



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, October 17, 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 – OCTOBER 17, 2023

Call to Order: Chair Covington

Roll Call

	John Covington, Chair
	Andy Ramirez

	Lona Williams (alternate)
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PERSONNEL COMMITTEE MEETING – OCTOBER 17, 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**
The September 19, 2023 meeting was canceled due to lack of quorum
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 - 10)
6. **Policies and Procedures Manual Updates / Revisions** (pages 11 - 38)
 - a. Policy 3235 Military Leave
 - b. Policy 3110 Jury and Witness Duty

7. Review of Policy Tracking Matrix (pages 39 - 54)

- 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 55 - 57)

9. Review of Health Insurance Options Report of December 8, 2021 (pages 58 - 77)

10. Update: BCVWD FY 2024 Operating Budget (pages 78 - 85)

- a. Budget timeline overview
- b. Annual review of District Organizational Chart in preparation for FY 2024 Budget

11. Action List for Future Meetings

- a. Employee Association topics
- b. Policy manual updates (ongoing)

12. Next Meeting Date: November 21, 2023 (Thanksgiving Week)

13. 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
October 17, 2023**

Item 5

HUMAN RESOURCES REPORT

TO: Personnel Committee

FROM: Dr. Kirene M. Bargas, Director of Finance and Administration
THROUGH: Sylvia Molina, Assistant Director of Finance & Administration

SUBJECT: Human Resources Department Report for the Months of August & September 2023

Table 1: Personnel

The below table represents Workforce.

As of August 31, 2023

Total Current Employees (Excluding Board Members)	43
Full-Time Employees	37
Part-Time	2
Temporary	4
Interns	0
Separations	3
Retired Employee(s)	0

As of September 30, 2023

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



As of September 30, 2023

Employee Name	Job Title	Department
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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

As of September 30, 2023

Employee Name	Department	Years of Service
Kirene Bargas	Finance	2 years

**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

As of September 30, 2023

Employee Name	Former Title	Promotion to
Ruben Chavez	Temp Water Utility Worker I	Water Utility Worker I

Table 5: Recruitment

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

As of August 31, 2023

Position	Department	Update
Temp Water Utility Worker I	Operations	Hired. Start Date: August 14, 2023
Water Utility Worker I	Operations	Hired. Start Date: September 4, 2023
HR Manager	Human Resources	Conditional Offer Issued



As of September 30, 2023.

Position	Department	Update
Temp Water Utility Worker I	Operations	Ongoing
HR Manager	Human Resources	Conditional Offer Accepted Start Date October 3, 2023
Development Services Technician	Engineering	Ongoing

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	Operations	07/12/2023
Nicholas Ramos	Engineering Intern	Engineering	08/10/2023
Aaron Walker	Dev Services Technician	Engineering	08/17/2023

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

As of September 30, 2023:

Employee Name	Position Held	Department	Last Day
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Table 7: Communications

The below table represents HR communications to BCVWD employees.

For the months of August & September 2023.

Communication	Topic
Great Place to Work Award Granted	HR
Employment Opportunities, Recruitment, Promotions, Separations	Personnel
Safety Training	Safety
Health Fair-Open Enrollment	HR
BCVWD Employee Satisfaction Survey	HR

Prepared by Lorena Lopez, Management Analyst II



**Beaumont-Cherry Valley Water District
Personnel Committee
October 17, 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 policies:

- 3235 Military Leave
- 3110 Jury and Witness Duty

Direct staff to make edits as desired, and/or recommend desired policies to the Board of Directors.

Executive Summary

3235 Military Leave: Following discussion at the August 15, 2023 Personnel Committee meeting, 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).

3110 Jury and Witness Duty: Presented are substantial revisions to the existing policy. The Committee may want to consider a lengthier amount of paid leave time, based on the typical policies of other public agencies.

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 following Personnel Committee input at the September 19, 2023 meeting to revise any highlighting denoting highest priority and lowest priority updates. The Board identified that safety-related policies are to be top priority. The Tracking Matrix is slated to be revisited later in this meeting.

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
3110 Jury and Witness Duty	<ul style="list-style-type: none">• Substantial revisions based on research of other agencies' policies and input from HR Dynamics• Policy draft was also reviewed and edited by legal counsel• Consider increasing paid leave time from 40 hours to more, to reflect the typical public agency policy

Discussion

3235 Military Leave

The Personnel Committee reviewed this proposed new policy at its meetings of June 20, 2023, and August 15, 2023, 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.

3110 Jury and Witness Duty

Staff reviewed the Jury Duty policies of more than 10 local government agencies. All provided more generous paid leave for jury service, ranging from two weeks (80 hours) to the entire length of jury service. The Personnel Committee may want to recommend to the Board the provision of a greater amount of paid leave for jury service. Section D policy language may include the following:

Paid Leave of Absence. BCVWD will continue the salary of a regular full-time employee, while serving on a jury or as a witness (unless the employee is a party to the lawsuit or an expert witness), regardless of the length of service. Employees who are summoned to jury service must report that their employer will pay for unlimited time on a jury. A non-exempt employee or an employee who works less than full time is eligible for time off with base pay for jury duty for only those hours they were scheduled to work.

OR

Paid Leave of Absence. All regular full-time employees, while serving on a jury or as a witness (unless the employee is a party to the lawsuit or an expert witness), will be given a paid leave of absence up to ____ hours.

Fiscal Impact

3235 Military Leave

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.

3110 Jury and Witness Duty

There will be a fiscal impact to the District depending on the length of paid jury service provided, based on the affected employee's hourly wage.

Attachments

1. TABLE A – At-A-Glance: Military Leave Requirements and Options
2. Legal Summary from Richards, Watson, Gershon as requested
3. Proposed Policy 3235 Military Leave / Military Family Leave (Redline)
4. Proposed Policy 3235 Military Leave / Military Family Leave (Clean / highlighted)
5. Proposed Policy 3110 Jury Duty and Witness Leave (Redline)
6. Proposed Policy 3110 Jury Duty and Witness Leave (Clean)
7. "One Day or One Trial" brochure - California's jury system

Staff Report prepared by Lynda Kerney, Executive Assistant

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

Attachment 1

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.	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.
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.	The fiscal, and budget, impact would be the rate of services. This is currently an average of \$26.79 per month.

6	<p>Health Insurance Protection</p> <ul style="list-style-type: none"> For military service of less than 31 days, health care coverage is provided as if the servicemember had remained employed. 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 provides benefits in excess of the legal minimum:</p> <p>BCVWD continues to provide health insurance benefits for the length of military leave.</p> <p>See proposed policy Section 3235.13</p>	<p>The Board may consider a change in this policy to reduce benefits to that required by law:</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>The fiscal impact of this option would be the benefits rate for the employee for the term. The full benefit is included in the annual budget. Any reduction in coverage will be a savings to the budget for each month of non-coverage.</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>	<p>N/A</p>	<p>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.</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</p>	<p>BCVWD follows the law</p> <p>The proposed policy reflects this requirement</p>	<p>N/A</p>	<p>The fiscal impact of this option would be the employee's fully burdened rate. This is</p>

	other rights and benefits determined by seniority			already calculated in the annual budget.
9	Advance notice (oral or in writing) to the employer	BCVWD follows the law. The proposed policy reflects this requirement	N/A	No fiscal impact.
10	Cumulative period(s) of service while employed by the employer must not exceed five years	BCVWD follows the law	N/A	No fiscal impact.
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	No fiscal impact.
12	The application for reemployment must be timely	BCVWD follows the law. The proposed policy reflects this requirement	N/A	No fiscal impact.
13	The discharge from service must not be disqualifying	BCVWD follows the law. The proposed policy reflects this requirement	N/A	No fiscal impact.
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 uniformed service	BCVWD follows the law.	N/A	The fiscal, and budget, impact would be determined by the training missed.
15	Freedom from discrimination and retaliation	BCVWD follows the law The proposed policy reflects this requirement	N/A	No fiscal impact.

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

This is a NEW policy. There is no existing policy for comparison; hence, no side-by-side. The redline shows changes made to the previous version presented to the Committee.

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.

BEAUMONT-CHERRY VALLEY WATER DISTRICT

Same policy draft, no redline

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

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

Current Policy

Jury duty – current policy
Part I Section 29

- A.

General. BCVWD encourages all employees to fulfill their civic obligations by performing jury service or witness service when called. Employees shall not suffer any adverse employment action because of jury duty or witness appearance leave.
- B.

Application. This policy and its various provisions shall apply to all full-time probationary and regular employees in all classifications, including part-time and temporary as well temporary and part-time employees.
- C.

Notice. ~~An employee summoned for jury duty will immediately notify his/her immediate supervisor.~~ On receiving a jury summons, subpoena, or other court order requiring appearance in a judicial proceeding as a witness, the employee shall immediately notify his/her immediate supervisor (or other responsible managing employee). Employee shall submit appropriate documentation, including a copy of the jury summons, subpoena, or other court order, along with a time off request form, as soon as practicable.

Paid
- D.

Leave of Absence. All regular full-time employees, ~~while~~ while serving on a jury or as a witness (unless the employee is a party to the lawsuit or an expert witness), ~~an~~ employee will be given a paid leave of absence up to forty (40) hours, five days. Said leave of absence is conditional upon the reporting requirements indicated in Paragraph I. below. ~~employee returning to work upon dismissal each day to complete his/her remaining normal workday.~~
- E.

Use of Vacation Accruals. ~~Not exempt~~ All regular full-time employees may use ~~accrued, unused, vacation hours for any unpaid leave under this policy. ~~the time~~ spent serving on jury duty or witness leave is not considered hours worked for purposes of calculating overtime compensation. Employees who serve on a scheduled day off shall not receive pay.~~ An employee who is a party to the lawsuit or serving as an expert witness may use vacation accruals or request an unpaid leave of absence.
- F.

~~Exempt employees will be paid their full weekly salary unless they are on leave for longer than one week and no work is performed. In that case, accrued unused vacation hours or other unused time off may be used.~~

Unpaid Leave of Absence. All other employees (part-time and temporary) who are summoned for jury duty are granted unpaid leave in order to serve. Full-

Adopted by Resolution 20-XX, Date

time employees who have exhausted their vacation accruals may be granted unpaid leave of absence for jury and witness leave.

G. Proof of Service. ~~To receive approved time off and jury duty or witness pay, an employee must submit the Proof of Service provided by the Court indicating dates and hours served.~~

H. Compensation. ~~Any compensation received as a juror or witness during the first forty (40) hours, not including any travel allowance, must be submitted to the District in order to receive regular compensation. ~~received.~~ The District shall not compensate for appearances in which the employee receives compensation in excess of the employee's regular earnings. Temporary and part-time employees shall retain any witness appearance or jury duty compensation since such employees shall not be paid for time not actually worked. ~~The time spent serving on jury duty or witness leave is not considered hours worked for purposes of calculating overtime compensation. Employees who serve on a scheduled day off shall not receive pay.~~~~

I. Reporting. ~~Employees are required to report to work on those days when they are not actively serving on jury duty. An employee who is released from jury service or witness duty before the end of his or her regularly scheduled shift or adjusted work schedule is required ~~expected~~ to return to work. ~~if there are one (1) or more hours of the workday remaining, exclusive of travel time. ~~call his or her supervisor or Human Resources as soon as possible and report to work unless further excused.~~~~ Grounds for exception to the work reporting requirement (one hour or more at the beginning or end of the shift) shall include, among others extended travel time or the need to change from work clothing.~~

J. Benefits. ~~Any jury duty service of longer than 40 hours of absence will be excused absence but unpaid. All benefits shall remain in effect for the length of the service.~~

POLICY TITLE: JURY AND WITNESS DUTY
POLICY NUMBER: 3110

Attachment 6

- A. General.** BCVWD encourages all employees to fulfill their civic obligations by performing jury service or witness service when called. Employees shall not suffer any adverse employment action because of jury duty or witness appearance leave.
- B. Application.** This policy and its various provisions shall apply to all full-time probationary and regular employees in all classifications, including part-time and temporary employees.
- C. Notice.** On receiving a jury summons, subpoena, or other court order requiring appearance in a judicial proceeding as a witness, the employee shall immediately notify his/her immediate supervisor (or other responsible managing employee). Employee shall submit appropriate documentation, including a copy of the jury summons, subpoena, or other court order, along with a time off request form, as soon as practicable.
- D. Paid Leave of Absence.** All regular full-time employees, while serving on a jury or as a witness (unless the employee is a party to the lawsuit or an expert witness), will be given a paid leave of absence up to **forty (40) hours**. Said leave of absence is conditional upon the reporting requirements indicated in Paragraph I, below.
- E. Use of Vacation Accruals.** All regular full-time employees may use accrued, unused, vacation hours for any unpaid leave under this policy. An employee who is a party to the lawsuit or serving as an expert witness may use vacation accruals or request an unpaid leave of absence.
- F. Unpaid Leave of Absence.** All other employees (part-time and temporary) who are summoned for jury duty are granted unpaid leave in order to serve. Full-time employees who have exhausted their vacation accruals may be granted unpaid leave of absence for jury and witness leave.
- G. Proof of Service.** To receive jury duty or witness pay, an employee must submit the Proof of Service provided by the Court indicating dates and hours served.
- H. Compensation.** Any compensation received as a juror or witness during the first **forty (40) hours**, not including any travel allowance, must be submitted to the District in order to receive regular compensation. The District shall not compensate for appearances in which the employee receives compensation in excess of the employee's regular earnings. Temporary and part-time employees shall retain any witness appearance or jury duty compensation since such employees shall not be paid for time not actually worked. Time spent serving on jury duty or witness leave is not considered hours worked for purposes of calculating overtime compensation. Employees who serve on a scheduled day off shall not receive pay.
- I. Reporting.** Employees are required to report to work on those days when they are not actively serving on jury duty. An employee who is released from jury service or witness duty before the end of his or her regularly scheduled shift or adjusted work schedule is required to return to work. Grounds for exception to the work reporting requirement (one hour or more at the beginning or end of the shift)

Adopted by Resolution 20-XX, Date

shall include, among others extended travel time or the need to change from work clothing.

