline, up to and including termination.

The District reserves the right to take reasonable steps to determine whether an employee is abusing sick leave, including, but not limited to, attempting in-person or electronic communication with an employee using sick leave, identifying and tracking consistent patterns of sick leave use, such as in connection with weekends, holidays, and scheduled days off, and considering relevant evidence that is either publicly available or shared voluntarily by others. In certain circumstances, the District may require a health professional's certification or other relevant documentation certifying that the reason for the employee's absence is a permitted use of sick leave, either as a condition of continuing an employee on sick leave status or as a requirement of returning to work.

## POLICY

All regular, full-time employees may be granted leave subject to approval and within the provisions outlined below.

### GENERAL PROVISIONS

The General Manager may grant an employee a leave of absence with or without pay for a period not to exceed six months. Except as stated otherwise in this policy, by law or statute, or MOU, a leave of absence that exceeds six months may be granted by the General Manager only with the approval of the Board of Directors.

A leave of absence may include both paid and unpaid days. An employee will continue to receive benefits as long as the employee is on paid status with the District. An employee who is granted an unpaid leave of absence that exceeds thirty (30) days and who wishes to continue health insurance coverage may do so at his or her expense at the District's group rates, unless otherwise provided for by law. The employee should contact the Business and Administrative Services Manager for the necessary forms.

An employee who is on a leave of absence that exceeds thirty (30) days must provide the District with two weeks of notice prior to his or her anticipated return to work date. An employee who requires leave extension should request the extension two weeks before the original leave expires. An extension may or may not be approved. If denied, the employee returns to work on the originally scheduled return date. Failure to return to work on the scheduled workday following the expiration of a leave of absence may result in termination.

Regular merit increases will be delayed for the length of time that an employee is on a leave of absence of three months or more.

### UNPAID LEAVE OF ABSENCE

An unpaid leave of absence may be taken upon approval from the General Manager and only after all accumulated paid leave time has been exhausted. The General Manager must approve all leave requests that will result in leave without pay. The written request must be made at least ten (10) days in advance of the unpaid leave date and specify the reason for the leave and the length of time requested.

Unless specified otherwise elsewhere in this Policy Book, or Federal or State law dictates otherwise, seniority, vacation, sick leave and holiday benefits do not accrue during periods of unpaid leaves of absence.

No benefits will be accrued during a leave of absence unless continuation of benefit accrual is required by law. Upon return to work from an authorized leave of absence, the District will make a reasonable effort to reinstate the employee in the same or a similar position.

Employees on an authorized leave of absence may continue insurance coverage at their own expense. If an employee elects to drop medical insurance during a leave, the employee will have to be accepted for reinstatement by the insurance carrier.

## TYPES OF LEAVE

### BEREAVEMENT LEAVE

In the event of a death in the immediate family of an employee, the employee may request a paid leave of absence, to be charged to the employee's sick leave account, for up to five working days. Immediate family includes mother, father, spouse or registered domestic partner, sister, brother, son or daughter, including step-children, mother or father-in-law, son or daughter-in-law, brother or sister-in-law, grandparents, grandchildren, the same relatives of a domestic partner, and in-loco parentis relationships.

Bereavement leave in the case of death of other persons may be granted only upon approval of the District.

Employees must receive approval from their supervisor or manager prior to the requested leave and submit a leave request either prior to the requested leave date(s), or within two working days following the employee's return to work.

### LEAVE WITHOUT PAY

If an employee is on an unpaid absence or goes on leave without pay, either of which reduces the employee's time in pay status to less than fifty percent (50%) of the employee's regular work schedule in a pay period, the District will cease to pay its normal benefit contributions. The employee must pay the total benefit premiums if the employee desires to continue coverage. If an employee is on an unpaid absence or goes on leave without pay, either of which reduces the employee's time in pay status to not less than fifty percent (50%) of the employee's regular schedule in a pay period, the District will continue to pay its normal benefit contributions.

### PROTECTED LEAVES

Federal and State laws and government codes protect and provide policy statements and administrative guidance for many types of leaves. The following section provides the District's policy statement and an introduction to protected leaves. More information about protected leaves can be obtained by speaking to a supervisor or manager or the Business and Administrative Services Manager. Employees may also look up the cited legislation or code referred to for each type of leave below.

Requests for protected leaves should be processed through the Business and Administrative Services Manager and entered in the time control system using the appropriate leave codes. Any questions regarding an employee's rights under a protected leave should be referred to the Business and Administrative Services Manager.

## **FAMILY AND MEDICAL LEAVE ACT (FMLA 29 U.S.C. 2601) AND CALIFORNIA FAMILY RIGHTS ACT (CFRA 2CCR 4.2 §7297)**

Although the District is a public agency and is subject to FMLA and CFRA, the District has fewer than fifty (50) employees and therefore, has no eligible employees under the law. However, the District's intention is to provide similar benefits.

The General Manager will grant family leaves of absence similar to those provided for under Federal and State law and may, at the General Manager's sole discretion, approve a request for family leave in the absence of a legal requirement not to exceed a four-month period.

## **NEW PARENT LEAVE ACT (SB 63, EFFECTIVE JANUARY 1, 2018)**

District employees who are parents of a new child and who fulfil the following eligibility requirements: (a) have more than twelve (12) months of service at the District; or, (b) have at least 1250 hours of service in the last twelve (12) months may within one year of the birth, adoption, or foster care placement, take up to twelve (12) weeks of parental leave to bond with the new child. The District will continue to provide health benefits and pay for its share of cost for coverage during the period of leave and for up to twelve (12) weeks whether the leave is paid through employee accrual balances or unpaid. Employees must use all paid leave accrual balances prior to going on leave without pay.

## **KIN CARE OR HEALTHY WORKPLACES, HEALTHY FAMILIES ACT (CA LABOR CODE 233-234)**

The California Healthy Workplaces Healthy Families Act of 2014 allows employees to use up to one-half of their annual sick leave allowance to care for a "family member." For the purposes of this section, family members are defined as the following:

- Child – a biological, adopted, foster, step, legal ward, or child to whom employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status restrictions
- Parent – biological, adoptive, foster parent, stepparent, legal guardian, or a person who was in loco parentis when the employee was a minor

- Spouse
- A registered domestic partner
- Grandparent
- Grandchild
- Sibling

## **PREGNANCY DISABILITY LEAVE LAW**

Time off from work because of the employee's disability due to pregnancy, childbirth or related medical condition is not counted as time used for State family/medical leave. Employees who are disabled because of pregnancy or childbirth are entitled to pregnancy disability leave of up to four months in accordance with the California Pregnancy Disability Leave Law (Government Code §12945). Requests for pregnancy disability leave under California Pregnancy Disability Leave Law require certification of a treating physician.

An employee is "disabled" if, in the opinion of her health care provider, she is unable, due to a pregnancy related disability, to work at all or is unable to perform any one or more of the essential functions of her job or to perform these functions without undue risk to herself, the successful completion of her pregnancy, or to other persons.

Absence from work due to pregnancy-related disabilities is treated the same as absence from work due to any other physical disability, and the employee will be required to use any accumulated sick leave during this time. In addition, the employee may utilize any accrued vacation leave or compensatory time off for any portion of the unpaid leave. The District will continue to provide benefits consistent with other provisions of this policy and Federal and State requirements. Sick and vacation leave do not accrue while an employee is on unpaid leave.

Seniority will continue to accrue during the pregnancy disability leave.

## **INTERMITTENT LEAVE**

Leave may be taken in less than two week increments or on a reduced work schedule if the employee's health care provider determines that it is medically advisable for the employee to take shorter leave periods. Employees may also take leave for prenatal care appointments and for pregnancy-related illness.

## **REINSTATEMENT**

An employee returning from a pregnancy disability leave will be reinstated in her former position at the salary she would have received had her employment with the District been continuous, exclusive of step increases/shift assignments.

If the employee's original position is no longer available, the employee will be assigned to an open position that is substantially similar in job content, status, pay, promotional opportunities, and geographic location as the employee's original position.

An employee who fails to return to work after the termination of her leave loses her reinstatement rights.

## STATEMENT BY HEALTH CARE PROVIDER

Employees requesting Pregnancy Disability Leave must provide the Business and Administrative Services Manager with certification from a health care provider stating the anticipated delivery date and estimated dates and duration of the disability. If there is a change in medical certification, and the dates are either accelerated or delayed, notification from the health care provider is required.

In the case of a request for reasonable accommodation in the workplace rather than leave of absence, the health care provider's statement must also verify:

- The date on which the employee became disabled due to pregnancy, childbirth, or related medical condition;
- the probable duration of the period or periods of disability; and
- a statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself and the successful completion of her pregnancy.

A new statement may be required if the employee requests an extension of time beyond the specified in the original statement. Any changes in the information contained in the health care provider's statement must be promptly reported by the employee to the Business and Administrative Services Manager.

For more information on Pregnancy Disability Leave Law, please see:

<https://www.arb.ca.gov/personnel/posters/pregnancydisabilityleavenotices.pdf>.

## WORKERS' COMPENSATION

The California Division of Workers' Compensation Laws and Regulations cover all employees. These laws are important if an employee is injured or becomes ill because of work or working conditions.

The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, rehabilitation services, as well as payment for lost wages due to work related injuries.

An employee who is injured or becomes ill on the job, no matter how slightly, must report the incident to the supervisor as soon as possible. If an employee does not report promptly, workers' compensation insurance benefit rights may be lost. Failure to report an injury within a reasonable period of time could jeopardize a benefit claim.

An employee returning to work from leave associated with an industrial or work-related injury or illness must provide the District with reasonable notice in advance of release to return. The employee must also provide a health care provider's statement indicating fitness to perform the former duties. An employee returning to work will be returned to the former position, as provided for in this Policy Book and by law.

Employees who are found to abuse or fraudulently use these temporary disability provisions may be subject to disciplinary action up to and including termination of employment

## INTEGRATION OF BENEFITS

Employees who sustain a work-related injury are entitled to receive workers' compensation benefits as set out by California law. An employee may choose to supplement workers' compensation benefits, from accrued leave balances. The District will integrate the employee's pay with benefits received from either the workers' compensation insurance or short term or long-term disability benefits programs providing that the employee provides a copy of the benefit statement to the District. Responsibility for integration payment amounts is the sole responsibility of the employee.

An employee who has returned to work following an accepted workers' compensation injury or illness and is required by the treating physician to leave work for treatment during working hours, will have that time charged to accrued sick leave. Time off work taken on the initial day of injury will be paid for by the District for up to eight hours at the employee's regular rate of pay.

## OTHER PROTECTED LEAVES

The following is a list of other protected leaves provided for by Federal or State law or regulation. For more information about these leaves, please speak to the Business and Administrative Services Manager.

Requests for leave for the purposes of this section should be made at least ten days in advance through the time control system and designated with the appropriate leave code. In the case of extenuating circumstances, notice of leave must be provided as soon as possible by speaking directly with a supervisor or manager. As allowed by law or regulation, approval for leave is required in advance and documentation certifying the nature of the leave may be required by the District.

Family School Partnership Act and School Visitation Leave (California Labor Code §230.7 & §230.8)

This California law allows parents, grandparents, and guardians to take up to forty (40) hours in any calendar year and no more than eight hours in any calendar month of time off from work to participate in their children's school or child care activities such as:

- Find, enroll, or reenroll a child in school or with a licensed child care provider
- Participate in school or childcare activities
- Address a childcare or school emergency
- Respond to a request from a school official or attend a back to school night

Employees must provide documentation from the school or licensed child care provider of proof of engagement in child-related activities. Employees may use vacation, holiday, or compensatory time accruals during this leave or may take this time as unpaid for a maximum of eight hours per month. Employees without leave accruals must follow the noticing guidelines for approval of leave without pay.

Employees who are the parent or guardian of a child who has been suspended from school will be given time off if requested to appear at the school in connection with that suspension. Notice of leave for this purpose must be provided to the District as soon as school notification of the suspension is received by the parent/employee.

### **JURY DUTY (CALIFORNIA LABOR CODE §230)**

Employees called upon for jury duty or subpoenaed as a witness or an expert witness in a case arising in the course of their work or the work of the District will remain in their regular pay status. Said subpoena must be submitted to the General Manager. Employees working an alternate schedule may supplement daily hours with vacation or compensatory leave.

Employees must provide at least ten days of notice in advance of jury duty or witness duty except upon documentation by an officer of the court that such notice was not possible. Employees called to serve as witnesses in private cases or personal matters (all issues other than District business) must take vacation or compensatory leave or leave without pay.

### **TIME OFF TO VOTE (CALIFORNIA ELECTIONS CODE §14000)**

Employees scheduled to be at work between 7:00 a.m. and 8:00 p.m. on an elections day and who do not have sufficient time outside of working hours to vote at a statewide election may take up to two hours off to vote without losing any pay. Employees may take as much time as is required to vote, but only two hours of that time will be paid. Time off for voting must be only at the beginning or end of the work shift, whichever allows the greatest amount of free time for voting and the least time off from an employee's regular work shift, unless other arrangements are made with the applicable supervisor or manager. Employees must notify the District at least two work days prior to the election if such time is needed to vote.

## **WORKPLACE RELIGIOUS FREEDOM ACT OF 2012 (CALIFORNIA GOVERNMENT CODE §12926 AND §12940)**

This act provides protections for religious dress, grooming, and attendance at religious events.

## **WITNESS DUTY LEAVE (CALIFORNIA LABOR CODE §230)**

Upon reasonable notice (ten days) and submission of a mandate to attend or serve as a witness, employees will be accorded the freedom and time to attend court for witness duties. Employees may use accrued vacation, holiday, or compensatory time for this leave. Employees without leave accrual balances must request approval for leave in accordance with the Leave Without Pay Policy earlier in this Policy Book.

If a subpoena is received without advance warning, the employee should notify the supervisor as soon as possible and submit the documentation upon return to work. If the employee is excused and there is at least two hours remaining in the workday, the employee should contact the supervisor to determine if he or she should return to work.

## **ARMED FORCES**

There are many Federal and State laws that provide for leave for members of the Armed Forces and their families during times such as pre-deployment and post-deployment, injury, illness, and other events. Military leave and benefits will be granted in accordance with the provisions of Federal and State law, including California Military and Veterans' Code, §395 through §395.3 and Federal law, Chapter 43 of Part III, Title 38 of the United States Code, §2021(a) et seq. Military leave applies to active duty, inactive duty, reserve, and veteran status and duties, as well as the National Guard, Merchant Marine, and Coast Guard. For more information about the leaves and protections for Armed Forces, contact the Business and Administrative Service Manager.

## POLICY

The District will ensure that its Board members and other employees adhere to the principles of fiscally responsible expenditure of public funds. Reimbursement will be made only for legitimate out-of-pocket expenditures/expenses incurred while conducting official District business in compliance with IRS regulations and this policy.

This policy provides appropriate and necessary parameters to all employees on the use and expenditures of District resources, as well as the standards against which those expenditures will be measured.

## DEFINITIONS

For the purposes of this section, the following definitions apply:

- Employee: Any person on the District's payroll, including elected Board members.
- Expenditure/Expense Report Form: A District form that must be completed for travel advance or expense reimbursement of out-of-pocket expenses incurred related to official District business. (See AppendixB.)
- Itemized Receipt: A credible, detailed receipt that includes the name of the business, date of the transaction, all items purchased, price per item and total cost.
- Manager: Manager refers to the positions of Business and Administrative Services Manager, Infrastructure Assets Manager, Operations and Maintenance Manager, or General Manager. In the case of expenditures specifically made by the General Manager or member(s) of the Board of Directors, the term "manager" may be assumed to refer to a range of oversight activities which ensure that expenditures are consistent with authorizing action taken by the Board of Directors for either a specific expenditure request or an overall plan of expenditure.

## MEALS

Meals incurred due to travel or for irregular circumstances encountered on District business.

## MILEAGE REIMBURSEMENT

Mileage for employees using their own vehicle for District business.

## REIMBURSABLE EXPENSES

Costs incurred while conducting official District business that can be reimbursed including travel-related expenses, food and beverages for special meetings, supplies for training, and small tools and equipment.

## PETTY CASH

Reimbursements within prescribed amounts that are processed within three business days of receipt.

## **SPECIAL MEETING**

Any meeting that is not a regularly scheduled meeting. Examples of a special meeting include non-routine training, meeting with consultants that cannot be scheduled at another time, non-routine team meeting, etc.

