



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, September 19, 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=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 – SEPTEMBER 19, 2023

Call to Order: Chair Covington

Roll Call

	John Covington, Chair
	Andy Ramirez

	Lona Williams (alternate)
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PERSONNEL COMMITTEE MEETING – SEPT. 19, 2023 - *continued*

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. August 15, 2023 (pages 4 - 7)

ACTION ITEMS

3. **Report / Update from BCVWD Employees Association** (no staff report)

Association Representatives		
Andrew Becerra	Tommy Lamont	Luis Lomeli

4. **Report / Update from BCVWD Exempt Employees** (no staff report)
5. **Human Resources Department Report** (pages 8 - 9)
6. **Policies and Procedures Manual Updates / Revisions** (pages 10 - 30)
 - a. Policy 3235 Military Leave
7. **Review of Policy Tracking Matrix** (pages 31 - 38)
 - a. Status of Policy Revisions / Updates
 - b. Prioritization of Policy Revisions
 - c. Schedule for Project Completion: continue with individual policies or schedule a workshop

8. Results of Employee Benefits Survey – August 2023 (pages 39 - 41)

9. Review of Health Insurance Options Report of December 8, 2021 (pages 42 - 61)

10. Action List for Future Meetings

- a. Employee Association topics
- b. Policy manual updates (ongoing)
- c. Health insurance options: research update
- d. District residences: bring back the policy document to full Board (presented to Board at 9/13 meeting)

11. Next Meeting Date: October 17, 2023

12. 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, August 15, 2023 at 5:30 p.m.

CALL TO ORDER

Chair Covington called the meeting to order at 5:35 p.m.

Attendance. Directors Covington and Ramirez attended in person.

<i>Directors present:</i>	<i>Covington, Ramirez</i>
<i>Directors absent:</i>	<i>None</i>
<i>Staff present:</i>	<i>General Manager Dan Jagers Director of Finance and Administration Kirene Bargas, PhD Assistant Director of Finance and Administration Sylvia Molina Director of Information Technology Robert Rasha Management Analyst II Lorena Lopez Executive Assistant Lynda Kerney</i>
<i>BCVWD Employee Association reps:</i>	<i>Customer Service Representative II Luis Lomeli Water Production Operator II Joshua McCue</i>

PUBLIC COMMENT:

General Manager Jagers introduced new MOU group representative Luis Lomeli, replacing Aaron Walker.

ACTION ITEMS

- 1. Adjustments to the Agenda:** *None.*
- 2. Acceptance of the Meeting minutes**
The July 18, 2023 meeting was cancelled
 - a. June 20, 2023

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

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

3. Report / Update from BCVWD Employees Association:

Dr. Kirene Bargas confirmed for the record that the MOU group is represented by:

- Luis Lomeli
- Tommy Lamont
- Andrew Becerra

4. Report / Update from BCVWD Exempt Employees: None.

5. Report from Human Resources Department

Assistant Director of Finance and Administration Sylvia Molina presented highlights of the report:

- Currently 44 employees
- Several promotions
- Recruitment of HR Manager is in process
- Increased participation in the 457 plan
- Received Great Place to Work award

Director Ramirez commented on the increase in 457 participation and Ms. Lopez noted that the program representatives from Voya will be at the District again in September for Open Enrollment.

6. Policies and Procedures Manual Updates / Revisions

Policy 3235 Military Leave: Ms. Molina reminded the Committee of previous discussion at the June meeting and presented the revisions, noting the HR Dynamics and legal counsel had made adjustments. It was provided to the MOU group for review but no comments were received, she noted.

Ms. Molina presented options for the Committee to consider and explained District current practice. The fiscal impact to the District can be calculated based on options selected by the Board.

Director Ramirez requested a comparison of regulations and options in a table format for the September meeting.

Director Covington requested a redline comparison to the policy draft presented previously, and a legal summary.

Director Ramirez said he would prefer a primer on what the law covers and requested an outline of what is being recommended by the consultant.

Directors requested that HR Dynamics attend the September 19 meeting via teleconference to provide any clarifications.

General Manager Jagers recapped; staff to provide for the next meeting:

- Redline version
- Recommended changes / what was done in the past
- Table of requirements and options
- Legal summary

7. Health Insurance Premium Increases for 2024

Ms. Molina advised that these increases are always considered during budget preparation and are offered here for transparency. She noted an overall 10.95 percent increase in health insurance on average. Not everyone has the same plan, but during budgeting the District assumes the maximum, she said. Premiums are fully paid by the District, she noted.

Director Ramirez pointed out that Blue Shield and United Health Care had increased by less than 3 percent. GM Jagers noted that those that had increased a lot, had gone down last year. With a cost average over time, they will align with the increases.

Director Covington noted there is no EPO offered in Region 3. Ms. Molina explained that CalPERS determines what plans are available. There will be a conference in October and the question can be asked, she noted. Covington confirmed the request for information.

In response to Director Covington, Ms. Lopez noted that the Anthem Blue Cross plan was the most active, and the average monthly cost is \$1,690 per employee.

Directors noted that they had not heard positive things about Kaiser.

Director Covington noted that CalPERS sets the plans, and recalled a previous report. Mr. Jagers confirmed that in December 2021 Keenan and Associates made a presentation to the Board regarding leaving CalPERS insurance. Director Covington indicated it would be good to revisit that and understand the options for staff. He noted that the cost difference between an HMO and EPO is minimal, but the level of service is dramatically different.

Director Covington requested investigating the options to offer to staff; refreshing the information and picking up where the 2021 analysis was left off in order to make some decisions for 2025. Mr. Jagers cautioned that it was a rigorous 1 to 1.5 year process and required buying the way out of certain things. Covington noted that it may be possible to eliminate two HMO options and add a better coverage EPO at less cost to the District. He said his goal was to lower costs for medical insurance while providing a better plan.

Director Ramirez said he had not heard any complaints about the health insurance. He asked if a survey had been done about the dental and vision plans to determine if staff felt there was adequate coverage. Mr. Jagers reminded that the District offers self-pay vision and dental plans and that a general look and value update was done in 2022, and was looked at with the classification and compensation study and MOU negotiation at the beginning of 2023. Director Ramirez acknowledged the improvement and directed staff to do a new satisfaction survey regarding the dental and vision plans.

8. Action List for Future Meetings

- *Employee Association topics: none added*
- *Policy manual updates (ongoing)*
 - *Revisit the next section of priorities (Ramirez request)*
 - *Ongoing addressing of policies (provide clear direction to staff):*

- *Director Ramirez requested a workshop or two special meetings to address a larger number of policies*
- *Director Covington requested to continue addressing three to five per regular Personnel Committee meeting*
- *Health insurance options*
- *District residences: bring back the policy document to full Board*

9. Next Meeting Date: Tuesday, September 19, 2023, at 5:30 p.m.

ADJOURNMENT: 6:25 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
September 19, 2023**

Item 5

HUMAN RESOURCES REPORT

TO: Personnel Committee

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

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

Table 1: Personnel

The below table represents Workforce.

As of August 31, 2023

Total Current Employees (Excluding Board Members)	43
Full-Time Employees	38
Part-Time	1
Temporary	4
Interns	0
Separations	3
Retired Employee(s)	0

Table 2: New Hires

The below table represents new hires.

As of August 31, 2023

Employee Name	Job Title	Department
Adam Hernandez	Temp Water Utility Worker I	Operations

Table 3: Anniversaries*

The below table represents BCVWD employee anniversaries.

As of August 31, 2023

Employee Name	Department	Years of Service
Joshua Rogers	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.

As of August 31, 2023

Employee Name	Former Title	Promotion to
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Table 5: Recruitment

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

As of August 31, 2023

Position	Department	Update
Water Utility Worker I	Operations	Hired. Start Date: September 4, 2023
HR Manager	Human Resources	Conditional Offer issued. Start Date: October 3, 2023

Table 6: Separation/Retirement

The below table represents employees separating from BCVWD.

As of August 31, 2023:

Employee Name	Position Held	Department	Last Day
Adam Nelson	Water Utility Worker I ⁽¹⁾	Operations	07/12/2023
Nicholas Ramos	Engineering Intern	Engineering	08/10/2023
Aaron Walker	Development Services Tech	Engineering	08/17/2023

(1) Appeal process concluded as of 08/03/2023

Table 7: Communications

The below table represents HR communications to BCVWD employees.

For the month of August 2023.

Communication	Topic
Great Place to Work Award Granted	HR
Employment Opportunities, Recruitment, and Separations	Personnel
Safety Training	Safety
Health Fair Announcement	HR
Great Place to Work Survey Implementation	HR

Prepared by Lorena Lopez, Management Analyst II



**Beaumont-Cherry Valley Water District
Personnel Committee
September 19, 2023**

Item 6

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

Review the proposed Military Leave / Military Family Leave policy, consider optional / discretionary items, direct staff to make edits as desired, and/or recommend desired policy to the Board of Directors.

Executive Summary

3235 Military Leave: Staff worked with District legal counsel to obtain more detailed information, refine the proposed Military Leave policy, and identify discretionary items for Personnel Committee / Board discussion. A redline was prepared and a legal summary obtained as requested (Attachment 2).

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. The Policy Approval Tracking matrix provides an overview of the project thus far. At the request of the Committee, the Tracking sheet was updated to add highlighting to indicate highest priority and lowest priority updates. The Board identified that safety-related policies are to be top priority. The Tracking matrix will be discussed during the next item on this agenda.

Summary

Several sources were consulted to update the content 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.



Summary Table

3235 Military Leave / Military Family Leave	<ul style="list-style-type: none">• Proposed new policy• Sets forth District procedures to eliminate questions or unknowns in the event of military leave• Provides transparency and fairness
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Discussion

3235 Military Leave

The Personnel Committee reviewed this proposed new policy at its meeting of June 20, 2023, and August 15, 2023 and referred it back to staff with requests, and requested Legal Counsel prepare a summary (Attachment 2).

