



BEAUMONT-CHERRY VALLEY WATER DISTRICT
560 Magnolia Avenue, Beaumont, CA 92223

**NOTICE AND AGENDA
MEETING OF THE PERSONNEL COMMITTEE**

*This meeting is hereby noticed pursuant to
California Government Code Section 54950 et. seq., and
under the provisions of Assembly Bill 361 and BCVWD Resolution*

Tuesday, October 18, 2022 - 5:30 p.m.
560 Magnolia Avenue, Beaumont, CA 92223

COVID-19 NOTICE

This meeting of the Personnel Committee is open to the public who would like to attend in person. COVID-19 safety guidelines are in effect pursuant to the Cal/OSHA COVID-19 Prevention Emergency Temporary Standards and the California Department of Public Health Recommendations

- **Face coverings are recommended for vaccinated and unvaccinated persons and should be properly worn over the nose and mouth at all times**
- **Maintain 6 feet of physical distancing from others in the building who are not in your party**

TELECONFERENCE NOTICE

*The Members of the Personnel Committee will attend via
Zoom Video Conference and/or in person in the Board Room*

To access the Zoom conference, use the link below:

<https://us02web.zoom.us/j/85792068838?pwd=cFArZHZ4aHRSUmJLeTBCZVpnUGRmdz09>

To telephone in, please dial: (669) 900-9128
Enter Meeting ID: 857 9206 8838 • Enter Passcode: 457586

*For Public Comment, use the “**Raise Hand**” feature if on
the video call when prompted. If dialing in, please **dial *9**
to “**Raise Hand**” when prompted*

Meeting materials will be available on the BCVWD’s website:

<https://bcvwd.org/document-category/personnel-committee-agendas/>

PERSONNEL COMMITTEE MEETING – OCTOBER 18, 2022

Call to Order: Chair Covington

Teleconference Verification

Roll Call

	John Covington
	Andy Ramirez

	David Hoffman (alternate)
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Public Comment

PUBLIC COMMENT: RAISE HAND OR PRESS *9 to request to speak when prompted. At this time, any person may address the Personnel Committee on matters within its jurisdiction which are not on the agenda. However, non-agenda matters that require action will be referred to Staff for a report and possible action at a subsequent meeting. **Please limit your comments to three minutes.** Sharing or passing time to another speaker is not permitted.

1. **Adjustments to the Agenda:** In accordance with Government Code Section 54954.2, additions to the agenda require a 2/3 vote of the legislative body, or if less than 2/3 of the members are present, a unanimous vote of those members present, which makes the determination that there is a need to take action, and the need to take action arose after the posting of the agenda.
 - a. Item(s) to be removed or continued from the Agenda
 - b. Emergency Item(s) to be added to the Agenda
 - c. Changes to the order of the agenda

2. **Acceptance of Personnel Committee Meeting minutes:**
 - a. September 20, 2022 (pages 4 - 7)

ACTION ITEMS

3. **Report / Update from BCVWD Employees Association** (no staff report)
4. **Report / Update from BCVWD Exempt Employees** (no staff report)
5. **Report from Human Resources Department** (pages 8 - 11)
6. **Update: BCVWD 2023 Operational Budget** (pages 12 - 17)
7. **Update: Workforce and Succession Planning Project** (pages 18 - 20)
8. **Policies and Procedures Manual Updates / Revisions** (page 21 - 32)
 - a. Policy 3075 Vacation
 - b. Policy 3090 Family and Medical Leave

- c. Policy 3111 Leave for Crime Victims and Family Members

9. Action List for Future Meetings

- *Employee Association topics*
- *Policy manual updates*
- *Status of Workforce and Succession Plan*

10. Next Meeting Date: November 15, 2022

11. Adjournment

AVAILABILITY OF AGENDA MATERIALS - Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the Beaumont-Cherry Valley Water District Board of Directors in connection with a matter subject to discussion or consideration at an open meeting of the Personnel Committee of the Board of Directors are available for public inspection in the District's office, at 560 Magnolia Avenue, Beaumont, California ("District Office"). If such writings are distributed to members of the Board less than 72 hours prior to the meeting, they will be available from the District Office at the same time as they are distributed to Committee Members, except that if such writings are distributed one hour prior to, or during the meeting, they will be made available on the District website: www.bcvwd.org.

REVISIONS TO THE AGENDA - In accordance with §54954.2(a) of the Government Code (Brown Act), revisions to this Regular Meeting Agenda may be made up to 72 hours before the Committee Meeting, if necessary, after mailings are completed. Interested persons wishing to receive a copy of the set Agenda may pick one up at the District's Main Office, located at 560 Magnolia Avenue, Beaumont, California, up to 24 hours prior to the Committee Meeting.

REQUIREMENTS RE: DISABLED ACCESS - In accordance with §54954.2(a), requests for a disability related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting, should be made to the District Office, at least 48 hours in advance of the meeting to ensure availability of the requested service or accommodation. The District Office may be contacted by telephone at (951) 845-9581, email at info@bcvwd.org or in writing at the Beaumont-Cherry Valley Water District, 560 Magnolia Avenue, Beaumont, California 92223.

CERTIFICATION OF POSTING

A copy of the foregoing notice was posted near the regular meeting place of the Board of Directors of Beaumont-Cherry Valley Water District and to its website at least 72 hours in advance of the meeting (Government Code §54956(a)).



BEAUMONT-CHERRY VALLEY WATER DISTRICT AGENDA
560 Magnolia Avenue, Beaumont, CA 92223

MINUTES OF THE PERSONNEL COMMITTEE MEETING
Tuesday, September 20, 2022 at 5:30 p.m.

Meeting held in-person and via teleconference pursuant to California Government Code Section 54950 et. seq. and BCVWD Resolution 2022-27

CALL TO ORDER

Chair Covington called the meeting to order at 5:32 p.m.

Announcement of Teleconference Participation

Director of Finance and Administration Kirene Bargas, PhD, clarified that this meeting is conducted pursuant to California Government Code Section 54953 and BCVWD Resolution.

Due to the danger of COVID-19, the teleconference locations are not publicly accessible. The public's right to comment and participate in the meeting is being assured via teleconference capabilities.

Attendance

<i>Directors present:</i>	<i>Covington, Ramirez</i>
<i>Directors absent:</i>	<i>None</i>
<i>Staff present:</i>	<i>Director of Finance and Administration Kirene Bargas, PhD Director of Information Technology Robert Rasha Human Resources Administrator Sabrina Foley Management Analyst II Lorena Lopez Management Analyst I Erica Gonzales Administrative Assistant Cenica Smith</i>
<i>BCVWD Employee Association reps:</i>	<i>Water Utility Supervisor Julian Herrera</i>

PUBLIC INPUT: *None.*

ACTION ITEMS

1. Adjustments to the Agenda:

Dr. Bargas requested continuance of items 9a and 9b.

2. Acceptance of the Meeting minutes

a. August 16, 2022

The Committee accepted the minutes of the Personnel Committee meeting by the following vote:

MOVED: Ramirez	SECONDED: Covington	APPROVED
AYES:	Covington, Ramirez	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	None.	

3. Report / Update from BCVWD Employees Association: No Report.

4. Report / Update from Exempt Employees: No Report.

5. Report from Human Resources Department

Human Resources Administrator Sabrina Foley presented the report. She noted the full-time employee count is 38, not 39 as indicated in the staff report.

6. Annual Employee Engagement Survey Results

Ms. Foley reminded that the survey is performed annually and measures the emotional investment that an employee has in the organization and how much discretionary effort they are willing to give in their role. Data is used to determine HR priorities for the next year. The District has been certified as a Great Place to Work for the second year in a row.

Foley reviewed the report and noted that the District is still scoring higher than average but has trended down from last year. Overall, engagement is very high, she advised.

In response to Director Covington, Ms. Foley indicated that the survey allowed general comments and she reviewed some of the comments. Covington highlighted some of the comments and asked what would be done with the survey.

Ms. Foley explained that HR will look for opportunities for improvement and make recommendations to take to the Board for action.

Chair Covington invited comment. There was none.

7. Update: BCVWD 2023 Operational Budget

Dr. Bargas reported that the budget is on target. She pointed out a change in dates on the budget timeline.

Per the Committee’s request, the organization chart has been updated to include the number of employees in each position, Bargas noted. Covington acknowledged that the new report offers a better picture.

Staff has not yet met with the General Manager on the personnel budget as information is pending from the workforce planning consultant, the Mejorando Group, Bargas advised.

8. Update: Workforce and Succession Planning Project

Human Resources Administrator Sabrina Foley explained that Phase 1 of the project is approximately 91 percent complete. The consultant met with Board members individually for input.

Foley explained that the next steps are a meeting with the General Manager to debrief on those items and the focus of the project. The consultant was on site on August 4th. HR will meet with the consultant on the 28th and one additional on-site day will be planned. There is a delay in Phase 1 completion due to consultant illness.

Chair Covington reported that he met with the consultant, who absorbed useful feedback. Ms. Foley said the project is going well and the District will have a customized program with solutions rather than a cookie-cutter report. She said she expected delays in the second and third phase of the project depending on the consultant’s availability around the holidays; there may be some carryover, especially with implementation. Covington expressed concern that the information would be needed for budgeting.

Covington invited comment. There was none.

9. Policies and Procedures Manual Updates / Revisions

Items 9a and 9b were continued to a future meeting. In response to Director Covington, Foley assured that all had been reviewed by legal counsel

Human Resources Administrator Sabrina Foley reviewed the policies.

Policy 3095 Pregnancy Disability Leave: Ms. Foley advised that the proposed changes consisted of significant updates from legal counsel. She highlighted the changes.

The Committee recommended moving this policy forward to the Board for consideration by the following vote:

MOVED: Ramirez	SECONDED: Covington	APPROVED
AYES:	Covington, Ramirez	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	None.	

Policy 3096 Lactation Accommodation. Ms. Foley explained the policy was provided by legal counsel and the majority of the policy is pursuant to Labor Code. Management Analyst II Lorena Lopez explained that for compliance, the District will need to add locks to the doors.

Director Covington invited comment. There was none.

The Committee recommended moving forward this policy to the Board for consideration by the following vote:

MOVED: Covington	SECONDED: Ramirez	APPROVED
AYES:	Covington, Ramirez	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	None.	

10. Action List for Future Meetings

- *Employee Association topics (none added)*
- *Policy manual updates (ongoing)*
- *Status of Succession Planning*

11. Next Meeting Date: Tuesday, October 18, 2022, at 5:30 p.m.

ADJOURNMENT: 6:08 p.m.