## **TAXABILITY OF REIMBURSEMENTS**

It is the employee's responsibility to understand the Internal Revenue Service Tax Code as it applies to business related expenses and reimbursements. Information on reimbursements for business related expenses can be found in IRS Publication 463. The most current version of this publication can be found on the IRS web site at [www.irs.gov](http://www.irs.gov). If an employee is uncertain on this matter, it may be appropriate to obtain the advice of a tax professional.

## **RESPONSIBILITY**

### **ALL EMPLOYEES, INCLUDING DISTRICT BOARD MEMBERS**

Employees including District Board Members are to exercise good judgment in the expenditure of public funds. All employees including District Board Members are responsible to know and follow this policy.

### **FOR NON-TRAVEL-RELATED EXPENSES**

Employees are responsible for:

- Obtaining pre-approval for the expense from their Manager.
- Completing the Expenditure/Expense Report Form, attaching itemized receipts, and obtaining their manager's approval.
- Submitting the completed and approved Expenditure/Expense Report Form to the Finance Department for reimbursement within thirty (30) days of incurring the expense.

### **FOR TRAVEL-RELATED EXPENSES**

Employees are responsible for:

- Prior to travel, completing the Travel/Training Request Form (see Appendix B) and obtaining approval of travel plans from their manager as soon as possible before the travel is required, so the best fees and fares available can be secured.
- Working with management to review travel plans to determine which are most appropriate.
- Planning schedule to minimize impacts to the District.
- Obtaining prior approval when there is a deviation from the approved reservations.
- Keeping accurate records of expenditures while traveling, including itemized receipts for meals and lodging.
- Completing the Expenditure/Expense Report Form, attaching itemized receipts, and obtaining their manager's approval.

- Submitting the completed and approved Expenditure/Expense Report Form to the Finance Department for reimbursement within thirty (30) days of incurring the travel-related expense.

## **SUPERVISORS**

Supervisors are responsible for:

- Ensuring employees are aware of this policy by making it easily available in the workplace and through employee-accessible electronic means.
- Helping to plan employees' schedules to minimize impacts to the District.
- Examining submitted Expenditure/Expense Report Forms to ensure completeness and that all required documentation is attached.

## **MANAGERS**

Managers are responsible for:

- Ensuring employees are aware of this policy by making it easily available in the workplace and through employee-accessible electronic means.
- Reviewing, then approving or denying, any deviation from this policy.
- Reviewing Travel/Training Request Forms and any other requests related reimbursable expenditures to determine appropriateness of the expenditure.
- Helping to plan employees' schedules to minimize impacts to the District.
- Examining submitted Expenditure/Expense Report Forms to ensure completeness and that all required documentation is attached.
- Approving or denying employees' Expenditure/Expense Report Forms in a timely manner.

## **FINANCE DEPARTMENT**

The Finance Department is responsible for:

- Reviewing Expenditure/Expense Report Forms for completeness and compliance with this policy
- Processing payments for reimbursements using appropriate accounting methods.

# **PROCEDURES**

## **GENERAL RULES**

Reimbursable expenses must be beneficial to the District and have a public interest and purpose resulting, or tending to result, in an increased efficiency in sanitary sewer district administration and a more complete understanding of the operations of the District. For types of reimbursable training and/or educational expenses, please refer to the Training and Development Policy in this Policy Book.

A manager has the authority to approve or deny requests for training/travel submitted via the Travel/Training Request Forms; and to approve or deny any other approval requests related reimbursable expenditures.

Budgetary approval should be obtained from a manager for all travel of more than one day, utilizing the Travel/Training Request Form along with an estimate of costs.

## **OUT OF STATE TRAVEL**

Out of state travel must be approved in advance by the General Manager or designee.

## **EXPENSES**

The District will directly pay the costs associated with conducting its business. If an employee finds it necessary to incur reimbursable expenses on the District's behalf, it is preferred that employees first utilize their District credit card (if applicable) and then a personal credit card or other personal funds. Reimbursement may be obtained by filing the Expenditure/Expense Report Form and attaching all itemized receipts. Reimbursements for less than \$50.00 may be made from petty cash.

## **REGISTRATION FEES**

When possible, registration fees should be paid for with the District's credit card.

If necessary, advance prepaid registration may be arranged by submitting a check request. If paid by the employee, registration fees may be submitted on an Expenditure/Expense Report Form with proper receipts or other proof of payment.

## **PER DIEM**

The District may advance per diem to employees to minimize an employee's reimbursable out-of-pocket expenditures. Advance reimbursement for meals and general expenses when attending meetings, conventions, and similar group conferences will equal the amounts represented for the location and period on the U.S. General Services Administration (GSA) website at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Information is updated on October 1 each year. A per diem advance must be requested using the Travel/Training Request Form (Appendix B) and will be issued prior to the conference, seminar, training, or workshop. Per diem requests must be submitted a minimum of two weeks prior to attendance. If per diem is not requested in advance of travel, the employee must submit receipts for travel-related expense reimbursement.

## **PETTY CASH REIMBURSEMENTS**

Expenses associated with attendance at seminars, conferences, training, and workshops can be reimbursed from petty cash up to fifty dollars (\$50.00). Documentation should be attached to the

Expenditure/Expense Report Form (Appendix B) for expenses claimed, such as meals, parking and toll receipts, as well as a copy of the agenda or training schedule for the event attended.

### **TELEPHONE AND INTERNET CHARGES**

Employees traveling on District business should utilize their District issued cellular telephone for all work-related communication. If the employee does not have a District issued cellular telephone, the District will reimburse the actual cost of calls made from personal phones with the submission of a copy of the phone bill showing the actual charges. Hotel phone charges for calls made to conduct District business using a hotel phone will be the hotel statement. Reasonable hotel Internet access charges are allowed for employees who are required by the District to access District email or computer system.

### **CANCELLATION POLICY**

If/when cancellation of a previously booked seminar, conference, training, or workshop is necessary; it is the employee's responsibility to notify his or her manager immediately. The District will reimburse the employee for cancellation charges if notification is made in a timely manner.

### **TRANSPORTATION**

The employee and his or her manager are expected to consult together to determine the most cost-effective and efficient method of transportation.

### **DISTRICT VEHICLE**

A manager must approve use of a District vehicle in advance.

### **PRIVATE VEHICLE**

Use of an employee's private vehicle requires approval by the manager prior to the conference. Approval will be evidenced by the completion of the Authorization to Use Personal Vehicle on District Business Form (see Appendix B). Travel will be reimbursed for mileage from door-to-door at the mileage rate in accordance with the current IRS authorized rate. Door-to-door means that mileage will be paid from the point (either home or District office) from which the employee travels to and from the conference. If more than one employee attends a conference by private automobile, the reimbursement will be provided to the vehicle owner. In no event will the District reimburse mileage expenses to more than one employee per vehicle.

### **COMMERCIAL TRANSPORTATION**

Commercial transportation should be arranged if possible through the District's Business and Administrative Services Department and will typically be paid for using the District's credit card. If an employee makes his or her own travel arrangements, the District will reimburse commercial

transportation expenses for a coach class or equivalent fare and will not reimburse for business or first-class fares. The cost of trip protection insurance for airline flights will not be reimbursed.

## **RENTAL VEHICLES**

Rental vehicles may be authorized for use by an employee during District-related travel. When using a rental car, physical damage insurance coverage should be purchased from the rental agency. Liability insurance coverage should be waived.

## **LODGING**

Overnight stays will be authorized if an event requires an extraordinarily long work day or if the event occurs over multiple days and is more than fifty (50) miles from home or work. For the purpose of this section, an extraordinarily long work day is one that exceeds twelve (12) hours, including travel time. A maximum of one-night stay for every day of the conference is allowed. The allowable hotel expense is the cost of the conference hotel or less, or the nearest “reasonable” accommodations. Government rates should be requested (employee must bring their District ID card). Overtime for work that includes overnight stays will be computed in accordance with Federal and State law.

Lodging will be reserved by using the District credit card and charged to the District credit card if hotel policy permits. However, the employee must check out using their personal card for incidental expenses. Appropriate hotel expenses will be reimbursed via the Expenditure/Expense Report Form.

## **MEALS**

The District follows Internal Revenue Service (IRS) guidance to determine per diem meal reimbursement limits. The meal reimbursement schedule can be found on the U.S. General Services Administration (GSA) website at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Rates are updated on October 1 each year.

The District will pay only the actual cost of meals up to the GSA maximum published per diem meal reimbursement limit. Costs exceeding the limits will be borne by the employee. Only itemized receipts for meals will be accepted/considered for reimbursement. Hotel bills itemizing room charges for meals are not considered itemized receipts. A separate receipt itemizing eligible food expenses is required.

It is expected that employees will use good judgment in the request for per diem meal reimbursement. The District will not reimburse for alcoholic beverages.

## **APPROVED AND NON-APPROVED EXPENSES WHILE ON TRAVEL STATUS**

Expenses not listed as approved for reimbursement below will be reimbursed at the discretion of the General Manager or designee.

Approved for <u>Reimbursement</u>	Not Approved for <u>Reimbursement</u>	Discretionary Items for <u>Reimbursement</u>
<ul style="list-style-type: none"> <li>▪ Registration</li> <li>▪ Lodging</li> <li>▪ Transportation/Mileage</li> <li>▪ Meals</li> <li>▪ Receipted Parking Fees</li> <li>▪ Official Phone Calls</li> <li>▪ Daily Internet Service Charges</li> <li>▪ Bridge Tolls</li> <li>▪ Hotel Parking</li> <li>▪ Airport/Shuttle Parking</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dry Cleaning/Laundry</li> <li>▪ Alcoholic Beverages</li> <li>▪ Entertainment</li> <li>▪ In-Room Movies</li> <li>▪ Recreation</li> <li>▪ Clothing</li> <li>▪ Lost Luggage Replacement</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reasonable Baggage Charges</li> </ul>

### EXPENSE REPORT

An Expenditure/Expense Report Form must be filed within thirty (30) days of return from authorized travel.

A copy of the appropriate documentation describing the seminar or conference is to be attached to the Expenditure/Expense Report Form.

If there are eligible expenses incurred where a receipt is not provided or if a receipt is lost, a Receipt Affidavit Form (see Appendix B) can be filled out to serve as a replacement. However, a Receipt Affidavit Form is to be used only in unusual situations.

Any amounts due to the employee will be paid on the regular warrant list or through petty cash if under fifty dollars (\$50.00).

The Business and Administrative Services Manager or designee may disallow any item of expense reimbursement if it appears improper, is not in compliance with this policy, or is unsupported by appropriate documentation. Disputes related to expense and/or travel reimbursements will be settled by the General Manager and his or her decision is final.

The following applicable forms and tables are located in Appendix A - Travel and Other Expense Reimbursement Forms and Guides:

- Travel/Training Request Form (includes per diem request)

- Expenditure/Expense Report Form
- Receipt Affidavit Form
- Authorization to Use Privately-Owned Vehicles on Ross Valley Sanitary District Business

## PURPOSE

The purpose of this policy is to provide guidelines for administering training, professional certifications, and individual staff career development at the District.

## POLICY

The District recognizes the value of a trained, professionally certified, and competent work force in meeting its public service mission. The District encourages and supports employees in professional development activities related to their employment. The District provides equal opportunity for all staff to participate in training, professional certifications, and career development. The District incorporates competency-based training and certification principles where applicable.

## DUTIES AND RESPONSIBILITIES

The following describe the duties of each District employment level:

- *Managers* are responsible for the development of the annual training plan, as members of the Training Committee. Management is responsible for identifying and providing opportunities for professional development and training to staff. Managers have the final approval for budgeting and providing time for professional development and training opportunities.
- *Supervisors* are responsible for assessing and communicating training, professional certifications, and individual staff career development needs of individual employees in their direct reporting line. Supervisors are also responsible for working with their direct reports to identify, plan for, and integrate these activities into the individual's annual performance goals.
- *Employees* are responsible for assessing their job-related skills and knowledge, for maintaining a high level of performance throughout their employment at the District, engaging in their development plans in partnership with their supervisor(s), participating in the designated training events and for seeking approval for appropriate professional development and training opportunities in consultation with their supervisors. Employees act as the primary source of feedback for all training events.

## DEFINITIONS

- *Training* - Learning undertaken by employees to develop, maintain, and advance their skills, knowledge and competencies, specifically as these relate to their job classification's duties and responsibilities.
- *Trained* - An employee is considered trained when instruction is given either on the job, in the classroom, or a combination of both, accomplished in concert with or followed by successful demonstration of the acquired knowledge or skill.

- *Professional Certification* - an independently issued certification of technical competency, typically required for specific job classification skill sets. Examples include CWEA Collection Systems Operator certifications, NAASCO certifications, Certified Public Accountant, Professional Engineer License, and California Drivers Licenses Classes A/B.
- *Assessment* -- the act of assessing; appraisal; evaluation of specific task, series of tasks, or knowledge.
- *Professional Development* -- professional development refers to activities undertaken by employees, typically at their own initiative, to maintain and advance their skills, knowledge and competencies as they relate and add value to their personal professional goals. Professional development may be achieved through participation in formal coursework, professional experience, collaboration, mentoring, participation in activities of professional organizations, and independent study and research.

## TYPES OF TRAINING

There are many different types of training and certification available to employees. For the purpose of management's planning and assessing employee training needs, the following four types of training are defined:

- *Compliance Training* refers to the process of educating employees on laws, regulations and company policies that apply to their day-to-day job responsibilities and can include either Soft Skills, Technical, or Safety training.
- *Soft Skills Development/Training* includes topics such as the prevention of harassment and bullying, ethics, oral and written communication, interpersonal relations, conflict management, teamwork, and leadership skills.
- *Technical Training* involves learning how to safely and effectively perform the technical components of a job. This type of training may include topics like equipment operation/maintenance, underground locating, trenchless pipe repair, forklift certification, Class A license renewal, pump maintenance, and computer software/information systems.
- *Safety Training* is performed to educate employees in safe work practices and to promote a safe and healthful working conditions for employees. The District will provide both compliance and best practice safety training in the field of occupational safety and health.

See **Attachment A** for a list of required training.

## APPROVAL OF WORK HOURS FOR TRAINING AND PROFESSIONAL DEVELOPMENT

Supervisors will plan for appropriate professional development and training activities that occur during the work day in coordination with their respective manager. Professional development and training activities that require time away from the District or workgroup must receive manager-level approval. Professional development and training activities outside of or in addition to regular work hours require

written approval in advance if the activities are to be considered as regular hours worked for overtime compensation

## **PROCEDURES**

The District has established procedures for reimbursement of the cost of training, professional certifications, and career development.

## **PROFESSIONAL CERTIFICATIONS AND LICENSES**

When certificates or licenses are required for a position, the employee is responsible for the original cost of obtaining the certificate. The District will reimburse the employee for the cost of renewing the certificate or license. For example, the District will provide reimbursement for employees who renew/maintain their required Class A and/or B Drivers Licenses.

## **CAREER DEVELOPMENT EDUCATION REIMBURSEMENT**

The District may reimburse the cost of tuition, enrollment fees and books for courses that employees take at accredited institutions. These courses must be pre-approved by the Manager and General Manager and must provide increased competence in the employee's present job or prepare them for advancement in the District.

The maximum funding for any employee during a fiscal year is two thousand dollars (\$2,000). The maximum reimbursement to any one employee will not exceed seven thousand five hundred dollars (\$7,500) during a ten-year period. Funds will be budgeted annually to fund the educational reimbursement program. If the budget is depleted, employee requests will be denied.

To qualify for reimbursement, an employee must be employed by the District at the time the course is completed. If an employee leaves the District within one year of reimbursement, the allowance will be prorated based on number of months employed during that year and collected from the employee by deducting from their last paycheck upon separation. Should an employee separate during enrollment because of reduction in force or elimination of the job or is unable to complete the course because of any other action initiated by the District, he or she will be reimbursed for all costs incurred up to the date of separation.

Class attendance and completion of study assignments must be accomplished outside the employee's regular working hours. Employees must receive a passing grade (grade point average of 2.5 or better or pass if a pass/fail course) as well as satisfactory job performance during enrollment or educational reimbursement will be forfeited.

## **SEMINARS AND WORKSHOPS**

The District may, at its expense, elect to send employees to approved training programs, seminars and/or conferences from time to time. While these programs are normally scheduled during regular work hours, there may be evening or weekend classes or activities. In the event that the program requires overnight accommodations, overtime will not be paid for any portion of these programs. A non-exempt employee attending a District paid one-day meeting will be paid for any overtime hours incurred for traveling on that day.

