



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.*

Tuesday, June 20, 2023 - 5:30 p.m.
560 Magnolia Avenue, Beaumont, CA 92223

TELECONFERENCE NOTICE

*The BCVWD Personnel Committee members will attend in person at the
BCVWD Administrative Office*

*This meeting is available to the public via Zoom teleconference
To access the Zoom conference, use the link below:*

<https://us02web.zoom.us/j/85792068838?pwd=cFArZHZ4aHRlUmlJLeTBCZVpnUGRmdz09>

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 – JUNE 20, 2023

Call to Order: Chair Covington

Roll Call

	John Covington
	Andy Ramirez

	Lona Williams (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**
Minutes may be accepted by consensus
 - a. May 16, 2023 (pages 4 - 8)

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 9 - 10)
6. **Discussion of Remote Work Status** (no staff report)
7. **Request for Restrooms for Field Staff** (no staff report)
8. **Policies and Procedures Manual Updates / Revisions**
 - a. Policy 3235 Military Leave (pages 11 - 20)

9. Action List for Future Meetings

- *Employee Association topics*
- *Policy manual updates (ongoing)*
- *Update: Workforce and Succession Planning Project*
- *District residences*

10. Next Meeting Date: July 18, 2023

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 Personnel Committee in connection with a matter subject to discussion or consideration at a meeting of the Personnel Committee are available for public inspection in the District's office, at 560 Magnolia Avenue, Beaumont, California ("District Office") during business hours, Monday through Thursday from 7:30 a.m. to 5 p.m. 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 or within 24 hours' time as they are distributed to all or a majority of the Board of Directors, except that if such writings are distributed one hour prior to, or during the meeting, they can be made available in the Board Room at the District Office. Materials may also be available on the District's website: www.bcvwd.org.

REVISIONS TO THE AGENDA - In accordance with §54954.2(a) of the Government Code (Brown Act), revisions to this 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 72 hours prior to the Committee Meeting, or download from the District's website: www.bcvwd.org.

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, May 18, 2023 at 5:30 p.m.

CALL TO ORDER

Director Ramirez called the meeting to order at 5:58 p.m.

Attendance. Directors Ramirez and Williams attended in person.

<i>Directors present:</i>	<i>Ramirez, Williams (alternate)</i>
<i>Directors absent:</i>	<i>Covington</i>
<i>Staff present:</i>	<i>General Manager Dan Jagers Director of Finance and Administration Kirene Bargas, PhD Director of Information Technology Robert Rasha Senior Management Analyst Sylvia Molina Water Utility Worker I Melvin Gibson Water Utility Superintendent Julian Herrera Water Utility Supervisor Michael Morales Water Utility Worker Temp Joshua Rogers Administrative Assistant Cenica Smith Administrative Assistant Lynda Kerney</i>
<i>BCVWD Employee Association reps:</i>	<i>Development Services Technician Aaron Walker Maintenance Technician Tommy LeMont Senior Water Utility Worker Andrew Beccera</i>

General Manager Jagers commented on recent staff promotions and changes in MOU group representation.

PUBLIC COMMENT: *None.*

ACTION ITEMS

- 1. Adjustments to the Agenda:** *None.*
- 2. Acceptance of the Meeting minutes**

- a. April 18, 2023

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

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

3. Report / Update from BCVWD Employees Association:

A. Field staff restrooms

Representative Aaron Walker reported that Water Utility Superintendent Julian Herrera had worked with former Human Resources Administrator Sabrina Foley to research portable restroom facilities and to look into purchasing a better quality facility for the field crew, due to the condition of the restrooms at the yard. General Manager Jagers interjected that this just came to the attention of him and Dr. Bargas, and he acknowledged the need for a better restroom facility. There was discussion about options, and it was determined to find solutions and work on a plan to move forward.

In response to a question from Director Ramirez, Mr. Walker explained the communication of the issue through the chain of command.

Director Ramirez asked how long this has been an issue. Mr. Jagers noted there has been an increase in field staff employed and reminded that that the field staff office building has reached the end of its service life. It has a restroom facility, plus port-a-potties located outside. Some work has been done, but new portable facilities are being considered for an interim condition while moving toward a more permanent solution.