Attest:

DRAFT UNTIL APPROVED

John Covington, Chairman
to the Personnel Committee of the Beaumont-Cherry Valley Water District

DRAFT



**Beaumont-Cherry Valley Water District
Personnel Committee Meeting
October 18, 2022**

Item 5

HUMAN RESOURCES REPORT

TO: Board of Directors Personnel Committee
FROM: Sabrina Foley, Human Resources Administrator
SUBJECT: Human Resources Department Report for the Period of September 13, 2022 – October 5, 2022

Personnel

Total Current Employees (Excluding Board Members)	43
Full-Time Employees	38
Part-Time	2
Temporary	3
Interns	0
Separations	0
Retiring Employees	0

New Hires

N/A

Anniversaries*

Employee Name	Job Title	Years of Service
Lynda Kerney	Administrative Assistant	5
Dr. Kirene Manini	Director of Finance & Administration	1

**Work Anniversaries for the purposes of this report are calculated from the most recent hire date and do not determine employment conditions or terms. This report does not include elected officials.*

Promotions

N/A

Employee Communications

9/13/2022: HR shared information about the ScholarShare college savings benefit.

9/13/2022: HR announced a COVID-19 exposure.



9/13/2022: HR shared resources from the Employee Assistance Program (EAP).

9/14/2022: HR sent a reminder about the District’s benefits fair.

9/14/2022: HR announced the winners of benefits fair raffle prizes.

9/20/2022: HR shared an update about the District’s policies.

9/28/2022: HR shared information about Cal/OSHA policy updates.

9/28/2022: HR announced a job opening for Temporary Water Utility Workers.

10/3/2022: HR shared updated information about COVID-19 Supplemental Paid Sick Leave due to AB 152.

10/4/2022: HR sent a reminder for an “all-hands” safety meeting.

Pending Legislation

Bill/Legislation	Title	Description	Status
AB 1632	Restroom Access: Medical Conditions	Would require a place of business open to the general public that has a toilet facility for employees to allow any individual who is lawfully on the premises to use that facility during normal business hours, even if the business does not normally make the toilet facility available to the general public.	Chaptered.
AB 1711	Privacy: Breach	Would require an agency to post a notice on the agency’s website to disclose a breach of security of the system to certain residents of CA.	Vetoed by the Governor.
AB 1751	Workers’ Compensation: COVID-19 Critical Workers	Would extend the presumption of injury resulting from COVID-19 until January 1, 2024.	Chaptered.
AB 857	Labor Commissioner: required disclosures	Would require an employer to include in their written notice to all employees, specified information required in the event of a federal or state declared disaster or applicable to the county in which the employee will be employed.	Vetoed by the Governor.



AB 1041	Employment: leave (CFRA)	Would expand the population that an employee can take leave to care for to include a “designated person” identified by the employee at the time of request for leave. Bill would authorize employers to limit the designation of a person.	Chaptered.
AB 1949	Employees: bereavement leave	Would allow eligible employees under CFRA to take up to 5 days of unpaid bereavement leave upon the death of a family member.	Chaptered.
AB 2188	Discrimination in employment: use of cannabis	Beginning 1/1/2024, would make it unlawful for an employer to discriminate against an individual based upon the person’s use of cannabis off the job and away from the workplace, except for pre-employment drug screening as specified.	Chaptered.
AB 2243	Occupational safety and health standards: heat illness and wildfire smoke	Requires Division of Occupational Safety and Health to submit a rulemaking proposal by 12/1/2025 to consider revising the heat illness standard and wildfire smoke standard.	Chaptered.
SB 931	Deterring union membership: violations	Would authorize an employee organization to bring a claim before PERB alleging that a public employer violated current law prohibiting the employer from deterring or discouraging employees from becoming or remaining members of an employee organization.	Chaptered.
SB 984	Military service: leave of absence pay and benefits	Would repeal the provision that employee members of reserve military units and the National Guard required to attend scheduled reserve drill periods or perform other inactive duty reserve	Chaptered.



		obligations to be granted a military leave of absence.	
SB 1044	Employers: natural disasters, retaliation	Would prohibit an employer from taking or threatening adverse action against any employee for refusing to report to, or leaving, a workplace because the employee has a reasonable belief that the workplace or worksite is unsafe. This aspect of the bill does not apply to Disaster Service Workers, first responders, etc.	Chaptered.

Prepared by Sabrina Foley, Human Resources Administrator



**Beaumont-Cherry Valley Water District
Personnel Committee Meeting
October 18, 2022**

Item 6

STAFF REPORT

TO: Personnel Committee
FROM: Dr. Kirene Bargas, Director of Finance & Administration
SUBJECT: **Update: BCVWD 2023 Operational Budget**

Staff Recommendation

Recommendation; for informational purposes only.

Background

The Personnel Committee requested to receive updates regarding the 2023 Budget project, staffing needs and projections, and milestones. The Committee expressed interest in understanding proposed staffing and personnel changes that may be presented in the budget.

Summary

The BCVWD Finance department has continued working on the 2023 operating budget and provides regular updates to the Finance & Audit Committee (F&A). On October 6, 2022, the F&A approved staff to move forward with 1 of 5 budget proposal scenarios which include the personnel changes and updates in Table 1.

Table 1 represents the changes/updates discussed during the 10/06/2022 F&A meeting and are included in the budget presentations scheduled for review by the Board of Directors (BOD) on November 9, 2022. The shaded grey represents the Temp staff positions the General Manager has discretion to fill and are not included in Attachment 3: Proposed BCVWD Organizational Chart:

Table 1

Position as of 2022	New/Change personnel included in the 2023 Budget	Activity
Engineering Assistant	Associate Civil Engineer I	Potential for Promotion
Customer Service Representative I	Customer Service Representative II	Upgraded vacant position
Recycled Water Supervisor	Cross Connection/Non-potable Water Supervisor	Title changed to reflect expanded assignments.
Temp - Customer Service Representative I		Eliminated Position
Temp - Water Utility Worker I	Temp - Water Utility Worker I	Quantity Change from 4 to 8



The following Table 2 is a schedule of events for the operating budget project:

Table 2

Date	Scheduled event
10/06/2022	F&A Committee - Five budget scenarios were presented, including personnel changes to the Committee.
10/20/2022	Special F&A Committee Meeting scheduled.
11/3/2022	F&A Committee Regular meeting, present changes to Word document (discussion)
11/09/2022	Budget Workshop
11/14/2022	Budget Workshop (potential request for Special Meeting 12/1)
12/14/2022	Board Meeting to Adopt Budget
1/1/2023	New Budget effective date

Fiscal Impact

To be determined.

Attachments

1. Current BCVWD Salary Schedule
2. Current BCVWD Organization Chart
3. Proposed BCVWD Organization Chart

Beaumont-Cherry Valley Water District 2022 Salary Schedule by Classification

Effective: January 2, 2022 Classification	Salary Range*	Hourly rates (per step)					Annual Range	
		Step 1	Step 2	Step 3	Step 4	Step 5	(based on 2080 hrs.; rounded to nearest dollar)	
Administrative Assistant	22	26.20	27.51	28.88	30.33	31.84	54,496	66,227
Associate Civil Engineer I	42	42.93	45.07	47.33	49.69	52.18	89,294	108,534
Associate Civil Engineer II	47	48.57	51.00	53.55	56.22	59.03	101,026	122,782
Customer Service Representative I	12	20.47	21.49	22.56	23.69	24.88	42,578	51,750
Customer Service Representative II	18	23.73	24.92	26.17	27.47	28.85	49,358	60,008
Customer Service Supervisor	33	34.37	36.09	37.90	39.79	41.78	71,490	86,902
Development Services Technician	22	26.20	27.51	28.88	30.33	31.84	54,496	66,227
Director of Engineering	61	68.63	72.06	75.66	79.44	83.41	142,750	173,493
Director of Finance and Administration	64	73.90	77.60	81.48	85.55	89.83	153,712	186,846
Director of Information Technology	56	60.65	63.69	66.87	70.22	73.73	126,152	153,358
Director of Operations	60	66.95	70.30	73.81	77.50	81.38	139,256	169,270
Engineering Assistant	37	37.94	39.84	41.83	43.92	46.12	78,915	95,930
Engineering Intern	2	15.99	16.79	17.63	18.51	19.43	33,259	40,414
Finance Manager	50	52.30	54.92	57.66	60.55	63.57	108,784	132,226
General Manager	contract					115.57		240,386
Human Resources Administrator	39	39.86	41.85	43.95	46.15	48.45	82,909	100,776
Maintenance Technician	28	30.38	31.90	33.49	35.17	36.93	63,190	76,814
Management Analyst I	31	32.72	34.35	36.07	37.87	39.77	68,058	82,722
Management Analyst II	38	38.89	40.83	42.88	45.02	47.27	80,891	98,322
Recycled Water Supervisor	42	42.93	45.07	47.33	49.69	52.18	89,294	108,534
Senior Civil Engineer	53	56.32	59.14	62.10	65.20	68.46	117,146	142,397
Senior Management Analyst	45	46.23	48.54	50.97	53.51	56.19	96,158	116,875
Senior Water Utility Worker	27	29.64	31.12	32.68	34.31	36.03	61,651	74,942
Water Production Operator I	21	25.56	26.84	28.18	29.59	31.07	53,165	64,626
Water Production Operator II	28	30.38	31.90	33.49	35.17	36.93	63,190	76,814
Water Production Supervisor	42	42.93	45.07	47.33	49.69	52.18	89,294	108,534
Water Utility Superintendent	46	47.38	49.75	52.24	54.85	57.59	98,550	119,787
Water Utility Supervisor	39	39.86	41.85	43.95	46.15	48.45	82,909	100,776
Water Utility Worker I	17	23.27	24.43	25.65	26.93	28.28	48,402	58,822
Water Utility Worker II	22	26.20	27.51	28.88	30.33	31.84	54,496	66,227
Accounting Technician**	26	28.92	30.36	31.88	33.47	35.15	60,154	73,112
Assistant General Manager**	69	83.61	87.79	92.18	96.79	101.63	173,909	211,390