Employees requesting approval to attend a seminar must make written request, including estimated expenses. The request should be submitted to a department manager for approval. Procedures to request and obtain reimbursements under this policy section can be found in the District's *Travel and Other Expense Reimbursement Policy*.

## **PROFESSIONAL ASSOCIATIONS AND TECHNICAL GROUPS**

The District supports and encourages its employees to join and participate in appropriate professional associations and technical groups. With prior approval, the District will allow the employee to attend related events at District expense for standard reimbursable expenses, and on District time. However, the District will not pay overtime for any time participating in professional associations and technical groups after regularly scheduled work hours.

## **OVERTIME PAY FOR TRAINING AND PROFESSIONAL CERTIFICATIONS**

Overtime pay will be authorized in accordance with applicable laws and MOU. Overtime must be preapproved by a manager who will specifically note and grant authorization in the time control system.

## **FLEXIBLE SCHEDULES FOR PROFESSIONAL DEVELOPMENT**

Employees who request approval to attend classes or trainings under this policy that are scheduled outside of their regular work schedule must be willing to flex regularly scheduled hours to minimize overtime to the District and to accommodate training, meeting, and workshop schedule. For example, if an employee whose regular work day begins at 6:00am and ends at 2:30pm has a four-hour training scheduled from noon to 4:30pm, the employee would begin their workday at 8:00am on that day of training to minimize overtime. The adjusting of regular work hours for this purpose must be approved in advance by the employee's supervisor.

## **REQUESTING AND OBTAINING REIMBURSEMENTS**

Procedures to request and obtain reimbursements under this policy section can be found in the District's *Travel and Other Expense Reimbursement Policy*.

## POLICY

The District strives to offer generous benefit plans to all regular employees. Health, dental, and vision plans offered by the District will meet or exceed Federal or State minimum requirements. The District provides additional insurance benefits to include life insurance, short term disability, and long-term disability.

## HEALTH, DENTAL AND VISION CARE

The District offers the Public Employees Retirement System (PERS) Medical Insurance Program, Delta Dental, and Vision Service Plans.

## WAIVER

Employees may apply in writing to the District for waiver of required participation in the District's medical insurance program and to receive a payment in-lieu of medical insurance coverage. The in-lieu opt out payment amount for all employees hired on or after July 1, 2009 is four hundred dollars (\$400). To be eligible to opt out of the District's medical insurance and receive a payment, the employee must provide proof of current equivalent coverage through other sources which the District deems acceptable. The payment in-lieu of District medical insurance amount will be paid as a taxable cash benefit. Employees enrolled in the District's medical insurance coverage will not receive any waiver payment.

## COBRA RIGHTS

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible employees and their spouse and dependents to continue health insurance coverage under the District's health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare or when a dependent child no longer meets eligibility requirements. Contact the Business and Administrative Services Manager to learn more about applicable COBRA rights.

## LIFE INSURANCE

The District maintains life insurance at no cost to the employee. Plan documents are on file with the District's Human Resources office and benefit levels are subject to change with subsequent resolution or contractual agreement.

## SHORT TERM DISABILITY COVERAGE

The District provides short term disability insurance at no cost to the employee. Short term disability insurance plan documents are on file with the District's Business and Administrative Services office and benefit levels are subject to change with a subsequent resolution or contractual agreement.

To the extent permitted by contract or law, this insurance coverage will be integrated with workers' compensation or sick leave benefits received by the employee.

## LONG TERM DISABILITY COVERAGE

The District provides long term disability insurance at no cost to the employee. Long term disability insurance plan documents are on file with the District's Business and Administrative Services office and benefit levels are subject to change with a subsequent resolution or contractual agreement.

This insurance coverage will be integrated with workers' compensation or other benefits received by the employee.

## EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) is a benefit provided at the District's expense to all employees of the District. The program is designed to provide assessment, referral and counseling in a confidential and professional environment.

An EAP counselor may recommend referral to other health care providers and will discuss with each employee the coverage for services afforded under the employee's individual health care plan. The employee is solely responsible for any costs incurred as the result of such referrals and should consult with their health care provider to determine the coverage available to them or their family members.

All services provided by the Employee Assistance Program are strictly confidential and will not be disclosed to the District. Subject to the appointment limitations of the plan, the EAP is available to both the employee and eligible dependents.

The department manager may refer an employee to the Employee Assistance Program. The employee will be encouraged to sign a release to notify the District that the appointment was made and kept. No other information will be disclosed to the District without the employee's written consent.

## WELLNESS PROGRAM

Since its adoption in 2010, the Federal Affordable Care Act has specifically recognized the importance of employer engagement in promoting employee health and reducing risks of chronic disease or injury. Consistent with this important public policy, the District offers a voluntary wellness program, consisting of reimbursement of up to three hundred dollars (\$300.00) per fiscal year for an employee's wellness-related expenditures. Reimbursement may be made for a range of programs intended to improve and promote employee health and fitness, including gym memberships, smoking cessation, diabetes management, weight loss programs, and preventative health screenings. Employees must submit all requests for reimbursement no later than July 31 of each calendar year. Employees may also be required to submit supporting information demonstrating that the content of the program promotes health and/or reduces risks of chronic disease or injury. The General Manager's approval or denial of any reimbursement request will be made in writing and is final.

## SECTION 4: RULES AND REGULATIONS

## INTRODUCTION

The District is committed to protecting the safety, health and well-being of those receiving District services, all employees and other individuals in our workplace. We recognize that alcohol and drug abuse pose a significant threat to these goals. We have established a program that balances our respect for individuals with the need to maintain an environment free of alcohol and drug abuse.

## PURPOSE

This policy provides guidelines for the detection and deterrence of alcohol and drug abuse. It also outlines the responsibilities of the District's managers and employees. To that end, the District will act to mitigate the impact of an employee's abuse of any substance (alcohol, illegal drugs, prescription drugs, or any other controlled substance, as defined by the Controlled Substances Act) that could impair the employee's ability to safely and effectively perform the functions of an employee's job, or which increases the potential for accidents, absenteeism, substandard performance, poor employee morale or damage to the District's reputation. All persons covered by this policy should be aware that violations of the policy may result in discipline, up to and including termination. Whenever possible, the District will give preference to rehabilitation over discipline when responding to an employee's substance abuse.

## POLICY

### APPLICABILITY

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies to employees during their regular working hours, whenever an employee is conducting business or representing the organization, when an employee is on call or on paid standby, or when an employee is on District property. Our policy covers, but is not limited to managers, supervisors, regular full-time employees, regular part-time employees whether on or off-site, and contractors.

### PROHIBITED BEHAVIOR

At all times that this policy is applicable, the use, distribution, dispensing, possession, or manufacture of any alcohol, illegal drugs, prescription drugs, or any other controlled substances is prohibited unless specifically authorized by the District. Law enforcement will be notified, as appropriate, where criminal activity is suspected.

Use of illegal drugs is always prohibited. The illegal or unauthorized use of prescription drugs is always prohibited. Consumption of alcohol is prohibited.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain

whether the medication may interfere with safe performance of his or her job. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to notify his or her supervisor. An employee is not required to disclose the nature of his or her medical condition, or to identify the medication he or she is taking, but must clearly indicate effects, such as impaired alertness, balance impairment, warnings about operation of machinery, etc. Failure of an employee to notify a supervisor of his or her use of any medication that may interfere with his or her work performance may result in discipline, up to and including termination. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a qualified physician may be required by the General Manager or his or her designee. Such clearance may be obtained by the employee on District time and at District expense if the employee is directed to obtain the verification prior to commencing his or her assigned duties. Use of District time must be reasonable, and no overtime liability will be incurred. If a physician does not release an employee to work while taking medication or if an employee requires modified duty, the District will engage in the interactive process with the employee to identify an alternate work assignment, appropriate use of leave, or other form of temporary or permanent reasonable accommodation.

## **ASSISTANCE**

The District recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Offers all employees and their family members assistance with alcohol and drug problems through the Employee Assistance Program (EAP).
- Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.
- May cover treatment for alcoholism and/or drug use through the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

## **COMMUNICATION**

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:

- All employees will receive a written copy of the policy.
- The policy will be reviewed in orientation sessions with new employees.
- Supervisors will receive training to recognize employees with alcohol and other drug problems.

## **DRUG AND ALCOHOL TESTING**

### **TYPES OF TESTING**

The District may require pre-employment drug testing prior to hire and drug testing of employees and other personnel, as described in the section on Applicability earlier in this policy, upon reasonable suspicion. Except as may be required by the DOT for specific safety-sensitive positions or agreed in a last-chance return-to-work agreement with an individual employee, the District will not conduct random drug testing.

Pre-Employment Testing: A pre-employment drug test may be conducted before an employee is hired.

### **REASONABLE SUSPICION TESTING**

All employees will be subject to reasonable suspicion testing (also known as probable cause testing) when there are reasons to believe that drug or alcohol use is adversely affecting job performance, or the employee has violated the District's alcohol or drug prohibitions. A reasonable suspicion referral for testing will be made based on documented objective facts and circumstances that are consistent with short-term effects of substance abuse. Persons designated to determine whether reasonable suspicion exists must have training to detect and document the physical, behavioral, speech, and performance indicators of intoxication and use of controlled substances.

All testing, sample collection procedures, analysis methods relative to substances evaluated and cutoff limits, and reporting of test results will be performed by a qualified and objective third-party administrator (TPA), which will adhere to and follow the guidelines (and all subsequent amendments for workplace drug testing as established by the U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA). The TPA will use a laboratory certified by SAMHSA to perform all analyses of samples, and a medical review officer (MRO) qualified according to SAMHSA standards.

### **MEDICAL EXAMINATION PROCEDURE**

The medical examination may test for any substance which could physically and/or mentally impair an employee's ability to effectively and safely perform the functions of his or her job, including but not limited to alcohol, prescription medications, heroin, cocaine, morphine and its derivatives, PCP, methadone, barbiturate, amphetamines, marijuana, other cannabinoids, and other illegal substances defined by Federal or State law.

Employees may consult with a representative prior to being medically examined for use based upon reasonable suspicion. The representative must be available and present within a reasonable time from the request, a reasonable time being approximately one hour from notification. The District reserves the right to administer the medical exam within one hour of the call to the representative.

## **RESULTS OF MEDICAL EXAMINATION**

A positive result from a drug and/or alcohol test obtained during a medical exam may result in disciplinary action, up to and including termination. The decision to discipline or termination will be carried out in conformance with the District's discipline procedures and policies. Whenever possible, the District will give preference to rehabilitation over discipline when responding to an employee's substance abuse.

If a drug screen is positive for a prohibited substance, the employee must provide within two working days of the receipt of the positive test results, bona fide verification of a valid current prescription for the drug identified in the drug screen. Extension of the time beyond the two working days may be granted upon the showing of good cause. The prescription must be in the employee's name. If the employee does not provide acceptable verification of a valid prescription, if the prescription is not in the employee's name, or the employee has not previously notified his or her supervisor, the employee will be subject to disciplinary action up to, and including, termination.

If an employee tests positive for any prohibited substance and the District notices its intent to discipline the employee, within forty-five (45) days of issuance of a Notice of Intended Disciplinary Action, the employee or employee labor organization may request and secure at the employee's or employee labor organization's expense, a test of the specimen. The employee or the employee labor organization will advise the District in writing of the request for testing a second specimen within ten days of making such a request.

## **CONFIDENTIALITY**

Medical or laboratory reports or test results will not appear in an employee's general personnel file. Information of this nature will be contained in a separate confidential medical folder that will be securely kept under the control of the Business and Administrative Services Manager. The reports or test results may be disclosed to District management on a strictly need-to-know basis and to the employee upon request. Disclosures, without employee consent, may also occur when: (1) the information is compelled by law or by judicial or administrative process; (2) the information has been placed at issue in a formal dispute between the employer and employee; (3) the information is to be used in administering an employee benefit plan; or (4) the information is needed by medical personnel for the diagnosis or treatment of the employee who is unable to authorize disclosure.

## **SEARCHES**

The District reserves the right to search, without employee consent, all areas and property in which the District maintains control or joint control with the employee. Controlled and jointly controlled areas include District vehicles, offices, desks, file cabinets, lockers, etc. Notwithstanding the above, no employee will have his or her locker, or other space for storage that is owned or leased by District that

may be assigned to him or her searched except when he or she has been notified that a search will be conducted. Employee requests to be present during the search will be honored if the employee is able to return to the worksite within one hour of notification of the search. All such searches will be based upon probable cause to search. Probable cause forming the basis of the search will be provided to the employee in writing. The written document will be given to the employee prior to the search or, if that is not possible, within twenty-four hours of the search.

Except as specified elsewhere in this Policy Book, any manager or his or her designee will not physically search the person of employees, nor will they search the personal possessions of an employee without the written consent of the employee.

## **EMPLOYEE RESPONSIBILITIES**

An employee must:

- Not report to work or be subject to duty while his or her physical and/or mental ability to perform job duties is impaired due to on- or off-duty alcohol or drug use.
- Not possess impairing substances (alcohol, illegal drugs and prescription drugs without a prescription) during working hours or while subject to duty, on breaks, or at any time while at the assigned worksite.
- Not directly or through a third party sell or provide drugs or alcohol to any person, including any employee, while either employee or both employees are on duty.
- Submit immediately to a medical examination when ordered, in writing, by a manager or his or her designee when reasonable suspicion exists that the employee is either physically and/or mentally unable to perform the duties of his or her position.
- When a drug screening/test is positive for a potentially impairing drug or medication, provide within two working days of request a bona fide verification of a current valid prescription in the employee's name for that drug or medication. Extensions of time beyond the two working days may be granted upon the showing of good cause.
- Abide by all applicable regulations of the Federal Drug-Free Workplace Act of 1988.

Thus, such employees who are convicted after March 18, 1989 of any criminal drug statute for a violation occurring in the workplace must notify the District no later than five days after the conviction. Once the District is notified of the conviction, the District must then notify the appropriate federal agency of the conviction. With respect to any employee so convicted, the District will take appropriate personnel action up to and including termination. As a condition of continued employment, the District may require the convicted employee to satisfactorily participate in an approved drug abuse rehabilitation program.

In addition, employees are encouraged to:

- Be concerned about working in a safe environment
- Support fellow workers in seeking help
- Seek appropriate treatment for drug and alcohol abuse before it impairs workplace safety and work performance
- Use the Employee Assistance Program
- Report dangerous behavior to their supervisors

### **SUPERVISORY RESPONSIBILITIES**

It is a supervisor's responsibility to:

- Inform employees of the drug-free workplace policy, and attend required supervisory training related to this policy
- Observe employee performance
- Investigate reports of dangerous practices
- Document negative behaviors and problems in performance
- Counsel employees as to expected performance improvement
- Refer employees to the Employee Assistance Program
- Clearly state consequences of policy violations
- Report any concerns to management

### **MANAGEMENT RESPONSIBILITIES**

Managers or their designees are responsible for reasonable enforcement of this policy. A manager or his or her designee may order an employee to submit to a medical examination when he or she has reasonable suspicion that an employee is intoxicated or impaired by drugs or alcohol while on the job or receiving compensation while on-call. Subject to being called "reasonable suspicion" is such a state of facts as would lead a supervisor to entertain an honest and strong suspicion that an employee is under the influence of drugs or alcohol so that the employee's ability to perform the functions of the job is impaired or so that the employee is not able to physically and/or mentally perform the duties of his or her position in a proper manner.

Any manager or his or her designee ordering an employee to undergo a medical examination will document in writing the facts constituting reasonable suspicion that the employee in question is intoxicated or impaired by alcohol or drugs, prior to the request for the medical exam. Any manager or his or her designee encountering an employee who refuses an order to submit to a medical examination will remind the employee of the requirements and disciplinary consequences of this policy. A refusal to test means that an employee:

- Engages in conduct that clearly obstructs or does not allow for the successful completion of the testing process, including refusal to sign consent forms.
- Fails to provide adequate breath for alcohol testing as required by District without a valid medical explanation (as determined by a medical evaluation);
- Fails to provide an adequate urine sample for controlled substances testing as required by District without a genuine inability to provide a specimen as determined by a medical evaluation.