Director Ramirez emphasized the chain of command and Mr. Jagers noted that he appreciates items brought to his attention by Director of Operations James Bean, but this communication resulted due to no sharing of information from HR and via conversations held today.

B. Workforce and Succession Planning project

Representative Aaron Walker advised that multiple persons have indicated concerns regarding the Workforce and Succession Planning document. There have been multiple requests to see what the consultant drafted in order to have an idea of what was requested versus what was received.

Director Ramirez advised that it is likely there is no finalized draft of the report as the Personnel Committee has concerns about the direction of the Workforce and Succession Planning project and what was seen. Mr. Jagers provided background on the project and stated the Board has not seen the report. He advised that he and Dr. Bargas reviewed the draft report, and stated that ultimately, the consultant did not get the workforce planning component done, resulting in lack of performance on the contract. The next step is likely discussion by the Board in closed session, he noted, but neither the Personnel Committee nor the Board has directed it to be agendaized for the Board.

Jagers acknowledged some communication from HR to staff, but advised there is nothing in the report that addresses workforce planning or staffing levels, which is a

problem. Work was suspended on the report, and although there are pieces in the draft that may be of value, the part that the Board was interested in is not done.

Mr. Walker asked about the potential for further work on workforce and succession planning. Mr. Jagers detailed the Board's interest in continuing to advance, and pointed to the recent succession of field staff following the retirement of Knute Dahlstrom. The plan is to execute a succession plan, support the field team, and continue to advance. Director Ramirez acknowledged the promotions and acknowledged the draft report is incomplete. He commented on the lack of consultant performance and indicated that the Personnel Committee must now make a decision on how to proceed and make a recommendation to the Board to be able to get someone to do the job.

Director Williams asked if legal counsel had been consulted about the vendor's non-performance. Mr. Jagers said he had, and a decision needs to be made at Board level. He said the District is in a transitional period and discussed staffing related to moving from meter reading to automatic meter reading. The Board has also asked about areas to streamline work, he noted. He detailed several areas of activity and reiterated that the workforce planning needs to be done by the end of this year or early next year in preparation for the rate analysis.

Mr. Jagers assured Director Williams that he had discussed the needs with the consultant. Director Williams recommended the issue be taken to the full Board in closed session with legal counsel to determine what can be done and find another consultant to complete the work. Director Ramirez pointed to the exit clause in a typical professional services agreement and concurred it would be safer discussed in closed session. He said he did not want the team to feel that the issue was dragging. The goal of the general manager and the Board is to get a good product, he noted. He asked Mr. Walker to communicate that to the team.

Mr. Walker advised that the MOU group would likely support hiring another consultant to complete the work. Mr. Jagers further detailed report deficiencies and recommended not re-doing the entire report. Director Ramirez suggested revising the scope of work on the RFP and assuring the two reports could be married.

Director Williams emphasized not wasting money. She reminded that the consultant, The Mejorado Group, was supposed to make a presentation. She said she would like to review the draft and have the representative come to the Board for questioning.

The Personnel Committee directed the general manager to consult with legal counsel to determine how to present the draft report to the Board, how to obtain final direction from the Board on moving forward, and make a determination on any lack of performance on which the Board may want to act.

Director Ramirez suggested having the management team review the draft and determine whether to go out to bid again. Dr. Bargas reminded that there was a second bid for the project, but it was much more expensive.

4. Report / Update from BCVWD Exempt Employees:

Senior Management Analyst Sylvia Molina advised that non-customer facing employees are requesting consideration of a hybrid or remote schedule. This has been discussed with the general manager. She advised there is no consensus among the exempt employees as to what the solution would look like. At some point the employees would

like to have discussion to see if a policy is needed and what it would look like, she said, and described some options.

Ms. Molina also noted that it was revealed at a recent conference on hiring and retention that questions are being asked of employers about their remote work policy or hybrid schedule. It is difficult, as it is not fair for everyone, she acknowledged. She asked the Committee what would be needed from staff as far as research in order to consider such a policy.

General Manager Jagers recalled prior discussion by the Personnel Committee and indicated he had been given sample policies. Of BCVWD's 43 employees, five are on contract, he noted. He said he had advised staff that he does not support a formal policy but would support the opportunity if there are periods where it makes sense and there would be benefit. He explained some content of the formal policies of other districts and indicated it appears to create a management nightmare. He recommended against a formal policy, instead addressing situations informally in the near term to provide flexibility for staff who may have a need that makes sense to support. He acknowledged the need for consideration when recruiting staff.