Military leave is governed by federal and state law. The District, of course, follows California state law, which is more comprehensive and generous than federal law. In addition, public employers have a greater responsibility and legal requirements than private employers, and some choose to offer benefits beyond what is legally required.

- Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)
Generally requires employers to reemploy eligible veterans returning to civilian employment after a period of service in the uniformed services. Uniformed service includes United States active duty and reserve component military organizations, and certain other non-military organizations including the Federal Emergency Management Agency's (FEMA) Urban Search and Rescue System (USAR), the National Disaster Medical System (NDMS), and the commissioned corps of the Public Health Service (PHS).
- California Military and Veterans Code, Chapter 7 (§389 – 399.5)

As a general rule, BCVWD avoids repeating the law within policy, however the Military Leave policy lends itself to some reiteration for the sake of clarity and context. Please refer to Attachment 1 - TABLE A – At-A-Glance: Military Leave Requirements and Options.

During research on other public employers' policies, staff noted some available benefits above and beyond those required by law. Included in the policy draft for consideration are those items which are sometimes or typically provided by local agencies (highlighted **in yellow** on the draft policy).

Options may include:

1. Payment of the difference between military pay and the employee's regular salary
2. Payment for employee during a period of inactive duty training (CMVC 395.01(b))
3. Continued payment of the employee's health insurance benefits for a period past the required 30 days (District current practice is to provide health insurance benefits for the duration of military leave.
4. Continued payment of the employee's short-term disability, term life, AD&D, or other regular insurance coverages



5. Continued availability of the employee's optional benefits (i.e., dental, vision)
6. Earning of additional vacation time or other paid-time-off benefits during military leave depends on how the benefits are earned and how the employer treats them under other leave policies.

As with any employee benefit, offering options greater than legally required can be a helpful tool for employee recruitment and retention purposes.

Fiscal Impact

There will be a fiscal impact to the District under provisions of existing law. Provision of added benefits will produce a fiscal impact. Once the Committee determines if any benefits should be considered for addition, staff will calculate the maximum fiscal impact to the District, noting that the cost of most added benefits will be greatly variable and will be related to the employee's salary level, military pay, length of military leave, and selected health coverage.

Attachments

1. TABLE A – At-A-Glance: Military Leave Requirements and Options
2. Legal Summary provided by Richards, Watson & Gershon (per Committee request)
3. Proposed Policy 3235 Military Leave / Military Family Leave (Redline)
4. Proposed Policy 3235 Military Leave / Military Family Leave (Clean / highlighted)

Staff Report prepared by Lynda Kerney, Executive Assistant

TABLE A – At-A-Glance: Military Leave Requirements and Options

TABLE A	State / Federal Law requirement	BCVWD current practice	Option to consider	Fiscal Impact of Option
1	Salary (CMVC 395.01(a)): A public employee is entitled to receive his or her salary or compensation for the first 30 calendar days of any such absence (one instance per year).	BCVWD follows the law The proposed policy reflects this requirement	The Board may consider providing pay differential: Payment of the difference between military pay and the employee's regular salary	The fiscal impact of this option would be the equivalent of the FTE's fully-burdened rate x 11 months less the military pay rate
2	No salary requirement for inactive duty training (CMVC 395.01(b))	BCVWD follows the law	The Board may consider offering salary for inactive duty training	The fiscal impact of this option would be the equivalent of the FTE's fully-burdened rate x the number of regular work hours on inactive duty leave
3	Benefits (CMVC 395(d)): employee shall receive the same vacation, sick leave, and holiday benefits	BCVWD follows the law. The proposed policy reflects this requirement	N/A	
4	No requirement regarding other regular benefits: Term life insurance, short-term disability, AD&D, Employee Assistance Program	BCVWD follows the law.	The Board may consider extending these benefits for the duration of military leave.	<u>The fiscal impact of this option would be the benefits rate for the employee for the term. This is already calculated in the annual budget.</u>
5	No requirement for continued provision for employee-elected available benefits (dental, vision)	BCVWD follows the law.	The Board may consider extending availability of these benefits for the duration of military leave at the employee's cost.	<u>The fiscal, and budget, impact would be the rate of services. This is currently an average of \$26.79 per month.</u>
6	Health Insurance Protection <ul style="list-style-type: none"> For military service of less than 31 days, health care coverage is 	BCVWD provides benefits in excess of the legal minimum:	The Board may consider a change in this policy to reduce benefits to that required by law:	<u>The fiscal impact of this option would be the benefits rate for</u>

	<p>provided as if the servicemember had remained employed.</p> <ul style="list-style-type: none"> The employee has the right to elect to continue existing employer-based health plan coverage for up to 24 months (COBRA) at a cost of 102 percent of the full premium Reinstatement in employer's health plan when reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries. 	<p>BCVWD continues to provide health insurance benefits for the length of military leave.</p> <p>See proposed policy Section 3235.13</p>	<ul style="list-style-type: none"> Payment of health insurance premiums for only the first 30 days after the beginning of military leave Providing COBRA benefits following the 30-day period at a cost to the employee of 102% of the premium <p>Staff recommends no change.</p>	<p><u>the employee for the term. This is already calculated in the annual budget.</u></p>
7	<p>Cal PERS Retirement:</p> <ul style="list-style-type: none"> Employers must make the non-elective employer contributions that would have been made during the military service period A rehired veteran must be permitted to make up missed contributions required to earn a benefit accrual for the military service period For purposes of pension plan participation, vesting, and accrual of benefits, USERRA treats military service as continuous service with the employer 	<p>BCVWD follows the law</p> <p>The proposed policy reflects this requirement</p>	N/A	<p><u>The fiscal impact of this option would be the Classic or PEPPRA rate applied to the equivalent of the FTE's hourly rate. This is already calculated in the annual budget.</u></p>
8	<p>Reemployment following absence due to service in the same position that the employee would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority</p>	<p>BCVWD follows the law</p> <p>The proposed policy reflects this requirement</p>	N/A	<p><u>The fiscal impact of this option would be the employee's fully burdened rate. This is already calculated in the annual budget.</u></p>

9	Advance notice (oral or in writing) to the employer	BCVWD follows the law. The proposed policy reflects this requirement	N/A	<u>No fiscal impact.</u>
10	Cumulative period(s) of service while employed by the employer must not exceed five years	BCVWD follows the law	N/A	<u>No fiscal impact.</u>
11	An uncompleted probationary period, if any, in the public agency, must be completed upon reinstatement as provided by law or rule of the agency	BCVWD follows the law The proposed policy reflects this requirement	N/A	<u>No fiscal impact.</u>
12	The application for reemployment must be timely	BCVWD follows the law. The proposed policy reflects this requirement	N/A	<u>No fiscal impact.</u>
13	The discharge from service must not be disqualifying	BCVWD follows the law. The proposed policy reflects this requirement	N/A	<u>No fiscal impact.</u>
14	Provide training to restore competency in duties, seniority, status, pay, pensions, and other benefits that would have accrued but for the employee's absence due to ununiformed service	BCVWD follows the law.	N/A	<u>The fiscal, and budget, impact would be determined by the training missed.</u>
15	Freedom from discrimination and retaliation	BCVWD follows the law The proposed policy reflects this requirement	N/A	<u>No fiscal impact.</u>

Attachment 2

Legal Summary from Richards, Watson & Gershon

Summary of Amended Policy No. 3235

PLEASE TAKE NOTICE that on Tuesday, August 15, 2023, at 5:30 p.m., or as soon thereafter as the matter was heard, in the District Board Room located at 560 Magnolia Avenue, Beaumont, CA 92223, Beaumont, California, the Beaumont-Cherry Valley Water District Personnel Committee reviewed Item No. 6 proposing amendments to Policy No. 3235 entitled “Military Leave / Military Family Leave.” The BCVWD Personnel Committee requested a summary of the amendments to Policy No. 3235 to be presented at the Meeting to be held on Tuesday, September 19, 2023 at 5:30 p.m., or as soon thereafter as the matter is to be heard.

A summary of the amendments to Policy No. 3235 is as follows:

The amended Policy No. 3235 was revised to incorporate updates to state and Federal laws regarding military and military family leave. As drafted, Policy No. 3235 now includes sections regarding notification requirements if an employee has intent not to return to employment (3235.16), employee reinstatement following military service (3235.19), special protections against discharge for employees after returning to their employment (3235.22), and prohibitions against discrimination and retaliation (3235.23).

The amended Policy No. 3235 includes highlighted provisions that are discretionary and are currently up for review. The highlighted provisions are as follows:

3235.10.2 - As currently drafted, this provision establishes that, unless required by law or a duly adopted policy, the District will not pay employees’ military leave beyond what is required.

3235.10.4 - Under this provision, the District will pay the salary of an employee who has one year of service with the District at the time of his or her leave up to a maximum 30 calendar days in one fiscal year. Employees are entitled to 30 calendar days’ salary, however the District may choose to offer employees additional pay.

3235.12.1.1 - Under this policy, the District currently does not grant paid leave for inactive duty leaves. Legally, the District is not required to pay this leave, however, the District may choose to offer compensation.

3235.13.1 As currently drafted, the District will continue to pay its designated contributions toward health and life insurance premiums for employees and dependents for the length of military leave.

3235.13.1(b) - This provision applies to unpaid military leave that exceeds 30 days. It provides employees’ options to elect for COBRA continuation of health coverage and the maximum payments that an employee must pay.

3235.20.2 This discretionary policy addresses the District’s contribution toward the cost of health insurance for the employee and dependents. The highlighted portion reflects the common practice utilized by other public agencies to offer up to four months of contributions.