Where there is reasonable suspicion that the employee is impaired by alcohol or drugs, the manager or his or her designee should ensure that the employee is safely transported to an appropriate location.

### **REASONABLE SUSPICION TESTING PROCEDURES**

Reasonable Suspicion procedures follow and forms including a Reasonable Suspicion Testing Checklist and Reasonable Suspicion Testing Consent Form can be found in Appendix C of this Policy Book.

### **OBSERVING OF BEHAVIOR**

When a supervisor is notified or suspects an employee may be in violation of the District's *Drug Free Workplace Policy*, the supervisor must observe the behavior of the employee and immediately complete the Reasonable Suspicion Testing Checklist.

After completing the Reasonable Suspicion Testing Checklist, if the supervisor concludes there is reasonable suspicion that the employee may be in violation of the policy (e.g. using or being under the influence of drugs or alcohol while at work), the supervisor must contact another qualified observer (such as a District supervisor, manager, or Human Resource professional) who has received training to detect and document the physical, behavioral, speech, and performance indicators of intoxication and use of controlled substances. The second observer must also observe the behavior of the employee and complete a separate Reasonable Suspicion Testing Checklist.

After completing both Reasonable Suspicion Testing Checklists, if the supervisor and second observer both believe the employee may be in violation of the policy, the supervisor and second observer must escort the employee to an area where a conversation with the employee can be held in private. Both the supervisor and second observer should be involved in all steps of the process and both are expected to fully document the events immediately. An HR professional should be consulted as soon as feasible.

### **EMPLOYEES SUBJECT TO A COLLECTIVE BARGAINING AGREEMENT**

Employees may consult with a representative prior to being medically examined for use based upon reasonable suspicion. The representative must be available and present within a reasonable time from the request, a reasonable time being approximately one hour from notification. The District reserves the right to administer the medical exam within one hour of the call to the representative.

## **NOTIFICATION OF VIOLATION TO EMPLOYEE**

The supervisor will inform the employee that observations indicate that the employee may be in violation of the Drug-Free Workplace Policy and will inform the employee of the observations recorded. The supervisor must ask the employee to offer an explanation of the observed behaviors. Both the supervisor and the second observer will document the conversation, including noting if the employee declined to comment.

After an explanation is provided, or the employee declines to comment, if both the supervisor and second observer believe the employee is in violation of the policy, they will notify the employee as follows:

"The District's Drug Free Workplace policy states that employees will be subject to reasonable suspicion testing when there are reasons to believe that drug or alcohol use is adversely affecting job performance, or the employee has violated the District's alcohol or drug prohibitions. At this time, we believe you are in violation of the Drug Free Workplace policy and are requesting that you submit to a reasonable suspicion drug/alcohol test. This test will involve screenings to detect the presence of alcohol or drugs in your system. A positive test could result in corrective action, up to and including termination of your employment. Please read the Reasonable Suspicion Testing Consent Form, provided to you, and sign in the appropriate area to indicate either your consent to or your refusal of the test. Failure to submit to and/or complete this testing may lead to corrective action, up to and including termination of employment."

## **EMPLOYEE REFUSES TESTING**

If the employee refuses to submit to the testing, the supervisor must tell the employee that refusal to submit to and complete the testing could subject them to corrective action up to and including termination of employment. The supervisor should again ask the employee to submit to the testing. If the employee refuses again, the supervisor will inform the employee that the refusal could subject them to corrective action. The supervisor will instruct and assist, if necessary, the employee to make arrangements to be taken home safely. If the employee refuses such arrangements, the supervisor may obtain employee vehicle information such as make, model, color, license plate number and notify local police that the supervisor is the supervisor of an employee suspected of being in violation of the Drug-Free Workplace policy and that the suspected employee may be attempting to operate a vehicle. The supervisor must report this refusal to HR as soon as possible.

## **EMPLOYEE CONSENTS TO TESTING**

If the employee consents to testing, the supervisor should contact and inform the appropriate specimen collector that they are the supervisor of an employee suspected of being in violation of the Drug-Free Workplace policy and that the suspected employee will be transported to the specimen collection location for a drug/alcohol test screening. The supervisor or a manager will transport the employee to the collection location.

## **SPECIMEN COLLECTION**

For alcohol testing, an evidential breath testing (EBT) device is used. For drug testing, urine specimen collection and testing by a laboratory certified by the Department of Health and Human Services is required by the Omnibus Transportation Employee Testing Act.

The supervisor or manager will remain with the employee while at the collection location. If the employee refuses to cooperate in the testing process, the supervisor or manager must tell the employee that refusal to submit to and complete the testing could subject them to corrective action up to and including termination of employment. If after reasonable efforts have been made to enable the employee to provide a breath or urine specimen and the employee is unable to do so, third party administrator protocol is to be conducted to establish medical impediment to providing a specimen. If no medical impediment exists, it is considered a refusal to test. Once the screening has been completed, the supervisor or manager will inform the employee to report to duty at their next assigned shift and should instruct, assist, and if necessary, arrange to take employee home safely.

## **HUMAN RESOURCES NOTIFICATION**

The supervisor must notify the Business and Administrative Services Manager as soon as possible and provide him/her with the original copies of the Reasonable Suspicion Testing Checklist, the Reasonable Suspicion Testing Consent Form, and any other relevant documentation.

## **TEST RESULTS**

Test results will be reviewed by a medical review officer who will report test results in accordance with the guidelines (and all subsequent amendments) established by the U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA) to the Business and Administrative Services Manager. The Business and Administrative Services Manager will work with operational supervisors, managers, and the employee as appropriate to determine next steps.

Sample forms are in APPENDIX C– REASONABLE SUSPICION FORMS. THESE FORMS MAY BE REPLACED BY THOSE REQUIRED BY ANY SELECTED THIRD-PARTY ADMINISTRATOR'S PROTOCOL.

## POLICY

It is the policy of RVSD to ensure that all employees are provided with a safe working environment and to take whatever actions may be necessary to prevent on-the-job accidents or injuries. Employees are responsible for following the District's Injury and Illness Prevention Program (IIPP).

The District also has a zero-tolerance policy for acts of violence and threats of violence in the workplace.

## VIOLENCE IN THE WORKPLACE

Threatening or intimidating behavior, threats, or acts of violence will not be tolerated and may be grounds for immediate termination, arrest and prosecution, and/or civil action. Any individual who engages in threatening behavior or violent acts (or who makes comments about inflicting self-harm or harming others, even if in jest) while on District property will be removed from the premises and may not return until the incident is fully investigated. RVSD reserves the right to have any such incident assessed by a professional who specializes in threat assessment.

Threats to or intimidation of employees in the workplace by individuals outside RVSD are also not tolerated and must be reported to the General Manager immediately. This may include acts of domestic violence and threats of harm from customers or vendors toward employees or District property.

Possession of a weapon on District premises and at District-sponsored events will constitute a threat of violence.

If an employee is a witness to or receives a threat or learns that another person has witnessed or received a threat, he or she must notify their supervisor or the General Manager immediately. Reports must be made of all incidents no matter who was involved or their relationship to each other. If an employee applies for or obtains a protective or restraining order that lists District locations as protected, he or she must provide a copy to the General Manager. RVSD understands the sensitivity of such information and uses confidentiality procedures that recognize and respect employees' privacy.

The safety of the office as well as the welfare of employees depends upon the alertness and sensitivity of every individual to potential safety risks. Employees should immediately notify management when unknown persons are acting in a suspicious manner in or around the workplace.

The General Manager or his or her designee will respond to and conduct any necessary investigation of any potential threats of violence.

Specific procedures regarding violence in the workplace will be documented through the Injury and Illness Prevention Program, in accordance with CalOSHA requirements.

## USE OF PERSONAL ITEMS ON THE JOB

RVSD provides the necessary equipment that employees require to accomplish their job and tasks in the most efficient and safe manner. However, employees who want to use their personal items at work may do so with the understanding that they are using personal items at their own risk and are liable for the property and that it must be safe and used responsibly.

Employees are responsible for securing their workspace at the end of the day. When called away from the work area for an extended length of time, employees should not leave valuable and/or personal articles in or around the workstation/vehicle that may be accessible. RVSD is not responsible for loss or damage to any personal property or equipment that is brought to an office location or District function.

## ORIENTATION

All new employees participate in an employee orientation that includes District administrative and safety practices and procedures in accordance with the District's adopted Injury and Illness Prevention Program.

## **POLICY**

The purpose of this policy is to define the responsibilities and rules for the use of RVSD vehicles and equipment, and privately-owned vehicles used for District business. This policy applies to District Board members, managers, employees, and other authorized individuals as specified in this policy. This policy will take the place of all previous District vehicle policies and resolutions of the District's Board of Directors related to these topics, except for additional Department specific written policies and guidelines

## **MANAGER RESPONSIBILITIES**

### **ENFORCEMENT**

Managers are responsible for enforcing this policy within their departments.

### **DRIVER'S LICENSE CHECKS**

District will require DMV driver's license checks for new employees that are required to drive as part of their duties with the District.

### **DRIVER'S LICENSE AND INSURABILITY VERIFICATION**

The Business and Administrative Services Department is responsible for verifying that all employees who drive on District business are insurable under the District's risk pool and have a valid California driver's license. This departmental obligation does not diminish the employee's obligations pursuant to this policy.

### **DOT DRIVER RECORDS**

The Business and Administrative Services Department will maintain accurate records of employees who are required by Department of Transportation (DOT) regulations to have a commercial driver's license. At a minimum, the record will include a copy of the employee's current DOT identification card, and a copy of the most recent DMV driver record information.

### **PULL NOTICE PROGRAM**

District employees who are required by California DMV pull notice policy (Class A, B, and C with special endorsements) or drive on District business daily must be enrolled in the Department of Motor Vehicles (DMV) pull notice program in accordance with DMV program rules. Hard copies of the employee's activity reports are kept and tracked by the Business and Administrative Services Department as provided and allowed for under the California DMV pull notice program.

## **EMPLOYEE RESPONSIBILITIES**

### **RESPONSIBLE DRIVING**

Each District driver/operator must drive responsibly, anticipate emergency situations and make every effort to avoid accidents. All employees operating a vehicle on District business represent the District and will always project a professional and responsible image to the public.

### **FOLLOW TRAFFIC LAWS**

District drivers/operators are expected to be knowledgeable of and follow all applicable Federal, State, and local traffic laws.

### **DRIVER'S LICENSE**

District employees operating vehicles or equipment on District business must have a valid State of California Driver's License at the appropriate level and with any necessary special endorsements. For the purpose of this policy section, "valid" means a current California Driver's License without restrictions, suspensions, or any other non-validating activity.

### **SUSPENDED, REVOKED OR RESTRICTED DRIVER'S LICENSE**

District employees who are required to have a valid California driver's license to operate vehicles or equipment on District business must immediately inform their supervisor in the event their driver's license is suspended, revoked, or is otherwise restricted in a way that impacts the employee's ability to perform their job. Failure to inform a supervisor or other District management staff member may result in disciplinary actions per the District's policies and guidelines.

## **OPERATING A VEHICLE ON DISTRICT BUSINESS**

### **PRIVATELY OWNED VEHICLES**

Employees using privately owned vehicles on District Business are subject to all subsections listed below and as specified in the section District Owned or Leased Vehicles and Vehicles under District Control. The use of privately owned vehicles for District Business must be pre-approved by the General Manager or a department manager.

### **RESPONSIBILITY**

Department managers are responsible for determining when it is most advantageous to the District for an employee to use a privately-owned vehicle on District business. Factors to be considered include: availability of District vehicles, cost of a District vehicle vs. mileage reimbursement, the appropriateness of the vehicle for the required use and best use of employees' time and operational efficiency.

## **INSURANCE REQUIREMENTS**

Employees who drive a privately-owned vehicle on District business must maintain automobile insurance that complies with the State of California minimum requirements for bodily injury and property damage.

### **PRIMARY INSURANCE COVERAGE**

If an employee is involved in an accident in a privately-owned vehicle, even though conducting authorized District business, the employee's automobile insurance is primary to any other coverage per the California Vehicle Code.

### **EXCLUSIVE USE**

No employee will travel on District business in a privately-owned vehicle without the approval of his or her division manager.

### **REIMBURSEMENT CLAIMS**

When District employees use a privately-owned vehicle on District business they will be reimbursed at the rate provided by the mileage reimbursement rates as shown on the IRS website at <https://www.irs.gov/tax-professionals/standard-mileage-rates>.

Reimbursement will be based on the mileage from door-to-door. Door-to-door means that mileage will be paid from the point (either employee's home or District office) from which the employee leaves for the reimbursable event.

Claims for mileage reimbursement must be submitted on District claim forms and processed in accordance with the District's Business and Administrative Services procedures.

### **MOTORCYCLES**

No employee will operate a motorcycle on District business without specific authorization of the General Manager.

## **DISTRICT-OWNED OR LEASED VEHICLES**

### **AUTHORIZATION**

District-owned vehicles will be driven only by appropriately licensed and authorized District managers, employees or other authorized persons. Authorization must be by the appropriate District manager or General Manager.

## **AUTHORIZED RIDERS**

No person will be permitted to ride in a District vehicle unless such person is a District manager, employee, or other authorized person conducting official District business, or is a passenger authorized to be in said vehicle by the General Manager or a District manager.

## **DISTRICT BUSINESS USE ONLY**

District vehicles must be used for official District business only. No person other than a District employee or authorized person, as described in this section, will be allowed to operate any District vehicle.

## **SMOKING**

Smoking is prohibited in all vehicles owned, leased, or operated by the District.

## **ALL VEHICLE OPERATION**

Drivers must be familiar with the manner of operation of vehicles that they operate on District business. If drivers are unsure of the operation of their vehicle, they should check the owner's manual in the glove box of the car or contact their supervisor or manager for assistance.

## **SEAT BELT USAGE**

The driver and all passengers in a District vehicle or in a private vehicle being used on District business must use seat belts.

## **ATTENTIVE DRIVING**

Drivers must remain attentive to driving at all times. Use of cellular phones, eating or drinking, dealing with passengers or other distractions while the vehicle is moving should be avoided. Whenever possible, drivers should pull off the road and stop when having to deal with distractions in the vehicle.

## **CELL PHONE USAGE WHILE DRIVING OR WHILE OPERATING A VEHICLE**

District employees will follow the applicable law, which includes not operating a private vehicle on District business or a District vehicle, at any time, while using a wireless telephone or an electronic wireless communications device, even if equipped with a hands-free device. (Vehicle Code, Division 11, Chapter 12, Article 1, §23124).

**Exception 1:** This section does not apply to a person using a wireless telephone for emergency purposes, including, but not limited to, an emergency call to a law enforcement agency, health care provider, fire department, or other emergency services agency or entity. The District will supply hands-free equipment for any employee required to take or make emergency calls to, from, or on behalf of the District while driving.

**Exception 2:** This section does not apply to a person when using a digital two-way radio that utilizes a wireless telephone that operates by depressing a push-to-talk feature and does not require immediate proximity to the ear of the user, and the person is driving one of the following vehicles: A motor truck or a truck tractor that requires either a commercial class A or class B driver's license to operate.

An employee who is convicted for a wireless telephone, cell phone, or electronic wireless communications device violation may be subject to disciplinary actions up to and including termination and in accordance with the District's Policy 404: Progressive Disciplinary Process.

As used in this section "write, send, or read a text-based communication" means using an electronic wireless communications device to manually communicate with any person using a text-based communication, including, but not limited to, communications referred to as a text message, instant message, or electronic mail.

For purposes of this section, a person will not be deemed to be writing, reading, or sending a text-based communication if the person reads, selects, or enters a telephone number or name in an electronic wireless communications device to make or receive a telephone call.

#### **ALCOHOL DRUGS AND OTHER INTOXICANTS**

Consumption of alcohol, drugs or other intoxicants while operating District vehicles or equipment or while operating a privately-owned vehicle on District business is strictly prohibited.

#### **DANGEROUS OR DEFECTIVE VEHICLE**

Any District owned vehicle, or privately-owned vehicle while being used for District business, must not be operated when in a known dangerous or defective condition.

#### **REPORTING AN UNSAFE VEHICLE**

When a District vehicle is found to be in a dangerous or defective condition, it must be reported to a supervisor or the Operations and Maintenance Manager as soon as possible.