Director Williams said in her experience, it is more difficult to work at home due to distractions, however she supported the idea if there is a need. She acknowledged that the General Manager is supportive and said it would be her preference to continue.

Mr. Jagers noted there are two current remote work conditions that are working.

Director Ramirez recalled a strong push for a 5-days a week / 8 hours a day schedule. He said he had looked at work-life balance for staff of the District and supported maintaining the 4/10 schedule.

Director Ramirez balanced the request of staff for a fair policy with the need for the general manager to have a structure that works for him to ensure efficiency and optimal operation. The Personnel Committee requested the general manager bring back a suggestion that works for him; a recommendation for a temporary situation with the flexibility needed.

General Manager Jagers emphasized the need for flexibility and for keeping staff healthy. Director Ramirez reiterated that the structure must work well for the general manager while being flexible when possible and kind and fair to the staff. He said Mr. Jagers' approach seems balanced and noted there will be non-negotiables.

Ms. Molina agreed on the need for flexibility and expressed appreciation for the consideration.

5. Report from Human Resources Department

Dr. Bargas presented the report.

Mr. Jagers commented on the promotions and commended Dr. Bargas for fulfilling the role of human resources. He noted that there was no Human Resources department when the Personnel Committee began meeting again in summer of 2017 and the Board gave direction to move it forward. Consultant HR Dynamics has been tasked to talk to employees about needs now that the department is up and running. He noted the unclear communication about the workforce report.

Mr. Jagers advised that the home inspections for the District residences resulted in reports that can allow action to move forward. He noted that one of the homes recently became vacant and needs work.

6. Discussion on Workforce and Succession Planning study and review of invoices

Director Ramirez noted that this subject was previously discussed (Item 3B).

7. AB 1484 Temporary Public Employees

Dr. Bargas referred the Committee to the definition of temporary employees.

8. Policies and Procedures Manual Updates / Revisions

- Policy 5090 Records Retention: Dr. Bargas noted that much of this policy is per requirements.
- Policy 6025 Public Documents and Public Records Act Requests
- Policy 3230 Workers Compensation
- Policy 3231 Accommodation for Disability

Dr. Bargas confirmed these proposed policies have been reviewed by legal and the MOU group.

The Committee recommended moving forward Policies 5090, 6025, 3230 and 3231 to the Board for consideration by consensus.

Director Ramirez emphasized that the Personnel Committee has strongly pushed for the safety-related policies to be addressed first.

9. Action List for Future Meetings

- *Employee Association topics*
 - *Discussion of future related to workforce planning for field and office staff (General Manager Jagers assured there is no current plan to change staffing level, but to have different approaches)*
- *District residences*
- *Policy manual updates (ongoing)*

10. Next Meeting Date: Tuesday, June 20, 2023, at 5:30 p.m.

ADJOURNMENT: 7:20 p.m.

Attest:

DRAFT UNTIL APPROVED

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



**Beaumont-Cherry Valley Water District
Personnel Committee Meeting
June 20, 2023**

Item 5

HUMAN RESOURCES REPORT

TO: Board of Directors – Personnel Committee

FROM: Dr. Kirene M. Bargas, Director of Finance and Administration

SUBJECT: Human Resources Department Report for the Month of May 2023

Table 1: Personnel

The below table represents Workforce.

Total Current Employees (Excluding Board Members)	45
Full-Time Employees	38
Part-Time	2
Temporary	5
Interns	0
Separations	1
Retired Employee(s)	0

Table 2: New Hires

The below table represents new hires.

Employee Name	Job Title	Department
Robert Saiz	Temp Water Utility Worker	Operations
Ruben Chavez	Temp Water Utility Worker	Operations
Nicholas Ramos	Engineering Intern	Engineering

Table 3: Anniversaries*

The below table represents BCVWD employee anniversaries.

Employee Name	Department	Years of Service
Anthony Cove	Operations	28 years
Dwan Lee	Operations	25 years
Eric Dahlstrom	Operations	19 years
Mark Swanson	Engineering	5 years
Andrew Baccera	Operations	5 years
Adam Nelson	Operations	2 years
Justin Petruescu	Operations	1 year

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

**Table 4: Promotions or Division/Title Change**

The below table represents promotions or Division/Title Changes.