POLICY TITLE: MILITARY LEAVE
POLICY NUMBER: 3235

Attachment 3

3235.1 Purpose.

Military leave is governed by state and federal law. (Military and Veterans Code §§ 389 et seq. and the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. §§ 4301 et seq.) 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 ~~Aarmed F~~forces of the United States, ~~the National Guard or the naval militia, or organized reserves of California~~ and eligible forces in ~~section 3235.5 below~~ 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 or part time 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 (including the US. Air Force, Army, Navy, Marine Corps, Space Force, Coast Guard, Revenue Marine Service, and the Army and Navy Nurse Corps), the National Guard, the commissioned corps of the National Atmospheric Administration, the California State Guard (Military Reserve), Federal Emergency Management Agency reserves, the National Disaster Medical System (NDMS) and the commissioned corps of the Public Health Service (PHS). ~~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 ~~Aarmed F~~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.

3235.6.7 One Year of public agency service: Includes the combination of all employment by BCVWD within one calendar year prior to the eligible leave.

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 described in more detail in Section 146 of the Military and Veterans Code. (MVC §395.05 (a)). The leave period is not to exceed the duration of the emergency and time required to travel to and from duty.

~~**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.~~

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 Leave. 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

If an employee is on active duty that extends from one fiscal year into the next fiscal year, the number of calendar days falling in the second calendar year will be included in the calculation of the 30 calendar day period for the second fiscal year. In no event shall an employee receive Full Salary while on military leave for active duty for more than 30 calendar days in any 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 Travel time is not considered when determining the type of military leave of absence (temporary, long, etc.). For example, if an employee's active duty lasts six (6) months (short term), and the employee is allowed two (2) days of travel, the two (2) days of travel are not counted toward the total and do not then define the leave as long term.~~

3235.12.3 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.

3235.12.4 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~~ the length of 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.

3235.13.1(c) Military Leave of more than thirty (30) days constitutes a "qualifying event" that triggers COBRA notification to qualified dependents.

~~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 (30) 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. The employee bears the cost of service credit, unless the employee qualifies for no member cost.

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.

3235.16 Notification of Intent Not to Return. Any employee on military leave who knowingly provides written notice of intent not to return to his or her position of employment after service in the Armed Forces (uniformed services) is not entitled to rights and benefits that are not determined by seniority as are generally provided by the District to employees having similar seniority, status, and pay who are on furlough or leave of absence under a contract, agreement, Section, practice, or plan in effect at the commencement of such service.

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 Pay: 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.~~

(a) Military Leave of 30 Days or Less: An employee performing 30 days or less of military service must report back to work at the beginning of the next regularly scheduled work shift that begins after the employee's safe return home plus 24 hours. If reporting back to work within this time period is impossible or unreasonable through no fault of the employee, the employee must report back to work as soon as possible after the employee's safe return home plus 24 hours.

(b) Military Leave of 31 Days to 180 Days: An employee returning from 31 days to 180 days of military leave must submit notice for reemployment no later than 14 days after completion of military service. If submitting the notice within 14 days is impossible or unreasonable through no fault of the employee, the employee must submit a notice for reemployment on the next first full calendar day when submission of the notice becomes possible.

- (c) Military Leave of 180 Days or More: An employee returning from 180 days or more of military leave must submit a notice for reemployment no later than 90 days after the completion of military service.
- (d) Illness or Injury Incurred During Performance of Military Service: An employee who is hospitalized for, or convalescing from, an illness or injury incurred in, or aggravated during, the performance of military service must either report to HR or submit a notice for reemployment (in the case of an employee described in Subsections ii and iii above) at the end of the period that is necessary for the employee to recover from such illness or injury. Such period of recovery may not exceed two (2) years.
- (e) Notice of Reemployment Requirements: A notice or application for reemployment may be oral or written, however a writing is strongly encouraged. Additionally, a copy of the military separation document will be required to submit with the notice. The separation document may be:
 - Department of Defense Form 214 (DD214) or
 - any other correspondence which either identifies the branch of service or is printed on the official letterhead of the branch of the military service.

3235.18.5 (f) The military separation document must provide:

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

3235.19 Reemployment Position: An employee returning from military service will be placed in the reemployment position with the pay, rights and benefits required by law. Generally, the returning employee is returned to the same or equivalent position with equivalent benefits, pay and other terms and conditions of employment and without loss of job seniority or any other status or benefits accrued prior to or during military leave, provided the employee would still be employed if military leave had not been taken.

3235.19.1 If an employee has not yet completed his/her probationary period at the time his/her military leave commences, his/her probationary period must be completed upon reinstatement. Time spent on military leave(s) shall not count toward completion of a probationary period. An employee's probationary period will be extended by the length of the military leave, and is further subject to any other requirements of the Personnel Rules and Regulations, Memoranda of Understanding, and/or Department-specific policies.

3235.19.2 If the employee's position has been abolished or otherwise has ceased to exist during the employee's absence, the employee will be reinstated to a position of like seniority, status, and pay if a position exists, or if no position exists the employee will have the same rights and privileges as though he or she had occupied the position when it ceased to exist.

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.

3235.22 Special Protection Against Discharge, Except for Cause: Under certain circumstances, an employee cannot be discharged for a period of time without cause after returning to their employment with the District.

3235.22.1 Pursuant to USERRA, a reemployed employee may not be discharged without cause (1) for one year after the date of reemployment if the person's period of military service was for 181 days or more; or (2) for 180 days after the date of reemployment if the person's period of military service was for 31 to 180 days.

3235.22.2 This special protection provision applies even if the employee was in an at-will or probationary status before leaving for service. As applied in this policy, "cause" shall have the same meaning as set forth in the applicable provision of the Personnel Rules and Regulations, memorandum of Understanding, employment contract, or Department policy, whichever governs the employee's relationship with the District.

3235.23 Discrimination and Retaliation Prohibited. Discrimination and retaliation against persons who have served or are serving in the uniformed services, including those who apply to be a member of or to perform service, are prohibited, as provided in Federal and State laws.

POLICY TITLE: MILITARY LEAVE / MILITARY FAMILY LEAVE
POLICY NUMBER: 3235

Attachment 4

3235.1 Purpose. Military leave is governed by state and federal law: (Military and Veterans Code §§ 389 *et seq.* and the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. §§ 4301 *et seq.*) 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, and eligible forces in section 3235.5 below 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 or part time employee may be entitled to the following rights as outlined below.

3235.5 Eligibility. Eligible employees are members of the reserve corps of the Armed Forces of the United States (including the US. Air Force, Army, Navy, Marine Corps, Space Force, Coast Guard, Revenue Marine Service, and the Army and Navy Nurse Corps), the National Guard, the commissioned corps of the National Atmospheric Administration, the California State Guard (Military Reserve), Federal Emergency Management Agency reserves, the National Disaster Medical System (NDMS) and the commissioned corps of the Public Health Service (PHS), or as otherwise described in federal and state law.

3235.6 Definitions.

3235.6.1 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.

3235.6.2 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.

3235.6.3 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.

3235.6.4 Annual Training: the District grants short-term military leave for annual training such as active duty military training, encampment, naval cruises and special exercises.

3235.6.5 30-day period: The first 30 calendar days of any military leave of absence. Military leave begins on the first day of ordered duty.

3235.6.6 One Year of public agency service: Includes the combination of all employment by BCVWD within one calendar year prior to the eligible leave.

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 described in more detail in Section 146 of the Military and Veterans Code. (MVC §395.05 (a)). The leave period is not to exceed the duration of the emergency and time required to travel to and from duty.

3235.8 **Notice and Orders.** Employees who have been ordered to military service must 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.

3235.9 **Length of Leave.** 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.

3235.9.1 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.

3235.10 **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 within thirty (30) *calendar* days. 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.

3235.10.1 Employee shall be responsible to pay the required employee and dependent contributions, if any, toward any benefits.

3235.10.2 Except as otherwise provided by law or a duly adopted resolution, ordinance, memorandum of understanding, or this policy, military leave shall be unpaid.

3235.10.3 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.

3235.10.4 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.

If an employee is on active duty that extends from one fiscal year into the next fiscal year, the number of calendar days falling in the second calendar year will be included in the calculation of the 30 calendar day period for the second fiscal year. In no event shall an employee receive Full Salary while on military leave for active duty for more than 30 calendar days in any one fiscal year.

3235.10.5 Unpaid period. An employee is not paid for the time between release from active military duty and reinstatement to District service.

3235.10.6 The District does not pay for Inactive Duty Training (MVC 395.01(b))

3235.11 Travel Time.

3235.11.1 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.

3235.11.2 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.

3235.11.3 If travel time is used, the District must consider the travel time when computing whether the employee qualifies for pay.

3235.12 Inactive Duty Training.

3235.12.1 Inactive duty such as scheduled reserve drill periods also qualifies for a military leave of absence.

3235.12.1.1 The District does not grant paid time off for inactive duty leaves.

3235.12.1.2 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.

3235.13 Health Insurance and Insurance Premium Benefits.

3235.13.1 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 the length of military leave, whether such leave is paid or unpaid.

3235.13.1 (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.

3235.13.1(b) For periods of unpaid military leave of thirty-one (31) days or more, 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.

3235.13.1(c) Military Leave of more than thirty (30) days constitutes a "qualifying event" that triggers

COBRA notification to qualified dependents.

3235.14 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. The employee bears the cost of service credit, unless the employee qualifies for no member cost.

3235.15 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.

3235.16 Notification of Intent Not to Return. Any employee on military leave who knowingly provides written notice of intent not to return to his or her position of employment after service in the Armed Forces (uniformed services) is not entitled to rights and benefits that are not determined by seniority as are generally provided by the District to employees having similar seniority, status, and pay who are on furlough or leave of absence under a contract, agreement, Section, practice, or plan in effect at the commencement of such service.

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 Holiday Pay: 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.