- J. **Benefits.** All benefits shall remain in effect for the length of the service.

DRAFT

Jury service is more manageable than ever for California employers. Your courts recently adopted the one-day or one-trial jury system. It's simpler and more user-friendly than before. The one-day or one-trial system recognizes that everyone's time is valuable. And, because it's easier to understand, it actually helps you plan for your employee's absence during jury service.

It's Different. Recognizing the realities of the workplace, the California courts have implemented the one-day or one-trial system to make jury service as manageable as possible for everyone. It works like this:

Your employee is summoned and appears at the courthouse at a designated time (or, at some courts, simply telephones or visits a Web site). If the employee is not selected for a jury that day, he or she is excused and has satisfied his or her obligation for at least a year. Or if the employee is selected for a jury, service in that trial satisfies the employee's obligation for at least a year.

It's Better. The one-day or one-trial system has taken the waiting out of jury service, streamlining the process to minimize the impacts on your business and your employees. In most cases, potential jurors report for one day and they've completed their service for at least a year. For employees, this reduces unproductive waiting time and the potential for lost income. The system also works for employers because it reduces the uncertainty of when and for how long your employees will be unavailable for work, and minimizes the economic and operational inconvenience of employee absences.

It's The Law. One-day or one-trial jury service is a major reform for the state's court system. What hasn't changed is that jury service is a duty under state law. It remains a legal obligation for employers to allow employees to serve without fear of harassment or dismissal resulting from their jury service. The California Labor Code prohibits employers from firing or harassing an employee who is summoned to serve as a juror.

Please weigh all these factors when considering your company's jury service compensation policy. It's another way to show support for American ideals, for your community, and for your employees.

For More Information

To find out more about an employer's role in the judicial system, please visit the California Courts Web site at

www.courtinfo.ca.gov/jury

On the employer pages of the site you'll find a model juror compensation policy, a partial list of companies already compensating their employees for jury service, and more information about the benefits of the one-day or one-trial system.

Send your comments and questions to

CAjuror@jud.ca.gov

Administrative Office of the Courts

455 Golden Gate Avenue

San Francisco, CA 94102-3688

415-865-4200

www.courtinfo.ca.gov



**ONE-DAY OR ONE-TRIAL —
IT'S BETTER FOR BUSINESS**
INFORMATION FOR EMPLOYERS
ABOUT CALIFORNIA'S NEW JURY SYSTEM



It's Different. It's Better. It's The Law.

Frequently Asked Questions

Can an employee seek a postponement of jury service?

Yes, recognizing that some businesses may be seasonal, the courts will allow in most cases one postponement of service to a date chosen by the employee. The deferred date usually must be within 90 days of the original date. This enables employees to select a more convenient time to serve.

My business can't afford to let our employees serve. What can I do to get my employees out of their jury service?

The courts understand that jury service may pose challenges to both employers and their employees, and that is why the one-day or one-trial system has been adopted. However, the employer has a legal obligation to let the employee serve without fear of harassment or dismissal resulting from jury service. The California Labor Code prohibits an employer from firing or harassing an employee who is summoned to serve as a juror. Employees who are harassed or fired can file a claim with the Labor Board, and employers can also be prosecuted criminally and face a misdemeanor charge if found guilty.

Is it mandatory for my firm to pay an employee during jury service?

Employers are not required by law to compensate employees while they serve on a jury, but many do. These employers recognize that without juries our legal system will come to a halt and that financial hardship may discourage employees from fulfilling their civic duty.

Will the state reimburse me if I compensate my employees to fulfill their jury service?

Jurors are currently reimbursed by the courts \$15/day after the first day of service and 34¢/mile one-way, from the juror's home to the courthouse. If an employer compensates the employee for jury service, those funds paid by the courts to the juror are refundable by the employee to the employer. However, the courts do not reimburse the employer directly.

Are there human resources guidelines available to help my firm adopt a jury duty compensation policy?

The California court system wants to make it as easy and convenient as possible for businesses to adopt an employee compensation policy. Please check the California Courts Web site to download a sample policy, as well as to find additional information about the one-day or one-trial system.

Can I stay in communication with my employee during a trial?

You are free to communicate with your employee during trial recess at the employee's discretion. However, you are not permitted to communicate in any way about the trial with your employee.

Facts About Jury Service

FACT: Four out of five people who appear at the courthouse in response to a juror summons are excused after just one day. Many of those who are excused may not even need to appear at the courthouse.

FACT: Statewide, some 10 million residents may receive a juror summons this year; of those, just 180,000 will actually serve on a jury.

FACT: The average length of a jury trial in California is just 3 to 5 days.

FACT: Loss of income is a primary concern for prospective jurors.

Why Compensate?

It's an Investment in America.

Many prospective jurors cite a loss of pay as a legitimate reason for not serving on a jury. Yet juries play an important and crucial role in our country's democratic process. Without them, the legal system would grind to a halt. Your help is essential to ensuring that all citizens are available to serve on juries when called. One of the ways you can help is to consider compensating your employees during jury service if you don't already.

It's an Investment in Your Employee.

Lack of compensation while performing jury duty, which after all is an important civic duty and honor, places a financial burden on many employees. Paying your staff during their service could contribute to boosting morale as they recognize that their employer values their civic service. Offering paid jury service is a values statement about your company and may differentiate your business in offering a competitive employment package.

It's an Investment in Your Business.

Businesses benefit from the jury system too! Civil litigation in particular is filled with a variety of business-related disputes, including contracts, environmental issues, product defects, malpractice, intellectual fraud, and wrongful termination. Wouldn't you want people like yourself and your employees deciding these cases?

Do The Math

Try thinking about it this way: Employee John makes \$35,000 per year. What do you think is the most important benefit your company provides John?

- 14 vacation days — Total annual cost \$1,900
- 10 sick days — Total annual cost \$1,350
- 8 paid holidays — Total annual cost \$1,100
- Vision, dental, and medical insurance — Total annual cost \$3,600
- Tuition reimbursement — Total annual cost \$1,900
- 1-day jury service or 5-day trial — Total annual cost \$100–\$700



**Beaumont-Cherry Valley Water District
Personnel Committee Meeting
October 17, 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

Consider the following recommendations regarding the Policy Tracking Matrix:

1. Approve a summary table option for regular monthly Committee reporting
 - a. Table 1 – Summary of Personnel Policy Approval Tracking (recommended)
 - b. Table 2 – Summary of Policy Approval Tracking for all policies
 - c. Direct staff as desired
2. Approve the addition of a direction table option for regular monthly Committee meetings
 - a. Table 3 - Policy Options for Future Meetings (recommended)
 - b. Direct staff as desired
3. Approve the separation of Non-Personnel related policies from Matrix reporting
 - a. Attachment 1 - Policy Tracking Matrix for Personnel Committee (recommended)
 - b. Attachment 3 - Policy Tracking Matrix
 - c. 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:

1. Status of Policy Revisions/Updates
2. Scheduling policies to maintain progress
3. Consolidated policy tracking matrix

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 personnel and administrative policies that needed to be updated. The worksheet logs all the major steps in the approval process, including the review by Legal Counsel, presentation to the Personnel Committee, and approval by the full Board of Directors.

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 filled in October 2023, staff can redouble their efforts to moving forward with policies and prepared tables for discussion and direction related to those efforts.

Status of Policy Revisions/Updates

Staff has reviewed the original Policy Approval Tracking worksheet, Attachment 3, and has identified policies that are either Personnel or Administrative, in nature. Staff has prepared a summary of statistics that provide a status of the policies at three major steps - the creation of a policy draft, review of said draft by the Personnel Committee, and the final approval by the Board.

The recommended Table 1, Summary of Personnel Policy Approval Tracking, is based on the policies specifically related to Personnel and the Personnel Committee. These policies would follow all three of the major steps and could be provided to the Committee on a monthly basis as a snapshot of the progress on the policies.

Table 1 – Summary of Personnel Policy Approval Tracking

Department	On Matrix	Draft Created	Committee Reviewed Drafts	Board Approved	% Complete
HR	105	95	49	49	46.67%
Finance & Admin	5	4	0	0	0.00%
Totals	110	99	49	49	44.55%

An alternate version, based on all the policies available for preparation and review, are provided in Table 2, Summary of Policy Approval Tracking for all policies. This table includes policies that would go either to another committee, such as Fixed-Asset Capitalization, which would be more appropriate for a review by the Finance and Audit Committee, or policies that would go directly to the Board of Directors, like Public Complaints. The original list that includes all of the policies is available as Attachment 3. The policies that have been identified as Administrative, and would not start with the Personnel Committee, are noted in red on Attachment 2.

Table 2-Summary of Policy Approval Tracking for all policies

Department	On Matrix	Draft Created	Committee Reviewed Drafts	Board Approved	% Complete
HR	105	95	49	49	46.67%
Finance & Admin	15	14	6	6	40.00%
IT	17	14	0	0	0.00%
Operations	3	2	0	0	0.00%
Engineering	3	1	0	0	0.00%
Totals	143	126	55	55	38.46%



Either Table, or an alternate version directed by the Committee, could be provided on a monthly basis as a recurring update.

Scheduling policies to maintain progress

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 Jaggers 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.

Although operational aspects of the District are delegated to the General Manager and supporting 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 are outlined and used as guidance for District staff to continue moving the policy review process forward. To assist with this, staff has prepared Table 3, Policy Options for Future Meetings, as a discussion item.

Table 3 – Policy Options for Future Meetings

Item	Policy No.	Priorities Listed	Draft Size	Selected for Processing	Estimated Committee Presentation
1	3110	Jury and Witness Duty	1 page	October	October
2	3235	Military Leave	7 pages	August	October
3	3060	Continuity of Service	1 page		
4	3065	Reduction in Force	1 page		
5	3070	Holidays	1 page		
6	3080	Pre-Employment Physical Examination	2 pages		
7	3155	Personal Vehicle Usage	1 page		
8	3165	Tobacco Use	1 page		
9	3170	Smoke Free Workplace	1 page		
10	3180	Nepotism-Employment of Relatives	2 pages		
11	3240	Dress Code and Personal Standards	3 pages		
12					

Numbered for ease of selection and reference, not for level of priority

The recommendation is for staff to provide to the Committee a short list of policies that have a draft available. The Committee would then select from the table, or from the full matrix, the policies that are a priority for staff to address and potentially include in the following meeting.

Having this table, or an alternate version directed by the Committee, would allow Staff to start their internal process, which includes a review by Administrative staff, the Employee Association representatives, legal counsel, and the General Manager, before being submitted to the



Committee for review, comments, and direction. This would produce a constant review of policies at every meeting, with guidance from the Committee.

Consolidated policy tracking matrix

At the August 15, 2023 Personnel Committee meeting, the discussion included a request to see if there was a way to consolidate the Policy Approval Tracking worksheet. In addition to recommended Table 1 and Table 4 for regular monthly reporting, Staff recommends a policy tracking worksheet that separates the Personnel and Administrative policies (Attachment 1).

The tracking matrix specifically for Personnel policies, or an alternate version directed by the Committee, could be presented on a monthly or quarterly basis. Alternatively, the original worksheet (Attachment 3) could remain intact with monthly or quarterly presentation, should the Committee desire.

Fiscal Impact

None.