Employee Name	Former Title	Promotion to
Julian Hererra	Water Utility Supervisor	Water Utility Superintendent
Justin Petruescu	Water Utility Worker I	Water Utility Worker II
Joshua Rogers	Temp Water Utility Worker I	Water Utility Worker I
Dontae Williams	Temp Water Utility Worker I	Water Utility Worker I
Jordan Smith	Water Utility Worker I	Senior Water Utility Worker
Michael Morales	Senior Water Utility Worker	Water Utility Supervisor

Table 5: Recruitment

The below table represents active/closed recruitment(s).

Position	Department	Closing Date
Engineering Assistant	Engineering	Selection Made
Water Utility Worker II (Internal)	Operations	Selection Made
Senior Water Utility Worker (2) (Internal)	Operations	Selection Made
Engineering Intern	Engineering	Selection Made
Water Utility Superintendent (Internal)	Operations	Selection Made
Temporary Water Utility Worker I (Internal)	Operations	Selection Made
Water Utility Supervisor	Operations	Selection Made
Water Utility Worker I	Operations	Selection Made

Table 6: Separation/Retirement

The below table represents employees separating from BCVWD.

Employee Name	Position Held	Department	Last Day
Daqui Minott	Temp WUW1	Operations	5/30/2023

Table 7: Communications

The below table represents HR communications to BCVWD employees.

Communication	Topic
Employment Opportunities, Recruitment, Promotions, Separations	Personnel
Safety Training	Safety
Ergonomics Assessments (April & May) Waiting on Report	Safety
Beaumont Library Summer Program 2023	Education

Prepared by Dr. Kirene M. Bargas, Director of Finance & Administration



**Beaumont-Cherry Valley Water District
Personnel Committee
June 20, 2023**

Item 8

STAFF REPORT

TO: Personnel Committee of the Board of Directors
FROM: Dr. Kirene M. Bargas, Director of Finance and Administration
SUBJECT: Policies and Procedures Manual Updates/Revisions

Staff Recommendation

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

Executive Summary

N/A

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 b**) 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. The Board identified that safety-related policies are to be top priority.

Summary

Several sources were consulted 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, plus direction from the Board. The APA style emphasizes continuity, flow, conciseness, bias-free language, and clarity. These objectives parallel the District's goals for transparency in 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 (**Attachment a**). The District's legal counsel has reviewed and recommended the drafted policies.



Summary Table

Policy 3235 Military Leave	<ul style="list-style-type: none">• Proposed new policy• Reviewed by legal counsel• Sets forth District procedures to eliminate questions or unknowns in the event of military leave• Provides transparency and fairness
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Fiscal Impact

No fiscal impact.

Attachments

- a. Proposed Policy 3235 Military Leave
- b. Policy Approval Tracking

Staff Report prepared by Lynda Kerney, Administrative Assistant

POLICY TITLE: MILITARY LEAVE
POLICY NUMBER: 3235

3235.1 Purpose.

Military leave is governed by state and federal law. The intent of this policy is to set out the basic parameters of applicable law and is not intended to expand any rights beyond those provided by law, except as specifically stated herein. In the event of any inconsistency between this policy and applicable law, the federal or state law will prevail.

3235.2. Employees who are or become a member of the reserve corps of the armed forces of the United States, the National Guard or the naval militia, or organized reserves of California shall be entitled to leaves of absence and employment rights and privileges provided by the Military and Veterans Code of the State of California.

3235.3 Military Leave shall be in accordance with Federal and State Law and will correlate with the District's "most favorable" benefits.

3235.4 A Beaumont-Cherry Valley Water District regular employee may be entitled to the following rights as outlined below

3235.5 **Eligibility.** Eligible employees are members of the armed forces of the United States, the National Guard, or the naval militia, members of the California State Guard (Military Reserve) or armed forces reserves, or as otherwise described in federal and state law.