Board of Directors

\$260 per day for meeting attendance in accordance with District rules

**Range approved for 2022 only; schedule of ranges 1-100 attached*

***Positions highlighted in grey are non-budget positions not intended to be filled in 2022*

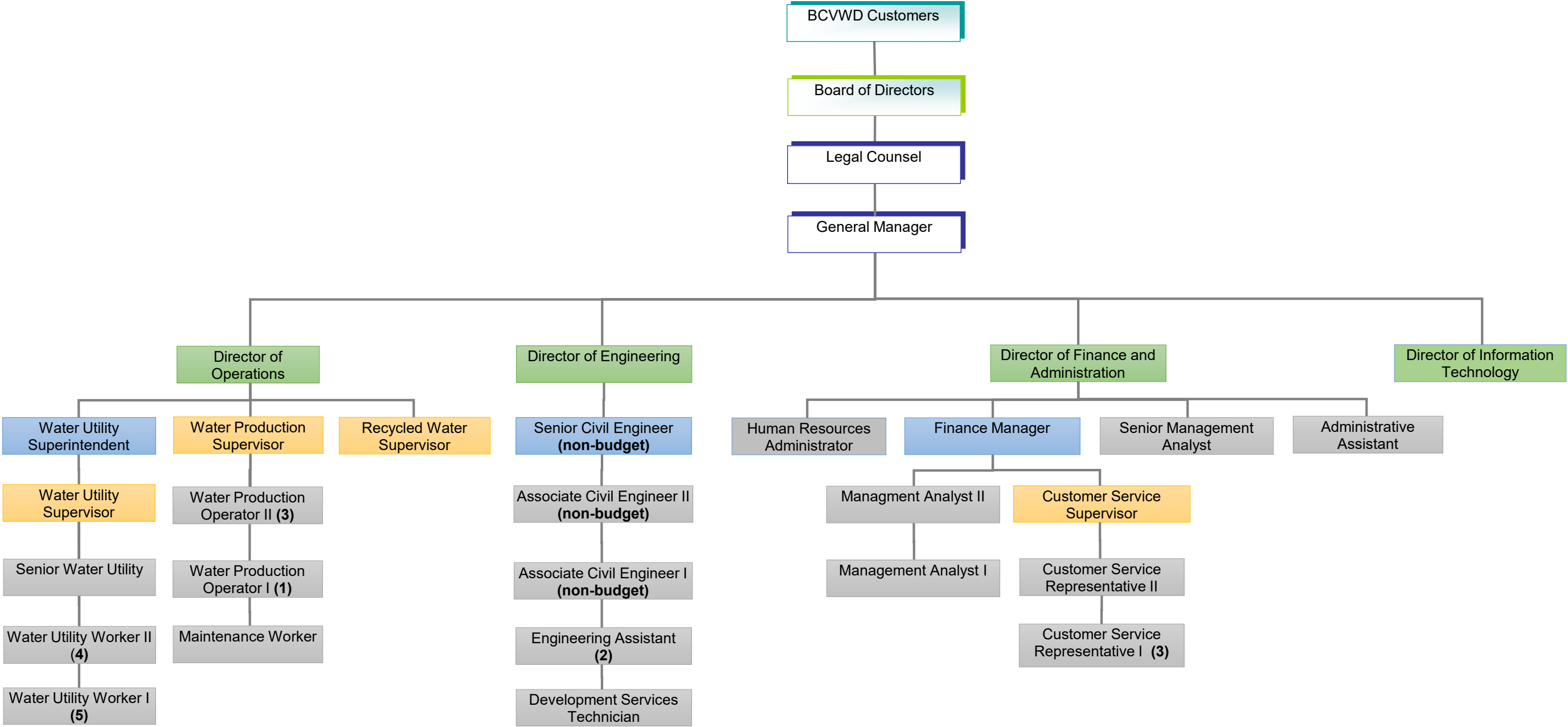
**Beaumont-Cherry Valley Water District
2022 Full Salary Range Schedule**

Salary Range	Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5
1	15.60	16.38	17.20	18.06	18.96
2	15.99	16.79	17.63	18.51	19.43
3	16.39	17.21	18.07	18.97	19.92
4	16.80	17.64	18.52	19.44	20.42
5	17.22	18.08	18.98	19.93	20.93
6	17.65	18.53	19.46	20.43	21.45
7	18.09	18.99	19.94	20.94	21.99
8	18.54	19.47	20.44	21.46	22.54
9	19.00	19.95	20.95	22.00	23.10
10	19.48	20.45	21.48	22.55	23.68
11	19.97	20.96	22.01	23.11	24.27
12	20.47	21.49	22.56	23.69	24.88
13	20.98	22.03	23.13	24.28	25.50
14	21.50	22.58	23.70	24.89	26.13
15	22.04	23.14	24.30	25.51	26.79
16	22.59	23.72	24.91	26.15	27.46
17*	23.27	24.43	25.65	26.93	28.28
18	23.73	24.92	26.17	27.47	28.85
19	24.33	25.54	26.82	28.16	29.57
20	24.93	26.18	27.49	28.87	30.31
21	25.56	26.84	28.18	29.59	31.07
22	26.20	27.51	28.88	30.33	31.84
23	26.85	28.19	29.60	31.08	32.64
24	27.52	28.90	30.34	31.86	33.45
25	28.21	29.62	31.10	32.66	34.29
26	28.92	30.36	31.88	33.47	35.15
27	29.64	31.12	32.68	34.31	36.03
28	30.38	31.90	33.49	35.17	36.93
29	31.14	32.70	34.33	36.05	37.85
30	31.92	33.51	35.19	36.95	38.80
31	32.72	34.35	36.07	37.87	39.77
32	33.53	35.21	36.97	38.82	40.76
33	34.37	36.09	37.90	39.79	41.78
34	35.23	36.99	38.84	40.79	42.82
35	36.11	37.92	39.81	41.81	43.90
36	37.02	38.87	40.81	42.85	44.99
37	37.94	39.84	41.83	43.92	46.12
38	38.89	40.83	42.88	45.02	47.27
39	39.86	41.85	43.95	46.15	48.45
40	40.86	42.90	45.05	47.30	49.66
41	41.88	43.97	46.17	48.48	50.91
42	42.93	45.07	47.33	49.69	52.18
43	44.00	46.20	48.51	50.94	53.48
44	45.10	47.36	49.72	52.21	54.82
45	46.23	48.54	50.97	53.51	56.19
46	47.38	49.75	52.24	54.85	57.59
47	48.57	51.00	53.55	56.22	59.03
48	49.78	52.27	54.88	57.63	60.51
49	51.03	53.58	56.26	59.07	62.02
50	52.30	54.92	57.66	60.55	63.57

Salary Range	Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5
51	53.61	56.29	59.10	62.06	65.16
52	54.95	57.70	60.58	63.61	66.79
53	56.32	59.14	62.10	65.20	68.46
54	57.73	60.62	63.65	66.83	70.17
55	59.18	62.13	65.24	68.50	71.93
56	60.65	63.69	66.87	70.22	73.73
57	62.17	65.28	68.54	71.97	75.57
58	63.73	66.91	70.26	73.77	77.46
59	65.32	68.58	72.01	75.61	79.39
60	66.95	70.30	73.81	77.50	81.38
61	68.63	72.06	75.66	79.44	83.41
62	70.34	73.86	77.55	81.43	85.50
63	72.10	75.70	79.49	83.46	87.64
64	73.90	77.60	81.48	85.55	89.83
65	75.75	79.54	83.51	87.69	92.07
66	77.64	81.53	85.60	89.88	94.38
67	79.58	83.56	87.74	92.13	96.73
68	81.57	85.65	89.93	94.43	99.15
69	83.61	87.79	92.18	96.79	101.63
70	85.70	89.99	94.49	99.21	104.17
71	87.85	92.24	96.85	101.69	106.78
72	90.04	94.54	99.27	104.23	109.45
73	92.29	96.91	101.75	106.84	112.18
74	94.60	99.33	104.30	109.51	114.99
75	96.97	101.81	106.90	112.25	117.86
76	99.39	104.36	109.58	115.06	120.81
77	101.87	106.97	112.32	117.93	123.83
78	104.42	109.64	115.12	120.88	126.92
79	107.03	112.38	118.00	123.90	130.10
80	109.71	115.19	120.95	127.00	133.35
81	112.45	118.07	123.98	130.18	136.68
82	115.26	121.02	127.08	133.43	140.10
83	118.14	124.05	130.25	136.77	143.60
84	121.10	127.15	133.51	140.18	147.19
85	124.12	130.33	136.85	143.69	150.87
86	127.23	133.59	140.27	147.28	154.65
87	130.41	136.93	143.77	150.96	158.51
88	133.67	140.35	147.37	154.74	162.47
89	137.01	143.86	151.05	158.61	166.54
90	140.43	147.46	154.83	162.57	170.70
91	143.95	151.14	158.70	166.64	174.97
92	147.54	154.92	162.67	170.80	179.34
93	151.23	158.79	166.73	175.07	183.82
94	155.01	162.76	170.90	179.45	188.42
95	158.89	166.83	175.18	183.93	193.13
96	162.86	171.00	179.55	188.53	197.96
97	166.93	175.28	184.04	193.25	202.91
98	171.11	179.66	188.64	198.08	207.98
99	175.38	184.15	193.36	203.03	213.18
100	179.77	188.76	198.19	208.10	218.51