Attachments

1. Policy Tracking Matrix for Personnel Committee (separated Personnel vs Administrative)
2. Policy Tracking Matrix (identifying Personnel vs Administrative)
3. Policy Tracking Matrix (original)

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

Attachment 1

Policy Approval Tracking BCVWD Policy Manual Project - Personnel

Policy Number	New Policy Number	Section	Policy Name	Policy Type	Drafted by BCVWD Staff	Responsible Staff	Approved by Legal Counsel	Presented to Personnel Committee	Provisionally Approved by Personnel Committee	Presented to Board of Directors	Approved by Board of Directors	Adoption Date	Resolution Number
1	1000	General	Definitions	Personnel	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	Personnel	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	Personnel	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	Personnel	Yes	Human Resources	3/15/2021	3/22/2021	3/22/2021	4/14/2021	4/14/2021	4/14/2021	21-006
4	3005	Administration	Affirmative Action	Personnel	Yes	Human Resources	Recommended 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	Personnel	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	Personnel	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	Personnel	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	Personnel	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	Personnel	Yes	Human Resources	4/12/2021	7/19/2021	7/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
N/A	3001	Personnel	Employee Information and	Personnel	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	Emergency Data	Personnel	Yes	Human Resources	4/12/2021	5/17/2021	5/17/2021	10/13/2021	10/13/2021	10/13/2021	21-018
9	3003	Personnel	Employee Groups	Personnel	Yes	Human Resources	5/10/2022	5/17/2022	Tabled	10/13/2021	10/13/2021	10/13/2021	21-018
9	3005	Personnel	Employment Agreements	Personnel	Yes	Human Resources	7/13/2021	7/19/2021	7/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
N/A	3006	Personnel	Compensation	Personnel	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	Resolving Wage-Public Works Contractor-Employee Relations	Personnel	Yes	Human Resources	7/13/2021	9/20/2021	9/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
11	3015	Personnel	Employee Performance Evaluation	Personnel	Yes	Human Resources	7/13/2021	9/20/2021	9/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
12	3020	Personnel	Performance Evaluation-General Manager	Personnel	Yes	Human Resources	8/3/2021	9/20/2021	9/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
13	3025	Personnel	Health and Welfare Benefits	Personnel	Yes	Human Resources	5/10/2022	5/17/2022	5/17/2022	6/8/2022	6/8/2022	6/8/2022	22-019
14	3030	Personnel	Pay Periods	Personnel	Yes	Human Resources	10/12/2021	11/15/2021	11/15/2021	5/11/2022	5/11/2022	5/11/2022	22-016
15	3035	Personnel	Gift Acceptance Guidelines	Personnel	Yes	Human Resources	12/10/2021	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022	22-016
16	3040	Personnel	Outside Employment	Personnel	Yes	Human Resources	10/12/2021	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022	22-016
17	3045	Personnel	Letters of Recommendation	Personnel	Yes	Human Resources							
		Personnel	Executive Officer	Personnel	Yes	Human Resources							
18	3050	Personnel	Volunteer Personnel Workers'	Personnel	Yes	Human Resources							
19	3055	Personnel	Compensation Insurance	Personnel	Yes	Human Resources							
20	3060	Personnel	Work Hours, Overtime, and Standby Program	Personnel	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 (incorrect numbering)	3065	Personnel	Continuity of Service	Personnel	Yes	Human Resources							
21	3070	Personnel	Reduction in Force	Personnel	Yes	Human Resources							
22	3075	Personnel	Holidays	Personnel	Yes	Human Resources	11/8/2022	1/17/2023	1/17/2023	2/8/2023	2/8/2023	2/8/2023	23-005
23	3080	Personnel	Vacation	Personnel	Yes	Human Resources							
24	3085	Personnel	Pre-Employment Physical Examination	Personnel	Yes	Human Resources							
25	3090	Personnel	Sick Leave	Personnel	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	3095	Personnel	Family and Medical Leave	Personnel	Yes	Human Resources	8/31/2022	10/18/2022	Move to Board for discussion w/ counsel	12/14/2022	12/14/2022	12/14/2022	22-043
N/A	3096	Personnel	Pregnancy Disability Leave	Personnel	Yes	Human Resources	9/1/2022	9/20/2022	9/20/2022	12/14/2022	12/14/2022	12/14/2022	22-043
27	3100	Personnel	Lactation Accommodation	Personnel	Yes	Human Resources	8/25/2022	9/20/2022	9/20/2022	12/14/2022	12/14/2022	12/14/2022	22-043
28	3105	Personnel	Bereavement Leave	Personnel	Yes	Human Resources	5/10/2022	5/17/2022	5/17/2022	6/8/2022	6/8/2022	6/8/2022	22-019
29	3110	Personnel	Personal Leave of Absence	Personnel	Yes	Human Resources							
		Personnel	Personal Leave of Absence	Personnel	Yes	Human Resources							
N/A	3111	Personnel	Jury and Witness Duty	Personnel	Yes	Human Resources	9/29/2022	10/18/2022	10/18/2022	12/14/2022	12/14/2022	12/14/2022	22-043
30	3115	Personnel	Family Members	Personnel	Yes	Human Resources	1/11/2023	1/17/2023	1/17/2023	2/8/2023	2/8/2023	2/8/2023	23-005
31	3120	Personnel	Return to Work Policy	Personnel	Yes	Human Resources	1/11/2023	1/17/2023	1/17/2023	2/8/2023	2/8/2023	2/8/2023	23-005
N/A	3121	Personnel	Occupational Injury and Illness Prevention Program	Personnel	Yes	Human Resources	2/21/2023	2/21/2023	2/21/2023	3/15/2023	3/15/2023	3/15/2023	23-09
N/A	3122	Personnel	Infectious Disease Control	Personnel	Yes	Human Resources	2/21/2023	2/21/2023	2/21/2023	3/15/2023	3/15/2023	3/15/2023	23-09
N/A	3123	Personnel	Workplace Violence	Personnel	Yes	Human Resources	2/21/2023	2/21/2023	2/21/2023	3/15/2023	3/15/2023	3/15/2023	23-09
		Personnel	Asset Protection and Fraud	Personnel	Yes	Human Resources							
32	3125	Personnel	Uniforms and Protective Clothing	Personnel	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	Confferences	Personnel	Yes	Human Resources							
34	3135	Personnel	Occupational Certification and Education	Personnel	Yes	Human Resources	6/14/2022	8/16/2022	8/16/2022	9/17/2022	9/17/2022	9/14/2022	22-028

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

Policy Approval Tracking
BCVWD Policy Manual Project - Personnel

Policy Number	New Policy Number	Section	Policy Name	Policy Type	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	3136	Personnel	Succession and Workforce Planning	Personnel	Yes	Human Resources							
35	3136	Personnel	Respiratory Protection Program	Personnel	Yes	Human Resources							
36	3145	Personnel	Driver Training and Record Review	Personnel	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	Personnel	Yes	Human Resources							
38	3151	Personnel	Personal Vehicle Usage	Personnel	Yes	Human Resources							
39	2160	Personnel	HIPAA Compliance and Security	Personnel	Yes	Human Resources							
40	3165	Personnel	Office	Personnel	Yes	Human Resources							
41	3170	Personnel	Tobacco Use	Personnel	Yes	Human Resources							
42	3175	Personnel	Smoker Free Workplace	Personnel	Yes	Human Resources							
43	3180	Personnel	Disciplinary Action or Terminations	Personnel	Yes	Human Resources							
44	3185	Personnel	Nepotism-Employment of Relatives	Personnel	Yes	Human Resources							
47	3200	Personnel	Confidentiality Regarding Resignations	Personnel	Yes	Human Resources							
48	3205	Personnel	Grievance Procedures	Personnel	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	Substance Abuse (in Conformance with Department of Transportation Guidelines)	Personnel	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	FMCSA Clearinghouse Registration	Personnel	Yes	Human Resources							
51	3220	Personnel	Personnel Action Form (PAF)	Personnel	Yes	Human Resources							
N/A	3225	Personnel	Recruitment, Selection and Onboarding	Personnel	Yes	Human Resources							
N/A	3231	Personnel	Employee Leave Donation Program and Policy	Personnel	Yes	Human Resources	2019	2019	2019	10/9/2019	10/9/2019	10/9/2019	2019-011
N/A	3235	Personnel	Workers' Compensation	Personnel	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	3240	Personnel	Accommodations for Disability	Personnel	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	3245	Personnel	Military Leave	Personnel	Yes	Human Resources	6/14/2023	6/20 and 8/15/2023					
N/A	3250	Personnel	Dress Code and Personal Standards	Personnel	No	Human Resources							
N/A	3255	Personnel	Non-Solicitation	Personnel	No	Human Resources							
N/A	3260	Personnel	Telecommuting	Personnel	No	Human Resources							
1	4005	Board of Directors	Time off for School Activities	Personnel	No	Human Resources							
2	4010	Board of Directors	Time off to Vote	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)				
3	4015	Board of Directors	Basis of Authority	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)				
4	4020	Board of Directors	Members of the Board of Directors	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)				
5	4025	Board of Directors	Committees of the Board of Directors	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)				
6	4030	Board of Directors	Board President	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)				
7	4035	Board of Directors	Board Meetings	Personnel	Yes	HR/Administration	Verbal Review during meeting	N/A	Directed to Full Board	12/8/2021	12/8/2021	1/11/2023	2023-02
8	4040	Board of Directors	Board Meeting Agendas	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)				
9	4045	Board of Directors	Board Meeting Conduct	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)				
10	4050	Board of Directors	Board Actions and Decisions	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)				
11	4055	Board of Directors	Attendance at Meetings	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)				
12	4060	Board of Directors	Minutes of Board Meetings	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)				
13 & 16	4065	Board of Directors	Rules of Order for Board and Committee Meetings	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)				
14	4070	Board of Directors	Training, Education and Conferences	Personnel	Yes	HR/Administration	6/30/2021	N/A	Directed to Full Board	7/14/2021	7/14/2021	7/14/2021	2021-12
15	4075	Board of Directors	Remuneration, Director Per Diem Fees	Personnel	Yes	HR/Administration		N/A	Directed to Full Board	7/14/2021	7/14/2021	7/14/2021	2021-12
17	4080	Board of Directors	Payment of Expenses Incurred on District Business	Personnel	Yes	HR/Administration	6/30/2021	N/A	Directed to Full Board	7/14/2021	7/14/2021	7/14/2021	2021-12
			Expenditure Reimbursement	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)				
			Membership in Associations	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)				

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Policy Approval Tracking
BCVWD Policy Manual Project - Personnel

Policy Number	New Policy Number	Section	Policy Name	Policy Type	Drafted by BCVWD Staff	Responsible Staff	Approved by Legal Counsel	Presented to Personnel Committee	Provisionally Approved by Personnel Committee	Presented to Board of Directors	Adoption Date	Resolution Number
18	4085	Board of Directors	Ethics Training	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)			
N/A	4086	Board of Directors	Anti-Harassment Training	Personnel	No	HR/Administration		N/A	Direct to Board (Ad Hoc?)			
19	4090	Board of Directors	Code of Ethics	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)			
20	4095	Board of Directors	Ethics Policy	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)			
N/A	4100	Board of Directors	Electronic Communications and Data Devices at Dais	Personnel	Yes	HR/Administration	6/28/2021	N/A	Directed to Full Board	7/14/2021	7/14/2021	2021-11
1	5005	Operations	Emergency Preparedness	Personnel	Yes	Human Resources						
2	5010	Operations	Emergency Response Guideline for Hostile or Violent Incidents	Personnel	Yes	Human Resources	11/8/2022	11/15/2022	11/15/2022	12/14/2022	12/14/2022	22-043
4	5020	Operations	Environmental Health and Safety Compliance Program	Personnel	Yes	HR/Operations						
5	5025	Operations	Illness and Injury Prevention Program	Personnel	Yes	HR/Operations						
11	5035	Operations	Employment of Consultants and Professional Services	Personnel	Yes	Finance/HR						
12	5060	Operations	Employment of Outside Contractors	Personnel	Yes	Finance/HR						
16	5075	Operations	Credit Card Usage	Personnel	Yes	Finance/HR						
17	5080	Operations	Purchasing	Personnel	Yes	Finance		N/A	Direct to Full Board			
N/A	5081	Operations	Contract Review Policy	Personnel	No	Finance/Administration		N/A	Direct to Full Board			
N/A	5095	Operations	District Residences and Facility Emergency Policy	Personnel	Yes	HR/Administration	7/21/2020	6/21/2021	Requested edits, sent to Board for review	10/28/2021	10/28/2021	2021-19
1	6005	Miscellaneous	Purpose of Board Policies	Personnel	Yes	Human Resources		N/A	Direct to Board (Ad Hoc?)			
2	6010	Miscellaneous	Adoption, Amendment of Policies	Personnel	Yes	Human Resources		N/A	Direct to Full Board			
3	6015	Miscellaneous	Public Complaints	Personnel	Yes	Human Resources		N/A	Direct to Full Board			
4	6020	Miscellaneous	Claims Against the District	Personnel	Yes	Human Resources		N/A	Direct to Full Board			
5	6025	Miscellaneous	Public Records	Personnel	Yes	HR/Administration	4/28/2023	4/18/2023	5/16/2023	6/14/2023	6/14/2023	2023-17
6	6030	Miscellaneous	District Standards for the Furnishing of Materials	Personnel	Yes	HR/Administration		N/A	Direct to Full Board			
			Definitions	Personnel	Additional Edits	Human Resources	6/28/2021	7/19/2021	7/20/2021	10/13/2021	10/13/2021	21-018
			Policy Manual	Personnel	Additional Edits	Human Resources	Separate Report	N/A	N/A-directed to Board	3/9/2022	3/9/2022	22-006

Priority Legend:
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Light Blue Highlight = Lowest Priority