- (a) **Military Leave of 30 Days or Less:** An employee performing 30 days or less of military service must report back to work at the beginning of the next regularly scheduled work shift that begins after the employee's safe return home plus 24 hours. If reporting back to work within this time period is impossible or unreasonable through no fault of the employee, the employee must report back to work as soon as possible after the employee's safe return home plus 24 hours.
- (b) **Military Leave of 31 Days to 180 Days:** An employee returning from 31 days to 180 days of military leave must submit notice for reemployment no later than 14 days after completion of military service. If submitting the notice within 14 days is impossible or unreasonable through no fault of the employee, the employee must submit a notice for reemployment on the next first full calendar day when submission of the notice becomes possible.
- (c) **Military Leave of 180 Days or More:** An employee returning from 180 days or more of military leave must submit a notice for reemployment no later than 90 days after the completion of military service.
- (d) **Illness or Injury Incurred During Performance of Military Service:** An employee who is hospitalized for, or convalescing from, an illness or injury incurred in, or aggravated during, the performance of military service must either report to HR or submit a notice for reemployment (in the case of an employee described in Subsections ii and iii above) at the end of the period that is necessary for the employee to recover from such illness or injury. Such period of recovery may not exceed two (2) years.
- (e) **Notice of Reemployment Requirements:** A notice or application for reemployment may be oral or written, however a writing is strongly encouraged. Additionally, a copy of the military separation document will be required to submit with the notice. The separation document may be:
 - Department of Defense Form 214 (DD214) or
 - any other correspondence which either identifies the branch of service or is printed on the official letterhead of the branch of the military service.
- (f) **The military separation document must provide:**
 - the condition of the employee's release from the military service (for example, "honorable," "general," "under honorable conditions" are considered satisfactory discharges),
 - the date the employee entered active duty, and
 - the date the employee was released from duty.

3235.19 Reemployment Position: An employee returning from military service will be placed in the reemployment position with the pay, rights and benefits required by law. Generally, the returning employee is returned to the same or equivalent position with equivalent benefits, pay and other terms and conditions of employment and without loss of job seniority or any other status or benefits accrued prior to or during military leave, provided the employee would still be employed if military leave had not been taken.

3235.19.1 If an employee has not yet completed his/her probationary period at the time his/her military leave commences, his/her probationary period must be completed upon reinstatement. Time spent on military leave(s) shall not count toward completion of a probationary period. An employee's probationary period

will be extended by the length of the military leave, and is further subject to any other requirements of the Personnel Rules and Regulations, Memoranda of Understanding, and/or Department-specific policies.

3235.19.2 If the employee's position has been abolished or otherwise has ceased to exist during the employee's absence, the employee will be reinstated to a position of like seniority, status, and pay if a position exists, or if no position exists the employee will have the same rights and privileges as though he or she had occupied the position when it ceased to exist.

3235.20 Employees with Less than One Year of Service.

3235.20.1 If an employee has served less than one year of employment with BCVWD, any periods of military leave will be unpaid.

3235.20.2 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.**

3235.20.3 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.

3235.21 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)

3235.21.1 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.

3235.21.2 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.

3235.22 Special Protection Against Discharge, Except for Cause: Under certain circumstances, an employee cannot be discharged for a period of time without cause after returning to their employment with the District.

3235.22.1 Pursuant to USERRA, a reemployed employee may not be discharged without cause (1) for one year after the date of reemployment if the person's period of military service was for 181 days or more; or (2) for 180 days after the date of reemployment if the person's period of military service was for 31 to 180 days.

3235.22.2 This special protection provision applies even if the employee was in an at-will or probationary status before leaving for service. As applied in this policy, "cause" shall have the same meaning as set forth in the applicable provision of the Personnel Rules and Regulations, memorandum of Understanding, employment contract, or Department policy, whichever governs the employee's relationship with the District.

3235.23 Discrimination and Retaliation Prohibited. Discrimination and retaliation against persons who have served or are serving in the uniformed services, including those who apply to be a member of or to perform service, are prohibited, as provided in Federal and State laws.

DRAFT



**Beaumont-Cherry Valley Water District
Personnel Committee Meeting
September 19, 2023**

Item 7

STAFF REPORT

TO: Personnel Committee

FROM: Sylvia Molina, Assistant Director of Finance and Administration

SUBJECT: Review of Policy Tracking Matrix

Staff Recommendation

Direct staff as desired.

Executive Summary

Based on the discussion from the August 15, 2023 Personnel Committee meeting, a review of the Policy Approval Tracking worksheet, and the processes associated with it, were needed. Upon reviewing the concerns of the Personnel Committee, staff identified three areas of discussion where Committee guidance is requested:

1. Status of Policy Revisions/Updates
 - a. Status summary provided on Table 1
 - b. Guidance requested is related to the format of the information presented
2. Prioritization of Policy Revisions
 - a. Priority list provided on Table 2
 - b. Potential additional policies provided on Table 3
 - c. Guidance requested is related to the format and the information to be included
3. Schedule of Project Completion
 - a. Guidance requested is related to the preference of future submissions

Background

In 2021, District staff began revising sections of the BCVWD Policy Manual with updated legal requirements and language to reduce the District's exposure risk. The updates would provide clarity to reduce misinterpretations and a revised structure.

A Policy Approval Tracking worksheet was created to identify the policies that needed to be updated and log all the major steps in the process, including the review by Legal Counsel, presentation to the Personnel Committee, and ultimately approval by the full Board of Directors. With the assistance of human resource consultant HR Dynamics, additional policies were identified and recommended to be added to the worksheet to be included in the policy manual.

Discussion

At the August 15, 2023 Personnel Committee meeting, within the discussion of a policy under review, it was requested that staff provide the status of the policy revisions in the form of a percentage of completion. There was also discussion on the types of policies to bring to the Committee and the quantity. With the HR Manager position to be filled in October 2023, staff can



redouble their efforts to moving forward with policies and prepared three tables for discussion and direction.

Status of Policy Revisions/Updates

Based off of the Policy Approval Tracking worksheet, Attachment 1, staff has prepared a short summary of statistics regarding the status of the Policy Manual Project. Table 1 – Summary of Policy Approval Tracking Worksheet, lists the different divisions that are working on policies with a count, and percentage, of completion. The count for “Scheduled” is how many policies are on the tracking worksheet for each division, as well as the total. The Drafted count and percentage indicate how many drafts are either in progress or are already completed by staff for each division. The Approved count and percentage indicate how many have gone through the full process of draft, legal review, Committee review, and Board approval.

Of the 143 policies on the tracking worksheet, 55 policies, or 38.46% have been completed.

Table 1 - Summary of Policy Approval Tracking Worksheet

	Scheduled	Drafted	% Drafted	Board Approved	% Complete
HR	106	96	90.57%	49	46.23%
Finance & Admin	17	15	88.24%	6	35.29%
IT	17	14	82.35%	0	0.00%
Engineering	3	1	33.33%	0	0.00%
Totals	143	126	88.11%	55	38.46%

Note: IT Policies do not include confidential IT Handbook and Cybersecurity Manual

Staff would like direction from the Committee on the following items from Table 1:

1. Does the format and information meet the needs of the Committee?
2. Would the Committee like to see this type of information on a regular basis? (Monthly, quarterly, etc.)

Prioritization of Policy Revisions

Included in the Policy Tracking worksheet are policies that were highlighted, in yellow, that are the highest priority to the Committee. Although operational aspects of the District are delegated to District staff members, Staff wants to make sure that the Personnel Committee members representing the concerns of the Board of Directors are heard and their priorities outlined and used as guidance for District staff. Table 2- Status Updates on Policies Highlighted as a Priority, presents a list of the priorities that were documented by prior Human Resources staff. The table lists, in order of priority, the items that staff has been encouraged to focus on and present in the near future.



Table 2 - Status Updates on Policies Highlighted as a Priority

Item	Policy No.	Priorities Listed	Status
1	3235	Military Leave	Draft Created, reviewed by attorney, presented to Committee
2	3123	Asset Protection and Fraud	Draft Created, pending staff review before attorney
3	3240	Dress Code and Personal Standards	Draft Created, pending MOU and exempt staff comments, then legal review
4	5081	Contract Review Policy	Research/Draft in progress
5	5055	Employment of Consultants and Professional Services	Research/Draft in progress
6	5060	Employment of Outside Contractors	Research/Draft in progress
7	5005	Emergency Preparedness	Draft Created, pending staff review before attorney
8	5080	Purchasing	Draft Created, pending staff review before attorney
9	4025	Board Meetings	Board approved 01/11/2023, ok to remove highlight?

Staff would like direction from the Committee on the following items from Table 2:

1. Confirmation that the items are priority, and in the correct order
2. Removal or addition of priority items
3. Thoughts on table for future presentations as requested consolidated information

Based on a review of the Policy Approval Tracking worksheet, staff identified a number of policies for the Committee consider adding to the prioritization list. Table 4- Recommended Items from Staff, provides a list of policies that have a draft ready for review.

Table 3 - Recommended Items from Staff

	Policy No.	Policy	Draft Size
1	3070	Holidays	1 page
2	3110	Jury and Witness Duty	1 page
3	3155	Personal Vehicle Usage	1 page
4	3165	Tobacco Use	1 page
5	3170	Smoke Free Workplace	1 page
6	3180	Nepotism-Employment of Relatives	2 pages

Numbered for ease of reference, not for level of priority

In addition to the prioritization of the policy revisions, District staff has received recommendations for additional policies from the human resources consultant HR Dynamics. Table 3 – Recommended Items from HR Dynamics, provides a list of the policies recently recommended to staff to be added to the Policy Approval Tracking worksheet.

Staff would like direction from the Committee on the following items from Table 3:

1. Confirmation to add the requested policies to the Policy Approval Tracking worksheet
2. Prioritization of policies, to integrate with future plans



Table 4 - Recommended Items from HR Dynamics

	Policy	Draft Size
1	Attendance and Punctuality	3 pages
2	Chain of Command	3 pages
3	Code of Conduct	6 pages
4	Confidentiality	2 pages
5	Customer Service Standards and Communications	4 pages
6	Miscellaneous Leaves of Absence Policies	3 pages

Numbered for ease of reference, not for level of priority

Schedule for Project Completion

At the August 15, 2023 Personnel Committee meeting, the discussion included concern with the volume of remaining policies to be reviewed with the Personnel Committee, which had slowed down significantly with the vacancy in the Human Resources division. General Manager Jagers provided options for workshops that would focus on completing the policies within two or three sessions, however, the minutes from the April 19, 2022 Personnel Committee Meeting stated that the Committee suggested three policies be reviewed at each Committee meeting, as to avoid being to “weighty” for staff or the Committee.