3235.5.1 Eligible employees may also be an employee who performs duties as a volunteer firefighter, as a reserve peace officer, or as emergency rescue personnel shall be permitted to take temporary leaves of absence, not to exceed an aggregate of 14 days per calendar year, to engage in fire, law enforcement, or emergency rescue training

3235.6 Definitions.

3235.6.1 Armed Forces or Armed Forces of the United States: The United States Air Force, Army, Navy, Marine Corps, Coast Guard, Revenue Marine Service, and the Army and Navy Nurse Corps.

3235.6.2 Military Leave: the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority, and includes active duty, active duty for training, initial active duty for training (weekend drills), full-time National Guard duty, and a period for which an employee is absent for the purpose of an examination to determine the fitness of the person to perform any such duty.

3235.6.3 Active Duty: ordered duty as a member of a reserve component of the armed forces of the United States, as a member of the National Guard or Naval Militia.

3235.6.4 Inactive Duty: drills and other types of training performed periodically by reserve and National Guard members whose status is inactive and does not change to active during the time of their participation. This is usually two (2) days per month for most reserve units to drill, or as otherwise provided by law.

3235.6.5 Annual Training: the District grants short-term military leave for annual training such as active duty military training, encampment, naval cruises and special exercises.

3235.6.6 30-day period: The first 30 calendar days of any military leave of absence. Military leave begins on the first day of ordered duty

3235.7 Types of Leave

3235.7.1 Long-Term Military Leave: an order to report for active duty in the armed forces, National Guard or Naval Militia for a period in excess of one hundred and eighty (180) days.

3235.7.2 Temporary Military Leave: an order for military duty for purposes of active military training, inactive duty training, encampment, naval cruises, special exercises or like activity, providing that the period of ordered duty does not exceed one hundred and eighty (180) calendar days, including travel time involved in going to and returning from that duty. (MVC § 395(a))

3235.7.3 War or National Emergency Leave: leave when the President of the United States has determined that it is necessary to augment the active forces for any operational mission, or in time of a national emergency declared by the President or the Congress of the United States.

3235.7.4 Emergency Military Leave: military leave for members of the National Guard during such time as the Governor of California may have issued a proclamation of a state of extreme emergency under the provisions of Section 143 or 146 of the Military and Veterans Code or during such time as the National Guard may be on active duty for one or more situations in Section 146 of the Military and Veterans Code. (MVC §395.05 (a))

3235.7.5 Other Eligible Leave: an employee who performs duties as a volunteer firefighter, as a reserve peace officer, or as emergency rescue personnel shall be permitted to take temporary leaves of absence, not to exceed an aggregate of fourteen (14) days per calendar year, to engage in fire, law enforcement, or emergency rescue training.

3235.8 Review and Approval. Every military leave request shall be subject to review and approval by the General Manager. However, request for active duty military leave will be granted.

3235.9 Notice and Orders. Employees who have been ordered to military service shall provide advance notice (orally or in writing) as soon as practicable to their immediate supervisor or department head unless military necessity prevents the giving of notice, or the giving of notice is impossible or unreasonable. A copy of military orders and/or the annual drill schedule must be submitted as soon as available. Official orders are required for periods of military leave exceeding thirty (30) days and may be required for other periods of military leave.

3235.10 Length of Service. The length of military leave is the period of active duty not including travel time going to and returning from such duty unless the orders provide for additional travel time.

3235.10.1 To receive the rights and benefits of emergency military leave, an employee must begin active duty within 10 calendar days after:

- (1) the last day physically worked, or
- (2) the last day on vacation or compensating time off before the active duty date.

3235.11 Pay While on Military Leave. Pay means compensation that is equal to the employee's regular gross pay for the days and hours that the employee is normally scheduled to work. This involves the number of working hours the employee would normally work during a period of 30 calendar days and does not include overtime. This does not represent 30 workdays of pay.

3235.11.1 Employee shall be responsible to pay the required employee and dependent contributions, if any, toward any benefits.

3235.11.2 Except as otherwise provided by law or a duly adopted resolution, ordinance, memorandum of understanding, or this policy, military leave shall be unpaid.

3235.11.3 An employee on military leave is entitled to salary and benefits as provided by law or as outlined if:

(1) Employee has been in the service of the District for a period of not less than one year immediately prior to the day on which the absence begins

(2) There has been no break in the continuity of service to the District, and

(3) The employee has 26 qualifying pay periods of District service immediately prior to the active duty date, constituting one year of service.