Attachment 2

Policy Approval Tracking BCVWD Policy Manual Project - Administrative

Policy Number	New Policy Number	Section	Policy Name	Policy Type	Drafted by BCVWD Staff	Responsible Staff	Approved by Legal Counsel	Presented to Personnel Committee	Provisionally Approved by Personnel Committee	Presented to Board of Directors	Adoption Date	Resolution Number
45	3130	Personnel	Internet, E-Mail, and Electronic Communication Ethics, Usage and Security	Administrative	Yes	Information Technology						
N/A	3131	Personnel	Electronic Signature Policy	Administrative	No	Information Technology		N/A	Direct to Full Board			
46	3195	Personnel	Cellular Telephone Usage	Administrative	Yes	Information Technology		N/A	Direct to Full Board			
3	5015	Operations	Computer and Business Continuity Security	Administrative	Yes	Information Technology						
6	5030	Operations	Budget Preparation	Administrative	Yes	Finance	11/8/2022	11/15/2022	11/15/2022	12/14/2022	12/14/2022	22-043
N/A	5031	Operations	User Fee Cost Recovery	Administrative	Yes	Finance	?	N/A	N/A	12/14/2022	12/14/2022	22-039
7	5035	Operations	Fixed-Asset Accounting Control	Administrative	Yes	Finance		N/A	Direct to Full Board			
8	5040	Operations	Fixed-Asset Capitalization	Administrative	Yes	Finance		N/A	Direct to Full Board			
9	5045	Operations	Investment of District Funds	Administrative	Yes	Finance	?	N/A	N/A	12/14/2022	12/14/2022	22-042
N/A	5046	Operations	Other Post-Employment Benefits Funding	Administrative	Yes	Finance	5/10/2022	N/A	N/A	5/11/2022	5/11/2022	2022-14
10	5050	Operations	Customer Payment Arrangements	Administrative	Yes	Finance/Customer Service		N/A	Direct to Full Board			
13	5065	Operations	Easement Abandonment	Administrative	Yes	Administration						
14	5066	Operations	Easement Acceptance	Administrative	No	Administration						
15	5070	Operations	Encroachment Permits	Administrative	Yes	Administration						
18	5085	Operations	Disposal of Surplus Property or Equipment	Administrative	Yes	Finance						
19	5090	Operations	Records Retention	Administrative	Yes	Administration	4/28/2023	4/18/2023	5/16/2023	6/14/2023	6/14/2023	2023-17
N/A	5100	Operations	Press Relations and Social Media	Administrative	Yes	Administration	1/11/2022	4/19/2022	4/19/2022	5/11/2022	5/11/2022	2022-016
7	6035	Miscellaneous	Environmental Review Guidelines	Administrative	Yes	Engineering		N/A	Direct to Full Board			
8	6040	Miscellaneous	Annexation	Administrative	No	Engineering		N/A	Direct to Full Board			
9	6045	Miscellaneous	Construction Requirements	Administrative	No	Engineering		N/A	Direct to Full Board			
N/A	7000	Information Technology	Acceptable Use	Administrative	Yes	Information Technology		N/A	Direct to Full Board			
N/A	7005	Information Technology	Electronic Communications Accessibility	Administrative	Yes	Information Technology		N/A	Direct to Full Board			
N/A	7010	Information Technology	Electronic Communications	Administrative	Yes	Information Technology		N/A	Direct to Full Board			
N/A	7015	Information Technology	Passwords	Administrative	Yes	Information Technology		N/A	Direct to Full Board			
N/A	7020	Information Technology	Remote Access/VPN	Administrative	Yes	Information Technology		N/A	Direct to Full Board			
N/A	7025	Information Technology	Datacenter Physical Security	Administrative	Yes	Information Technology		N/A	Direct to Full Board			
N/A	7030	Information Technology	Wireless Communications	Administrative	Yes	Information Technology		N/A	Direct to Full Board			
N/A	7035	Information Technology	Mobile Device Security	Administrative	Yes	Information Technology		N/A	Direct to Full Board			
N/A	7040	Information Technology	Internet Use	Administrative	Yes	Information Technology		N/A	Direct to Full Board			
N/A	7045	Information Technology	Information Systems Backup & Data Retention	Administrative	Yes	Information Technology		N/A	Direct to Full Board			
N/A	7050	Information Technology	Personally Identifiable Information	Administrative	Yes	Information Technology		N/A	Direct to Full Board			
N/A	7055	Information Technology	Drones Use	Administrative	No	Information Technology		N/A	Direct to Full Board			
N/A	7060	Information Technology	Security and Technology Access for Independent Contractors	Administrative	No	Information Technology		N/A	Direct to Full Board			

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Policy Approval Tracking
BCVWD Policy Manual Project

Attachment 3

Policy Number	New Policy Number	Section	Policy Name	Policy Type	Drafted by BCVWD Staff	Responsible Staff	Approved by Legal Counsel	Presented to Personnel Committee	Provisionally Approved by Personnel Committee	Presented to Board of Directors	Approved by Board of Directors	Adoption Date	Resolution Number
1	1000	General	Definitions	Personnel	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	Personnel	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	Personnel	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	Personnel	Yes	Human Resources	3/15/2021	3/22/2021	3/22/2021	4/14/2021	4/14/2021	4/14/2021	21-006
4	3005	Administration	Affirmative Action	Personnel	Yes	Human Resources	Recommended 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	Personnel	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	Personnel	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	Personnel	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	Personnel	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	Personnel	Yes	Human Resources	4/12/2021	7/19/2021	7/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
N/A	3001	Personnel	Employee Information and	Personnel	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	Emergency Data	Personnel	Yes	Human Resources	4/12/2021	5/17/2021	5/17/2021	10/13/2021	10/13/2021	10/13/2021	21-018
9	3003	Personnel	Employee Groups	Personnel	Yes	Human Resources	5/10/2022	5/17/2022	Tabled				
9	3005	Personnel	Employment Agreements	Personnel	Yes	Human Resources	7/13/2021	7/19/2021	7/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
N/A	3006	Personnel	Compensation	Personnel	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	Resolving Wage-Public Works Contractor-Employee Relations	Personnel	Yes	Human Resources	7/13/2021	9/20/2021	9/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
11	3015	Personnel	Employee Performance Evaluation	Personnel	Yes	Human Resources	7/13/2021	9/20/2021	9/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
12	3020	Personnel	Performance Evaluation-General Manager	Personnel	Yes	Human Resources	8/3/2021	9/20/2021	9/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
13	3025	Personnel	Health and Welfare Benefits	Personnel	Yes	Human Resources	5/10/2022	5/17/2022	5/17/2022	6/8/2022	6/8/2022	6/8/2022	22-019
14	3030	Personnel	Pay Periods	Personnel	Yes	Human Resources	10/12/2021	11/15/2021	11/15/2021	5/11/2022	5/11/2022	5/11/2022	22-016
15	3035	Personnel	Gift Acceptance Guidelines	Personnel	Yes	Human Resources	12/10/2021	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022	22-016
16	3040	Personnel	Outside Employment	Personnel	Yes	Human Resources	10/12/2021	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022	22-016
17	3045	Personnel	Letters of Recommendation	Personnel	Yes	Human Resources							
		Personnel	Executive Officer	Personnel	Yes	Human Resources							
18	3050	Personnel	Volunteer Personnel Workers'	Personnel	Yes	Human Resources							
19	3055	Personnel	Compensation Insurance	Personnel	Yes	Human Resources							
20	3060	Personnel	Work Hours, Overtime, and Standby Program	Personnel	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 (incorrect numbering)	3065	Personnel	Continuity of Service	Personnel	Yes	Human Resources							
21	3070	Personnel	Reduction in Force	Personnel	Yes	Human Resources							
22	3075	Personnel	Holidays	Personnel	Yes	Human Resources	11/8/2022	1/17/2023	1/17/2023	2/8/2023	2/8/2023	2/8/2023	23-005
23	3080	Personnel	Vacation	Personnel	Yes	Human Resources							
24	3085	Personnel	Pre-Employment Physical Examination	Personnel	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
25	3090	Personnel	Sick Leave	Personnel	Yes	Human Resources							
26	3095	Personnel	Family and Medical Leave	Personnel	Yes	Human Resources	8/31/2022	10/18/2022	Move to Board for discussion w/ counsel	12/14/2022	12/14/2022	12/14/2022	22-043
N/A	3096	Personnel	Pregnancy Disability Leave	Personnel	Yes	Human Resources	9/1/2022	9/20/2022	9/20/2022	12/14/2022	12/14/2022	12/14/2022	22-043
27	3100	Personnel	Lactation Accommodation	Personnel	Yes	Human Resources	8/25/2022	9/20/2022	9/20/2022	12/14/2022	12/14/2022	12/14/2022	22-043
28	3105	Personnel	Bereavement Leave	Personnel	Yes	Human Resources	5/10/2022	5/17/2022	5/17/2022	6/8/2022	6/8/2022	6/8/2022	22-019
29	3110	Personnel	Personal Leave of Absence	Personnel	Yes	Human Resources							
		Personnel	Jury and Witness Duty	Personnel	Yes	Human Resources							
N/A	3111	Personnel	Leave for Crime Victims and Family Members	Personnel	Yes	Human Resources	9/29/2022	10/18/2022	10/18/2022	12/14/2022	12/14/2022	12/14/2022	22-043
30	3115	Personnel	Return to Work Policy	Personnel	Yes	Human Resources	1/11/2023	1/17/2023	1/17/2023	2/8/2023	2/8/2023	2/8/2023	23-005
31	3120	Personnel	Occupational Injury and Illness Prevention Program	Personnel	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	Personnel	Yes	Human Resources	2/21/2023	2/21/2023	2/21/2023	3/15/2023	3/15/2023	3/15/2023	23-09
N/A	3122	Personnel	Workplace Violence	Personnel	Yes	Human Resources	2/21/2023	2/21/2023	2/21/2023	3/15/2023	3/15/2023	3/15/2023	23-09
N/A	3123	Personnel	Asset Protection and Fraud	Personnel	Yes	Human Resources							
32	3125	Personnel	Uniforms and Protective Clothing	Personnel	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	Confferences	Personnel	Yes	Human Resources							
34	3135	Personnel	Occupational Certification and Education	Personnel	Yes	Human Resources	6/14/2022	8/16/2022	8/16/2022	9/17/2022	9/17/2022	9/14/2022	22-028

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

**Policy Approval Tracking
BCVWD Policy Manual Project**

Policy Number	New Policy Number	Section	Policy Name	Policy Type	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	3136	Personnel	Succession and Workforce Planning	Personnel	Yes	Human Resources							
35	3140	Personnel	Respiratory Protection Program	Personnel	Yes	Human Resources							
36	3145	Personnel	Driver Training and Record Review	Personnel	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	Personnel	Yes	Human Resources							
38	3151	Personnel	Personal Vehicle Usage	Personnel	Yes	Human Resources							
39	3160	Personnel	HIPAA Compliance and Security	Personnel	Yes	Human Resources							
40	3165	Personnel	Office	Personnel	Yes	Human Resources							
41	3170	Personnel	Tobacco Use	Personnel	Yes	Human Resources							
42	3175	Personnel	Smoke Free Workplace	Personnel	Yes	Human Resources							
43	3180	Personnel	Disciplinary Action or Terminations	Personnel	Yes	Human Resources							
44	3185	Personnel	Nepotism-Employment of Relatives	Personnel	Yes	Human Resources							
45	3190	Personnel	Confidentiality Regarding Resignations	Personnel	Yes	Human Resources							
N/A	3191	Personnel	Internet, E-Mail, and Electronic Communication Ethics, Usage and Security	Administrative	Yes	Information Technology		N/A	Direct to Full Board				
46	3195	Personnel	Electronic Signature Policy	Administrative	No	Information Technology		N/A	Direct to Full Board				
47	3200	Personnel	Cellular Telephone Usage	Administrative	Yes	Information Technology		N/A	Direct to Full Board				
48	3205	Personnel	Grievance Procedures	Personnel	Yes	Human Resources							
N/A	3206	Personnel	Substance Abuse (in Conformance with Department of Transportation Guidelines)	Personnel	Yes	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	FMCSA Clearinghouse Registration	Personnel	No	Human Resources	12/6/2021	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022	22-016
51	3220	Personnel	Personnel Action Form (PAF)	Personnel	Yes	Human Resources							
N/A	3225	Personnel	Recruitment, Selection and Onboarding	Personnel	Yes	Human Resources							
N/A	3230	Personnel	Employee Leave Donation Program and Policy	Personnel	Yes	Human Resources	2019	2019	2019	10/9/2019	10/9/2019	10/9/2019	2019-011
N/A	3231	Personnel	Workers' Compensation	Personnel	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	3235	Personnel	Accommodations for Disability	Personnel	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	3240	Personnel	Military Leave	Personnel	Yes	Human Resources	6/14/2023	6/20 and 8/15/2023					
N/A	3245	Personnel	Dress Code and Personal Standards	Personnel	Yes	Human Resources							
N/A	3250	Personnel	Non-Solicitation	Personnel	No	Human Resources							
N/A	3255	Personnel	Telecommuting	Personnel	No	Human Resources							
N/A	3260	Personnel	Time off for School Activities	Personnel	No	Human Resources							
1	4005	Board of Directors	Time off to Vote	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)				
2	4010	Board of Directors	Basis of Authority	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)				
3	4015	Board of Directors	Members of the Board of Directors	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)				
4	4020	Board of Directors	Committees of the Board of Directors	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)				
5	4025	Board of Directors	Board President	Personnel	Yes	HR/Administration	Verbal Review during meeting	N/A	Direct to Board (Ad Hoc?)	12/8/2021	12/8/2021	1/11/2023	2023-02
6	4030	Board of Directors	Board Meetings	Personnel	Yes	HR/Administration		N/A	Directed to Full Board				
7	4035	Board of Directors	Board Meeting Agendas	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)				
8	4040	Board of Directors	Board Meeting Conduct	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)				
9	4045	Board of Directors	Board Actions and Decisions	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)				
10	4050	Board of Directors	Board Attendance at Meetings	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)				
11	4055	Board of Directors	Minutes of Board Meetings	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)				
12	4060	Board of Directors	Rules of Order for Board and Committee Meetings	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)				
			Training, Education and Conferences	Personnel	Yes	HR/Administration	6/30/2021	N/A	Directed to Full Board	7/14/2021	7/14/2021	7/14/2021	2021-12