*Range 17 adjusted by 3% based on market review

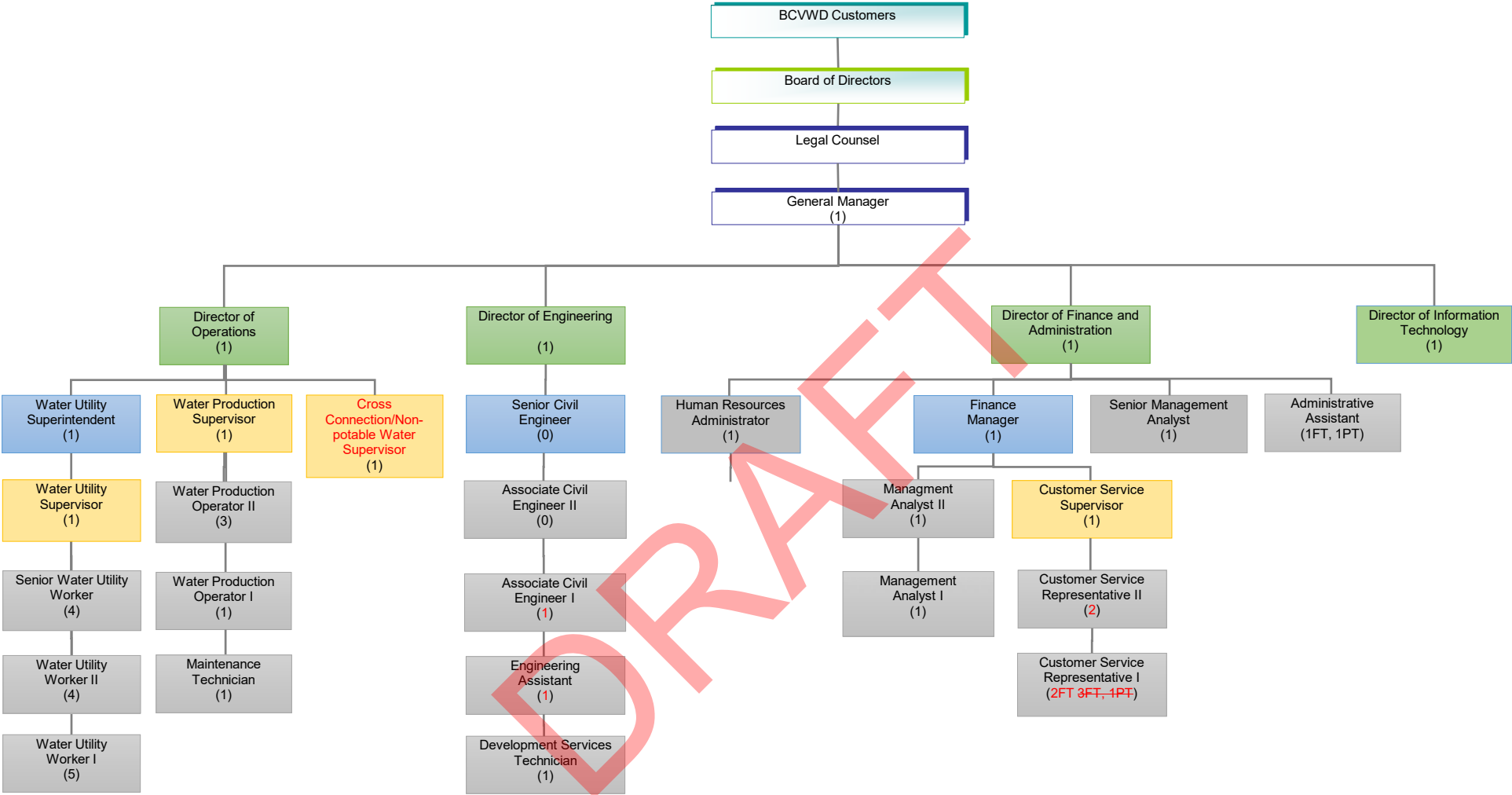
BCVWD Organization Chart 2022



Directors
Managers
Supervisors
Staff

Effective 01/02/2022

BCVWD Organization Chart 2022



Directors
Managers
Supervisors
Staff

Effective 01/02/2023



**Beaumont-Cherry Valley Water District
Personnel Committee
October 18, 2022**

Item 7

STAFF REPORT

TO: Personnel Committee
FROM: Sabrina Foley, Human Resources Administrator
SUBJECT: Update: Workforce and Succession Planning Project

Staff Recommendation

No recommendation; for informational purposes only.

Background

On June 23, 2022, the Board of Directors authorized the General Manager to enter into an agreement with The Mejorando Group for a Workforce and Succession Planning Project. The Personnel Committee requested to receive regular updates about the status and progress of the project.

The Mejorando Group and the Beaumont-Cherry Valley Water District executed a professional services agreement effective June 24, 2022, and which will expire at the end of business on December 31, 2023.

Summary

The Workforce and Succession Planning Project will be conducted in four phases:

- **Phase 1 – Establish the Scope (Current Phase), July-November 2022**
 - Review the District's Strategic Plan and goals
 - Gather and analyze attrition data and retirement projections
 - Deliverables:
 - Kickoff/Launch Meetings
 - List of "At-Risk/Critical" Positions
 - Position Inventory Data Analysis
- **Phase 2 – Create the Succession Planning Program, December 2022-January 2023**
 - Identify staffing levels needed and related knowledge, skills, and abilities (KSAs) and competencies
 - Determine what staff members are available
 - Conduct a gap analysis and establish priorities
 - Deliverables:
 - Assessment of internal employee competencies, comparison of profiles of current and future workforce
 - Interviews with select employees and members of management
 - Conduct a Gap Analysis
 - Draft Report- Succession and Workforce Planning Analysis and Recommendations



- Final Report – Succession and Workforce Planning Analysis and Recommendations
 - Five-year projection of District organizational chart
 - Develop a succession planning handbook
 - Evaluate industry software tools
- Phase 3 – Implement Succession Planning Program, February-March 2023
 - Communicate the Succession Planning Program
 - Implement the Succession Planning Program
 - Deliverables:
 - Career plans for employees
 - Implementation plan
- Phase 4 – Monitor, Evaluate, and Revise, Ongoing

Schedule of Events:

October 17, 2022	HR/Mejorando Group Check-In Meeting
Tentative: November 1-2, 2022	On-site day, kick-off meeting, meetings with stakeholders and employee groups
December 1, 2022	Mejorando Group submits a list of “At-Risk/Critical Positions” and Position Inventory Data Analysis
December 1, 2022	Start of Project Phase 2

Thus far, the Human Resources division has initiated the project with the consultant and established the need for regular project updates. Human Resources has provided necessary data and information for the consultant to commence analysis of attrition data and retirement projections to produce a list of At-Risk positions.

The consultant was on-site on August 4, 2022, to conduct meetings with key stakeholders, including the executive leadership team and management staff.

The status of the project is within budget; however, the timeline has been extended through March 2023. Phase one is 69% complete due to additional scheduled stakeholder meetings and the extension of the project timeline.

Fiscal Impact

To be determined.

Attachments

1. Workforce and Succession Planning Gantt Chart

Staff Report prepared by Sabrina Foley, Human Resources Administrator

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Budget Cost	Actual Cost	Half 2, 2022												Half 1, 2023							
0		Workforce and Succession Planning Project 2022	155 days	Tue 7/5/22	Sat 4/1/23		Budget	\$79,300.00	\$8,977.50																				
1		PHASE 1: ESTABLISH THE SCOPE	87 days	Tue 7/5/22	Thu 12/1/22				\$8,977.50																				
2	✓	Initial HR Meeting	1 hr	Tue 7/5/22	Tue 7/5/22		Human Resources,P		\$285.00																				
3	✓	Personnel Committee Status Update	2 hrs	Tue 7/19/22	Tue 7/19/22		BCVWD Staff,Human Resources		\$0.00																				
4	✓	GM Meeting with Consultant	1 hr	Thu 7/21/22	Thu 7/21/22		BCVWD Staff,Human Resources BCVWD Staff,Patrick		\$285.00																				
5	✓	Materials List (Information Request) for Consultant	9 days	Wed 7/6/22	Wed 7/20/22		Human Resources		\$0.00																				
6	✓	Consultant Materials Review	10 hrs	Thu 7/21/22	Mon 7/25/22		Patrick Ibarra		\$2,850.00																				
7	✓	HR Check-In Meeting	1 hr	Wed 7/27/22	Wed 7/27/22		Human Resources,P		\$285.00																				
8	✓	Consultant Interviews with Management Stakeholders	10 hrs	Thu 8/4/22	Mon 8/8/22		BCVWD Staff,Patrick Ibarra		\$2,850.00																				
9	✓	HR Check-In Meeting	1 hr	Mon 8/8/22	Mon 8/8/22		Human Resources,P		\$285.00																				
10	✓	Consultant Interviews with Board Members	4 hrs	Thu 9/8/22	Thu 9/8/22		Patrick Ibarra		\$1,140.00																				
11	✓	HR Check-In Meeting	0.5 hrs	Wed 8/24/22	Wed 8/24/22		Human Resources,P		\$142.50																				
12	✓	HR Check-In Meeting	1 hr	Thu 9/8/22	Thu 9/8/22		Human Resources,P		\$285.00																				
13	✓	GM Meeting with Consultant	1 hr	Tue 9/27/22	Tue 9/27/22		BCVWD Staff,Patrick		\$285.00																				
14	✓	HR Check-In Meeting	1 hr	Wed 9/28/22	Wed 9/28/22		Human Resources,P		\$285.00																				
15	✓	HR Check-In Meeting	8 hrs	Mon 10/17/22	Mon 10/17/22		Human Resources,P		\$0.00																				
16	✓	Kick-off Meeting	1 day	Wed 11/2/22	Wed 11/2/22		BCVWD Staff,Patrick		\$0.00																				
17	✓	List of "At-Risk/Critical" Positions	2 days	Wed 11/30/22	Thu 12/1/22		Patrick Ibarra		\$0.00																				
18	✓	Position Inventory Data Analysis	2 days	Wed 11/30/22	Thu 12/1/22		Patrick Ibarra		\$0.00																				
19	✓	PHASE 2: CREATE SUCCESSION PLANNING PROGRAM	35 days	Thu 12/1/22	Tue 1/31/23				\$0.00																				
20	✓	Assessment of internal employee competencies	TBD						\$0.00																				
21	✓	Interviews with select employees and members of management	TBD						\$0.00																				
22	✓	Gap Analysis	TBD						\$0.00																				
23	✓	Draft Report - Succsion and Workforce Planning Analysis and Recommendations	TBD						\$0.00																				
24	✓	Final Report - Succesion and Workforce Planning Analysis and Recommendations	TBD						\$0.00																				
25	✓	Five-year projection of District organizational chart	TBD						\$0.00																				
26	✓	Succession Planning Handbook	TBD						\$0.00																				
27	✓	Evaluate industry software tools	TBD						\$0.00																				
28	✓	PHASE 3: IMPLEMENT SUCCESSION PLANNING PROGRAM	35 days	Wed 2/1/23	Fri 3/31/23	19			\$0.00																				
31	✓	PHASE 4: MONITOR, EVALUATE, AND REVISE	2 days	Fri 3/31/23	Sat 4/1/23	28			\$0.00																				

Project: Workforce and Succession Planning
Date: Wed 10/5/22

Task Summary Inactive Milestone Duration-only Start-only External Milestone Manual Progress
Split Project Summary Inactive Summary Manual Summary Rollup Finish-only Deadline Progress
Milestone Inactive Task Manual Task Manual Summary External Tasks

Page 1



**Beaumont-Cherry Valley Water District
Personnel Committee
October 18, 2022**

Item 8

STAFF REPORT

TO: Personnel Committee of the Board of Directors
FROM: Sabrina Foley, Human Resources Administrator
SUBJECT: Policies and Procedures Manual Updates/Revisions

Staff Recommendation

Recommend the updated policies to the Board of Directors for adoption, or provide direction regarding edits to the proposed policies.

Background

At the July 23, 2018 Personnel Committee Meeting, Committee members directed staff to review, revise and update the District’s Policies and Procedures. At the July 27, 2020 meeting, an overview of the proposed changes to the organization of the document was presented. The Committee requested “redlined” versions of changes to review each item thoroughly. Policy Approval Tracking (**Attachment 1**) is provided as an overview of the project thus far. At the November 15, 2021 meeting, the Committee requested an indication of priority policies in the attachment, and staff added highlighting to indicate the highest priority and lowest priority policy updates.