#### **VISUAL INSPECTIONS**

Employees will complete a Vehicle Inspection Form and conduct a visual inspection of the District assigned vehicle for damage prior to use and as required by law or instructed by a supervisor. Any damage or safety problems observed must be reported to an employee's supervisor or the Operations and Maintenance Manager immediately upon discovery. Employees must not operate a vehicle deemed to be unsafe to operate and must follow procedures noted in this policy.

## **TRAFFIC CITATIONS**

Any employee who receives a traffic citation other than for illegal parking while operating a District owned vehicle, or while operating a privately-owned vehicle on District business, must report such citation to his or her supervisor.

## **RETURNING DISTRICT VEHICLES**

When returning a District vehicle, the vehicle will be cleaned and cleared of all debris.

## **VEHICLE ACCIDENTS OR DAMAGE**

### **SAFE DRIVING**

It is the responsibility of the driver of District owned vehicles, or privately-owned vehicles while being used for District business, to exercise reasonable care to avoid impediments or obstructions in the path of the vehicle that may cause damage to the vehicle, other vehicles or property, or injury to drivers, passengers, and pedestrians. As such, any employee discovered (after internal or third-party investigation) not to be exercising reasonable care (e.g., convicted of a violation, running a red light, etc.) of a District vehicle, will be subject to disciplinary actions up to and including termination.

### **ACCIDENT / DAMAGE REPORTING**

All accidents and vehicle and property damage in a District vehicle or piece of equipment or a privately-owned vehicle being used on District business, regardless of severity, must be reported immediately to the employee's supervisor, the Operations and Maintenance Manager, and as required by law or District policy, to the appropriate law enforcement agency. Employees involved in an accident that requires notification to a law enforcement agency must request an official accident report from the responding officer. Any incidents involving a District vehicle requiring towing services must be reported immediately and an incident report submitted.

### **TIMELY REPORTING OF ACCIDENTS**

Employees involved in any accident in a District owned vehicle or a privately-owned vehicle being used on District business or on a work site or property owned, leased, or under the control of the District, will make a complete report of such accident to their supervisor or the Operations and Maintenance Manager within one business day.

### **ACCIDENT REPORT FORMS**

Accident reports will contain information on other vehicles, drivers, property involved, witnesses, weather conditions, road conditions, and any other pertinent information regarding such accident. Accident Report Forms are in the glove compartment on all District vehicles or may be obtained from an employee's supervisor.

## **INSURANCE REQUIREMENTS**

Employees who drive a privately-owned vehicle on District business must maintain and provide evidence of automobile insurance to the Business and Administrative Services Department annually that exceeds the State of California minimum legal requirements for auto insurance coverage. State limits are available at:

[https://www.insurance.ca.gov/01-consumers/105-type/95-guides/01-auto/auto101.cfm#Liability Coverage and California Law.](https://www.insurance.ca.gov/01-consumers/105-type/95-guides/01-auto/auto101.cfm#Liability%20Coverage%20and%20California%20Law)

## **PRIMARY INSURANCE COVERAGE**

If an employee is involved in an accident in a privately-owned vehicle, even though conducting authorized District business, the employee's automobile insurance is primary to any other coverage per the California Vehicle Code.

## **TAKE HOME VEHICLES**

### **TAKE HOME VEHICLE ASSIGNMENTS**

Take home vehicle assignments are at the discretion of the General Manager and are to be limited to those staff engaged in immediate, first line, emergency response for critical services or when a take home vehicle assignment results in an economy and/or efficiency that is in the best interest of the District.

### **INTERMITTENT TAKE HOME VEHICLE**

The General Manager on a case-by-case basis will approve intermittent take home vehicle assignments. Intermittent take home vehicle assignment is the overnight usage of a District vehicle on an intermittent or other than normal basis.

## **GLOBAL POSITIONING SYSTEM (GPS)**

District vehicles and equipment may be equipped with Global Positioning Software (GPS). This equipment notifies the District of maintenance needs related to the District's vehicles and equipment, helps to retain location information to respond to customer concerns and inquiries, assists in dispatch of District vehicles, and provides safety by allowing location identification for employees on a solo response or after hours.

## POLICY

The following discipline and disciplinary appeal procedures apply only to the District's regular full-time employees and regular part-time employees (as those terms are defined in Policy 201). All employees other than regular full-time and regular part-time employees, namely limited term employees, temporary employees and at-will employees, may be disciplined or separated at will, with or without cause, and without the disciplinary procedures listed below.

Unless otherwise specified in an MOU, the following constitutes the District's policy regarding disciplinary actions:

## CAUSES FOR DISCIPLINE

Regular employees may be counseled, admonished, reprimanded, suspended, demoted, terminated or incur a reduction in pay for any of the following causes of discipline:

- Violation of any division rule, District policy, section in this Policy Book or District regulation, ordinance or resolution.
- Absence without authorized leave or tardiness.
- Abuse of leave policies and practices or excessive unprotected absenteeism and/or tardiness.
- Use of leave in a manner not authorized or provided for pursuant to the policies of the District.
- Making any false statement, omission, or misrepresentation of a material fact.
- Providing wrong or misleading information or other fraud in securing appointment, promotion or maintaining employment.
- Unsatisfactory job performance including inefficiency, recklessness, or inability to meet deadlines or outcomes.
- Inefficiency.
- Malfeasance or misconduct.
- Conviction for committing a felony. "Conviction" will be construed to be a determination of guilt of the accused by a court, including a plea of guilty or nolo contendere, regardless of sentence, grant of probation, or otherwise.
- The damaging of District property, equipment, or vehicles, or the waste of District supplies through negligence or misconduct.
- Insubordination, or insulting or demeaning the authority of a supervisor or manager.
- Dishonesty, theft, mishandling of public funds, or falsifying a public record.
- Violation of the District's or a department's confidentiality policies, or disclosure of confidential District information to any unauthorized person or entity.
- Misuse or unauthorized use of any District property, including, but not limited to: physical property, tools, equipment, District communication systems, District vehicles or intellectual property.

- Discourteous, rude, harassing, or retaliatory conduct in respect to treatment of the public or other employees.
- Failure to cooperate with employee's supervisor or fellow employees.
- Unapproved outside employment or activity that violates the District's policy, or other enterprise that constitutes a conflict of interest with service to the District.
- Any conduct while in uniform, wearing District logo clothing or promotional items, on duty, on the premises or on a District work site that impairs, disrupts, or causes discredit to the District or to public service.
- Failure to follow safe work rules or to comply with Cal/OSHA Safety Standards and District safety policies.
- Altering, falsifying, and tampering with time records, or recording time on another employee's time record.
- Working overtime without prior authorization or refusing to work assigned overtime.
- Carrying firearms or other dangerous weapons on District premises at any time, unless authorized to do so.

This list is not exhaustive, and other conduct may also constitute a cause for discipline in accordance with this policy.

## **ADMINISTRATIVE LEAVE**

A department manager may place an employee on an administrative leave with pay pending a potential disciplinary action.

## **TYPES OF DISCIPLINE**

The types of personnel actions and/or discipline are:

### **MINOR DISCIPLINE**

Minor Discipline may not be appealed under this policy.

- Verbal Counseling
- Written Counseling Memo
- Written Reprimand

### **MAJOR DISCIPLINE:**

- Suspension without Pay
- Demotion
- Reduction in Pay
- Termination

The following discipline procedures apply only to suspension without pay, reduction in pay, demotion, or dismissal.

**"Skelly" Notice of Intended Disciplinary Action to Employee:** A written notice of the intended disciplinary action shall be given to the employee, which will include the following information:

- The level of the intended discipline;
- The specific charges that support the intended discipline;
- A summary of the facts that show that the elements of each charge at issue in the intended discipline;
- A copy of all materials upon which the intended discipline is based;
- Notice of the employee's right to respond to the department manager regarding the intended discipline within seven days from the date of the notice, either by requesting a Skelly conference, or by providing a written response, or both;
- Notice of the employee's right to have a representative of his or her choice at the Skelly conference; and
- Notice that failure to respond by the time specified constitutes a waiver of the right to respond prior to final discipline being imposed.

#### **RESPONSE BY EMPLOYEE AND SKELLY CONFERENCE**

If the employee requests a *Skelly* conference, the department manager or designee will conduct an informal meeting with the employee. During the informal meeting, the employee shall have the opportunity to rebut the charges against him or her and present any mitigating circumstances. The Skelly Officer will consider the employee's presentation before the final issuance of any disciplinary action. The employee's failure to attend the conference, or to deliver a written response by the date specified in the *Skelly* notice, is a waiver of the right to respond, and the intended disciplinary action will be imposed on the date specified in the *Skelly* letter.

#### **FINAL NOTICE OF DISCIPLINE**

After the *Skelly* conference and/or timely receipt of the employee's written response, the department manager will: 1) take no disciplinary action; 2) modify the intended discipline; or 3) impose the intended disciplinary action. In any case, the department manager will provide the employee with a notice that contains the following:

- The level of discipline, if any, to be imposed and the effective date of the discipline;
- The specific charges upon which the discipline is based;
- A summary of the facts that show that the elements of each charge at issue in the intended discipline;
- A copy of all materials upon which the discipline is based; and
- A reference to the employee's appeal right and deadline to appeal.
- Delivery of the Final Notice of Discipline

The final notice of discipline will be sent by mail method that verifies delivery to the last known address of the employee or delivered to the employee in person. If the notice is not deliverable because the employee has moved without notifying the District, or the employee refuses to accept delivery, the effective date of discipline will be the date the post office or delivery service attempted delivery.

### **APPEAL OF DISCIPLINE**

The following appeal procedures apply only to the District's regular full-time employees and regular part-time employees (as those terms are defined in Policy 201). The following discipline procedures apply only to suspension without pay, reduction in pay, demotion, or dismissal. All employees other than regular full-time and regular part-time employees, namely limited term employees, temporary employees and at-will employees, have no right to appeal any discipline.

### **REQUEST FOR APPEAL HEARING**

An employee may submit a written request for appeal to the General Manager within fourteen (14) days from: 1) receipt of the Final Notice of Discipline; or 2) the date of attempted delivery by the post office or delivery service of the notice to the last known address of the employee. Failure to file a timely written request for an appeal waives the right to an appeal hearing and any appeal of the discipline.

### **APPEAL HEARING OFFICER**

The appeal hearing officer shall be an individual selected through the California Office of Administrative Hearings (OAH).

### **DATE AND TIME OF THE APPEAL HEARING**

Once the appeal hearing officer has been designated, the General Manager or designee will set a date for an appeal hearing.

### **PREHEARING NOTICE OF WITNESSES AND EVIDENCE**

No later than ten (10) days before the hearing date, each party will provide the other and the appeal hearing officer a list of all witnesses to be called (except rebuttal witnesses), and a copy of all evidence (except rebuttal evidence) to be submitted at the hearing. The District will use numbers to identify its evidence; the employee will use alphabet letters. Neither party will be permitted to call any witness or evidence that has not been listed, unless that party can show that the party could not have reasonably anticipated the need for the witness or exhibit.

### **SUBPOENAS**

Upon the request of either party, and upon his or her own motion, the hearing officer will issue subpoenas to compel attendance at the appeal hearing. Each party is responsible for serving their own

subpoenas. District employees who are subpoenaed to testify during working hours will be released with pay to appear at the hearing. District employees who are subpoenaed to testify during non-working hours will be compensated for the time they actually spend testifying.

### **CONTINUANCES**

The appeal hearing officer may continue a scheduled hearing only upon good cause shown.

### **RECORD OF THE APPEAL HEARING**

The hearing shall be recorded, either electronically or by a court reporter, at the option of the District.

### **EMPLOYEE APPEARANCE**

The employee must appear personally before the hearing officer at the time and place set for the hearing. The employee may be represented by any person he or she may select.

### **CONDUCT OF THE HEARING**

#### ***SWORN TESTIMONY***

All witnesses shall be sworn in prior to testifying. The hearing officer or court reporter shall request each witness to raise his or her hand and respond to the following: "Do you swear that the testimony that you are about to give is the truth, the whole truth, and nothing but the truth?"

#### ***EVIDENCE***

Hearings need not be conducted according to technical rules relating to evidence and witnesses, but hearings shall be conducted in a manner that the hearing officer decides is the most conducive to determining the truth. The rules dealing with privileges shall be effective to the same extent that they are recognized in civil actions. Irrelevant or unduly repetitious evidence may be excluded. The appeal hearing officer shall determine the relevance, weight and credibility of testimony and evidence.

#### ***EXCLUSION OF WITNESSES***

During the examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing.

**Burden of Proof:** The District has the burden of proof by the preponderance of the evidence.

**Authority of Hearing Officer:** The appeal hearing officer shall not have the power to alter, amend, change, add to, or subtract from any of the terms of these Policies.

**Professionalism:** All parties and their attorneys or representatives shall not, by written submission or oral presentation, disparage the intelligence, ethics, morals, integrity or personal behavior of their adversaries or the appeal hearing officer.

**WRITTEN BRIEFS**

Either party may request to submit a written brief and/or a draft decision. The appeal hearing officer will determine whether to allow written briefs or draft decisions, the deadline for submitting briefs, and the page limit for briefs.

**APPEAL HEARING OFFICER'S FINDINGS AND RECOMMENDED DECISION**

Within sixty (60) days of the conclusion of the hearing, the appeal hearing officer shall make written findings and a recommended decision as to the discipline.

If the General Manager was not the *Skelly* officer, he or she shall review the findings and recommendations of the appeal hearing officer and may then affirm, revoke, or modify the findings, recommendations, or disciplinary action taken. The decision of the General Manager is final. There is no process for reconsideration.

If the General Manager was the *Skelly* officer, the Board of Directors shall review the findings and recommendations of the appeal hearing officer and may then affirm, revoke, or modify the findings, recommendations, or disciplinary action taken. The decision of the Board of Directors is final. There is no process for reconsideration.

**PROOF OF SERVICE OF THE WRITTEN FINDINGS AND DECISION**

The District will mail a copy of the final written findings and decision, along with a proof of service of mailing that confirms that each of the parties and each of the parties' representatives were mailed the final written findings and decision. It shall be the responsibility of the employee to inform the District of his or her address. A copy of the decision shall also be provided to the Business and Administrative Services Manager.

## PURPOSE

This policy applies to the use of personal and District issued cell phone devices by employees within the course and scope of employment. For purposes of this policy, cell phone includes any electronic communications device in which the user can write, send or read text-based communications.

## POLICY

All District cell phones are provided as a tool to conduct District related business. District cell phones are issued on an as needed basis with the approval of the department manager. All District employees will use such devices in a responsible, appropriate, and safe manner. All employees assigned communications equipment will assume the responsibility to use the equipment in accordance with the provisions of this Policy Book.

- Employees are prohibited from installing any third-party software to District cell phones unless approved by the employee's supervisor in writing.
- Employees have no expectation of privacy as to data residing in telecommunications devices and/or voice mail, cell phone bills, and usage reports. The District may inspect that data at any time and without notice, as permitted by Federal and State law.
- Employees must protect District cell phones from loss or damage. An employee assigned a District phone is responsible for its good care and will be required to reimburse the District's cost for any damage or loss due to negligence. If such a device is damaged, fails to work properly, or is stolen or lost, the employee must notify the department manager immediately. Phones must be charged and turned on at all times while on District business.
- District employees should only use cell phones in the performance of their official duties. Personal use of District cell phones is discouraged, and excessive use may result in disciplinary action and reimbursement of charges to the District for personal use.
- The camera function on District cell phones shall only be used for work-related purposes.

## USE OF PERSONAL CELL PHONES

Employees should limit personal cell phone usage during work hours to breaks or lunch periods. Usage outside of the break and lunch periods should be minimal and must follow the guidelines in this Policy.

Personal cell phones must not be disruptive to co-workers, cause undue disruption to work activities, or have an adverse effect on work place safety.

## **USE OF CELL PHONE WHILE OPERATING A VEHICLE**

In the interest of the safety of our employees and other drivers, District employees must follow the applicable law and the District's Vehicle Use Policy/Driving on District Business, which includes not operating a District vehicle while using a wireless telephone unless that telephone is specifically designed and configured to allow hands-free listening and talking, and is used in that manner while driving. Under no conditions may District employees send or receive text messages, emails, or other forms of written communications on a cell phone, PDA or other electronic communications device while operating a vehicle on District business as stated in the District's Vehicle Use Policy/Driving on District Business.

As determined by District management, if the employee's job requires a cell phone to be turned on while driving, the employee will be provided and must use a hands-free device while using the cell phone to conduct District business and while driving.