Staff would like direction from the Committee on the number, or page volume, that they would like to see moving forward. As the Human Resource Manager position is scheduled to be filled in October, having this information, combined with the prioritization guidance, will help staff make sure to provide the Committee with their desired volume of policies to move the project forward.

Fiscal Impact

None.

Attachments

1. Policy Tracking Matrix

Staff Report prepared by Sylvia Molina, Assistant Director of Finance and Administration

**Policy Approval Tracking
BCVWD Policy Manual Project**

Attachment 1

				Drafted by BCVWD				Provisionally Approved				
Policy Number	New Policy Number	Section	Policy Name	Staff	Responsible Staff	Approved by Legal Counsel	Presented to Personnel Committee	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	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
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	2005	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 Evaluation	Yes	Human Resources	7/13/2021	9/20/2021	9/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
			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	22-016
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	22-016
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	22-016
16	3040	Personnel	Letters of Recommendation	Yes	Human Resources							
17	3045	Personnel	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)	3065	Personnel	Continuity of Service	Yes	Human Resources							
21	3070	Personnel	Reduction in Force	Yes	Human Resources							
22	3075	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
27	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
N/A	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							
			Leave for Crime Victims and									
N/A	3111	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
31	3115	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
			Occupational Injury and Illness									
32	3120	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
N/A	3121	Personnel	Infectious Disease Control	Yes	Human Resources	2/2/2023	2/21/2023	2/21/2023	3/15/2023	3/15/2023	3/15/2023	23-09
N/A	3122	Personnel	Workplace Violence	Yes	Human Resources	2/2/2023	2/21/2023	2/21/2023	3/15/2023	3/15/2023	3/15/2023	23-09

Priority Legend:
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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
N/A	3123	Personnel	Asset Protection and Fraud	Yes	Human Resources							
32	3125	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
33	3130	Personnel	Conferences	Yes	Human Resources							
34	3135	Personnel	Occupational Certification and Education	Yes	Human Resources	6/14/2022	8/16/2022	8/16/2022	9/17/2022	9/17/2022	9/14/2022	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	Dirver Training and Record Review	Yes	Human Resources	3/14/2023	3/21/2023	3/21/2023	4/12/2023	4/12/2023	4/12/2023	23-10
37	3150	Personnel	District Vehicle Usage	Yes	Human Resources							
38	3151	Personnel	Personal Vehicle Usage		Human Resources							
39	3160	Personnel	HIPAA Compliance and Security Officer	Yes	Human Resources							
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	Greivance 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 and 8/15/2023					
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							

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

**Policy Approval Tracking
BCVWD Policy Manual Project**

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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	1/11/2023	2023-02
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
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

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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
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	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							
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
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

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



**Beaumont-Cherry Valley Water District
Personnel Committee Meeting
September 19, 2023**

Item 8

STAFF REPORT

TO: Personnel Committee
FROM: Lorena Lopez, Management Analyst II
SUBJECT: Results of Employee Benefits Survey – August 2023

Staff Recommendation

No action needed. Information only.

Executive Summary

On August 29, 2023, a survey was provided to 41 employees regarding the ancillary benefits available through Beaumont-Cherry Valley Water District. The majority of the employees expressed satisfaction with the current benefits offered.

Additionally, 19 of the 21 surveyed employees hired before April 1, 2020, agree with Dental and Vision changes made in April of 2020. There was one employee who disagreed, and one employee who had no opinion.

Background

During the Personnel Committee meeting on August 15, 2023, Director Ramirez requested an informal survey on employee satisfaction in regard to the Dental and Vision insurance currently available through the District. Director Ramirez also requested the survey to include the employee opinion of the changes to the benefits made in April 2020, as requested by the Memorandum of Understanding (MOU) group.

The District took this opportunity to include the satisfaction levels of Health insurance and employees' knowledge of other benefits offered by the District. The results of the survey are provided on Table 1 in the Summary below.

The survey was prepared by District staff and was provided to 41 of 43 employees. The two employees that were unavailable during the distribution of the survey remain so as of the preparation of this report.

Summary

Table 1-Benefits Survey Results

Question	Not Satisfied	Somewhat Satisfied	Very Satisfied
Are you satisfied with the Dental plan coverage we offer?	4	10	15
Are you satisfied with the Vision plan coverage we offer?	1	10	9
Are you satisfied with the Health plan coverage we offer?	0	5	33



In addition to the items requested by the Personnel Committee, the survey included knowledge of other benefits offered by the District. It was determined that additional information needs to be provided to employees for the Employee Assistance Program (EAP), the Health Chiropractor benefit, Acupuncture benefit and the Flexible Spending Account benefit. Additional information for these benefits were provided at the District's Health Fair for staff on September 14, 2023.

Fiscal Impact

None.

Attachments

1. Employee Benefit Questionnaire

Staff Report prepared by Lorena Lopez, Management Analyst II

BCVWD Benefits Questionnaire

Are you currently enrolled in our health plan coverage?

Yes	No	N/A Temp or Part-Time
Not Satisfied	Somewhat Satisfied	Very Satisfied
Not Satisfied	Somewhat Satisfied	Very Satisfied
Yes	No	Not Sure

Are you satisfied with the health plan coverage we offer?

Are you satisfied with your health plan provider options?

Are there additional health plan options you would like to see?

Suggestions: _____

In April of 2020, the District changed the Dental and Vision as requested by the MOU group. ☐

Do you agree or disagree the change was an improvement?

Agree	Disagree	Hired After 04/2020
-------	----------	---------------------

Are you currently enrolled in our dental plan coverage?

Are you satisfied with the dental plan coverage we offer?

Are you satisfied with your dental plan provider options?

Are there additional dental plan options you would like to see?

Yes	No	
Not Satisfied	Somewhat Satisfied	Very Satisfied
Not Satisfied	Somewhat Satisfied	Very Satisfied
Yes	No	Not Sure

Suggestions: _____

Are you currently enrolled in our vision plan coverage?

Are you satisfied with the vision plan coverage we offer?

Are you satisfied with your vision plan provider options?

Are there additional vision plan options you would like to see?

Yes	No	
Not Satisfied	Somewhat Satisfied	Very Satisfied
Not Satisfied	Somewhat Satisfied	Very Satisfied
Yes	No	Not Sure

Suggestions: _____

What other types of benefits would you like to receive?

Suggestions: _____

Do you understand all of the benefits we offer?*

I would like additional information

EAP (Employee Assistance Program)

Additional Life Insurance

Flexible Spending Account

Deferred Comp

Colonial Supplemental Benefits (Cancer, Short-Term Disability, Health)

LegalShield

529 Plan-Savings for College


Chiropractor Benefit

Acupuncture Benefit

Yes	No	
Yes	No	
Yes	No	
Yes	No	
Yes	No	
Yes	No	
Yes	No	
Yes	No	
Yes	No	

*This information will assist HR with future announcements or information.

Item 9



**Beaumont-Cherry Valley Water District
Exiting CALPERS Medical**

**Education and Informational Presentation
December 8, 2021**

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BCVWD – Do They Qualify?

- BCVWD Staff reached out inquiring about alternate medical coverage in-lieu of participating in the CALPERS PEMHCA medical plan.
- Keenan asked the District for specific information from Human Resources (employee census) in order to complete an analysis of the viability for the District to obtain alternate medical quotes
- The District had a favorable result

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		Beaumont-Cherry Valley Water District Health Plan Participation Analysis Group Characteristics	
Plan Enrollment Detail By Category of Participants		Positive/ Negative	Comments
Active (Benefits Eligible) Regular Employees	35	-	Carriers prefer 100 employees or more benefits eligible.
Plus: Early Retirees	4	-	This level of early retirees will have some negative impact on the rates.
Plus: Regular Medicare Retirees	1	+	An opportunity to save money through a Medicare Exchange.
Plus: Waivers (Active & Early Retiree)	0	+	Opt Outs Avg Age: N/A Average age of waivers is No Waivers year(s) older than the insured population.
Plus: COBRA Participants	0	+	Zero or low COBRA enrollees is viewed positively by carriers.
Total Eligible Active and Retired Employees	40		
Less: Other Health Plan Opt Outs (Coverage through Spouse, Individual Plans or Parents)	0		
Total Participating Active, COBRA and Retired Employees	40		
Divided by: Total Eligible Active and Retired Employees	40		
Total Employee and Retiree Participation Percentage	100.0%	+	An employer group with at least 75% participation is viewed positively by carriers.
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3

Beaumont-Cherry Valley Water District Health Plan Participation Analysis Group Characteristics

Plan Enrollment Detail By Health Plan	Enrollment	% of Total Enrolled
Anthem BC Select HMO	6	15.4%
Blue Shield Access+ HMO	13	33.3%
Kaiser	15	38.5%
UnitedHealthcare	5	12.8%
Totals	39	100.0%

Enrollment by Plan

A pie chart titled 'Enrollment by Plan' showing the distribution of health plan enrollment. The chart is divided into four segments: Kaiser (39%, green), Blue Shield (33%, red), Anthem (15%, blue), and UHC (13%, purple). A legend to the right of the chart identifies each color with its corresponding plan name.