Summary

Staff have consulted several sources to update the content and verbiage of the District’s Policy Manual, including sample policies from the California Special Districts Association, articles published by the California League of Cities and Institute for Local Government, and recently updated manuals of other special districts. The aim of the reorganization of the Policy Manual is to introduce consistency and modernize the document to align with the organizational goals of the District.

Revised policies are drafted using the APA (American Psychological Association) Style for writing style and grammar. The APA style emphasizes continuity, flow, conciseness, bias-free language, and clarity. These objectives parallel the District’s goals for transparency in our public documents and promote clear and enforceable policies.

The proposed policies are presented side-by-side with the current versions, with redline edits shown for clarity (**Attachments 2-6**). The District’s legal counsel has reviewed and recommended the drafted policies.

Summary Table

Policy 3075 Vacation	<ul style="list-style-type: none"> Discussion on revisions will be presented by the General Manager.
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	<ul style="list-style-type: none"> • The Committee has expressed a desire to remove the language for “first year” and allow an earn-as-you-go approach. • The BCVWD Employee’s Association has requested a review of the District’s vacation cap for non-exempt staff, and has proposed a higher cap amount to accommodate employees with more seniority.
<p>Policy 3090 Family and Medical Leave</p>	<ul style="list-style-type: none"> • The District has historically complied with the Family Medical Leave Act (FMLA) by policy, but is not required to do so by law with fewer than 50 employees. • However, the District is required to comply with the California Family Rights Act (CFRA), which is substantially similar. • If the District reaches 50 employees, the District must also comply with FMLA, which in many cases runs concurrently with CFRA. • There is a nuance that the District is an FMLA-eligible agency since BCVWD is a government entity. This means BCVWD must comply with labor posters and communication with employees about FMLA; however, employees are not necessarily eligible for FMLA unless the District has at least 50 employees. • The proposed changes contain significant updates from legal counsel.
<p>Policy 3111 Leave for Crime Victims and Family Members</p>	<ul style="list-style-type: none"> • Proposed new policy to align with CA state law. The proposed language contains significant updates from legal counsel.

Fiscal Impact

No fiscal impact.

Attachments

1. Policy Approval Tracking
2. Proposed Policy Vacation
3. Original Policy Vacation
4. Proposed Policy Family and Medical Leave
5. Original Policy Family and Medical Leave
6. Proposed Policy Leave for Crime Victims and Family Members

Staff Report prepared by Sabrina Foley, Human Resources Administrator

Policy Approval Tracking
BCVWD Policy Manual Project

Policy Number	New Policy Number	Section	Policy Name	Drafted by BCVWD Staff	Responsible Staff	Approved by Legal Counsel	Presented to Personnel Committee	Provisionally Approved by Personnel Committee	Presented to Board of Directors	Approved by Board of Directors	Adoption Date	Resolution Number
1	1000	General	Definitions	Yes	Human Resources	2/16/2021	2/22/2021	2/22/2021	4/14/2021	4/14/2021	4/14/2021	21-006
			Definitions	Additional Edits	Human Resources	6/28/2021	7/19/2021	7/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
2	1005	General	Contractual Provisions	Yes	Human Resources	2/16/2021	2/22/2021	2/22/2021	4/14/2021	4/14/2021	4/14/2021	21-006
N/A	1010	General	Policy Manual	Yes	Human Resources	2/16/2021	2/22/2021	2/22/2021	4/14/2021	4/14/2021	4/14/2021	21-006
			Policy Manual	Additional Edits	Human Resources	Separate Report	N/A	N/A-directed to Board	3/9/2022	3/9/2022	3/9/2022	22-006
3	2000	Administration	Equal Opportunity	Yes	Human Resources	3/15/2021	3/22/2021	3/22/2021	4/14/2021	4/14/2021	4/14/2021	21-006
4	2605	Administration	Affirmative Action	Yes	Human Resources	Recommend to Remove	3/22/2021	3/22/2021	4/14/2021	4/14/2021	4/14/2021	21-006
5	2010	Administration	Access to Personnel Records	Yes	Human Resources	3/15/2021	3/22/2021	3/22/2021	4/14/2021	4/14/2021	4/14/2021	21-006
6	2015	Administration	Harassment	Yes	Human Resources	3/15/2021	3/22/2021	3/22/2021	4/14/2021	4/14/2021	4/14/2021	21-006
7	2020	Administration	Sexual Harassment	Yes	Human Resources	3/15/2021	3/22/2021	3/22/2021	4/14/2021	4/14/2021	4/14/2021	21-006
N/A	2025	Administration	Whistleblower Protection	Yes	Human Resources	3/15/2021	3/22/2021	3/22/2021	4/14/2021	4/14/2021	4/14/2021	21-006
8	3000	Personnel	Employee Status	Yes	Human Resources	4/12/2021	7/19/2021	7/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
			Employee Information and									
N/A	3001	Personnel	Emergency Data	Yes	Human Resources	4/12/2021	6/21/2021	6/21/2021	10/13/2021	10/13/2021	10/13/2021	21-018
N/A	3002	Personnel	Employee Groups	Yes	Human Resources	4/12/2021	5/17/2021	5/17/2021	10/13/2021	10/13/2021	10/13/2021	21-018
N/A	3003	Personnel	Employment Agreements	Yes	Human Resources	5/10/2022	5/17/2022	Tabled				
9	3005	Personnel	Compensation	Yes	Human Resources	7/13/2021	7/19/2021	7/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
			Prevailing Wage-Public Works									
N/A	3006	Personnel	Contractor-Employee Relations	Yes	Human Resources	7/13/2021	9/20/2021	9/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
10 & 49	3010	Personnel	Employee Performance	Yes	Human Resources	7/13/2021	9/20/2021	9/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
			Evaluation									
			Performance Evaluation-General									
11	3015	Personnel	Manager	Yes	Human Resources	8/3/2021	9/20/2021	9/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
12	3020	Personnel	Health and Welfare Benefits	Yes	Human Resources	5/10/2022	5/17/2022	5/17/2022	6/8/2022	6/8/2022	6/8/2022	22-019
13	3025	Personnel	Pay Periods	Yes	Human Resources	10/12/2021	11/15/2021	11/15/2021	5/11/2022	5/11/2022	5/11/2022	
14	3030	Personnel	Gift Acceptance Guidelines	Yes	Human Resources	12/10/2021	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022	
15	3035	Personnel	Outside Employment	Yes	Human Resources	10/12/2021	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022	
16	3040	Personnel	Letters of Recommendation	Yes	Human Resources							
17	3045	Personnel	Executive Officer	Yes	Human Resources							
			Volunteer Personnel Workers'									
18	3050	Personnel	Compensation Insurance	Yes	Human Resources							
			Work Hours, Overtime, and									
19	3055	Personnel	Standby Program	Yes	Human Resources	6/14/2022	7/19/2022	7/19/2022 with revisions	9/14/2022	9/14/2022	9/14/2022	22-025
20	3060	Personnel	Continuity of Service	Yes	Human Resources							
20 (incorrect numbering)												
21	3065	Personnel	Reduction in Force	Yes	Human Resources							
21	3070	Personnel	Holidays	Yes	Human Resources							
22	3075	Personnel	Vacation	Yes	Human Resources	7/14/2022	8/16/2022	Requested edits				
			Pre-Employment Physical									
23	3080	Personnel	Examination	Yes	Human Resources							
24	3085	Personnel	Sick Leave	Yes	Human Resources	7/14/2022	8/16/2022	8/16/2022 with revisions	9/14/2022	9/14/2022	9/14/2022	22-025
25	3090	Personnel	Family and Medical Leave	Yes	Human Resources							
26	3095	Personnel	Pregnancy Disability Leave	Yes	Human Resources							
N/A	3096	Personnel	Lactation Accommodation	No	Human Resources							
27	3100	Personnel	Bereavement Leave	Yes	Human Resources	5/10/2022	5/17/2022	5/17/2022	6/8/2022	6/8/2022	6/8/2022	22-019
28	3105	Personnel	Personal Leave of Absence	Yes	Human Resources							
29	3110	Personnel	Jury and Witness Duty	Yes	Human Resources							
			Leave for Crime Victims and									
N/A	3111	Personnel	Family Members	No	Human Resources							
				Yes; needs modifications from ACWA JPIA	Human Resources							
30	3115	Personnel	Return to Work Policy		Human Resources							
			Occupational Injury and Illness									
31	3120	Personnel	Prevention Program	Yes	Human Resources							
N/A	3121	Personnel	Infectious Disease Control	Yes	Human Resources							
N/A	3122	Personnel	Workplace Violence	Yes	Human Resources							
N/A	3123	Personnel	Theft	No	Human Resources							
32	3125	Personnel	Uniforms and Protective Clothing	Yes	Human Resources							
33	3130	Personnel	Conferences	Yes	Human Resources							
			Occupational Certification and									
34	3135	Personnel	Education	Yes	Human Resources	6/14/2022	8/16/2022	8/16/2022	9/14/2022	9/14/2022	9/14/2022	22-025
			Succession and Workforce									
N/A	3136	Personnel	Planning	Yes	Human Resources							
35	3140	Personnel	Respiratory Protection Program	Yes	Human Resources							
			Driver Training and Record									
36	3145	Personnel	Review	Yes	Human Resources							
37	3150	Personnel	District Vehicle Usage	Yes	Human Resources							
38	3151	Personnel	Personal Vehicle Usage	Yes	Human Resources							
			HIPAA Compliance and Security									
39	3160	Personnel	Officer	Yes	Human Resources							

Priority Legend:
Yellow Highlight = Highest Priority
Light Blue Highlight = Lowest Priority