## **LOCATION SERVICES AND PUBLIC RECORDS ACT REQUESTS**

All cell phones come equipped with location services. Location services may be turned on in a District cell phone. In addition, cell phone calls and messages placed on behalf of the District and while conducting District business, whether on a personal or District phone, may be included in discovery or a Public Records Act request. Employees should not have an expectation of privacy while conducting District business using a cell phone.

## POLICY

Ross Valley Sanitary District encourages the use of electronic communications resources to share information in support of its mission of public service and to conduct its business. Every employee is required to adhere to District rules and policies when on District property, at a District worksite, or when using District property or equipment. This policy governs all electronic communications resources as defined in Section V Definitions.

## USE OF DISTRICT PROPERTY AND EQUIPMENT

District property is to be used only for conducting District business unless otherwise authorized. District property includes, but is not limited to: telephones, cell phones, desks, computers (including hardware and software), file cabinets, lockers, communications stored or transmitted on District property (such as emails and voicemails), vehicles, equipment, and any other District property used by District employees in their work.

Personal use of District property should be kept to a de minimus level. Under the law, de minimus is defined as “trivial” and “not worthy of judicial scrutiny.” For example, an employee asked to work longer on their regular work shift, might contact a family member briefly to let them know they will be late but should not discuss other plans over a longer period of time.

District property may be monitored through electronic, video, and global positioning software (GPS) means and searched at any time and for any reason. Messages sent or received on District equipment, including cell phones, may be saved and reviewed by others. Location services may be turned on in District equipment. Surveillance cameras in District workplace facilities may be monitored at any time. Vehicle maintenance, location, and operational data may be collected at any time. Therefore, except as provided for by law, District employees must have no expectation of privacy when on District property, at a District worksite, or when using District property or equipment.

## ELECTRONIC COMMUNICATIONS

The District’s email system is an official communication tool for District business. An official email address is established and assigned by the District to each employee. All District communications sent via email will be sent to this address. District employees must use the official District email, instead of their private email address when conducting or communicating District business via email.

Electronic communications resources must be used in compliance with applicable statutes, regulations, and District policies including those that require a work environment free from discrimination and harassment. Electronic communications should conform to the same standards of propriety and respect as any other verbal or written communication at the District.

Employees are expected to use common sense and judgment to avoid any communication that is disrespectful, offensive or illegal.

The District, as the provider of access to its electronic communications resources, reserves the right to specify how those resources will be used and administered to comply with this policy. It is important to realize that the message content sent from the District's account reflects upon the District (positively or negatively) to those who receive the message. Employees may be subject to disciplinary action for using the electronic communications resources in a manner other than for their intended purposes, or in a manner that violates applicable laws, rules and policies.

## INCIDENTAL PERSONAL USE

The District provides electronic communication resources to facilitate the performance of District work. Incidental personal use is secondary, and should not:

- interfere with the District's operation of electronic communications resources;
- interfere with the user's employment or other obligations to the District, or
- burden the District with noticeable incremental costs.

Incidental use of the District's electronic communications resources should clearly indicate that the use is personal. Users of electronic communications resources must not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the District unless appropriately authorized to do so. The District is not responsible for any loss or damage incurred by an individual as a result of personal use of the District's electronic communications resources.

The District will not be responsible for maintaining or payment of personal Internet accounts or related software for any purpose, including maintaining the integrity and firewall protection of the District's network system, telephone system, modem pool, or communication server to access the Internet.

## PRIVACY LIMITS

The California Public Records Act requires the District to disclose specified public records. In response to requests for such disclosure, it may be necessary to examine electronic communication records that users may consider to be personal to determine whether they are public records that are subject to disclosure.

All communications transmitted via the District's electronic communications resources, whether or not related to personal or confidential matters, are subject to monitoring, at the District's discretion. The District monitors communications transmitted via the District's electronic communications resources in the ordinary course of business for purposes that include ensuring their reliability and security. The

existence of passwords and “message delete” functions do not restrict or eliminate the District’s ability or right to access electronic communications.

Employees should not communicate their private, privileged, or confidential information, including but not limited to personal attorney client communications, financial or medical information, and other privileged information, via the District’s electronic communications resources. Employees who do communicate their private, privileged or confidential information via the District’s electronic communications resources will be deemed to have waived any privilege or privacy rights in those communications, even where those communications are made via personal password protected accounts using the District’s electronic communications resources. Additionally, the District may be required to produce information transmitted or stored on its electronic communications resources pursuant to a court order, subpoena, or statute.

## RESTRICTIONS

The District reserves the right to restrict access to any data source via District owned technology, at its sole discretion. These restrictions do not constitute an implication of approval of other non- restricted sources. Without exhausting all the possibilities, the following are examples of inappropriate use of the District’s electronic communications resources:

- Exposing others unwillingly, either through carelessness or intention, to material which is offensive, obscene or in poor taste. This includes information which could create an intimidating, offensive or hostile work environment.
- Any use that may, for a reasonable person, create or further a hostile attitude or give offense on the basis of race, color, religion, national origin, citizenship, ancestry, marital status, gender, disability, age, veteran’s status or sexual orientation, or other protected class.
- Communicating confidential District information to unauthorized individuals within or outside of District.
- Sending messages or information that is in conflict with applicable law or District policies, rules or procedures.
- Attempting to access unauthorized data or break into any District or non-District system.
- Engaging in theft or the unauthorized copying of electronic files or data.
- Performing acts that are wasteful of computing resources or that unfairly monopolize resources to the exclusion of others is prohibited. These acts include, but are not limited to, sending mass mailings or chain letters and creating unnecessary network traffic.
- Intentionally misrepresenting one’s identity for improper or illegal acts.
- Engaging in unlawful activities.
- Engaging in commercial activity or activity for financial gain, not under the purview, on behalf of, or within the control of the District.

- Engaging in recreational use of the District's electronic communications resources that interferes with the ability of the employee or other users to conduct District work. This includes, but is not limited to, downloading or uploading games or shareware.
- Receiving and/or downloading executable files and programs via email or the Internet without express permission from the systems administrator is prohibited. This includes, but is not limited to, software programs and software upgrades. All downloaded files must be scanned for viruses.
- Using another user's name and/or account, without express permission of the systems administrator, to access the Internet is strictly prohibited.
- Violating copyright and license agreements regarding software or publication they access or download from the Internet. The District will not condone violations of copyright laws and licenses and the employee will be personally liable for any fines or sanctions caused by the license or copyright infringement. Any software or publication that is downloaded onto District computer resources, becomes the sole property of the District.

All list subscriptions shall be for business purposes.

## POLICY

The attire employees wear at work reflects on each employee and the District in the eyes of the people we serve and the contractors with whom we work. In order to make a favorable impression of professionalism and pride in our work with the members of the public and industry representatives, it is important that all employees present a businesslike appearance while at work or in a work-related situation.

## GUIDELINES

Some guidelines to follow include:

- Clothing and footwear must not constitute a safety hazard.
- All employees should practice common sense in terms of neatness, safety, and comfort. Provocative clothing is prohibited.
- Exercise apparel, flip flops, and similar apparel are not permitted unless prior authorization is obtained from District management.
- Field personnel will be provided with, and are expected to wear, uniforms and safety apparel/equipment.

Employees wearing District issued clothing or promotional clothing labeled with District logos while on duty or off duty may be perceived by the public as in the employ of the District or on duty with the District. Therefore, employees who are wearing items with District logos or titles are expected to conduct themselves with integrity and decorum.

## **POLICY**

It is the policy of the District to provide all information to the public that is not expressly prohibited from disclosure by the Public Records Act. Any request for a public document by a member of the public must be duly noted with the date, time and substance of the request as well as the name of the person making the request.

If staff has any question that a request is legally protected, they will address their question to the General Manager or his or her designee who will then address the question directly with legal counsel, if necessary. Examples might be personnel records, communications between counsel and representatives of the District, or consultants' reports prepared with the participation of counsel.

If a copy of a document is requested, as opposed to an inspection of a public document, the copy will be provided as soon as possible, not to exceed ten working days to prepare the copies and provide them to the requesting party.

## **REQUESTS FOR INFORMATION FROM BOARD MEMBERS**

When a Board Member seeks clarification on informational items, the Board Member will be referred directly to the General Manager or appropriate management personnel for information needed to supplement, upgrade, or enhance the Board Member's knowledge. When a Board Member seeks clarification on policy related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns will be referred directly to the General Manager and/or legal counsel.

## **MEDIA CONTACT**

Employees may be approached for interviews or comments by the news media. Only contact people designated by the General Manager may comment to news reporters or other media on programs, projects, policies or events that have an impact on RVSD. Otherwise, all media contacts and requests for information or interviews must be referred to the General Manager.

## POLICY

The purpose of this policy is to ensure that RVSD employees do not receive or accept gifts or gratuities that may improperly influence their decision-making or job performance, subject to the business needs of the RVSD. A gratuity is defined as a gift or service rendered to an individual. Gifts include, but are not limited to money, candy, alcoholic beverages, tickets to events, trips, or the use of equipment or property. All gratuities received or offered to the employee should be reported to the employee's supervisor.

An employee's job requirements may include attendance at conferences or other business gatherings, or other circumstances where it is necessary for business purposes to be able to accept gifts or gratuities. Accordingly, employees in these positions may not receive a gratuity from any individual, organization, or vendor doing business with RVSD that has an estimated aggregate value exceeding the maximum amount allowable by the Fair Political Reform Act which is administered by the Fair Political Practices Commission.

An employee's obligation under this policy is in addition to and does not in any way change his or her obligation under RVSD's Business Ethics Policy (Policy #105). RVSD employees may not receive a gratuity from any individual, organization, or vendor doing business with RVSD where doing so could influence or be perceived to influence the business decisions of the District.

Employees are required to comply with the Political Reform Act of 1974 and, as appropriate, to complete and file Form 700-FPPC, which is a public document, intended to disclose potential conflicts of interest.

## SECTION 5: DEFINITIONS

## DEFINITIONS

**Abuse of Sick Leave** means the misrepresentation of the actual reason for taking sick leave, using sick leave for unauthorized purposes, failure to report sick leave, and may include chronic, persistent or patterned use of sick leave.

**Administrative Leave** refers to paid leave provided to exempt employees in recognition of hours worked above forty (40) in a work week and not compensated for as straight or overtime.

**Alternative Work Schedule** is a regular schedule that is other than the standard work schedule of eight hours per day, five days per week. Examples include a "4/10" schedule (ten hours per day, four days per week) or a "9/80" schedule (eight, nine-hour days and one eight-hour day with one day off on the eight-hour day in a biweekly pay period).

**Anniversary Date** is the date on which an employee has successfully completed a probationary period or has been promoted into a new position. It is distinguished from the date-of-hire which is the first day of employment with the District.

**Authorized Absence** is permission, properly requested in advance, to be absent from duty for a specified purpose, with the right to return before or upon the expiration of the leave.

**Base Hourly Rate** is the base hourly rate will be the hourly rate corresponding to the salary step in the salary scale to which the employee is assigned.

**Base Salary** is the base hourly rate multiplied by the total hours allocated in a calendar month.

**Break in Service** is a break in employment from the District such as a termination or resignation. A break in service does not occur because an employee is on an unpaid status.

**Calendar Year** is January 1 through December 31 in any one given year.

**Compensatory Time** is time off with pay at the base hourly rate to which an employee is entitled as provided for in this Policy Book or MOU and as allowed by law in lieu of cash compensation.

**Conflict of Interest** occurs during a situation or activity that is incompatible with the employee's position with the District.

District means the Ross Valley Sanitary District (previously known as Sanitary District No. 1 of Marin County) and any of its organizational units or boards and committees; may include Board of Directors, General Manager, a department manager, or a supervisor.

Day means calendar day unless stated otherwise such as regularly scheduled work days or regular District business days (Monday through Friday, absent holidays).

**Demotion** is the move of an employee from one class to another class having a lower maximum rate of pay.

**Electronic Communications Resources** include but are not limited to, the internet, mail, voice mail, cellular phones, pagers, personal digital assistants, smartphones, computers, laptops, telecommunications devices, video and audio equipment, wireless networks, data systems, telecommunications equipment, global positioning equipment, location devices, transmission devices, data processing or storage systems, computer systems, servers, networks, input/output and connecting devices, software, District hosted social media, and documentation that supports electronic communications services.

**Emergency Operations** are the performance of District functions or services necessary, in the opinion of the District, to protect or preserve the lives, safety, health, or property of the District and the public and environments served by the District.

**Employee** means any person legally employed by the District whether part-time, full-time, temporary, probationary, or under an employment contract. Unless otherwise stated, for the purposes of the policies within this Policy Book, members of the Board of Directors are not considered employees.

**Employee Full-Time** is an employee who is employed in an allocated, Board-approved, position that is regularly scheduled for eighty (80) hours of work in each pay period.

**Employee Part-Time** is an employee who is employed in an allocated position that is regularly scheduled for at least twenty (20) hours but less than forty (40) hours of work per pay period.

**Exempt Employee** is an employee who for the purposes of this Policy Book has been designated by the District as exempt from the provisions of the Fair Labor Standards Act (FLSA).

**Excessive Absenteeism** is use of unprotected leave that has an adverse effect on the services provided by the District, the essential functions of the employee's position, or the safety of District employees, and is unreasonable in nature.

**Essential Functions** are (1) functions employees in a given classification must perform which, if removed from the classification, would fundamentally change the job; (2) the function the employer considers to be fundamental to performing the job; and/or (3) a highly specialized function which requires the incumbent to have special training, expertise or ability in order to perform it.

**Fair Labor Standards Act (FLSA) Overtime** represents hours actually worked in excess of forty (40) hours in a work week. For the purpose of calculating overtime hours under this section, the District will not include any paid time off (for example, sick leave, vacation, and holidays). Applying FLSA legal standards, the

District will compensate an employee for overtime at the rate of one and one-half times the employee's base hourly rate of pay. The provisions of the FLSA are not hereby incorporated into this Policy Book by the mention of the statute

**FTE (Full-Time Equivalent) Position** is the relationship that the position has to a regular full-time position as allocated in the budget (e.g., 1.0 FTE, 0.5 FTE). A regular full-time position is defined as a position which is regularly scheduled to work eighty (80) hours in a pay period.

**Hours Worked** includes all time spent by an employee while engaged in duties or activities required by the District and pursued necessarily and primarily for the benefit of the District. For non-exempt employees, hours worked will also include all hours that work is being performed that the District has authorized.

**Non-Exempt Employee** means an employee designated by the District as covered by the provisions of the Fair Labor Standards Act (FLSA). The provisions of the FLSA are not hereby incorporated into this Policy Book by the mention of the statute.

**Overtime – Non-Statutory – Exempt Employees**, also known as non-statutory overtime. For exempt employees is defined as all hours worked in excess of ninety (90) pay status hours in a pay period. Exempt employees may elect payroll payment or compensatory time for the purposes of accrued overtime related to this definition. Hours worked over ninety (90) in a week must be approved, in advance, by the General Manager.

**Overtime – Non-Statutory – Non-Exempt Employee**, also known as non-statutory overtime or contract overtime. For non-exempt employees, non-statutory overtime is defined as all hours worked in excess of forty (40) hours in pay status in a seven-day work period or in excess of eighty (80) pay status hours in a fourteen (14) day work period that is not required to be compensated as overtime under FLSA rules but is required to be compensated at one and one-half the base rate of pay. Individual employees may waive non-statutory overtime with the consent of the bargaining unit.

**Paid Status** occurs whenever an employee is at work, absent on a paid holiday, absent on leave with pay, or absent on authorized compensatory time off.

**Pay Date** is the date on which each employee will be paid for each hour in pay status and other compensation and falls on the Friday at least seven calendar days after the end of the pay period. When a holiday falls on a pay date, payment will be made on the preceding regular District business day. Direct deposit will be available for all employees entitled to compensation.

**Pay Period** refers to the period of time consisting of fourteen (14) consecutive calendar days and beginning at 12:00 a.m. on a Saturday and ending at 11:59 p.m. on the second Friday thereafter.

**Personnel File** represents the official employee personnel record maintained by the District and kept secure in the offices of the Business and Administrative Services Department.

**Probationary Employee** is an employee who is serving a probationary period in the classification of the position held.

**Probationary Period** describes a period which is used for the adjustment and evaluation of a newly appointed or reassigned employee as provided for in the classification specification for the position.