3235.11.4 The District will pay the salary of an employee with one year of service to BCVWD on qualifying military leave up to a maximum of 30 calendar days in one fiscal year

3235.11.5 Unpaid period. An employee is not paid for the time between release from active military duty and reinstatement to District service unless an election is made to receive pay.

3235.11.6 The District does not pay for Inactive Duty Training (MVC 395.01(b))

3235.12 Travel Time.

3235.12.1 Travel time is not included in military leave for purposes of pay unless the orders clearly state travel time is part of the active duty.

3235.12.2 An employee may use the day prior to the active duty date for travel unless the orders indicate otherwise. If traveling on a working day, the employee may use any accrued paid time off except sick leave to receive pay for the travel time.

3235.12.3 If travel time is used, the District must consider the travel time when computing whether the employee qualifies for pay.

3235.13 Inactive Duty Training.

3235.13.1 Inactive duty such as scheduled reserve drill periods also qualifies for a military leave of absence.

3235.13.1 The District does not grant paid time off for inactive duty leaves.

3235.13.2 An employee may use any accrued paid time off except sick leave to attend scheduled reserve drill periods or perform other inactive duty reserve obligations.

3235.14 Health Insurance and Insurance Premium Benefits.

3235.14.1 Long Term or Temporary Military Leave: BCVWD will continue to pay its designated contribution toward the cost of health and life insurance premiums for the employee and any dependents for up to four (4) months in a calendar year for an employee on military leave, whether such leave is paid or unpaid.

3235.14.1 (a) Employees with fewer than thirty (30) days of service with BCVWD will not be eligible for health insurance or life insurance benefits pursuant to BCVWD's health insurance or life insurance plans.

3235.14.1(b) For periods of unpaid military leave of thirty-one (31) days or more, following an expiration of the four month period set forth in subsection 3235.15.a.i above, employees may elect to pay for continuation coverage (COBRA) for up to the lesser of : (1) twenty-four (24) months from the date the leave began or (2) the day after the date on which the person fails to apply for or return to a position of employment. (38 U.S.C. §4317). The cost the employee must pay is not more than one hundred and two (102) percent of the cost of the health benefit coverage as determined by COBRA.

3235.14.2 War or National Emergency: Employee will continue to receive health insurance benefits for up to one hundred and eighty (180) calendar days (or seven hundred and thirty (730) days if called to active

duty for the War on Terrorism). After one hundred and eighty (180) days, an employee may elect to continue health benefit coverage under COBRA. The cost the employee must pay is not more than one hundred and two (102) percent of the cost of the health benefit coverage as determined by COBRA.

3235.14.3.1 Health benefits for the employee may continue for up to twenty-four (24) months while on paid military leave.

3235.14.3.2 An employee may elect to discontinue health benefits while on military leave. If later rejoining the District, the employee must re-enroll within sixty (60) days. Otherwise, the employee must wait until an open enrollment period.

3235.15 **Retirement Benefits:** An employee on military leave retains membership in the California Public Employees' Retirement System (CalPERS). While on unpaid military leave, retirement contributions are not deducted from the employee's payroll. An employee may apply for CalPERS service credit for military duty by contacting CalPERS.

3235.16 **Other Benefits:** BCVWD offers additional benefits such as supplemental insurance, an employee assistance program, and others. Questions regarding other benefit plans should be referred to Human Resources.

3235.17 **Vacation, Sick Leave, Holiday Pay**

3235.17.1 Vacation and Sick Leave

(a) An employee on military leave will continue to accrue vacation and sick leave for up to one hundred and eighty (180) days. Upon return, these credits will be given at the same rate that would have applied if the employee had remained on the job.

(b) After War or national emergency military leave: Employee is eligible to receive vacation and sick leave for up to 24 months, based on the length of military leave. Employee begins earning vacation and sick leave immediately upon return at the rate they would have received had they remained on the job.

(c) All military service will be counted as District service for the purpose of vacation benefits accrual.

(d) Unused vacation or sick leave will be credited upon the employee's return to work.

3235.17.2 Holidays: An employee will be paid for any BCVWD holidays that fall during a period of military leave to the extent that the employee would otherwise be eligible for holiday pay.