Plan	Enrollment	% of Total Enrolled
Anthem	6	15.4%
Blue Shield	13	33.3%
Kaiser	15	38.5%
UHC	5	12.8%

Comments:

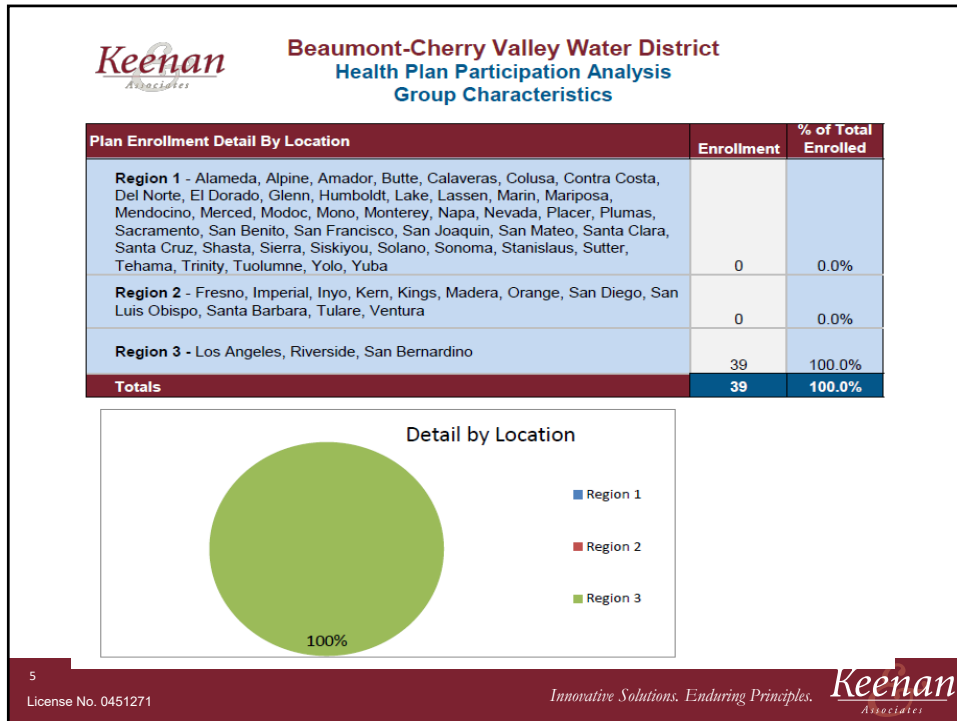
High Kaiser population may be viewed negatively by non-Kaiser carriers.

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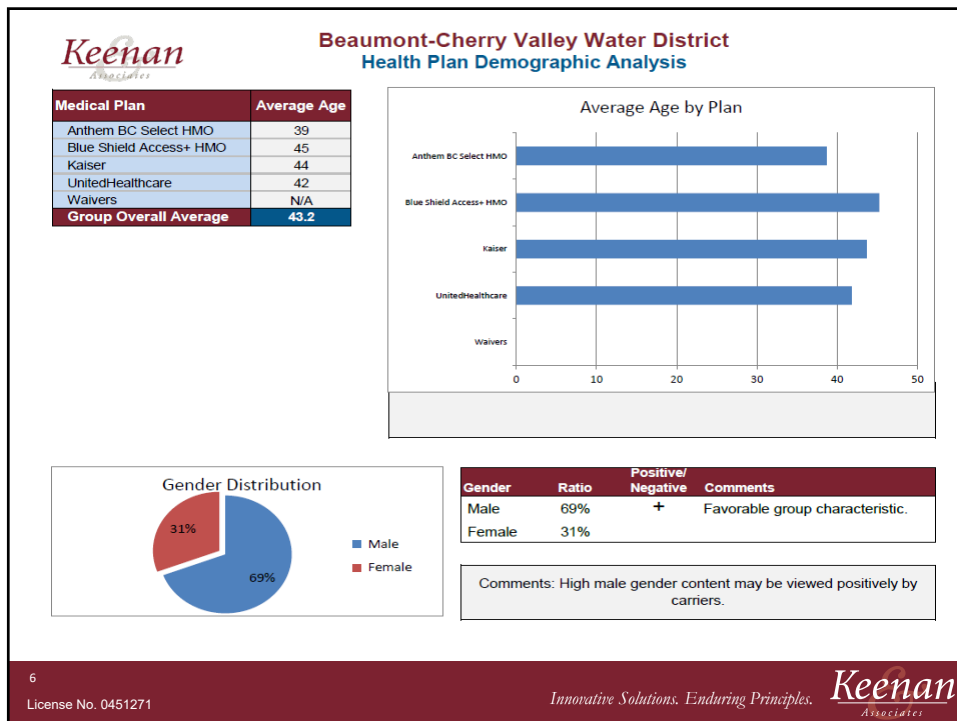
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Beaumont-Cherry Valley Water District

Health Plan Participation Analysis
CalPERS Breakaway Risk Score

Criteria	Actual Client Data	Keenan Scoring	Weight	Weighted Score
Total Group Size (Active & Early Retiree, Waivers)	39	0	10%	0.00
Enrolled Employee Average Age (Active & Early Retiree)	43.2	5	30%	1.50
% Male Content	69.2%	5	20%	1.00
% Kaiser Penetration	38.5%	0	30%	0.00
% Early Retirees	10.3%	4	5%	0.20
% Waivers	0.0%	5	5%	0.25
Total Score		19	100%	2.95

Risk Score: Under 3.00=Below Standard | 3.00-4.00=Standard | 4.00-5.00=Above Standard

Percentages are based on Total Group Size
Risk Score Evaluation Version: Municipality

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Goals



Reduce the Districts OPEB Liability



Provide quality medical benefits

Actives

Retirees

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8

Options & Solutions

Offer Medicare Exchange to
retirees 65+

Exit CalPERS medical and select
alternate medical program...PACE

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Medical Carriers

Anthem Blue Cross

- PPO
- HMO
- EPO
- CDHP/HSA

Kaiser

- HMO
- CDHP/HSA

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Medical Plan Offerings

- **HMO Plans** - With an HMO plan, you pick one primary care physician. All your health care services go through that doctor. That means that you need a referral before you can see any other health care professional, except in an emergency. Visits to health care professionals outside of your network typically aren't covered by your insurance.
- **PPO plans** - PPO plans give you flexibility. You don't need a primary care physician. You can go to any health care professional you want without a referral—inside or outside of your network. Staying inside your network means smaller copays and full coverage. If you choose to go outside your network, you'll have higher out-of-pocket costs, and not all services may be covered.
- **EPO plans** - EPO plans combine the flexibility of PPO plans with the cost-savings of HMO plans. You won't need to choose a primary care physician, and you don't need referrals to see a specialist. EPO plans don't cover care outside your network unless it's an emergency. It's important to know who participates in your EPO plan's network. If you go to a doctor or hospital that doesn't accept your plan, you'll pay all costs.
- **HSA Plans** - An HSA Medical plan is a PPO plan with a High Deductible (minimum \$1300 individual/\$2600 family) that allows the participant to contribute (up to \$3350 single or \$6750 family) tax-free money into a Health Savings Account each year to use for covered medical expenses. Contributions to the HSA account accumulate each year if not used by the participant.

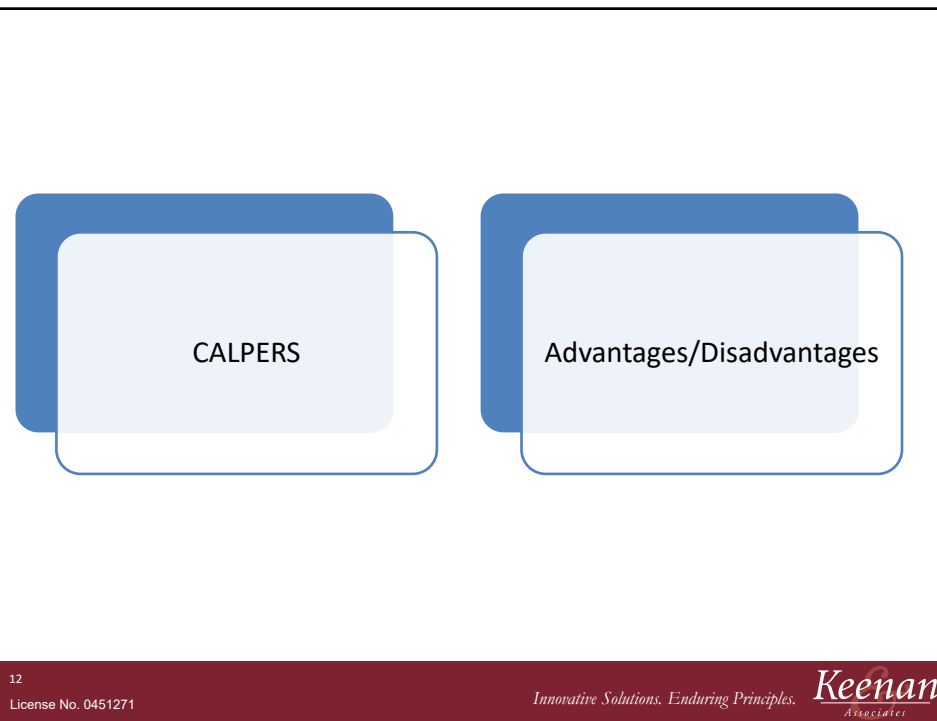
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Introduction to CalPERS – What is CalPERS?



CALPERS medical program is called PEMHCA – Public Employees Medical & Hospital Care Act.



CALPERS Medical and Pension are separate entities. Agencies can participate in one and not the other, or both.