Policy Approval Tracking
BCVWD Policy Manual Project

Policy Number	New Policy Number	Section	Policy Name	Drafted by BCVWD Staff	Responsible Staff	Approved by Legal Counsel	Presented to Personnel Committee	Provisionally Approved by Personnel Committee	Presented to Board of Directors	Approved by Board of Directors	Adoption Date	Resolution Number
40	3165	Personnel	Tobacco Use	Yes	Human Resources							
41	3170	Personnel	Smoke Free Workplace	Yes	Human Resources							
42	3175	Personnel	Disciplinary Action or Terminations	Yes	Human Resources							
43	3180	Personnel	Nepotism-Employment of Relatives	Yes	Human Resources							
44	3185	Personnel	Confidentiality Regarding Resignations	Yes	Human Resources							
45	3190	Personnel	Internet, E-Mail, and Electronic Communication Ethics, Usage and Security	Yes	Information Technology							
N/A	3191	Personnel	Electronic Signature Policy	No	Information Technology							
46	3195	Personnel	Cellular Telephone Usage	Yes	Information Technology							
47	3200	Personnel	Grievance Procedures	Yes	Human Resources							
48	3205	Personnel	Substance Abuse (In Conformance with Department of Transportation Guidelines)	Yes	Human Resources	12/6/2021	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022	
N/A	3206	Personnel	FMCSA Clearinghouse Registration	No	Human Resources	12/6/2021	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022	
50	3215	Personnel	Personnel Action Form (PAF)	Yes	Human Resources							
51	3220	Personnel	Recruitment, Selection and Onboarding	Yes	Human Resources							
N/A	3225	Personnel	Employee Leave Donation Program and Policy	Yes	Human Resources							
N/A	3230	Personnel	Workers' Compensation	Yes	Human Resources							
N/A	3231	Personnel	Accommodations for Disability	No	Human Resources							
N/A	3235	Personnel	Military Leave	Yes	Human Resources							
N/A	3240	Personnel	Dress Code and Personal Standards	Yes	Human Resources							
N/A	3245	Personnel	Non-Solicitation	No	Human Resources							
N/A	3250	Personnel	Telecommuting	No	Human Resources							
N/A	3255	Personnel	Time off for School Activities	No	Human Resources							
N/A	3260	Personnel	Time off to Vote	No	Human Resources							
1	4005	Board of Directors	Basis of Authority	Yes	HR/Administration							
2	4010	Board of Directors	Members of the Board of Directors	Yes	HR/Administration							
3	4015	Board of Directors	Committees of the Board of Directors	Yes	HR/Administration							
4	4020	Board of Directors	Board President	Yes	HR/Administration							
5	4025	Board of Directors	Board Meetings	Yes	HR/Administration	Verbal Review during meeting	N/A	Directed to Full Board	12/8/2021	12/8/2021	12/8/2021	2021-24
6	4030	Board of Directors	Board Meeting Agendas	Yes	HR/Administration							
7	4035	Board of Directors	Board Meeting Conduct	Yes	HR/Administration							
8	4040	Board of Directors	Board Actions and Decisions	Yes	HR/Administration							
9	4045	Board of Directors	Attendance at Meetings	Yes	HR/Administration							
10	4050	Board of Directors	Minutes of Board Meetings	Yes	HR/Administration							
11	4055	Board of Directors	Rules of Order for Board and Committee Meetings	Yes	HR/Administration							
12	4060	Board of Directors	Training, Education and Conferences	Yes	HR/Administration	6/30/2021	N/A	Directed to Full Board	7/14/2021	7/14/2021	7/14/2021	2021-12
13 & 16	4065	Board of Directors	Remuneration, Director Per Diem Fees	Yes	HR/Administration	6/30/2021	N/A	Directed to Full Board	7/14/2021	Revisions Requested on 7/14/2021	7/14/2021	2021-12
14	4070	Board of Directors	Payment of Expenses Incurred on District Business	Yes	HR/Administration							
15	4075	Board of Directors	Expenditure Reimbursement	Yes	HR/Administration							
17	4080	Board of Directors	Membership in Associations	Yes	HR/Administration							
18	4085	Board of Directors	Ethics Training	Yes	HR/Administration							
N/A	4086	Board of Directors	Anti-Harassment Training	No	HR/Administration							
19	4090	Board of Directors	Code of Ethics	Yes	HR/Administration							
20	4095	Board of Directors	Ethics Policy	Yes	HR/Administration							
N/A	4100	Board of Directors	Electronic Communications and Data Devices at Dais	Yes	HR/Administration	6/28/2021	N/A	Directed to Full Board	7/14/2021	7/14/2021	7/14/2021	2021-11
1	5005	Operations	Emergency Preparedness	Yes	Human Resources							
2	5010	Operations	Emergency Response Guideline for Hostile or Violent Incidents	Yes	Human Resources							
3	5015	Operations	Computer and Business Continuity Security	Yes	Information Technology							
4	5020	Operations	Environmental Health and Safety Compliance Program	Yes	HR/Operations							
5	5025	Operations	Illness and Injury Prevention Program	Yes	HR/Operations							
6	5030	Operations	Budget Preparation	Yes	Finance							

Priority Legend:
Yellow Highlight = Highest Priority
Light Blue Highlight = Lowest Priority

Policy Approval Tracking
BCVWD Policy Manual Project

Policy Number	New Policy Number	Section	Policy Name	Drafted by BCVWD Staff	Responsible Staff	Approved by Legal Counsel	Presented to Personnel Committee	Provisionally Approved by Personnel Committee	Presented to Board of Directors	Approved by Board of Directors	Adoption Date	Resolution Number
7	5035	Operations	Fixed-Asset Accounting Control	Yes	Finance							
8	5040	Operations	Fixed-Asset Capitalization	Yes	Finance							
9	5045	Operations	Investment of District Funds	Yes	Finance							
N/A	5046	Operations	Other Post-Employment Benefits Funding	Yes	Finance	5/10/2022	N/A	N/A	5/11/2022	5/11/2022	5/11/2022	2022-14
10	5050	Operations	Customer Payment Arrangements	Yes	Finance/Customer Service							
11	5055	Operations	Employment of Consultants and Professional Services	Yes	Finance/HR							
12	5060	Operations	Employment of Outside Contractors	Yes	Finance/Administration							
13	5065	Operations	Easement Abandonment	Yes	Administration							
14	5066	Operations	Easement Acceptance	No	Administration							
15	5070	Operations	Encroachment Permits	Yes	Administration							
16	5075	Operations	Credit Card Usage	Yes	Finance							
17	5080	Operations	Purchasing	Yes	Finance							
N/A	5081	Operations	Contract Review Policy	No	Finance/Administration							
18	5085	Operations	Disposal of Surplus Property or Equipment	Yes	Finance							
19	5090	Operations	Records Retention	Yes	Administration							
N/A	5095	Operations	District Residences and Facility Emergency Policy	Yes	HR/Administration	7/21/2020	6/21/2021	Requested edits, sent to Board for review	Requested Edits 10/13/2021	10/28/2021	10/28/2021	2021-19
N/A	5100	Operations	Press Relations and Social Media	Yes	Administration	1/11/2022	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022	
1	6005	Miscellaneous	Purpose of Board Policies	Yes	Human Resources							
2	6010	Miscellaneous	Adoption, Amendment of Policies	Yes	Human Resources							
3	6015	Miscellaneous	Public Complaints	Yes	Human Resources							
4	6020	Miscellaneous	Claims Against the District	Yes	Human Resources							
5	6025	Miscellaneous	Copying Public Documents	Yes	HR/Administration							
6	6030	Miscellaneous	District Standards for the Furnishing of Materials	Yes	HR/Administration							
7	6035	Miscellaneous	Environmental Review Guidelines	Yes	Engineering							
8	6040	Miscellaneous	Annexation	No	Engineering							
9	6045	Miscellaneous	Construction Requirements	No	Engineering							
N/A	7000	Information Technology	Acceptable Use	Yes	Information Technology							
N/A	7005	Information Technology	Accessibility	Yes	Information Technology							
N/A	7010	Information Technology	Electronic Communications	Yes	Information Technology							
N/A	7015	Information Technology	Passwords	Yes	Information Technology							
N/A	7020	Information Technology	Remote Access/VPN	Yes	Information Technology							
N/A	7025	Information Technology	Datacenter Physical Security	Yes	Information Technology							
N/A	7030	Information Technology	Wireless Communications	Yes	Information Technology							
N/A	7035	Information Technology	Mobile Device Security	Yes	Information Technology							
N/A	7040	Information Technology	Internet Use	Yes	Information Technology							
N/A	7045	Information Technology	Information Systems Backup & Data Retention	Yes	Information Technology							
N/A	7050	Information Technology	Personally Identifiable Information	Yes	Information Technology							
N/A	7055	Information Technology	Drones Use	No	Information Technology							
N/A	7060	Information Technology	Security and Technology Access for Independent Contractors	No	Information Technology							

Priority Legend:
Yellow Highlight = Highest Priority
Light Blue Highlight = Lowest Priority

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BEAUMONT-CHERRY VALLEY WATER DISTRICT

PERSONNEL

POLICY TITLE: VACATION
POLICY NUMBER: 3075

3075.1 Application. This policy shall apply to regular and introductory employees in all classifications. Temporary and part-time employees are not eligible for vacation pay (Policy 3000.8.1).

3075.2 Accrual. Vacation shall be earned from the date of hire. Paid vacations shall be accrued according to the following schedule or on an annual basis:

- 1. 0-4 years of service, 80 hours per year;
2. 5-9 years of service, 120 hours per year;
3. 10 years of service, 130 hours per year;
4. 11 years of service, 140 hours per year;
5. 12 years of service, 150 hours per year;
6. 13 years and more, 160 hours per year.

- 1. One (1) through four (4) years of service, eighty (80) hours;
2. Five (5) through fourteen (14) years of service, one hundred twenty (120) hours; or
3. Fifteen (15) years and more, one hundred sixty (160) hours.

3075.3 First Year. An employee with less than 5 years seniority would receive 80 hours paid vacation per year. The first year shall be prorated and accrued per month commencing with the first full month of employment and awarded after January 1 of the following year.

3075.34 Use of Vacation. Employee shall be eligible to use vacation after it is accrued and awarded. If there is sufficient time in the remainder of the calendar year to take or reschedule vacation, and an employee elects not to take or schedule his/her vacation, the District shall have the option of requiring the employee to take a vacation or purchase unused vacation at an employee's regular hourly rate of compensation. An employee may accrue vacation hours up to the maximum allowed explained below. Vacation buy-backs are scheduled on the first pay period in the month of December. Employees are allowed one (1) additional buy-back during the calendar year. Request: The request is submitted to Payroll and will be reviewed and prepared by Human Resources.

- 1. Upon termination, the employee shall be compensated for accrued unused vacation at their current pay rate.

3075.4 Accrual Cap. The District will not allow for accrual of vacation in excess of:

- a. Non-Exempt Employees: 320/160 hrs.

The General Manager reserves the right to allow overages in special circumstances.

- b. Exempt Employees:
i. 1-5 service years 260 hrs.
ii. 6-15 service years 300 hrs.
iii. 16-20 service years 350 hrs.
iv. 21+ service years 380 hrs.