3235.17.3 While on military leave an employee may draw from accrued paid time off, except for sick leave, at any time. Human Resources must be notified to process this request. (38 U.S.C. §4316)

3235.18 **Reinstatement.**

3235.18.1 Reinstatement rights will be as provided by state and/or federal law.

3235.18.2 If the employee was serving in a probationary period at the time of military leave the time remaining to be served in the probationary period must be completed upon return.

3235.18.3 To return to the job after completing military leave, the employee should contact Human Resources or the Director of Finance and Administration to request reinstatement. A written request is encouraged.

3235.18.4 A copy of the military separation document will be required. The separation document may be:

(a) Department of Defense Form 214 (DD214) or

- (b) Any other correspondence which either identifies the branch of service or is printed on the official letterhead of the branch of military service.

3235.18.5 The military separation document must provide:

- (a) The condition of the employee's release from the military service (for example, "honorable," "general," "under honorable conditions" are considered satisfactory discharges),
- (b) The date the employee entered active duty, and
- (c) The date the employee was released from duty.

3235.19 Employees with Less than One Year of Service.

3235.19.1 If an employee has served less than one year of employment with BCVWD, any periods of military leave will be unpaid.

3235.19.2 For an employee with more than thirty (30) days employment but less than one year of employment with BCVWD, the employer's designated contribution toward the cost of health and insurance for the employee and dependents will be paid up to four (4) months while the employee is on military leave.

3235.19.3 An employee with less than one year of service with BCVWD may use accrued vacation time, holidays or other compensatory time, except for sick leave, for any military leave. Benefits shall continue to accrue normally during any paid leave period.

3235.20 Military Family Leave. An employee who is a military spouse may be eligible for unpaid family leave for up to ten (10) days. (MVC §395.10)

3235.20.1 For an employee to qualify for this unpaid leave, the spouse must meet the following conditions:

- (a) Is a member of the U.S. Armed Forces, National Guard, or Reserves; and
- (b) If a member of the U.S. Armed Forces, has been deployed during wartime to an area designated as a combat theater or combat zone; and
- (c) If a member of the National Guard or Reserves, has been ordered to active duty during a period of military conflict, pursuant to Sections 12301 or 12302 of Title 10 of the U.S. Code or Title 32 of the U.S. Code.

3235.20.2 When requesting this unpaid leave, the military spouse must provide documentation to BCVWD that shows both the requested leave and the spouse's deployment will occur during the same period.