Priority Legend:
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Policy Approval Tracking BCVWD Policy Manual Project

Policy Number	New Policy Number	Section	Policy Name	Policy Type	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
13 & 16	4065	Board of Directors	Remuneration, Director Per Diem	Personnel	Yes	HR/Administration	6/30/2021	N/A	Directed to Full Board	7/14/2021	7/14/2021	7/14/2021	2021-12
14	4070	Board of Directors	Fees	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)				
15	4075	Board of Directors	Payment of Expenses Incurred on District Business	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)				
16	4080	Board of Directors	Expenditure Reimbursement	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)				
17	4085	Board of Directors	Membership in Associations	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)				
18	4085	Board of Directors	Ethics Training	Personnel	No	HR/Administration		N/A	Direct to Board (Ad Hoc?)				
N/A	4086	Board of Directors	Anti-Harassment Training	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)				
19	4090	Board of Directors	Code of Ethics	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)				
20	4095	Board of Directors	Ethics Policy	Personnel	Yes	HR/Administration		N/A	Direct to Board (Ad Hoc?)				
N/A	4100	Board of Directors	Electronic Communications and Data Devices at Dais	Personnel	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	Personnel	Yes	Human Resources							
2	5010	Operations	Emergency Response Guidelines for Hostile or Violent Incidents	Personnel	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	Administrative	Yes	Information Technology							
4	5020	Operations	Environmental Health and Safety Compliance Program	Personnel	Yes	HR/Operations							
5	5025	Operations	Illness and Injury Prevention Program	Personnel	Yes	HR/Operations							
6	5030	Operations	Budget Preparation	Administrative	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	Administrative	Yes	Finance	?	N/A	N/A	12/14/2022	12/14/2022	12/14/2022	22-039
7	5035	Operations	Fixed-Asset Accounting Control	Administrative	Yes	Finance		N/A	Direct to Full Board				
8	5040	Operations	Investment of District Funds	Administrative	Yes	Finance	?	N/A	Direct to Full Board				
9	5045	Operations	Other Post-Employment Benefits	Administrative	Yes	Finance		N/A	N/A	12/14/2022	12/14/2022	12/14/2022	22-042
N/A	5046	Operations	Funding	Administrative	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	Administrative	Yes	Finance/Customer Service		N/A	Direct to Full Board				
11	5055	Operations	Employment of Consultants and Professional Services	Administrative	Yes	Finance/HR							
12	5060	Operations	Employment of Outside Contractors	Personnel	Yes	Finance/Administration							
13	5065	Operations	Exemption Abandonment	Administrative	Yes	Administration							
14	5066	Operations	Easement Acceptance	Administrative	No	Administration							
15	5070	Operations	Encroachment Permits	Administrative	Yes	Administration							
16	5075	Operations	Credit Card Usage	Personnel	Yes	Finance							
17	5080	Operations	Purchasing	Personnel	Yes	Finance		N/A	Direct to Full Board				
N/A	5081	Operations	Contract Review Policy	Personnel	No	Finance/Administration		N/A	Direct to Full Board				
18	5085	Operations	Disposal of Surplus Property or Equipment	Administrative	Yes	Finance							
19	5090	Operations	Records Retention	Administrative	Yes	Finance	4/28/2023	4/18/2023	5/16/2023	6/14/2023	6/14/2023	6/14/2023	2023-17
N/A	5095	Operations	District Residences and Facility Emergency Policy	Personnel	Yes	HR/Administration	7/21/2020	6/21/2021	Requested edits, sent to Board for review	10/28/2021	10/28/2021	10/28/2021	2021-19
N/A	5100	Operations	Press Relations and Social Media	Administrative	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	Personnel	Yes	Human Resources		N/A	Direct to Board (Ad Hoc?)				
2	6010	Miscellaneous	Adoption, Amendment of Policies	Personnel	Yes	Human Resources		N/A	Direct to Full Board				
3	6015	Miscellaneous	Public Complaints	Personnel	Yes	Human Resources		N/A	Direct to Full Board				
4	6020	Miscellaneous	Claims Against the District	Personnel	Yes	Human Resources		N/A	Direct to Full Board				
5	6025	Miscellaneous	Public Records	Personnel	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	Personnel	Yes	HR/Administration		N/A	Direct to Full Board				
7	6035	Miscellaneous	Environmental Review Guidelines	Administrative	Yes	Engineering		N/A	Direct to Full Board				
8	6040	Miscellaneous	Amexation	Administrative	No	Engineering		N/A	Direct to Full Board				
9	6045	Miscellaneous	Construction Requirements	Administrative	No	Engineering		N/A	Direct to Full Board				
N/A	7000	Information Technology	Acceptable Use	Administrative	Yes	Information Technology		N/A	Direct to Full Board				

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**Policy Approval Tracking
BCVWD Policy Manual Project**

Policy Number	New Policy Number	Section	Policy Name	Policy Type	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	7005	Information Technology	Accessibility	Administrative	Yes	Information Technology		N/A	Direct to Full Board				
N/A	7010	Information Technology	Electronic Communications	Administrative	Yes	Information Technology		N/A	Direct to Full Board				
N/A	7015	Information Technology	Passwords	Administrative	Yes	Information Technology		N/A	Direct to Full Board				
N/A	7020	Information Technology	Remote Access/VPN	Administrative	Yes	Information Technology		N/A	Direct to Full Board				
N/A	7025	Information Technology	Datacenter Physical Security	Administrative	Yes	Information Technology		N/A	Direct to Full Board				
N/A	7030	Information Technology	Wireless Communications	Administrative	Yes	Information Technology		N/A	Direct to Full Board				
N/A	7035	Information Technology	Mobile Device Security	Administrative	Yes	Information Technology		N/A	Direct to Full Board				
N/A	7040	Information Technology	Internet Use	Administrative	Yes	Information Technology		N/A	Direct to Full Board				
N/A	7045	Information Technology	Information Systems Backup & Data Retention	Administrative	Yes	Information Technology		N/A	Direct to Full Board				
N/A	7050	Information Technology	Personally Identifiable Information	Administrative	Yes	Information Technology		N/A	Direct to Full Board				
N/A	7055	Information Technology	Drones Use	Administrative	No	Information Technology		N/A	Direct to Full Board				
N/A	7060	Information Technology	Security and Technology Access for Independent Contractors	Administrative	No	Information Technology	6/28/2021	N/A	Direct to Full Board	10/13/2021	10/13/2021	10/13/2021	21-018
			Definitions	Personnel	Additional Edits	Human Resources	Separate Report	7/19/2021	7/20/2021	3/9/2022	3/9/2022	3/9/2022	22-006
			Policy Manual					N/A	N/A-directed to Board				

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Attachment 4

Policy Approval Tracking
BCVWD Policy Manual Project

Policy Number	New Policy Number	Section	Policy Name	Drafted by BCVWD Staff	Responsible Staff	Approved by Legal Counsel	Presented to Personnel Committee	Provisionally Approved by Personnel Committee	Presented to Board of Directors	Approved by Board of Directors	Adoption Date	Resolution Number
1	1000	General	Definitions	Yes	Human Resources	2/16/2021	2/22/2021	2/22/2021	4/14/2021	4/14/2021	4/14/2021	21-006
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	Administrative 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
N/A	3001	Personnel	Employee Information and 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	5/10/2022	5/17/2022	5/17/2022	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	5/17/2022	10/13/2021	10/13/2021	10/13/2021	21-018
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
N/A	3006	Personnel	Prevailing Wage -Public Works Contractor-Employee Relations	Yes	Human Resources	7/13/2021	9/20/2021	9/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
10 & 49	3010	Personnel	Employee Performance Evaluation	Yes	Human Resources	7/13/2021	9/20/2021	9/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
11	3015	Personnel	Performance Evaluation-General 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	10/13/2021	10/13/2021	10/13/2021	21-018
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	10/12/2021	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022	22-016
17	3045	Personnel	Executive Officer	Yes	Human Resources							
18	3050	Personnel	Volunteer Personnel Workers' Compensation Insurance	Yes	Human Resources							
19	3055	Personnel	Work Hours, Overtime, and Standby Program	Yes	Human Resources	6/14/2022	7/19/2022	7/19/2022 with revisions	9/14/2022	9/14/2022	9/14/2022	22-028
20 (incorrect numbering)	3060	Personnel	Continuity of Service	Yes	Human Resources							
21	3065	Personnel	Reduction in Force	Yes	Human Resources							
22	3070	Personnel	Holidays	Yes	Human Resources							
23	3075	Personnel	Vacation	Yes	Human Resources	11/8/2022	1/17/2023	1/17/2023	2/8/2023	2/8/2023	2/8/2023	23-005
24	3080	Personnel	Pre-Employment Physical Examination	Yes	Human Resources							
25	3085	Personnel	Sick Leave	Yes	Human Resources	7/14/2022	8/16/2022	8/16/2022 with revisions	9/14/2022	9/14/2022	9/14/2022	22-028
26	3090	Personnel	Family and Medical Leave	Yes	Human Resources	8/31/2022	10/18/2022	Move to Board for discussion, w/ counsel	12/14/2022	12/14/2022	12/14/2022	22-043
N/A	3095	Personnel	Pregnancy Disability Leave	Yes	Human Resources	9/1/2022	9/20/2022	9/20/2022	12/14/2022	12/14/2022	12/14/2022	22-043
27	3100	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	3105	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	3110	Personnel	Personal Leave of Absence	Yes	Human Resources							
N/A	3111	Personnel	Jury and Witness Duty	Yes	Human Resources							
30	3115	Personnel	Leave for Crime Victims and 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	3120	Personnel	Return to Work Policy	Yes	Human Resources	1/11/2023	1/17/2023	1/17/2023	2/8/2023	2/8/2023	2/8/2023	23-005
N/A	3121	Personnel	Occupational Injury and Illness 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	3122	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

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**Policy Approval Tracking
BCVWD Policy Manual Project**

Policy Number N/A	New Policy Number 3123	Section Personnel	Policy Name Asset Protection and Fraud	Drafted by BCVWD Staff Yes	Responsible Staff Human Resources	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
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	Diver 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	Yes	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	3195	Personnel	Electronic Signature Policy	No	Information Technology							
46	3195	Personnel	Cellular Telephone Usage	Yes	Information Technology							
47	3200	Personnel	Grievance Procedures	Yes	Human Resources							
48	3205	Personnel	Substance Abuse (in Conformance with Department of Transportation Guidelines)	Yes	Human Resources	12/6/2021	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022	22-016
N/A	3206	Personnel	FMCSA Clearinghouse Registration	No	Human Resources	12/6/2021	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022	22-016
50	3215	Personnel	Personnel Action Form (PAF)	Yes	Human Resources							
51	3220	Personnel	Recruitment, Selection and Onboarding	Yes	Human Resources							
N/A	3225	Personnel	Employee Leave Donation Program and Policy	Yes	Human Resources	2019	2019	2019	10/9/2019	10/9/2019	10/9/2019	2019-011
N/A	3230	Personnel	Workers' Compensation	Yes	Human Resources	5/9/2023	5/16/2023	5/16/2023	6/14/2023	6/14/2023	6/14/2023	2023-17
N/A	3231	Personnel	Accommodations for Disability	No	Human Resources	5/9/2023	5/16/2023	5/16/2023	6/14/2023	6/14/2023	6/14/2023	2023-17
N/A	3235	Personnel	Military Leave	Yes	Human Resources	6/14/2023	6/20 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**

Policy Number	New Policy Number	Section	Policy Name	Drafted by BCVWD Staff	Responsible Staff	Approved by Legal Counsel Verbal Review during meeting	Presented to Personnel Committee	Provisionally Approved by Personnel Committee	Presented to Board of Directors	Approved by Board of Directors	Adoption Date	Resolution Number
5	4025	Board of Directors	Board Meetings	Yes	HR/Administration		N/A	Directed to Full Board	12/8/2021	12/8/2021	4/1/2023	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	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	22-089
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

Priority Legend:
Yellow Highlight = Highest Priority
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**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	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	10/28/2021	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	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	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	6/28/2021	7/19/2021	7/20/2021	10/13/2021	10/13/2021	21-018
			Definitions	Additional Edits	Human Resources	Separate Report	N/A	N/A-directed to Board	3/9/2022	3/9/2022	22-006
			Policy Manual								

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



**Beaumont-Cherry Valley Water District
Personnel Committee Meeting
October 17, 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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Associates



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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 (green, 39%), Blue Shield (red, 33%), Anthem (blue, 15%), and UHC (purple, 13%). A legend to the right of the chart identifies the colors for each plan.