**Promotion** is the reassignment of an employee from a position in one class to a position in another class which is allocated to a higher salary scale.

**Regular Rate of Pay** is as defined in the Fair Labor Standards Act (FLSA) and is used for computing statutory overtime for non-exempt employees.

**Regular Work Day** for full-time employees consists of eight consecutive hours of work interrupted near the mid-point of the day by an unpaid lunch.

**Regular Work Schedule** means an employee's specific work days, work weeks, and work shifts, established on a regular, ongoing basis as determined by the District.

**Reprimand** is a written disciplinary action that failure to correct a specific deficiency or deficiencies may result in further disciplinary action(s), including but not limited to suspension without pay, demotion in classification, reduction in base salary, or termination from District employment.

**Salary** means only wages and premiums, but does not include benefits such as insurance, vehicle use, or other economic benefits. Depending on classification, salary will consist of a series of up to six salary steps from lowest to highest in a range.

**Statutory Overtime** is all hours worked, not including non-working hours in paid status, by a non-exempt employee in excess of forty (40) hours in a regular seven-day work period. Statutory overtime does not apply to exempt employees.

**Tardiness** is the failure of the employee to report to work at the commencement of the scheduled shift or workday or the failure to return to work at the scheduled time following a meal break or rest period.

**Transfer** is the movement of an employee from one assignment to another within the same or a substantially similar job classification. Substantially similar refers to duties and no more than a four percent differential in salary.

**Unexcused Absences** are those that have not been approved in accordance with District policy, e.g., absent without calling in, leaving work early without prior approval.

**Work Shift** represents the hours which an employee is scheduled to work within a regular workday.

**Work Week** represents an employee's work week is defined as forty (40) hours of work in a one hundred and sixty-eight (168) hour period between 12:01 a.m. Monday and 12:00 midnight Sunday, inclusive.

**Y-Rated** applies to an employee whose salary is not subject to merit increase, cost of living adjustment or any other increase because the employee's salary exceeds the maximum salary for the employee's classification.

# APPENDICES

**APPENDIX A – ACKNOWLEDGEMENT OF RECEIPT  
OF ADMINISTRATIVE AND PERSONNEL POLICY BOOK**

I have received a copy of the Ross Valley Sanitary District's Administrative and Personnel Policy Book. I understand that it contains important information on District policies, as well as my rights and responsibilities as an employee. I understand and agree that it is my responsibility to familiarize myself with the policies in this Policy Book and abide by these policies.

I have read and understand the Administrative and Personnel Policy Book. I understand that I am governed by its contents. I understand that RVSD retains its discretion to make all decisions concerning my employment (including, e.g., decisions regarding promotions, demotions, transfers, job responsibilities, increases or reductions in pay, bonuses or other compensation, or any other managerial decision). No director, supervisor, or representative of RVSD has the authority to enter into any agreement, express or implied, for employment for any specific period of time, or make any agreement for employment.

I understand and agree that nothing in the Administrative and Personnel Policy Book creates or is intended to create a promise or representation of continued employment.

I have read and understand RVSD's Prevention of Harassment and Discrimination Policy.

I further understand that, except for employment at-will status, RVSD can change, delete, or add to any policies, benefits, or practices described in the Policy Book in its sole and absolute discretion with or without prior notice and as adopted by the Board of Directors.

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Signature

Date

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Print Name

**APPENDIX B – TRAVEL/TRAINING  
AND EXPENSE REIMBURSEMENT FORMS**

## ATTACHMENT A – TRAVEL/TRAINING REQUEST

All information requested on this form needs to be completed before it will be accepted. Receipts for all reimbursable expenses must be attached and submitted with the Expense Report form within thirty (30) days of return from travel.

Please Print or Type

Name	Today's Date	Department
Click here to enter text.	Click here to enter text.	Click here to enter text.
Date of Departure	Date of Return	Travel Destination
Click here to enter text.	Click here to enter text.	Click here to enter text.
Purpose of Travel/Type of Training (attach copy of brochure or other informational materials)		
Click here to enter text.		
Expense Type	Notes	Estimated Cost
Lodging	Cost must not exceed the amount of the conference hotel.	Click here to enter text.
Meals	If meals are included in conference/training, they are no additional reimbursement is allowed.	Click here to enter text.
Airfare	Must utilize the most economical appropriate fare.	Click here to enter text.
Car Rental	Only economy or standard models qualify for reimbursement.	Click here to enter text.
Mileage	If using personal vehicle, mileage is calculated from the lesser of home or work to destination at the current IRS rate as referenced in the policy.	Click here to enter text.
Registration Fees		Click here to enter text.
Other		Click here to enter text.
Total Estimated Cost		\$Click here to enter text.

<p>Request for Per Diem – up to GSA allowable maximum per day</p> <p><a href="https://www.gsa.gov/travel/plan-book/per-diem-rates">https://www.gsa.gov/travel/plan-book/per-diem-rates</a></p> <p>Must be made at least two weeks in advance of departure date</p>	<p>Click here to enter text.</p>
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## APPROVALS

Supervisor/Manager's Signature	Date
	Click here to enter text.
Supervisor/Manager's Name	
Click here to enter text.	

General Manager's Signature (Required for out of state travel.)	Date
	Click here to enter text.





**APPENDIX C – CERTIFICATION AND AUTHORIZATION TO  
USE PRIVATELY-OWNED VEHICLES ON ROSS VALLEY  
SANITARY DISTRICT BUSINESS**

In accordance with District policy, approval is requested to use a privately-owned vehicle on official District business.

I hereby certify that, whenever I drive a privately-owned vehicle on District business. the vehicle must always be:

1. Covered by liability insurance for the minimum amount prescribed by the District and California minimum coverage requirements:  
[https://www.dmv.ca.gov/portal/dmv/detail/pubs/brochures/fast\\_facts/ffvr18](https://www.dmv.ca.gov/portal/dmv/detail/pubs/brochures/fast_facts/ffvr18)
2. Adequate for the work to be performed.
3. Equipped with seat belts.
4. In safe mechanical condition.

I further certify that while using a privately-owned vehicle on official District business all accidents will be reported within twenty-four (24) hours.

Name of Insurance Company: \_\_\_\_\_

Policy No.: \_\_\_\_\_ License Plate No.: \_\_\_\_\_

I possess a valid California driver’s license: CDL No.: \_\_\_\_\_

I understand that permission to drive a privately-owned vehicle on District business is a privilege that may be suspended or revoked at any time.

<b>REQUESTING PARTY SIGNATURE</b>	Name:
	Signature: _____ Date: _____
	Title:
	Department:
<b>DEPT MANAGER</b>	<p><b>II. RECOMMENDATION</b></p> <p>Use of a privately-owned automobile on District business is recommended.</p> <p>Signature: _____ Date: _____</p>

## APPENDIX D – REQUIRED TRAINING

TRAINING	REQUIRED EMPLOYEES	MANDATE	NOTES
Anti-Harassment	All  Supervisory	RVSD Training Committee  @ 12/15/16 meeting  AB 1825	(BA) Bi-Annual for All Employees    (BA) Bi-Annual for Supervisors
Bloodborne Pathogens	CSW	Title 8 5193 (g) (2)	(I) Initial  (A) Annual
Confined Spaces	CSW	Title 8 5157 (g) and  Title 8 5158 (c) (2)  RVSD Training Committee	(I) Initial   Competent Person
DOT	Supervisors  Class A/B Drivers	US DOT  49 CFR 382.603	(I) Initial  Drivers must be given copies of District DOT material and sign acknowledging receipt
Emergency Action Plan	All	Title 8 3220	(I) Initial  (C) When changed
Ergonomics	All	Title 8 5110	(I) Initial
Excavation/Trenching and Shoring	CSW	Title 8 1541	(I) Initial
Fall Protection	CSW	Title 8 1671.1	(I) Initial  Competent Person  Qualified Person
First Aid/CPR	Sufficient Number to Render First Aid	Title 8 3400	(SA) Semi-Annual
Hazard Communication	CSW	Title 8 5194 (h)	(I) Initial  (C) When Changed

<b>TRAINING</b>	<b>REQUIRED EMPLOYEES</b>	<b>MANDATE</b>	<b>NOTES</b>
HAZWOPER	CSW	Title 8 5192 (e) (q) (6)	(I) Initial (AR) Annual Refresher
Hearing Conservation	CSW	Title 8 5097 (d) (5) (A) (B) Title 8 5099 (a)	(I) Initial (A) Annual
Heat Stress	CSW	Title 8 3395	(I) Initial
Forklift	CSW	Title 8 3668	(I) Initial (AR) Annual Refresher with Evaluation
Injury Illness Prevention Program	All	Title 8 3203 (a) (7)	(I) Initial (C) When changed
Lockout/Blockout	CSW	Title 8 3314	(I) Initial (C) When changed
Fall Protection	CSW	Title 8 1670 (b) (19)	(I) Initial Competent Person
Supervisory Safety Training	Supervisors	Title 8 3202 (a) (7) (F)	(I) Initial
Traffic Control/Flaggers	CSW	Title 8 1599 (f) (g)	(I) Initial Use of CMUTC manual
Welding	Designated CSW	Title 8 4799 Title 8 4848 (a) Title 8 1537 (a)	

## APPENDIX E – REASONABLE SUSPICION FORMS

## ATTACHMENT A - REASONABLE SUSPICION TESTING CHECKLIST

This checklist is used to determine and document reasonable suspicion of a potential violation of the Drug-Free Workplace policy. In such instances, each person observing the behavior must complete a checklist. It must be completed prior to testing and must be used to notify the employee that they are being asked to submit to testing.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ a.m. / p.m.

Name of observed employee (Print): \_\_\_\_\_

### OBSERVED INDICATORS CHECKLIST:

Physical Indicators:

WALKING	FACE	SPEECH	BREATH/ODOR	STANDING
<input type="checkbox"/> Holding On	<input type="checkbox"/> Red/Flushed	<input type="checkbox"/> Whispering	<input type="checkbox"/> No alcohol odor	<input type="checkbox"/> Swaying
<input type="checkbox"/> Stumbling	<input type="checkbox"/> Pale	<input type="checkbox"/> Slurred	<input type="checkbox"/> Faint Alcohol odor	<input type="checkbox"/> Feet wide apart
<input type="checkbox"/> Unable to Walk	<input type="checkbox"/> Sweaty	<input type="checkbox"/> Shouting	<input type="checkbox"/> Strong Alcohol odor	<input type="checkbox"/> Rigid
<input type="checkbox"/> Unsteady	<input type="checkbox"/> Appears Normal	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Sweet/pungent tobacco odor	<input type="checkbox"/> Staggering
<input type="checkbox"/> Staggering	<input type="checkbox"/> Slobbering	<input type="checkbox"/> Silent	<input type="checkbox"/> Chemical odor	<input type="checkbox"/> Sagging at knees
<input type="checkbox"/> Swaying	<input type="checkbox"/> Grinding Teeth	<input type="checkbox"/> Rambling	<input type="checkbox"/> Marijuana odor	<input type="checkbox"/> Other (Describe below:
<input type="checkbox"/> Falling	<input type="checkbox"/> Dry Mouth	<input type="checkbox"/> Broken	<input type="checkbox"/> Gum/Mints/Spray	
<input type="checkbox"/> Other (Describe below:	<input type="checkbox"/> Runny Nose	<input type="checkbox"/> Slow	<input type="checkbox"/> Other (Describe below:	
	<input type="checkbox"/> Other (Describe below:	<input type="checkbox"/> Other (Describe below:		

EYES	MOVEMENTS	APPEARANCE	BEHAVIORAL FACTORS	
<input type="checkbox"/> Watery	<input type="checkbox"/> Fumbling	<input type="checkbox"/> Messy	<input type="checkbox"/> Cooperative	<input type="checkbox"/> Resists Talking
<input type="checkbox"/> Glassy	<input type="checkbox"/> Jerky	<input type="checkbox"/> Dirty/Stains	<input type="checkbox"/> Polite	<input type="checkbox"/> Tearful/Crying
<input type="checkbox"/> Bloodshot	<input type="checkbox"/> Nervous	<input type="checkbox"/> Burns on self/clothes	<input type="checkbox"/> Talkative	<input type="checkbox"/> Non-Communicative
<input type="checkbox"/> Dilated	<input type="checkbox"/> Hyperactive	<input type="checkbox"/> Ripped/tears	<input type="checkbox"/> Anxious	<input type="checkbox"/> Argumentative
<input type="checkbox"/> Closed	<input type="checkbox"/> Slow	<input type="checkbox"/> Partially dressed	<input type="checkbox"/> Disoriented	<input type="checkbox"/> Appears Normal
<input type="checkbox"/> Droopy eye lids	<input type="checkbox"/> Other (Describe below:	<input type="checkbox"/> Punctures /Needle marks	<input type="checkbox"/> Silent	<input type="checkbox"/> Fighting
<input type="checkbox"/> Appear normal		<input type="checkbox"/> Appears Normal	<input type="checkbox"/> Belligerent	<input type="checkbox"/> Erratic
<input type="checkbox"/> Other (Describe below:		<input type="checkbox"/> Other (Describe below:	<input type="checkbox"/> Excited	<input type="checkbox"/> Calm
			<input type="checkbox"/> Inattentive	<input type="checkbox"/> Drowsy
			<input type="checkbox"/> Threatening	<input type="checkbox"/> Mood Changes
			<input type="checkbox"/> Profanity	<input type="checkbox"/> Sleeping on job
			<input type="checkbox"/> Hostile	<input type="checkbox"/> Other (Describe below:
			<input type="checkbox"/> Hyperactive	

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**Comments and other observations:**

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**Additional facts:**

Presence of alcohol and/or drugs in employee's possession or vicinity

On the job misconduct by employee (specify)

Employee admission concerning alcohol use and/or drug use or possession

List other witnesses to employee's conduct and summarize what they say they witnessed below

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**Employee Explanation:**

Employee declined to comment, or

Employee's explanation for behavior

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Completed by (signature): \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_ a.m./p.m.

(Printed Name) \_\_\_\_\_ Title: \_\_\_\_\_

## ATTACHMENT B - REASONABLE SUSPICION TESTING CONSENT FORM

I, \_\_\_\_\_ (PRINT employee name), as an employee, of Ross Valley Sanitary District, have been informed that:

1. The District's Drug-Free Workplace policy requires that an employee be asked to submit to a drug/alcohol test if reasonable suspicion exists that an employee may be in violation of the Drug-Free Workplace policy.
2. I have been asked to submit to a drug/alcohol test to determine if I am in violation of the Drug-Free Workplace Policy.
3. The test will include a request for a urine sample and a breath alcohol test.
4. I may be transported to and from a designated location where the specimens will be collected.
5. The test results will be provided to the Medical Review Officer designated by a qualified and objective Third Party Administrator (TPA).
6. A positive test could result in corrective action up to and including termination of employment.
7. I may refuse my consent to submit to the drug/alcohol test.
8. I will be subject to the corrective action up to and including termination if I refuse the screening or test, adulterate or dilute the specimen, substitute the specimen, send an imposter, or refuse to cooperate in the testing process in such a way that prevents completion of the test.
9. At the conclusion of this process, I will be instructed to make or cooperate with arrangements for my safe transportation home and that my supervisor may notify the police if I attempt to operate a vehicle.
10. I may, if desired provide a written statement regarding these allegations which will be attached to this acknowledgment; however, I am not obliged to do so.

I have read the form and **AGREE** to undergo testing for drugs and/or alcohol

I have read the form and **REFUSE** to undergo testing for drugs and/or alcohol

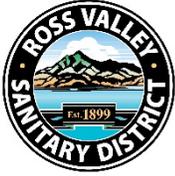
\_\_\_\_\_  
(Employee signature) (Date)

Witnessed by (signature): \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ a.m./p.m.

(Printed name): \_\_\_\_\_ Title: \_\_\_\_\_

Witnessed by (signature): \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ a.m./p.m.

(Printed name): \_\_\_\_\_ Title: \_\_\_\_\_



**ROSS VALLEY SANITARY DISTRICT**

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**STAFF REPORT**

**For the Meeting of July 18, 2018**

July 11, 2018

Approved By:

To: Board of Directors  
From: Katherine Hayden  
Infrastructure Assets Manager  
Subject: **Monthly Capital Program Report**

**Summary:**

This staff report is being presented to the Board to present information on the progress of the Capital Improvement Program.

FY 2017/18 Budget Status

A summary of the status of Capital Improvement Projects budgeted in FY 2017/18 is presented in Table 1.