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- ✓ **PERS Healthcare** – Nation's 2nd largest pooled program; offering fixed premium rates to its members.
- ✓ Health care contracts with Kaiser, Blue Shield, Anthem Blue Cross, United Healthcare, Health Net & Sharp provide plan and benefit variety
- ✓ Pools risk for public entities across the state, including both active and retiree populations
- ✓ Attempts to create a more stable environment, risk-wise, for public entities with the desire to stabilize healthcare costs increases
- ✓ Groups not reviewed individually, but as a regionalized whole
- ✓ Premium rates are the same for all groups within a region

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CalPERS - Value Proposition

EMPLOYER:

- Largest public purchaser of benefits in California
- Sharing of risk
- No minimum participation requirements
- Blended renewals by region across plans and across agencies
- Simplified open enrollment, retiree billing and administration, COBRA administration, consolidated billing

EMPLOYEE/RETIREE

- Several plans to choose from
- Rich benefits
- Blended early retiree rates
- Mandatory retiree and surviving spouse coverage
- Retirees can jump in or out at anytime
- Retirees are entitled to the same employer contribution as active employees

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CalPERS -Value Proposition

Administrative Services

- Open Enrollment Communication Materials – Actives, Retirees and COBRA Participants
- Toll-free Open Enrollment Assistance for Retirees
- Online Eligibility Maintenance System
- Consolidated Billing
- Retiree Billing and Eligibility Administration
- COBRA Administration

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Evolving Disadvantages

- Public entities have little to no voice over state agencies in plan/system or process changes to PERS – CalPERS Board not supporting change
- No control over plan design, forced plan changes
- Sharing of risk, no group specific experience available
- No underwriting guidelines – “come one, come all” policy
- Heavy retiree participation
- Minimum contribution requirement by each agency
- Increased GASB liability; AB2544, retirees can come and go on the plan; mandatory lifetime coverage
- Administrative fee not included in the premium rates
- No rate advantage for Wellness Program – No ROI
- Lack of qualified customer service

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Disadvantages to CalPERS (continued)

- Because plan designs and rates provided to active and early retirees are same. **Implicit Liability** is immediately applied
- Current retirees must be given an opportunity to enroll in CALPERS medical even if they are not currently covered by the District
- Surviving Spouses must be covered
- The City is responsible for a minimum contribution toward medical for every retiree and surviving spouse covered by CALPERS Medical. Minimum contribution for 2022 is \$149 a month

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Disadvantages to CalPERS (continued)

❑ CALPERS has limited Plan Design Options:

- ❖ Only One (1) HMO Plan Design with Seven (7) Carriers
- ❖ HMO \$15

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CalPERS – Renewal Development

- January – May: Board negotiates rates for next calendar year
- Mid-June: CALPERS releases preliminary renewal rates and plan design changes
- Mid-July: CalPERS announces new health benefit plan rates and plan design changes. Withdrawal notices for next calendar year must be submitted within 60 days of rate announcement
- Fall: Open Enrollment
- January 1: New rates and plans effective

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Gaining Consensus – Dispelling Myths

Employee will not lose
Pension or Long-Term
Care benefits if they
leave CalPERS Medical

Agency will not stop
retiree coverage

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These Things Take Time



Exiting CALPERS Medical
should not be rushed



Even though Keenan will do
the heavy lifting, this
undertaking can be very time
consuming and taxing on
staff



All employees and retirees
will have to thoroughly
understand the changes



The District and Keenan will
need to meet with Bargaining
Groups to insure consensus

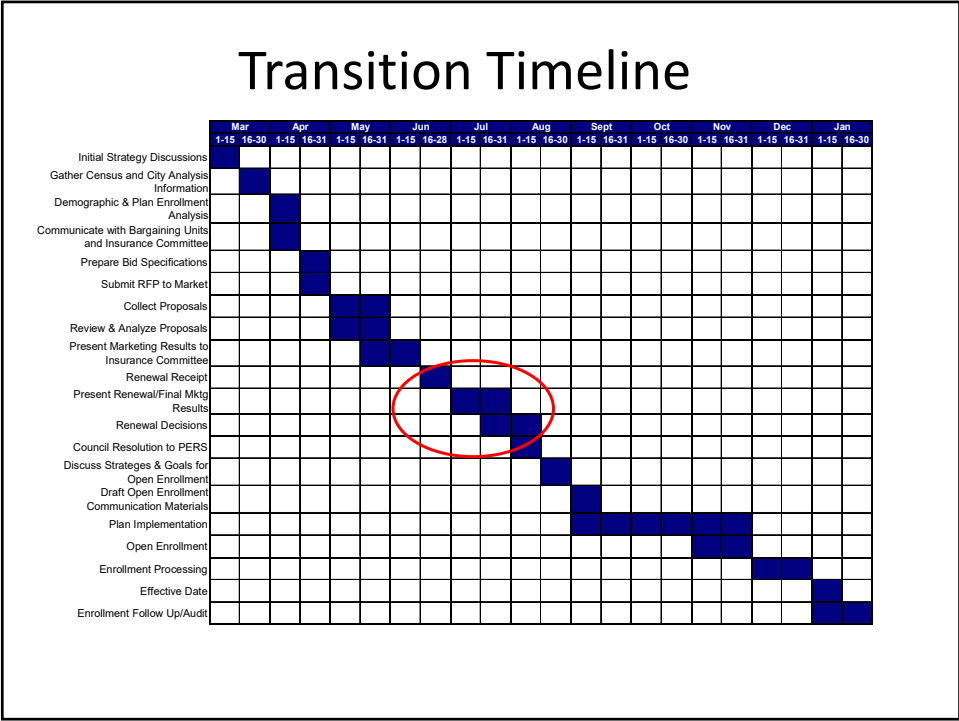


Target date for moving out of
CALPERS is January 1, 2024

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Questions?

24

24

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The Board tabled Item 14: Closed session to enable Director Covington to participate by the following roll-call vote:

MOVED: Williams	SECONDED: Slawson	APPROVED 4-0
AYES:	Hoffman, Ramirez, Slawson, Williams	
NOES:	None	
ABSTAIN:	None	
ABSENT:	Covington	

2. Consent Calendar:

The following Consent Calendar items were approved with one motion:

- a. Review of the October 2021 Budget Variance Reports
- b. Review of the October 31, 2021 Cash/Investment Balance Report
- c. Review of Check Register for the Month of November 2021
- d. Review of November 2021 Invoices Pending Approval
- e. Minutes of the Regular Meeting of November 10, 2021
- f. Minutes of the Regular Meeting of November 22, 2021
- g. Resolution 2021-23 Authorizing Public Meetings to be Held via Teleconferencing Pursuant to Government Code Section 54953(e) and Making Findings and Determinations Regarding the Same

MOVED: Williams	SECONDED: Hoffman	APPROVED 4-0
AYES:	Hoffman, Ramirez, Slawson, Williams	
NOES:	None	
ABSTAIN:	None	
ABSENT:	Covington	

3. Recognition of Leadership Academy Graduates

General Manager Dan Jagers explained the Leadership Training Program.

President Slawson invited public comment. There was none.

4. Presentation: Keenan and Associates: CalPERS Breakout Study

Ms. Laurie LoFranco from Keenan and Associates, the District's benefits broker, described options available to the District for exiting the CalPERS medical program. She reviewed the District's current medical insurance participation and enrollment and concluded that the District has good factors for exiting CalPERS.

The goals are to reduce the District's Other Post-Employment Liability and to provide quality medical benefits for active employees and retirees, she stated. Keenan has a medical pool for public agencies, she said, and described available plans within two carriers.

LoFranco explained the CalPERS pool and the Public Employees Medical and Hospital Care Act (PEMHCA) and stressed that the CalPERS pension program is separate.

In order to leave CalPERS for January 2023, the District would have to give notice 60 days before release of the 2023 rates in July 2022. Once a resolution is passed and filed, the decision cannot be changed, LoFranco explained. She detailed the process and noted a target date of January 1, 2024 to disengage, requiring a decision and notice in mid-2023.

General Manager Jagers noted the goal of savings while maintaining high quality healthcare. Ms. LoFranco added that options are also a goal.

In response to Director Ramirez, Ms. LoFranco noted future risk if the favorable conditions change. There are no guarantees, she explained, but this change offers the District more control.

In response to Director Hoffman, Ms. LoFranco explained how Keenan is compensated via commission on products offered and assured that Keenan will remain the District's benefits broker and will stay in communication.

Ms. LoFranco suggested she return to the Board with illustrative rates and plan designs compared to CalPERS. Mr. Jagers suggested absorbing the information and devising follow up questions.

President Slawson invited public comment. There was none.

5. Draft BCVWD Fiscal Year 2022 Operating & Capital Improvement Budget Preliminary Finances and 2021 Carryovers

Director of Finance and Administrative Services Kirene Manini, PhD, drew attention to the handout and Mr. Jagers noted that the goal of this discussion is to familiarize the Board with the budget to allow approval of a budget at the December 21, 2021 meeting.

Director Hoffman advised that the Finance and Audit Committee has performed an in-depth review of the budget and made some changes, and is now comfortable with the budget. He pointed out the increases in cost of materials and the existence of vacant but budgeted positions, and advised that there are funds being carried over from this year's budget. He also noted the hope to purchase water next year and other factors that make the budget a moving target.

Hoffman noted the option to review the budget at mid-year or any time to adjust as necessary to allow for variables. He stated this is a good approach, and said staff has done a good job on preparing and presenting the budget thus far.

Dr. Manini announced proposed gross revenues in the amount of \$26,175,000 and proposed gross expenses in the amount of \$21,640,800. Staff requests \$151,900 in unspent funds budgeted for Fiscal Year 2021 be carried over to 2022, she explained.

Dr. Manini provided a detailed overview of the 2022 Operating Budget. The total proposed 2022 operating revenue is \$18,727,000, and non-operating revenue is \$7,448,000, she noted and went on to explain the budget detail, noting the changes resulting from the 2019 Water Rate Study and other factors.