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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
2	1005	General	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
N/A	1010	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
			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
3	2000	Administration	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
4	2005	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
5	2010	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
6	2015	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
7	2020	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
N/A	2025	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
8	3000	Personnel	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
			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									
			Evaluation	Yes	Human Resources	7/13/2021	9/20/2021	9/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
11	3015	Personnel	Performance Evaluation-General									
12	3020	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
13	3025	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
14	3030	Personnel	Pay Periods	Yes	Human Resources	10/12/2021	11/15/2021	11/15/2021	5/11/2022	5/11/2022	5/11/2022	22-016
15	3035	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	22-016
16	3040	Personnel	Outside Employment	Yes	Human Resources	10/12/2021	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022	22-016
17	3045	Personnel	Letters of Recommendation	Yes	Human Resources							
			Executive Officer	Yes	Human Resources							
18	3050	Personnel	Volunteer Personnel Workers'	Yes	Human Resources							
			Compensation Insurance									
19	3055	Personnel	Work Hours, Overtime, and	Yes	Human Resources	6/14/2022	7/19/2022	7/19/2022 with revisions	9/14/2022	9/14/2022	9/14/2022	22-028
20	3060	Personnel	Standby Program	Yes	Human Resources							
20 (incorrect numbering)			Continuity of Service									
21	3065	Personnel	Reduction in Force	Yes	Human Resources							
22	3070	Personnel	Holidays	Yes	Human Resources							
23	3075	Personnel	Vacation	Yes	Human Resources	11/8/2022	1/17/2023	1/17/2023	2/8/2023	2/8/2023	2/8/2023	23-005
24	3080	Personnel	Pre-Employment Physical Examination	Yes	Human Resources							
25	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	22-028
26	3090	Personnel	Family and Medical Leave	Yes	Human Resources	8/31/2022	10/18/2022	Move to Board for discussion, w/ counsel	12/14/2022	12/14/2022	12/14/2022	22-043
N/A	3095	Personnel	Pregnancy Disability Leave	Yes	Human Resources	9/1/2022	9/20/2022	9/20/2022	12/14/2022	12/14/2022	12/14/2022	22-043
27	3096	Personnel	Lactation Accommodation	Yes	Human Resources	8/25/2022	9/20/2022	9/20/2022	12/14/2022	12/14/2022	12/14/2022	22-043
28	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
29	3105	Personnel	Personal Leave of Absence	Yes	Human Resources							
30	3110	Personnel	Jury and Witness Duty	Yes	Human Resources							
N/A	3111	Personnel	Leave for Crime Victims and									
31	3115	Personnel	Family Members	Yes	Human Resources	9/29/2022	10/18/2022	10/18/2022	12/14/2022	12/14/2022	12/14/2022	22-043
32	3120	Personnel	Return to Work Policy	Yes	Human Resources	1/11/2023	1/17/2023	1/17/2023	2/8/2023	2/8/2023	2/8/2023	23-005
N/A	3121	Personnel	Occupational Injury and Illness									
N/A	3122	Personnel	Prevention Program	Yes	Human Resources	1/11/2023	1/17/2023	1/17/2023	2/8/2023	2/8/2023	2/8/2023	23-005
			Infectious Disease Control	Yes	Human Resources	2/2/2023	2/21/2023	2/21/2023	3/15/2023	3/15/2023	3/15/2023	
N/A	3123	Personnel	Workplace Violence	Yes	Human Resources	2/2/2023	2/21/2023	2/21/2023	3/15/2023	3/15/2023	3/15/2023	
32	3125	Personnel	Asset Protection and Fraud	Yes	Human Resources							
33	3130	Personnel	Uniforms and Protective Clothing	Yes	Human Resources	3/14/2023	3/21/2023	4/18/2023	5/10/2023	5/10/2023	5/10/2023	23-13
34	3135	Personnel	Conferences	Yes	Human Resources							
			Occupational Certification and Education	Yes	Human Resources	6/14/2022	8/16/2022	8/16/2022	9/17/2022	9/17/2022	9/17/2022	22-028
N/A	3136	Personnel	Succession and Workforce Planning	Yes	Human Resources							
35	3140	Personnel	Respiratory Protection Program	Yes	Human Resources							
36	3145	Personnel	Driver Training and Record									
37	3150	Personnel	Review	Yes	Human Resources	3/14/2023	3/21/2023	3/21/2023	4/12/2023	4/12/2023	4/12/2023	23-10
38	3151	Personnel	District Vehicle Usage	Yes	Human Resources							
39	3160	Personnel	Personal Vehicle Usage									
40	3165	Personnel	HIPAA Compliance and Security Officer	Yes	Human Resources							
			Tobacco Use	Yes	Human Resources							

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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	22-016
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	22-016
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	2019	2019	2019	10/9/2019	10/9/2019	10/9/2019	2019-011
N/A	3230	Personnel	Workers' Compensation	Yes	Human Resources	5/9/2023	5/16/2023	5/16/2023	6/14/2023	6/14/2023	6/14/2023	2023-17
N/A	3231	Personnel	Accommodations for Disability	No	Human Resources	5/9/2023	5/16/2023	5/16/2023	6/14/2023	6/14/2023	6/14/2023	2023-17
N/A	3235	Personnel	Military Leave	Yes	Human Resources	6/14/2023	6/20/2023					
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	11/8/2022	11/15/2022	11/15/2022	12/14/2022	12/14/2022	12/14/2022	22-043
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	11/8/2022	11/15/2022	11/15/2022	12/14/2022	12/14/2022	12/14/2022	22-043
N/A	5031	Operations	User Fee Cost Recovery	Yes	Finance	?	N/A	N/A	12/14/2022	12/14/2022	12/14/2022	22-039

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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	N/A	12/14/2022	12/14/2022	12/14/2022	22-042
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	4/28/2023	4/18/2023	5/16/2023	6/14/2023	6/14/2023	6/14/2023	2023-17
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	2022-016
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	Public Records	Yes	HR/Administration	4/28/2023	4/18/2023	5/16/2023	6/14/2023	6/14/2023	6/14/2023	2023-17
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							

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