21. HOLIDAYS

- A. Full Time Employees that do not work the holiday shall be credited with eight (8) hours pay. Such eight (8) hours shall be counted as a day worked for the purposes of the computation of overtime.
B. Holidays. The following days shall be recognized and observed as paid holidays:
i. New Years Day;
ii. Martin Luther King, Jr.'s Birthday;
iii. President's Day;
iv. Memorial Day;
v. Independence Day;
vi. Labor Day;
vii. Veteran's Day;
viii. Thanksgiving Day;
ix. Day After Thanksgiving;
x. Christmas Day;
xi. Employee's Birthday; or
xii. Other holidays provided to employees subject to the discretion of the Board.
C. Compensation. An employee required to work the holiday would bank his/her 8 hours and take them at a later date with approval of the Supervisor and General Manager.
D. Exception. A holiday that occurs on a Saturday shall be granted the preceding Friday. A holiday that occurs on a Sunday shall be granted the following Monday.
E. Authorized Leave. When an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall not be charged against said leave with pay.
F. Employees must work the regular business day before and after the holiday to qualify for this benefit, unless a preapproved vacation exists.

22. VACATION

- A. Application. This policy shall apply to regular and introductory employees in all classifications.
B. Accrual. Vacation shall be earned from date of hire. Paid vacations shall be accrued according to the following schedule on an annual basis:
i. One (1) through four (4) years of service, eighty (80) hours;
ii. Five (5) through fourteen (14) years of service, one hundred twenty (120) hours; or
iii. Fifteen (15) years and more, one hundred sixty (160) hours.
C. First Year. An employee with less than five years seniority would receive 80 hours vacation per year. The first year shall be prorated and accrued per month commencing with the first full month of employment and awarded after January 1 of the following year.

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~~3075. Carryover. Employees may "carry over" all accrued, unused vacation into the next year.~~

~~3075.65 Vacation Buy-Back.~~ For the additional buy-back during the year, employees who have been employed with the District for a minimum of ~~one (1)~~ year may elect to ~~buy-back buy back~~ accrued and unused vacation hours. An employee may request to ~~buy-back buy back~~ a minimum of ~~ten (10)~~ hours. To purchase vacation hours, an employee must have a minimum remaining balance of ~~forty (40)~~ hours of vacation leave accrual after the purchase of said vacation hours for the calendar year. The employee will be compensated for such purchased vacation hours at the ~~salary pay~~ rate in effect for that employee at the time the hours are paid.

1. Vacation accruals for which the employee receives compensation will be deducted from the employee's accumulated total.
2. All additional vacation buy-back requests during the year will be processed in the payroll cycle following the date the request was approved.

~~3075.76 Sick Leave.~~ The District will not require an employee to take vacation time in lieu of sick leave during periods of illness (~~Policy 3085~~). However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully depleted. ~~The District will not consider granting a leave of absence for medical reasons until all accumulated sick leave and vacation time have been used.~~

~~3075.87 Scheduling.~~ Employee shall request use of vacation a reasonable time in advance, preferably ~~thirty (30)~~ days, of the proposed vacation. ~~Same day Same day~~ requests are discouraged and will be considered on a case-by-case basis provided that District operations are not interrupted, and in emergency situations.

~~3075.9 At the termination of employment for any reason, the District shall compensate the employee for his/her accumulated and unused vacation time at his/her straight time rate of pay at the time of separation.~~

D. **Use of Vacation.** Employee shall be eligible to use vacation after it is accrued. If there is sufficient time in the remainder of the calendar year to take or reschedule a vacation, and an employee elects not to take or schedule his/her vacation, the District shall have the option of requiring the employee to take a vacation or purchase unused vacation at an employee's regular hourly rate of compensation. An employee is allowed to accrue vacation hours up to the maximum allowed explained below. Vacation buy-backs are scheduled on the first pay period in the month of December. Employees are allowed one (1) additional buy-back during the calendar year. Request is submitted to Payroll and will be reviewed and prepared by Human Resources.

- i. Upon termination, employee shall be compensated for accrued unused vacation at their current pay rate.
- ii. The District will not allow for accrual of vacation in excess of:
 - a. Non-Exempt Employees: one hundred twenty (120).
The General Manger reserves the right to allow overages in special circumstances.
 - b. Exempt Employees:

(1) 1 – 5 service years	260 hrs.
(2) 6 – 15 service year	300 hrs.
(3) 16 – 20 service years	350 hrs.
(4) 21 + service years	380 hrs.

E. **Vacation Buy-Back.** For the additional buy-back during the year, employees who have been employed with the District for a minimum of one (1) year may elect to buy-back accrued, but unused, vacation hours. An employee may request to buy-back a minimum of ten (10) hours. To purchase vacation hours, an employee must have a minimum remaining balance of forty (40) hours of vacation leave accrual after the purchase of said vacation hours for the calendar year. The employee will be compensated for such purchased vacation hours at the salary rate in effect for that employee at the time the hours are paid.

- i. Vacation accruals for which the employee receives compensation will be deducted from the employee's accumulated total.
- ii. All additional vacation buy-back requests during the year will be processed in the payroll cycle following the date the request was approved.

F. **Sick Leave.** The District will not require an employee to take vacation time in lieu of sick leave during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used. The District will not consider granting a leave of absence for medical reasons until all accumulated sick leave and vacation time have been used.

G. **Scheduling.** Employee shall request use of vacation in a reasonable time in advance, preferably thirty (30) days, of the proposed vacation. Same day requests are discouraged and will be considered on a case-by-case basis provided that District operations are not interrupted, and in emergency situations.

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POLICY TITLE: FAMILY AND MEDICAL LEAVE
POLICY NUMBER: 3090

3090.1 ~~The District complies with the Family and Medical Leave Act California Family Rights Act (FMLACFRA) and will grant up to 12 weeks of leave during a 12-month period to eligible employees. The provisions of an employment agreement or MOU with union and/or employee association shall prevail, notwithstanding the contents of this policy, unless said provisions are in conflict with the FMLACFRA. In the event of any conflict between policy and the applicable law, employees will be afforded all rights required by law. The purpose of this policy is to clarify how the District will implement the Family and Medical Leave Act of 1993 (FMLA). The provisions of the contract or MOU with union and/or employee association shall prevail, notwithstanding the contents of this policy, unless said provisions are in conflict with the FMLA.~~

3090.2 **Eligibility.** To be eligible for leave under the ~~FMLA CFRA~~, an employee must have:

- 1. Been employed by the District for at least ~~twelve (12) months (the 12 months of employment do not have to be consecutive); and~~
- 2. Worked for the District at least ~~one thousand two hundred fifty (1,250) hours during the twelve (12) months immediately preceding the commencement of leave.~~

3090.3 **Leave Benefit.**

~~1. Eligible employees will be provided with up to twelve (12) weeks of unpaid leave each year to care for a newborn, adopted, or foster child or for a seriously ill child, parent, or spouse. In addition, employees who are unable to perform the functions of their position because of a serious health condition will also be entitled to twelve (12) weeks of unpaid leave. "Serious health condition" is defined as an acute illness, injury, impairment, or physical or mental condition that entails:~~

~~a. Inpatient care in a hospital, hospice, or residential medical care facility; or,~~

~~1. Continuing treatment by a health care provider, for the following reasons:~~

- ~~a. The birth of a child or placement of a child with the employee for adoption or foster care.~~
- ~~b. To care for a spouse or domestic partner, child, grandchild, grandparent, sibling, or parent who has a serious health condition.~~
- ~~c. For a serious health condition that makes the employee unable to perform the essential functions of his or her job, except for leave taken for disability related to pregnancy, childbirth, or related medical conditions.~~
- ~~d. For any qualifying exigency arising out of the fact that a spouse, domestic partner, child, or parent is a military member on covered active duty or on call to covered active duty status. To care for a covered service member with a serious injury or illness.~~

~~2. The District will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the District will compute the amount of leave the employee has taken under this policy and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.~~

~~2. An eligible employee can take up to 26 weeks for the FMLA military caregiver leave during a~~

- iv. A registered domestic partnership shall be established in California when both persons file a Declaration of Domestic Partnership and are registered with the Secretary of State.
- v. Any other definition of Family Member as defined by the State of California.

E. **Notice.** In order to receive compensation while on sick leave, the employee shall notify a supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical.

F. **Evidence.** If absence from duty by reason of illness occurs, satisfactory evidence may be required by the employee's immediate supervisor or the General Manager. Such evidence may include but is not limited to certification from a licensed physician.

G. **"Buy-Back."**

- i. **Incentive Plan "A."** An employee not using any sick leave for twelve (12) consecutive months may convert their twelve (12) accrued days to cash at a rate of two (2) accrued days for eight (8) hours pay at their regular hourly rate.
- ii. **Incentive Plan "B."** Upon retirement or death, an employee, or his/ her beneficiary, shall be entitled to receive 50% of all accumulated sick leave not compensated for in "A" above.
- iii. **Note.** The beneficiary specified in the previous paragraph shall be the individual indicated on the employee's Life Insurance Beneficiary Form.

25. FAMILY AND MEDICAL LEAVE

A. The purpose of this policy is to clarify how the District will implement the Family and Medical Leave Act of 1993 (FMLA). The provisions of the contract or MOU with union and/or employee association shall prevail, notwithstanding the contents of this policy, unless said provisions are in conflict with the FMLA.

B. **Eligibility.** To be eligible for leave under the FMLA, an employee must have:

- i. Been employed by the District for at least twelve (12) months
- ii. Worked for the District at least one-thousand-two-hundred-fifty (1,250) hours during the twelve (12) months immediately preceding the commencement of leave.

C. **Leave Benefit.**

- i. Eligible employees will be provided with up to twelve (12) weeks of unpaid leave each year to care for a newborn, adopted, or foster child or for a seriously ill child, parent, or spouse. In addition, employees who are unable to perform

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~~single 12-month period. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.~~

- 3. To be eligible for leave under the FMLACFRA, the employee will first be required to use applicable accrued paid leaves permitted by the District, including vacation leave and sick leave ~~for the first part of the twelve (12) week statutory leave, as permitted by law.~~
- 4. ~~If a husband and wife~~ If both parents of a child are both employed by the District, ~~the total number of workweeks of leave to which both may be entitled shall be limited to twelve (12) weeks if leave to which both may be entitled each parent may take 12 weeks of leave (if otherwise eligible) is taken for the birth, adoption, or foster placement of a child~~ or for the purpose of caring for a seriously ill parent.
- 5. Employees taking FMLACFRA a "Family Care Leave" will be required to use all available paid time off (e.g. vacation, floating holidays, etc.) during any ~~"Family Care Leave"~~ FMLACFRA leave as permitted by law. Sick leave may run concurrently with FMLACFRA leave, however employees are not required to use sick leave to cover a CFRA leave in connection with the birth, adoption, or placement of a foster child, or to care for a sick family member. Vacation and sick time off do not accrue during a ~~"Family Care Leave"; an FMLACFRA leave of absence.~~ If a holiday falls during a "Family Care Leave," an FMLACFRA leave of absence, the employee will not receive holiday pay (Policy 3070).
- 6. Employees on leave who were previously covered by the District's health benefit shall continue to be covered at the level and under the conditions that coverage would have been provided if the employee were continuing to work. ~~While on paid leave, the District will continue to make payroll deductions as necessary to collect the employee's share of insurance premiums. While on unpaid leave, the employee must continue to make this payment, either in person or by mail.~~
- 7. At the end of the leave the District will ~~attempt to~~ attempt to reinstate the employee to his/her previous position (unless the position ~~is eliminated no longer exists due to layoff or reduction in force, or has been eliminated or modified due to reasons unrelated to the employee's CFRA leave~~) or to an equivalent job with equivalent pay, benefits, and working conditions. ~~However, the employee will not accrue seniority or employment benefits during the leave period. The employee will be reinstated at the same level of seniority as when the leave commenced. The~~ For employees who take leave for their own serious health condition, District will also require the employee to obtain medical certification or fitness for duty clearance from a health care provider stating that they are able to resume work.