October 13, 2021



Beaumont-Cherry Valley Water District

Health Plan Participation Analysis

Prepared by:

Karyn Goodsite

Email: kgoodsite@keenanan.com

Phone: (951) 715-0190, x1172

Beaumont-Cherry Valley Water District

Health Plan Participation Analysis

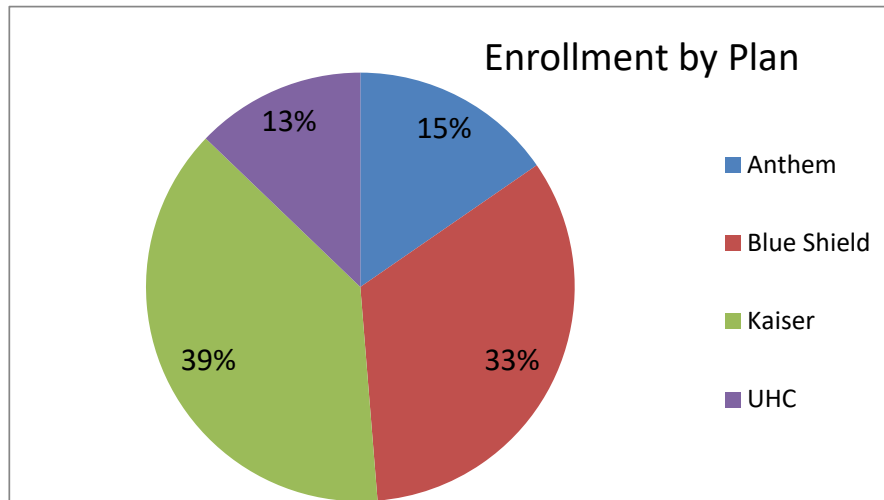
Group Characteristics

Plan Enrollment Detail By Category of Participants		Positive/ Negative	Comments
Active (Benefits Eligible) Regular Employees	35	-	Carriers prefer 100 employees or more benefits eligible.
Plus: Early Retirees	4	-	This level of early retirees will have some negative impact on the rates.
Plus: Regular Medicare Retirees	1	+	An opportunity to save money through a Medicare Exchange.
Plus: Waivers (Active & Early Retiree)	0	+	Opt Outs Avg Age: N/A Average age of waivers is No Waivers year(s) older than the insured population.
Plus: COBRA Participants	0	+	Zero or low COBRA enrollees is viewed positively by carriers.
Total Eligible Active and Retired Employees	40		
Less: Other Health Plan Opt Outs (Coverage through Spouse, Individual Plans or Parents)	<u>0</u>		
Total Participating Active, COBRA and Retired Employees	40		
Divided by: Total Eligible Active and Retired Employees	<u>40</u>		
Total Employee and Retiree Participation Percentage	100.0%	+	An employer group with at least 75% participation is viewed positively by carriers.



Beaumont-Cherry Valley Water District Health Plan Participation Analysis Group Characteristics

Plan Enrollment Detail By Health Plan	Enrollment	% of Total Enrolled
Anthem BC Select HMO	6	15.4%
Blue Shield Access+ HMO	13	33.3%
Kaiser	15	38.5%
UnitedHealthcare	5	12.8%
Totals	39	100.0%



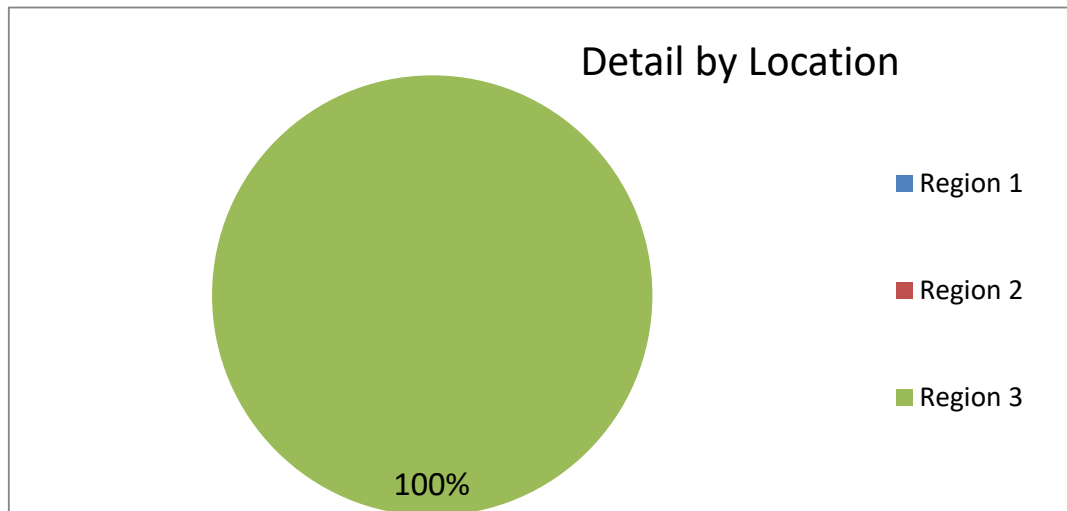
Comments:

High Kaiser population may be viewed negatively by non-Kaiser carriers.



Beaumont-Cherry Valley Water District Health Plan Participation Analysis Group Characteristics

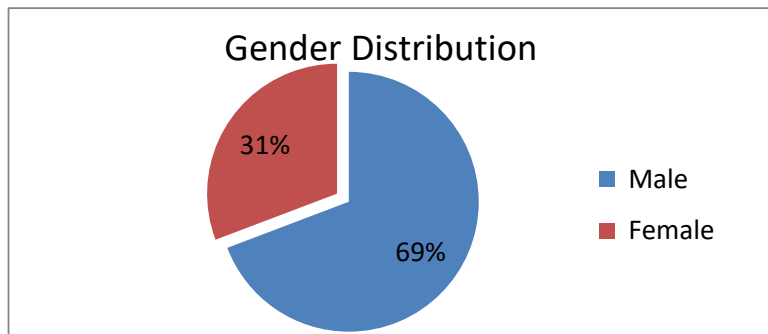
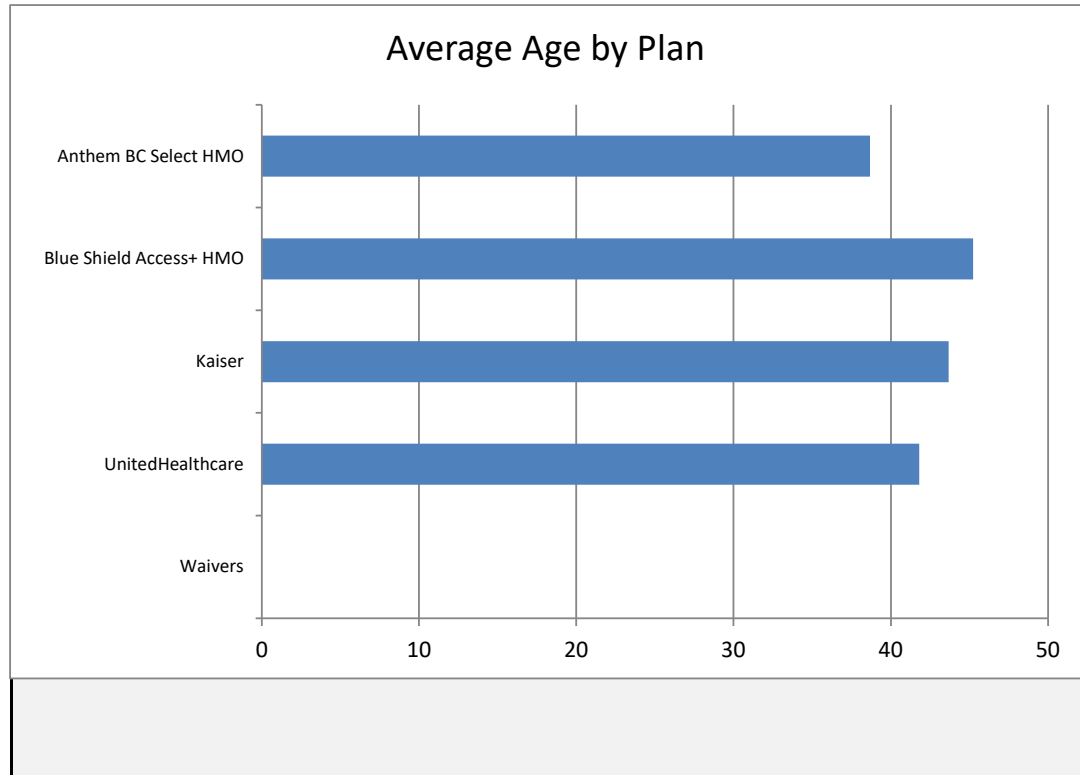
Plan Enrollment Detail By Location	Enrollment	% of Total Enrolled
Region 1 - Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tuolumne, Yolo, Yuba	0	0.0%
Region 2 - Fresno, Imperial, Inyo, Kern, Kings, Madera, Orange, San Diego, San Luis Obispo, Santa Barbara, Tulare, Ventura	0	0.0%
Region 3 - Los Angeles, Riverside, San Bernardino	39	100.0%
Totals	39	100.0%





Beaumont-Cherry Valley Water District Health Plan Demographic Analysis

Medical Plan	Average Age
Anthem BC Select HMO	39
Blue Shield Access+ HMO	45
Kaiser	44
UnitedHealthcare	42
Waivers	N/A
Group Overall Average	43.2



Gender	Ratio	Positive/ Negative	Comments
Male	69%	+	Favorable group characteristic.
Female	31%		

Comments: High male gender content may be viewed positively by carriers.



Beaumont-Cherry Valley Water District

Health Plan Participation Analysis

CalPERS Breakaway Risk Score

Criteria	Actual Client Data	Keenan Scoring	Weight	Weighted Score
Total Group Size (Active & Early Retiree, Waivers)	39	0	10%	0.00
Enrolled Employee Average Age (Active & Early Retiree)	43.2	5	30%	1.50
% Male Content	69.2%	5	20%	1.00
% Kaiser Penetration	38.5%	0	30%	0.00
% Early Retirees	10.3%	4	5%	0.20
% Waivers	0.0%	5	5%	0.25
Total Score		19	100%	2.95

Risk Score: Under 3.00=Below Standard | 3.00-4.00=Standard | 4.00-5.00=Above Standard

Percentages are based on Total Group Size

Risk Score Evaluation Version: Municipality