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

Comments:

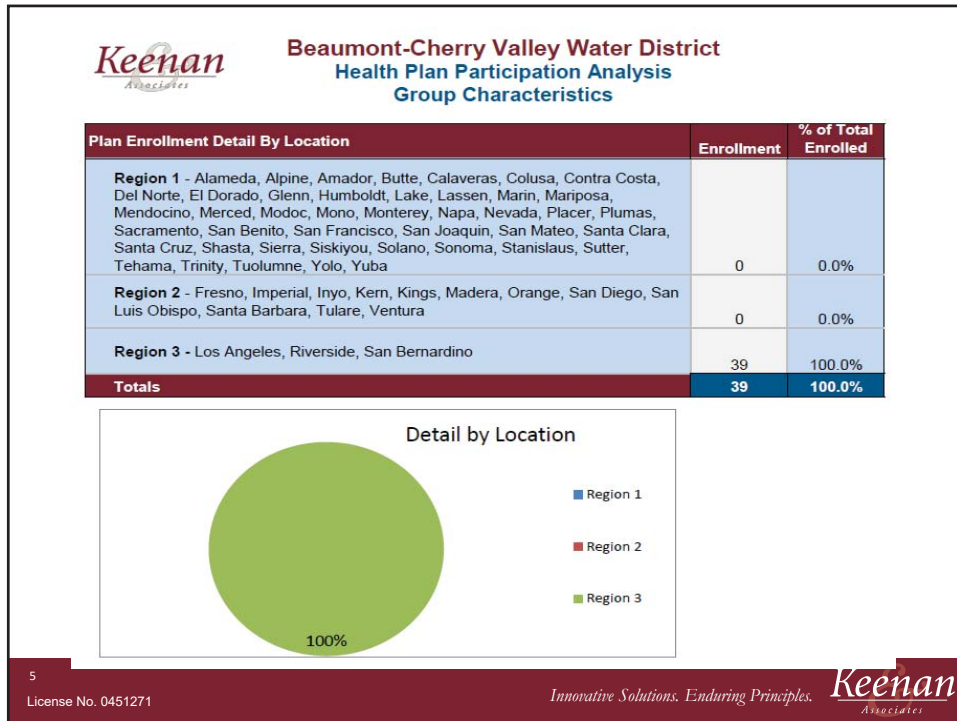
High Kaiser population may be viewed negatively by non-Kaiser carriers.

4

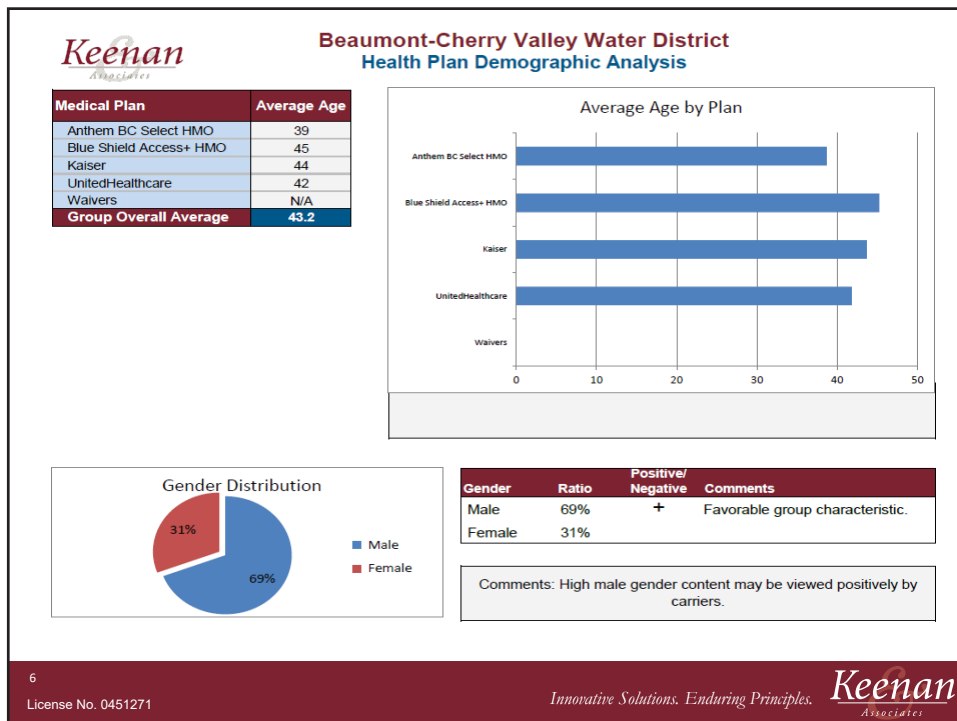
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Beaumont-Cherry Valley Water District

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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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.

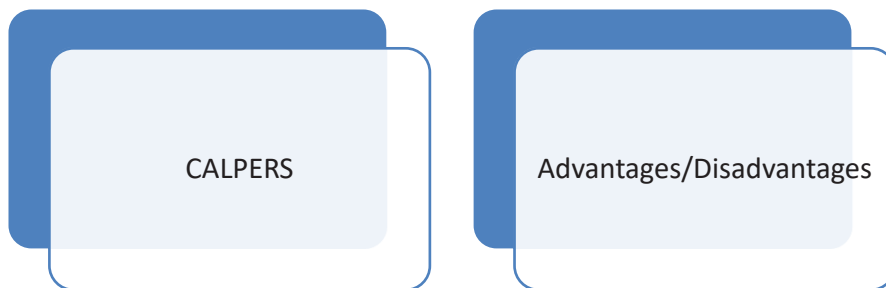
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Introduction to CalPERS – What is CalPERS?



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

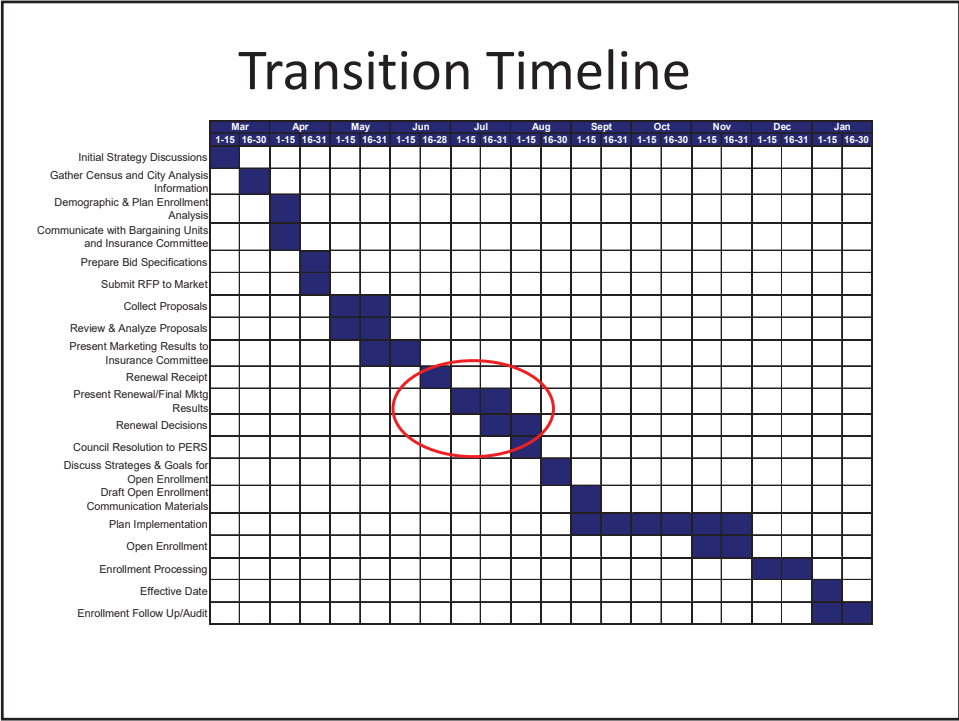
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Questions?

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Excerpt of 2021-12-08 Regular Board Meeting Minutes

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@keenan.com

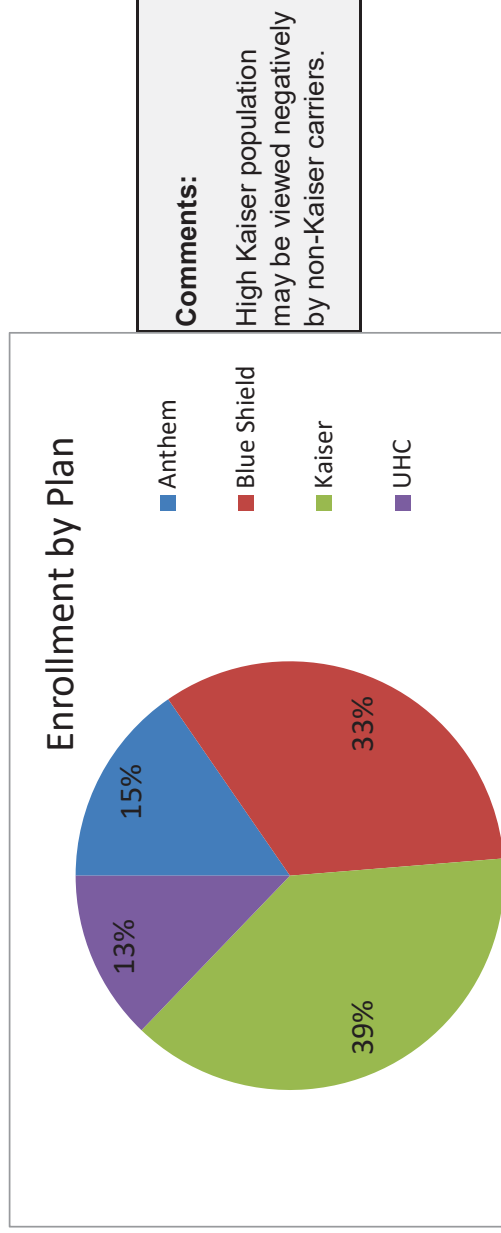
Phone: (951) 715-0190, x1172

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)	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.

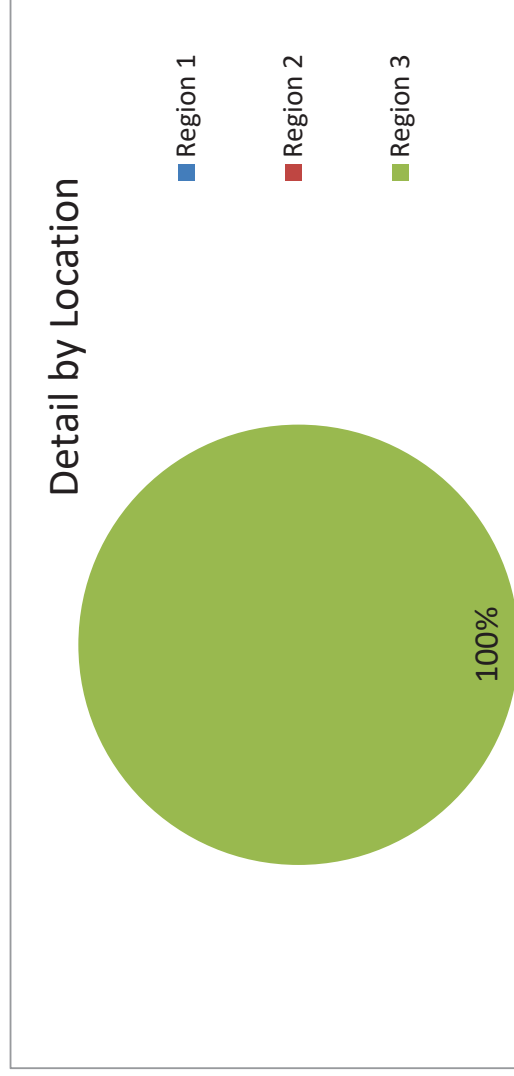
Beaumont-Cherry Valley Water District
Health Plan Participation Analysis
Group Characteristics