3090.4 Employee Obligations

- 1. ~~In an employee requests leave for the birth, adoption, or the foster placement of a child, and the need for leave is foreseeable, if the event necessitating the leave is foreseeable,~~ the employee must provide his or her supervisor or Human Resources with at least ~~thirty (30) days'~~ thirty (30) days' prior written notice. ~~However, if the date of the birth, adoption, or foster placement requires that leave begin in less than thirty (30) days, the employee must provide the general manager with as much notice as practicable. If the employee requests leave because of a serious health condition, the employee must provide the supervisor with thirty (30) days notice, or with as much notice as practicable. If 30 days' advance notice for leave is not practicable, the employee must provide his or her supervisor with as much notice as possible.~~
- 2. Employees seeking leave on account of a serious health condition must provide Human Resources with a medical certification regarding their condition. ~~If the District has reason to doubt the validity of the medical certification, The~~ If the District has reason to doubt the validity of the medical certification, ~~the~~ The General Manager, ~~or his/her designee,~~ may require employees

the functions of their position because of a serious health condition will also be entitled to twelve (12) weeks of unpaid leave. "Serious health condition" is defined as an acute illness, injury, impairment, or physical or mental condition that entails:

- a. Inpatient care in a hospital, hospice, or residential medical care facility; or,
 - b. Continuing treatment by a health care provider.
- ii. To be eligible for leave under the FMLA, the employee will first be required to use applicable accrued paid leaves permitted by the District, including vacation leave and sick leave for the first part of the twelve (12) week statutory leave. If a husband and wife are both employed by the District, the total number of workweeks of leave to which both may be entitled shall be limited to twelve (12) weeks if leave is taken for the birth, adoption, or foster placement of a child or for the purpose of caring for a seriously ill parent.
 - iii. Employees taking a "Family Care Leave" will be required to use all available paid time off (e.g. vacation, floating holidays, etc.) during any "Family Care Leave". Vacation and sick time off do not accrue during a "Family Care Leave". If a holiday falls during a "Family Care Leave," the employee will not receive holiday pay.
 - iv. Employees on leave who were previously covered by the District's health benefit shall continue to be covered at the level and under the conditions that coverage would have been provided if the employee were continuing to work.
 - v. At the end of the leave the District will attempt to reinstate the employee to his/her previous position (unless the position is eliminated) or to an equivalent job with equivalent pay, benefits, and working conditions. However, the employee will not accrue seniority or employment benefits during the leave period. The District will also require the employee to obtain medical certification that they are able to resume work.

D. Employee Obligations

- i. If an employee requests leave for the birth, adoption, or the foster placement of a child, and the need for leave is foreseeable, the employee must provide his or her supervisor with at least thirty (30) days' prior written notice. However, if the date of the birth, adoption, or foster placement requires that leave begin in less than thirty (30) days, the employee must provide the general manager with as much notice as practicable. If the employee requests leave because of a serious health condition, the employee must provide the Supervisor with thirty (30) days notice, or with as much notice as practicable.
- ii. Employees seeking leave on account of a serious health condition must provide the supervisor with medical certification regarding their condition. The General Manager may require employees to obtain, at the District's expense, a second opinion. If the second opinion differs from the first, the General Manager may require a third opinion from a mutually agreed on health care provider.

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to obtain, at the District's expense, a second opinion. If the second opinion differs from the first, the General Manager or his/her designee may require a third opinion from a mutually agreed upon health care provider.

3. Leave for childbirth or adoption can be taken intermittently (e.g. two (2) days a week or one (1) week per month). FMLACFRA may be taken intermittently if required by a medical certification. Leave for a serious illness, including a pregnancy-related illness, may be taken intermittently when medically necessary or if the employee is unable to perform his/her job intermittently, this need must be included in the medical certification due to a medical condition. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the District's operations.
4. Employees on unpaid leave must make regular and timely payments for their share of insurance premiums. If the employee does not continue these payments, the District may discontinue coverage during the leave, as permitted by law.
5. The District may require an employee on FMLACFRA leave to report periodically on his/her status and intent to return to work.

3090.5 Designation of FMLACFRA Leave

1. Human Resources will complete and provide employees with a Notice of Eligibility within 5 business days of receipt of notice of the need for leave. Human Resources will request a medical certification or other supporting documentation as necessary.
2. Human Resources will complete and provide the employee with a written response to the employee's request for FMLACFRA leave using the FMLACFRA Designation Notice within 5 business days of receipt of the requested medical certification or other supporting documentation.

3090.6 Definitions

1. Serious health condition: an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. This can include conditions with short-term, chronic, long-term, or permanent periods of incapacity.
2. Child: a biological, adopted, or foster child, a stepchild, a legal ward, the child of a domestic partner, or a child of a person standing in loco parentis, who is either under the age of 18, or age 18 or older and "incapable of self-care because of a mental or physical disability" at the time that FMLA leave is to commence.
3. Parent: a biological, adoptive, step or foster father or motherparent, a legal guardian or any individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents "in law."
4. Qualifying exigency: includes short-notice deployment, military events and activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional duties that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave events related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child, or parent in the Armed Forces of the United States, as specified by Section 3302.2 of the Unemployment Insurance Code.

- iii. Leave for chdbirth or adoption can be taken intermittently (e.g. two (2) days a week or one (1) week per month). Leave for a serious illness, including a pregnancy-related illness, may be taken intermittently when medically necessary or if the employee is unable to perform his/ her job intermittently, this need must be included in the medical certification.

26. PREGNANCY DISABILITY LEAVE OF ABSENCE

- A. Under the California Fair Employment and Housing Act (FEHA), if an employee is disabled by pregnancy, childbirth, or related medical conditions, she is eligible to take a Pregnancy Disability Leave (PDL). If she is affected by pregnancy or a related medical condition, she is also eligible to transfer to a less strenuous or hazardous condition or to less strenuous or hazardous duties, if this transfer is medically advisable.
- B. **Length.** The PDL is for any period(s) of actual disability caused by an employee's pregnancy, childbirth, or related medical condition up to four (4) months (or eighty-eight (88) workdays for a full-time employee) per pregnancy.
 - i. The PDL does not need to be taken in one continuous period of time, but can be taken on an as-needed basis.
 - ii. Time-off for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth are all covered by your PDL.
- C. **Compensation.** Generally, the District is required to treat pregnancy disability the same as we treat other disabilities of similarly situated employees. The PDL will be unpaid.
 - i. At the employee's option, she can use any accrued vacation as part of her pregnancy disability leave before taking the remainder of her leave as an unpaid leave. The employee may also be eligible for State Disability Insurance for the unpaid portion of her leave.
 - ii. Taking a PDL may impact certain of the employee's benefits or her seniority date. If the employee wants more information regarding her eligibility for a leave, the impact of the leave on her senior and benefits, and our policy for other disabilities, she should contact her supervisor.
 - iii. An employee returning from an approved PDL of four months or less will be reinstated to her same position or to a comparable position under circumstances allowed by law. The only exception is if the employee's position is eliminated.
- D. **Requirements.** The employee may be required to obtain a certification from her health provider of her pregnancy disability or the medical advisability for a transfer. The certification should include:

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~~Covered active duty: duty during deployment of the member with the Armed Forces to a foreign country. For a member of the Reserve components of the Armed Forces, means duty during the deployment of the member with the Armed Forces to a foreign country under a federal call or order to active duty in support of a contingency operation, in accordance with 296 CR 826.102.~~

~~Covered service member: a current member of the Armed Forces, including a member of the National Guard or Reserves, who is receiving medical treatment, recuperation, or therapy, or is in outpatient status or on the temporary disability retired list for a serious injury or illness.~~

3. ~~3090.7~~ **Leave Interactions.** In most cases, FMLA and CFRA (California Family Rights Act) Leave ~~run concurrently~~ Should the District offer FMLA leave at a future date, FMLA leave will in many instances run concurrently with CFRA leave.

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POLICY TITLE: LEAVE FOR CRIME VICTIMS AND FAMILY MEMBERS

POLICY NUMBER: 3111

3111.1 Pursuant to Labor Code section 230.2, an employee who is a victim of a crime, a member of a crime victim's immediate family (spouse, child, stepchild, sibling, stepsibling, parent, or stepparent), a registered domestic partner of the crime victim, or the child of a registered domestic partner of a crime victim shall be eligible for leave from work in order to attend judicial proceedings related to that crime.

3111.2 "Victim" means a person against whom one of the following crimes has been committed:
a. A violent felony, as defined in subdivision (c) of Section 667.5 of the Penal Code;
b. A serious felony, as defined in subdivision (c) of Section 1192.7 of the Penal Code; or
c. A felony provision of law proscribing theft or embezzlement.

3111.3 In order to be eligible for leave, the employee must provide a copy of the official notice provided to the victim of each scheduled proceeding to Human Resources. When advance notice is not feasible or an unscheduled absence occurs, the employee must, within a reasonable time after the absence, provide the District with documentation evidencing the judicial proceeding from any of the following entities:
a. The court or government agency setting the hearing.
b. The district attorney or prosecuting attorney's office.
c. The victim/witness office that is advocating on behalf of the victim.

3111.4 An employee absent from work to attend a scheduled proceeding may elect to use accrued vacation leave, sick leave, other accrued paid time off, or unpaid leave time.

3111.5 If the court proceeding is completed before the end of the employee's regularly scheduled shift, the employee must report to work if requested by the supervisor.

3111.6 The District shall keep confidential any records regarding an employee's absence from work pursuant to this policy.