Construction

The May monthly financials for construction contracts are presented in Table 2.

Professional Services

The quarterly financials for professional services will be presented to the Board at a future meeting.

**TABLE 1. Capital Improvement Projects - Status - FY 2017/18 (through May 2018)**

Project Name	Project Description	Status	Current and Pending Activity
<b>GRAVITY SEWER IMPROVEMENT PROJECTS</b>			
FY 2015/16 Gravity Sewer Improvements	6.7 miles of rehabilitation/replacement of gravity sewers in Kent Woodlands Upper, Southwood, and Winship areas.	Construction	<ul style="list-style-type: none"> <li>• Work in Kentfield on Crown Rd, Woodland Rd, and at various locations</li> <li>• Notice of Completion anticipated in August</li> </ul>
FY 2016/17 Gravity Sewer Rehabilitation Project	8.4 miles of rehabilitation/replacement and restoration by repair of gravity sewers in Butterfield/Woodside, Scenic, Tamalpais, and Madrone areas. First of two construction bid packages in FY 2016/17 Project design.	Construction	<ul style="list-style-type: none"> <li>• Work in Fairfax on Scenic Rd</li> <li>• Work in San Anselmo on Scenic Ave, Foothill Rd, The Alameda</li> </ul>
FY 2016/17 Gravity Sewer Improvements Nokomis/ Meadowcroft	0.6 mi of diversion and replacement gravity sewer in San Anselmo including new diversion and replacement gravity sewer by open-cut (~1,900 LF), pipe bursting (~350 LF), pipe reaming (~440LF), and cured-in-place pipe (~350 LF) methods, including the Nokomis and Lower Butterfield capacity improvements	Construction	<ul style="list-style-type: none"> <li>• Award construction May 23</li> <li>• Contracts for work to start in June</li> </ul>
FY 2016/17 Gravity Sewer Improvements Butterfield/ Meadowcroft- Arroyo	0.4 mi of diversion and replacement gravity sewer in San Anselmo including open-cut and pilot-tube guided boring methods in Meadowcroft Dr, Willow Way, and Butterfield Rd between Meadowcroft and Arroyo	Final Design	<ul style="list-style-type: none"> <li>• Construction June-September 2019</li> </ul>
FY 2016/17 Gravity Sewer Improvements Butterfield/ Arroyo-Kenrick	0.3 mi of diversion and replacement gravity sewer in San Anselmo including open-cut methods in Butterfield Rd between Arroyo and Kenrick	Final Design	<ul style="list-style-type: none"> <li>• Construction June-September 2020</li> </ul>
Large Diameter Gravity Sewer Rehabilitation Project II-1	Rehabilitation of high priority Techite and non-reinforced concrete large diameter pipe, ranging from 18- to 36-inch diameter, on the Original 1920s Trunk Sewer, Ross Valley Trunk Line and the Shady Lane Trunk Sewer. First of three construction bid packages in Project II design.	Construction	<ul style="list-style-type: none"> <li>• Punchlist items</li> <li>• Notice of Completion in June</li> </ul>
Large Diameter Gravity Sewer Rehabilitation Project II-2	Rehabilitation of Techite and non-reinforced concrete large diameter pipe, ranging from 18- to 36-inch diameter, on the Original 1920s Trunk Sewer and Ross Valley Trunk Line through Downtown San Anselmo. Second of three construction bid packages in Project II design.	Construction	<ul style="list-style-type: none"> <li>• Remaining lining work in late June/early July</li> </ul>
Large Diameter Gravity Sewer Rehabilitation Project II-3A	0.4 miles of trunk sewer reconstruction in Ross, including portions of the Shady Lane Trunk Sewer including Upper Shady Lane and Ross Common	Construction	<ul style="list-style-type: none"> <li>• Award construction May 23</li> <li>• Contracts for work to start in July</li> </ul>

Project Name	Project Description	Status	Current and Pending Activity
Large Diameter Gravity Sewer Rehabilitation Project II-3B	0.8 miles of trunk sewer reconstruction in Ross, including portions of the Shady Lane Trunk Sewer including rehabilitation in Lower Shady Lane and Poplar Avenue and parallel sewer installation in Poplar Avenue	Final Design	<ul style="list-style-type: none"> <li>• Construction start Spring 2019</li> </ul>
As-Needed, On Call Sanitary Sewer System Construction Services	As-needed repair and replacement of sewer system infrastructure including urgent and emergency pipe repairs and installation of manholes.	Design	<ul style="list-style-type: none"> <li>• Notice Inviting Bids in July</li> </ul>
District Capitalized Repairs FY 2017/18	Annual repair, restoration, and improvement of gravity sewer pipeline infrastructure.	Ongoing	
<b>PUMP STATION PROJECTS</b>			
PS 12 Bon Air and PS 13 Greenbrae Pump Station Rehabilitation Projects	Full pump station rehabilitation to improve the capacity, operation, and reliability of PS 12 Bon Air and PS 13 Greenbrae pump stations.	Construction	<ul style="list-style-type: none"> <li>• Set up bypassing at PS 13</li> <li>• Miscellaneous final work items and testing at PS 12</li> <li>• Demolition, equipment, and start work at PS 13</li> </ul>
PS 15 Kentfield Comminutor Replacement	Replacement of the grinders at PS 15 Kentfield.	Completed	<ul style="list-style-type: none"> <li>• Notice of Completion in April</li> </ul>
PS 15 Kentfield Pump Station Improvements Project	Replace variable frequency drives and miscellaneous electrical and instrumentation improvements at PS 15 Kentfield.	Contract Award	<ul style="list-style-type: none"> <li>• Contracts</li> <li>• Material submittals and procurement</li> </ul>
Pump Station Equipment Upgrades	Annual maintenance rehabilitation/replacement of pump station mechanical and electrical components.	Ongoing	
<b>FORCE MAIN PROJECTS</b>			
None			

**Key:**

Construction work is completed (Final Completion)
Construction work is in progress
Project is in Planning or Design (Construction work not started)

**TABLE 2. Capital Improvement Projects - Construction Phase Financials - Monthly through May 2018**

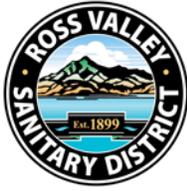
**FY 2017/18**

Project	Construction Budget			Permits	Construction Contract						Construction Progress Billings					
	Probable Construction Cost in Budget	Updated Probable Construction Cost	FY 2017/18 Construction Budget	Fees to Date	Award Month	Contractor	Contract Amount	Change Orders Total	% of Original Contract	Revised Contract Amount	Payments prior FY	Prior Payments FY 2017/18	Payments May 2018	Total Payments to Date	Retention Balance	Total Billed to Date
<b>GRAVITY SEWER IMPROVEMENT PROJECTS</b>																
FY 2015/16 Gravity Sewer Improvements Project	7,400,000	7,732,361	5,811,000	47,694	Jul-2016	Ranger Pipelines Incorporated	7,323,039	409,322	5.6%	7,732,361	1,530,184	4,756,929	524,054	6,811,167	358,482	7,169,649
FY 2016/17 Gravity Sewer Rehabilitation Project	10,800,000	9,770,000	8,210,000		Jul-2017	Ranger Pipelines Incorporated	9,769,729	-	0.0%	9,769,729	-	2,174,354	202,100	2,376,454	125,077	2,501,531
FY 2016/17 Gravity Sewer Improvement Project - Nokomis and Meadowcroft <sup>2,4</sup>	5,500,000	4,380,000	2,854,000		May-2018	Maggiore and Ghilotti, Inc.	4,077,077	-	0.0%	4,077,077	-	-	-	-	-	-
Large Diameter Gravity Sewer Rehabilitation Project II-1	3,370,000	2,691,568	2,350,000	-	Sep-2016	Ranger Pipelines Incorporated	3,041,066	(349,498)	-11.5%	2,691,568	367,369	2,216,699	-	2,584,068	107,500	2,691,568
Large Diameter Gravity Sewer Rehabilitation Project II-2	2,410,000	2,189,000	1,828,000	-	Feb-2017	Michels Corporation dba Michels Pipeline Construction	1,839,300	-	0.0%	1,839,300	-	703,127	-	703,127	37,007	740,134
Large Diameter Gravity Sewer Project II-3A - Upper Shady Lane/ Ross Common <sup>3,4</sup>	4,920,000	3,230,000	2,344,000		May-2018	Ranger Pipelines Incorporated	3,220,674	-	0.0%	3,220,674	-	-	-	-	-	-
As-Needed, On Call Sanitary Sewer System Construction Services	750,000	750,000	375,000		Jan-2018	N/A				-	-	-	-	-	-	-
<b>PUMP STATION PROJECTS</b>																
PS 12 Bon Air and PS 13 Greenbrae Pump Station Rehabilitation Projects	7,100,000	7,400,000	5,887,000	-	Jun-2017	Anderson Pacific Engineering Construction	6,998,000	-	0.0%	6,998,000	-	2,700,076	731,233	3,431,309	180,595	3,611,904
PS 15 Kentfield Comminutor Replacement	160,000	231,777	160,000	-	Aug-2017	Pacific Infrastructure Corp	232,000	(223)	-0.1%	231,777	-	220,188	11,589	231,777	-	231,777
PS 15 Kentfield Pump Station Improvements	2,000,000	2,188,000	1,023,000	-	Apr-2018	Anderson Pacific Engineering	2,088,000	-	0.0%	2,088,000	-	-	-	-	-	-
<b>FORCE MAIN PROJECTS</b>																
None																
<b>Total for Projects Budgeted for Construction FY 2017/18</b>	44,410,000	40,562,706	30,842,000	47,694			38,588,885	59,601	0.2%	38,648,486	1,897,553	12,771,373	1,468,976	16,137,902	808,661	16,946,564

**Key:**

Construction work is completed (Final Completion)
Construction work is awarded or in progress
Project is in Design (Construction work not started)

- Notes:** 1. Amounts rounded to the nearest whole dollar.  
 2. FY 2016/17 Gravity Sewer Improvement Project - Nokomis and Meadowcroft is the first phase of the budgeted FY 2016/17 Gravity Sewer Improvement Project  
 3. Large Diameter Gravity Sewer II-3A - Upper Shady Lane/ Ross Common is the first phase of the budgeted Large Diameter Gravity Sewer Rehabilitation Project II-3  
 4. Probable construction cost was for a different scope of work than the contract amount due to repackaging.



## ROSS VALLEY SANITARY DISTRICT

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### STAFF REPORT

For the Meeting of July 18, 2018

July 12, 2018

To: Board of Directors Approved By:  
From: Felicia Newhouse, Interim General Manager  
Subject: **Monthly Legal Activities and Costs Report -- June 2018**

#### **General Legal Services**

For the calendar month of June, general legal services were \$14,621 and included work associated with Ordinance No. 100, GM recruitment & Interim GM appointment, RVSD's response to the grand jury report, and a proposed sewer extension associated with the SMART project.

#### **Personnel Matters**

In June, human resource-related legal fees totaled \$5,554.

#### **Construction Contracting**

Costs related to construction contract closeout & settlement, re-routing of sewer lines, and public agency infrastructure relocation. Charges totaled \$6,306.

#### **Environmental Compliance**

In June, environmental compliance activity included review of legislative action related to the WDR. Total charges were \$1,018.

#### **Summary**

Total legal costs for June were \$27,499. This brings the total legal costs for the FY 17/18 through June to \$243,555. The total annual budget for legal services is \$400,000, and annual legal services budget resources were approximately 61 percent spent, through 100 percent of the fiscal year.

See Attachment A for the rolling 12 month trend in total monthly legal service costs.

### RVSD 12 Month Preceding Legal Services Costs



Sanitary District No. 1 of Marin County  
 Monthly Legal Services Report  
 Table 1

Item Description	07/31/17	08/31/17	09/30/17	10/31/17	11/30/17	12/31/17	01/31/18	02/28/18	03/31/18	04/30/18	05/31/18	06/30/18	FY to Date 2017/18
1 General Legal Counsel	9,906	4,048	14,522	11,245	9,186	12,046	17,321	12,878	5,303	7,759	14,699	14,621	133,534
2 Litigation	5,513	3,737	8,678	518	-	1,443	2,553	666	13,202	5,219	5,100	6,306	52,935
3 Environmental Compliance	213	1,057	7,252	3,250	2,151	2,454	12,922	4,379	362	1,048	342	1,018	36,448
4 Personnel Matters	2,368	740	-	511	4,639	1,307	2,065	37	646	-	2,772	5,554	20,639
<b>Total</b>	<b>18,000</b>	<b>9,582</b>	<b>30,451</b>	<b>15,524</b>	<b>15,976</b>	<b>17,250</b>	<b>34,861</b>	<b>17,960</b>	<b>19,513</b>	<b>14,026</b>	<b>22,913</b>	<b>27,499</b>	<b>243,555</b>

Sanitary District No. 1 of Marin County  
 Monthly Legal Services Report  
 Table 1

Item Description	07/31/16	08/31/16	09/30/16	10/31/16	11/30/16	12/31/16	01/31/17	02/28/17	03/31/17	04/30/17	05/31/17	06/30/17	FY to Date
	Monthly Cost	2016/17											
1 General Legal Counsel	13,486	15,940	12,003	11,225	11,978	7,049	7,919	8,744	9,266	10,681	11,177	10,121	129,589
2 Litigation	18,052	15,479	557	604	-	4,869	5,659	8,077	9,356	2,929	25,056	1,830	92,469
3 Environmental Compliance	-	1,719	1,724	3,210	2,644	5,593	5,200	4,018	5,233	3,575	3,024	2,276	38,215
4 Personnel Matters	1,745	874	14,353	1,324	2,410	769	792	2,289	962	629	185	1,158	27,489
<b>Total</b>	<b>33,284</b>	<b>34,012</b>	<b>28,636</b>	<b>16,363</b>	<b>17,032</b>	<b>18,280</b>	<b>19,570</b>	<b>23,127</b>	<b>24,817</b>	<b>17,814</b>	<b>39,442</b>	<b>15,385</b>	<b>287,762</b>

Sanitary District No. 1 of Marin County  
 Monthly Legal Services Report  
 Table 1

Item Description	Monthly Cost 07/31/15	Monthly Cost 08/31/15	Monthly Cost 09/30/15	Monthly Cost 10/31/15	Monthly Cost 11/30/15	Monthly Cost 12/31/15	Monthly Cost 01/31/16	Monthly Cost 02/28/16	Monthly Cost 03/31/16	Monthly Cost 04/30/16	Monthly Cost 05/31/16	Monthly Cost 06/30/16	FY to Date 2015/16
1 General Legal Counsel	18,728	27,855	48,848	38,487	24,105	31,472	23,084	23,431	21,137	22,618	14,182	19,182	313,129
2 CMSA/San Quentin	752	68	547	134	480								1,982
3 Personnel Matters	4,165	5,866	1,975	7,239	3,376	5,633	8,748	13,267	3,609	4,149	2,318	11,716	72,061
<b>Total</b>	<b>23,645</b>	<b>33,789</b>	<b>51,370</b>	<b>45,860</b>	<b>27,961</b>	<b>37,105</b>	<b>31,832</b>	<b>36,698</b>	<b>24,746</b>	<b>26,767</b>	<b>16,500</b>	<b>30,898</b>	<b>387,172</b>

Sanitary District No. 1 of Marin County  
 Monthly Legal Services Report  
 Table 1

Item Description	07/31/14	08/31/14	09/30/14	10/31/14	11/30/14	12/31/14	01/31/15	02/28/15	03/31/15	04/30/15	05/31/15	06/30/15	FY to Date
1 General Legal Counsel	11,515	17,520	29,658	24,437	25,669	10,334	19,823	7,781	18,901	20,782	17,705	35,349	239,474
2 CMSA/San Quentin	4,583	3,327	22,834	4,206	979	5,861	4,415	22,539	21,327	9,824	9,650	7,714	117,258
3 Personnel Matters	2,343		120	4,083	6,449	1,955	4,672	3,009	6,596	5,885	4,829	12,943	52,883
<b>Total</b>	<b>18,440</b>	<b>20,847</b>	<b>52,612</b>	<b>32,726</b>	<b>33,097</b>	<b>18,150</b>	<b>28,909</b>	<b>33,328</b>	<b>46,824</b>	<b>36,490</b>	<b>32,183</b>	<b>56,006</b>	<b>409,614</b>