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%



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

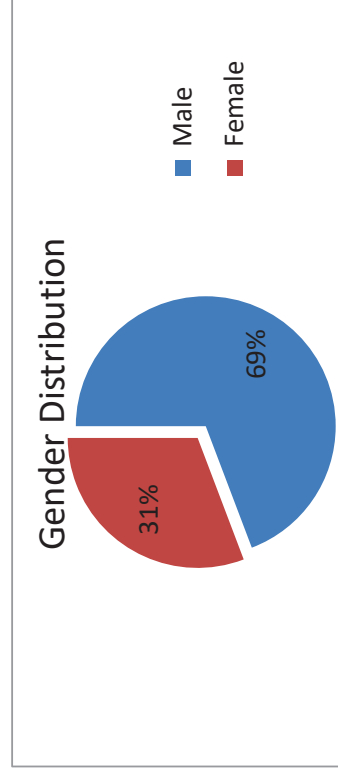
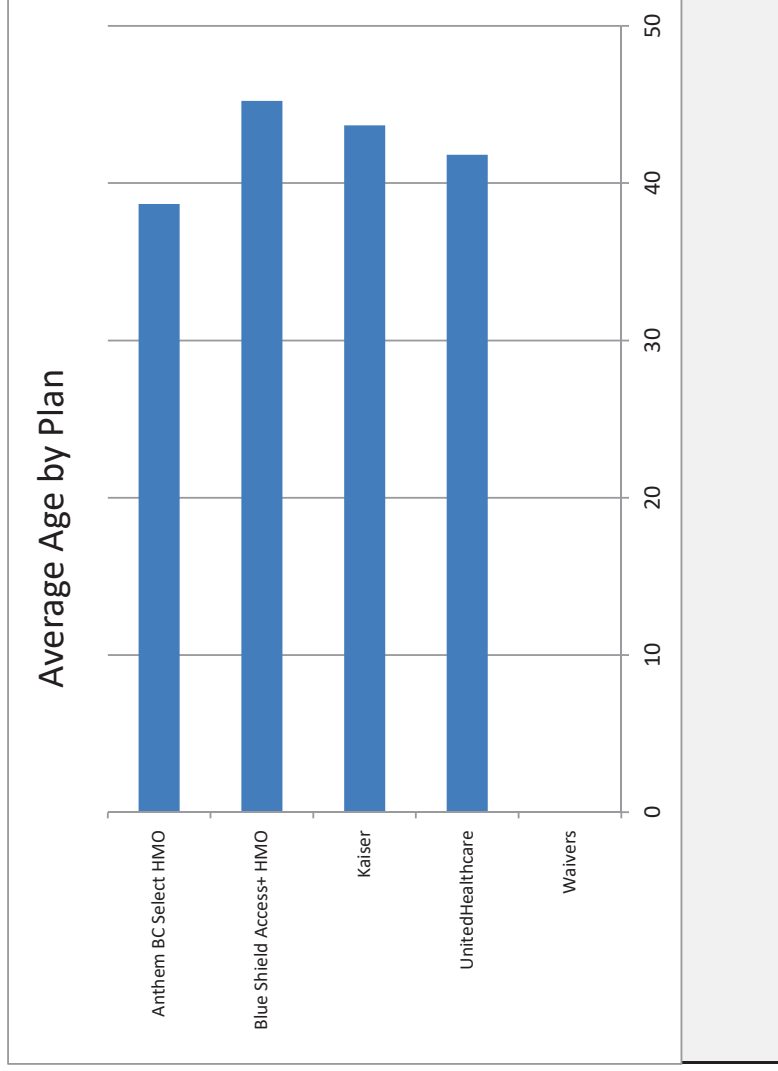
Plan Enrollment Detail By Location	Enrollment	% of Total Enrolled
Region 1 - Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, 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



**Beaumont-Cherry Valley Water District
Personnel Committee Meeting
October 17, 2023**

Item 10

STAFF REPORT

TO: Personnel Committee
FROM: Sylvia Molina, Assistant Director of Finance and Administration
SUBJECT: 2024 Operating Budget Update

Staff Recommendation

Direct staff as desired.

Executive Summary

Staff has evaluated the projected revenues and expenses for 2023 and, based on those estimates, as well as historical averages and industry trends, has prepared the proposed 2024 Operating Budget. The Budget includes personnel changes that incorporate the 3.7% Cost of Living Adjustment, an increase to the number of recorded meetings, and new positions in the Operations department to encourage professional development and succession planning.

Background

In June 2023, the BCVWD Finance department provided projected revenues and expenses for 2023 to all District departments. An evaluation process began for each area that included an evaluation of historical averages, and industry trends, to propose a request for each account in the General Ledger. The personnel changes were included in the initial budget discussion with the Finance and Audit Committee on October 5, 2023.

The budget presented was a balanced budget, with Net Revenues proposed at \$21,482,500 and Net Expenses at \$20,567,600, with a potential Net Increase of \$914,900. Staff continues to review the revenues and expenses proposed and has identified 4 accounts that need minor adjustments before a draft document can be presented to the Finance and Audit Committee, and then the full Board of Directors. A list of the future activity for the Budget is listed in Table 1, Budget Calendar.

Table 1-Budget Calendar

Date	Meeting	Task
October 17, 2023	Personnel Committee	Review Personnel changes and Organization Chart draft
October 19, 2023	Finance and Audit Committee	Special meeting to review draft of Budget document
November 2, 2023	Finance and Audit Committee	Review changes to Budget document, vote to send to full Board
November 8, 2023	Regular Board	Presentation of Budget draft, budget discussion
November 16, 2023	Engineering Workshop	Review changes to Budget document, budget discussion
December 7, 2023	Finance and Audit Committee	Final review of changes to Budget document
December 13, 2023	Regular Board	Budget review and approval

Discussion

The proposed 2024 Operating Budget includes the August-to-August Unadjusted Consumer Price Index, U.S. Cities average, as a Cost of Living Adjustment (COLA) of 3.7% (Attachment 1). The



COLA was applied to all staff members. The COLA rate was also applied to the Board of Directors for budgeting purposes, however the Board will be voting on October 11, 2023 for a request to increase the per diem rate by 0%, 3.7%, or an alternate rate up to 5%.

In addition to the COLA application, the proposed 2024 Operating Budget included three new divisions. Each division is a split from an existing department. All of the new divisions are filled by existing positions and the changes have zero fiscal impact.

1. Development Services - Budget based on a percentage of expected staff time
2. Customer Service – Budget based on 5 employees pulled from the Administration division
3. Cross-Connection/Non-Potable Water – Budget based on 1 employee pulled from the Source of Supply Division

In addition to the division changes, there were 5 proposed staffing changes and 2 proposed title changes to the organization. These changes are reflected in Table 2- Employee Counts for Proposed 2024 Operating Budget as well as the 2024 Organization Chart Draft (Attachment 2).

1. Board meetings increased from 335 to 421 meetings
2. Qty 1 Engineering Assistant position changed to Associate Civil Engineer I
3. Qty 1 New Senior Water Utility Worker
4. Replace 10 temporary Water Utility Worker 1 positions with 2 New Water Utility Worker I and 2 Temporary Water Utility Worker I positions
5. Qty 1 Maintenance Technician I position
6. Title Change – Added “Flex” to Director, and Assistant Director, of Finance and Administration for transparency on position where only 1 role would be filled
7. Title Change – Added “II” to existing Maintenance Technician position to reflect apprenticeship for new position and to align with title structure of all other departments

Table 2- Employee Counts for Proposed 2024 Operating Budget

Full and Part-Time District Employees	2022 Budget (FT)	2022 Budget (PT) ⁽⁹⁾	2023 Budget (FT)	2023 Budget (PT) ⁽⁹⁾	2024 Budget (FT)	2024 Budget (PT) ⁽⁹⁾
Engineering						
Engineering	4	3 ⁽¹⁾	4	3 ⁽¹⁾	4	3 ⁽¹⁾
Finance and Administration						
Administration ⁽²⁾	7	4 ^(3,4,5)	7	2 ^(4,6)	3	0
Finance	5	0	5	0	5	0
Human Resources	1	0	1	0	1	0
Customer Service					5	0
Information Technology						
Information Technology	1	0	1	0	1	0



Table 2- Employee Counts for Proposed 2024 Operating Budget (continued)

Full and Part-Time District Employees	2022 Budget (FT)	2022 Budget (PT) ⁽⁹⁾	2023 Budget (FT)	2023 Budget (PT) ⁽⁹⁾	2024 Budget (FT)	2024 Budget (PT) ⁽⁹⁾
Operations						
Source of Supply	6	0	6	0	5	0
Cross Connection/ Non-Potable					1	0
Transmission and Distribution	13	6 ⁽⁷⁾	13	10 ⁽⁸⁾	17	2
Field Inspections	0	0	0	0	0	0
Customer Service and Meter Reading	3	0	3	0	2	0
Maintenance and General Plant	1	0	1	0	2	0
Total Positions	41	13	41	15	46	5
			FTE	48.5	FTE	48.5

- (1) Includes 2 part-time District Engineers at a max of 640 hours and 1 Intern at a max of 988 hours
(2) Includes General Manager, Administrative Assistants, and, until 2024, Customer Service Representatives
(3) Included 1 part-time Customer Service Rep I for a maximum of 988 hours and 1 part-time Accountant III for a maximum of 640 hours
(4) Includes an Administrative Assistant for a maximum of 988 hours
(5) Included 2 temporary part-time employees to implement the AMR/AMI program
(6) Consolidated 2 part-time, temporary employees to implement the AMR/AMI program into 1 temporary position for a maximum of 2,000 hours
(7) Included 4 part-time Water Utility Worker I positions for seasonal projects for a maximum of 959 hours each as well as 2 temporary employees to implement the AMR/AMI program for a maximum of 2,000 hours each
(8) Includes 8 part-time Water Utility Worker I positions for seasonal projects for a maximum of 959 hours each as well as 2 temporary employees to implement the AMR/AMI program for a maximum of 2,000 hours each
(9) A part-time position is any position that is scheduled for less than 2,080 hours and does not qualify for certain benefits, including vacation accruals or holiday pay.

Fiscal Impact

The fiscal impact of the personnel portion of the proposed 2024 Operating Budget is \$8,055,000. This is a \$339,500, or 4.21% increase above the approved 2023 Operating Budget portion for personnel expenses. A detail of the fiscal impact by department is provided on Attachment 3.

Attachments

1. U.S. Department of Labor – Consumer Price Index – August 2023
2. 2024 Organization Chart – Draft
3. Summary of Changes to Personnel Budget from 2023 to 2024

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



**Transmission of material in this release is embargoed until
8:30 a.m. (ET) Wednesday, September 13, 2023**

USDL-23-1972

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CONSUMER PRICE INDEX – AUGUST 2023

The Consumer Price Index for All Urban Consumers (CPI-U) rose 0.6 percent in August on a seasonally adjusted basis, after increasing 0.2 percent in July, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased **3.7 percent** before seasonal adjustment.

The index for gasoline was the largest contributor to the monthly all items increase, accounting for over half of the increase. Also contributing to the August monthly increase was continued advancement in the shelter index, which rose for the 40th consecutive month. The energy index rose 5.6 percent in August as all the major energy component indexes increased. The food index increased 0.2 percent in August, as it did in July. The index for food at home increased 0.2 percent over the month while the index for food away from home rose 0.3 percent in August.

The index for all items less food and energy rose 0.3 percent in August, following a 0.2-percent increase in July. Indexes which increased in August include rent, owners' equivalent rent, motor vehicle insurance, medical care, and personal care. The indexes for lodging away from home, used cars and trucks, and recreation were among those that decreased over the month.

The all items index increased 3.7 percent for the 12 months ending August, a larger increase than the 3.2-percent increase for the 12 months ending in July. The all items less food and energy index rose 4.3 percent over the last 12 months. The energy index decreased 3.6 percent for the 12 months ending August, and the food index increased 4.3 percent over the last year.

Chart 1. One-month percent change in CPI for All Urban Consumers (CPI-U), seasonally adjusted, Aug. 2022 - Aug. 2023
Percent change

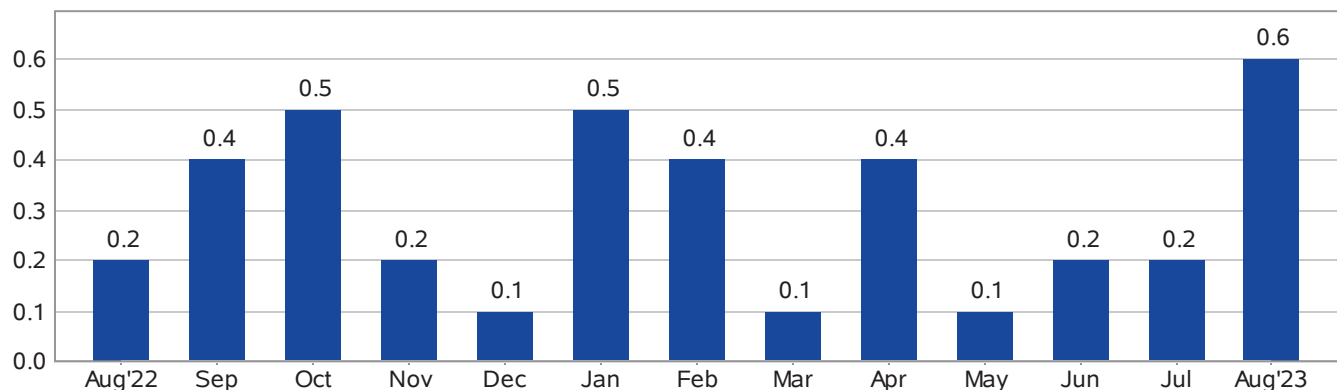


Chart 2. 12-month percent change in CPI for All Urban Consumers (CPI-U), not seasonally adjusted, Aug. 2022 - Aug. 2023

Percent change

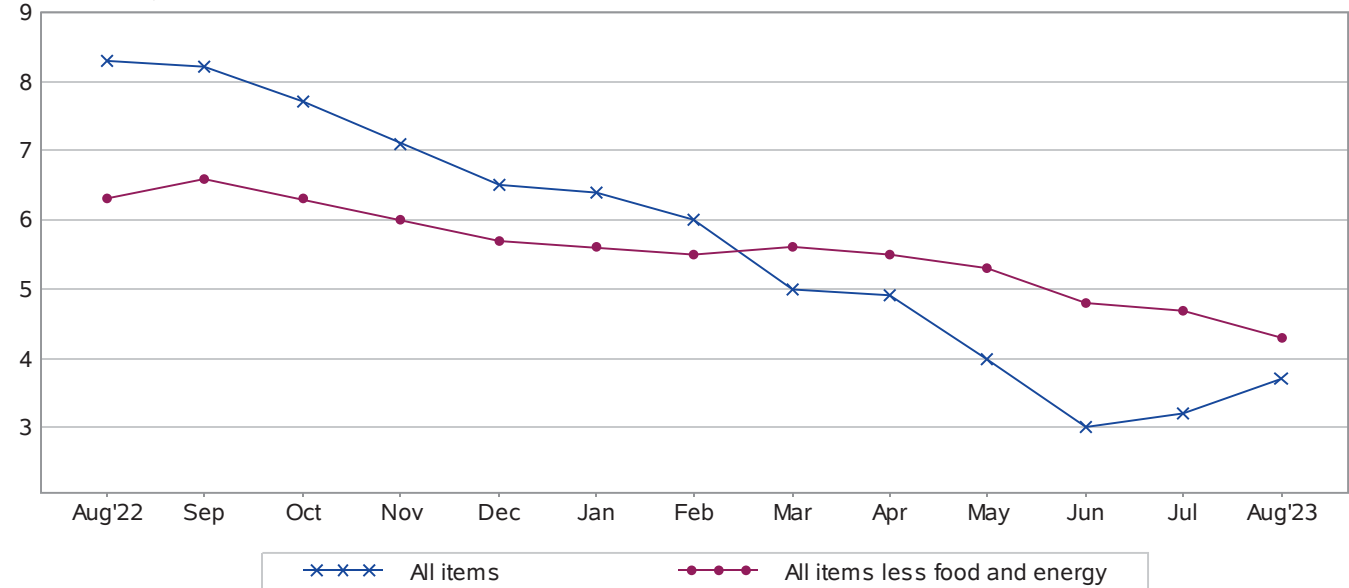


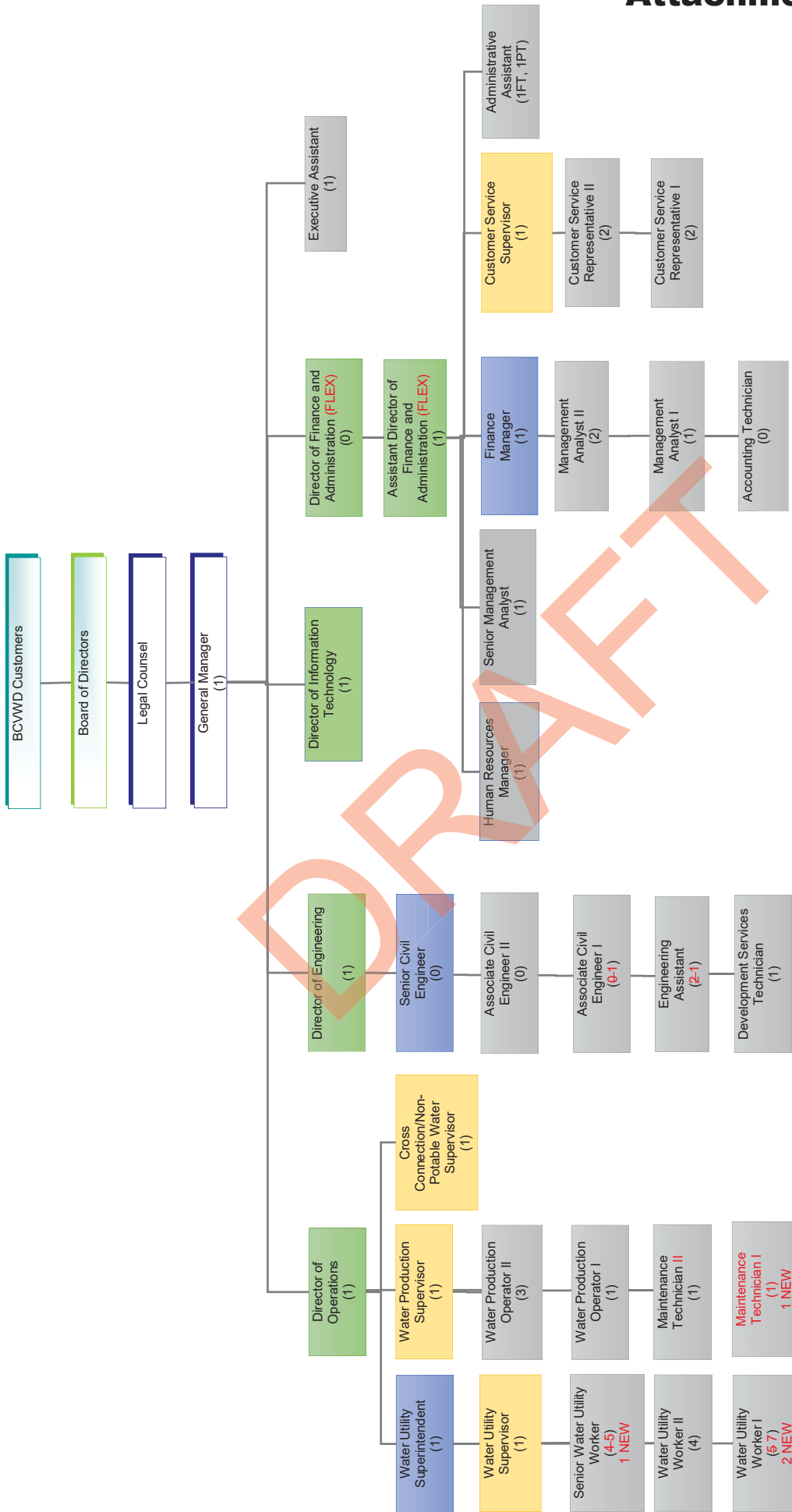
Table A. Percent changes in CPI for All Urban Consumers (CPI-U): U.S. city average

	Seasonally adjusted changes from preceding month							Un-adjusted 12-mos. ended Aug. 2023
	Feb. 2023	Mar. 2023	Apr. 2023	May 2023	Jun. 2023	Jul. 2023	Aug. 2023	
All items.....	0.4	0.1	0.4	0.1	0.2	0.2	0.6	-> 3.7
Food.....	0.4	0.0	0.0	0.2	0.1	0.2	0.2	4.3
Food at home.....	0.3	-0.3	-0.2	0.1	0.0	0.3	0.2	3.0
Food away from home ¹	0.6	0.6	0.4	0.5	0.4	0.2	0.3	6.5
Energy.....	-0.6	-3.5	0.6	-3.6	0.6	0.1	5.6	-3.6
Energy commodities.....	0.5	-4.6	2.7	-5.6	0.8	0.3	10.5	-4.2
Gasoline (all types).....	1.0	-4.6	3.0	-5.6	1.0	0.2	10.6	-3.3
Fuel oil ¹	-7.9	-4.0	-4.5	-7.7	-0.4	3.0	9.1	-14.8
Energy services.....	-1.7	-2.3	-1.7	-1.4	0.4	-0.1	0.2	-2.7
Electricity.....	0.5	-0.7	-0.7	-1.0	0.9	-0.7	0.2	2.1
Utility (piped) gas service.....	-8.0	-7.1	-4.9	-2.6	-1.7	2.0	0.1	-16.5
All items less food and energy.....	0.5	0.4	0.4	0.4	0.2	0.2	0.3	4.3
Commodities less food and energy								
commodities.....	0.0	0.2	0.6	0.6	-0.1	-0.3	-0.1	0.2
New vehicles.....	0.2	0.4	-0.2	-0.1	0.0	-0.1	0.3	2.9
Used cars and trucks.....	-2.8	-0.9	4.4	4.4	-0.5	-1.3	-1.2	-6.6
Apparel.....	0.8	0.3	0.3	0.3	0.3	0.0	0.2	3.1
Medical care commodities ¹	0.1	0.6	0.5	0.6	0.2	0.5	0.6	4.5
Services less energy services.....	0.6	0.4	0.4	0.4	0.3	0.4	0.4	5.9
Shelter.....	0.8	0.6	0.4	0.6	0.4	0.4	0.3	7.3
Transportation services.....	1.1	1.4	-0.2	0.8	0.1	0.3	2.0	10.3
Medical care services.....	-0.7	-0.5	-0.1	-0.1	0.0	-0.4	0.1	-2.1

¹ Not seasonally adjusted.

BCVWD Organization Chart 2024

Approved by Board of Directors



Directors

Managers

Supervisors

Staff

Attachment 3

Summary of Changes to Personnel Budget from 2023 to 2024

Department	Description	2023 Approved Budget	2024 Proposed Budget	\$ Difference	% Difference	Notes
Directors	Board of Directors	182,000.00	220,000.00	38,000.00	20.88%	Increase from 335 to 421 meetings, based on increased participation in events
Engineering	Engineering	940,000.00	795,500.00	(144,500.00)	-15.37%	Reduced by split of Development Services by % per position, see accounts in 01-20-220 series
Engineering	Development Services	-	118,500.00	118,500.00	0.00%	New division created to specifically track Development related time from Engineering staff for transparency on billings and direct project costs, 12% of Director of Engineering Fully burdened rate, 19% of 2 Engineering Assistants and the Development Services Representative
Finance and Administration	Finance and Administration	2,424,500.00	1,890,500.00	(534,000.00)	-22.03%	Includes split with new 330 division for customer services and 2023 mid-year positions changes for Assistant Director of Finance and Executive Assistant
Finance and Administration	Human Resources	151,000.00	162,500.00	11,500.00	7.62%	Vacancy in position was transferred for funding for HR Dynamics contract amendments
Finance and Administration	Customer Service	-	610,000.00	610,000.00	0.00%	NEW division created to specifically track expenses related to customer service activity including staffing and customer notifications. Reduces expenses in 310 account series for 5 specific employees all identified as Customer Service in Organization chart. Researched 10 other agencies and 7 separate out Customer Service as their own division with their own accounting series. The remaining 3 reference Customer Service as a division but the accounting series remains under Finance
Information Technology	Information Technology	277,500.00	284,000.00	6,500.00	2.34%	No staffing changes
Operations	Source of Supply	983,000.00	940,000.00	(43,000.00)	-4.37%	Reduced by Cross Connection/Non-Potable Water Supervisor in new division 430

Department	Description	2023 Approved Budget	2024 Proposed Budget	\$ Difference	% Difference	Notes
Operations	Cross Connection/Non-Potable Water	-	195,000.00	195,000.00	0.00%	NEW division created to specifically track expenses related to the cross-connection/backflow program. The program confirms compliance with State and County Health Department requirements and District Cross-Connection Control Plan for new and existing accounts to avoid water contamination due to backflow through a cross-connection. Reduces expenses in 410 and 440 account series for 1 specific employee and related work activities, identified as the Cross-Connection/Non-Potable Water Supervisor in the Organization chart.
Operations	Transmission and Distribution	2,341,500.00	2,419,000.00	77,500.00	3.31%	2023 budget included 10 temporary employees. Removed 2 Temps for AMR/AMI tasks performed by full time staff; Kept 2 Temp Water Utility Worker I positions. Added 2 new Water Utility Worker I positions and transferred IN 2 Water Utility Worker II employees budgeted in department 460 but primarily working in this division.
Operations	Inspections	79,500.00	138,500.00	59,000.00	74.21%	Estimated increase for 2024, filled by employees with home department of 440
Operations	Customer Service and Meter Reading	475,500.00	328,500.00	(147,000.00)	-30.91%	Added Senior Water Utility Person. Transferred 2 Water Utility Worker II positions OUT to division 440
Operations	Maintenance and General Plannt	200,500.00	292,500.00	92,000.00	45.89%	Added Maintenance Technician I
		8,055,000.00	8,394,500.00	339,500.00	4.21%	