



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, November 21, 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 – NOVEMBER 21, 2023

Call to Order: Chair Covington

Roll Call

	John Covington, Chair
	Andy Ramirez

	Lona Williams (alternate)
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PERSONNEL COMMITTEE MEETING – NOVEMBER 21, 2023 - *continued*

Public Comment

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

1. **Adjustments to the Agenda:** In accordance with Government Code Section 54954.2, additions to the agenda require a 2/3 vote of the legislative body, or if less than 2/3 of the members are present, a unanimous vote of those members present, which makes the determination that there is a need to take action, and the need to take action arose after the posting of the agenda.
 - a. Item(s) to be removed or continued from the Agenda
 - b. Emergency Item(s) to be added to the Agenda
 - c. Changes to the order of the Agenda
2. **Acceptance of Personnel Committee Meeting minutes**
Minutes may be accepted by consensus
 - a. October 17, 2023 (pages 4 - 9)
 - b. November 6, 2023 Special meeting (pages 10 – 12)

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 13 - 14)
6. **Update on Policy Tracking Matrix** (pages 15 - 21)
7. **Policies and Procedures Manual Updates / Revisions** (pages 22 - 46)
 - a. Policy 3235 Military Leave
 - b. Policy 3110 Jury and Witness Duty

8. Acknowledgement of Great Place to Work Certification (pages 47 - 54)

9. Action List for Future Meetings

- a. Employee Association topics
- b. Policy manual updates (ongoing)
- c. Policy Updates related to travel and per diem (requested by Dir. Williams)

10. Next Meeting Date: January 16, 2024

11. Adjournment

AVAILABILITY OF AGENDA MATERIALS - Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the Beaumont-Cherry Valley Water District Personnel Committee in connection with a matter subject to discussion or consideration at a meeting of the Personnel Committee are available for public inspection in the District's office, at 560 Magnolia Avenue, Beaumont, California ("District Office") during business hours, Monday through Thursday from 7:30 a.m. to 5 p.m. If such writings are distributed to members of the Board less than 72 hours prior to the meeting, they will be available from the District Office at the same time or within 24 hours' time as they are distributed to all or a majority of the Board of Directors, except that if such writings are distributed one hour prior to, or during the meeting, they can be made available in the Board Room at the District Office. Materials may also be available on the District's website: www.bcvwd.org.

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

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

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



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

MINUTES OF THE PERSONNEL COMMITTEE MEETING
Tuesday, October 17, 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 Assistant Director of Finance and Administration Sylvia Molina Human Resources Manager Ren Berioso 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 Tommy LaMont Maintenance Technician Senior Water Utility Worker Andrew Becerra Water Utility Superintendent Julian Herrera</i>

PUBLIC COMMENT: None.

ACTION ITEMS

1. Adjustments to the Agenda:

Ms. Molina drew attention to Item 6 page numbering and Item 7 attachments.

2. Acceptance of the Meeting minutes

The September 19, 2023 meeting was cancelled

a. August 15, 2023

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

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

3. Report / Update from BCVWD Employees Association: None.

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 43 employees
- Two temporary water utility workers promoted to regular employees
- The Development Services Technician recruitment is under review
- An employee satisfaction survey was conducted

Director Ramirez asked about the longevity of staff that were recently separated and Ms. Molina responded between 1 and 6 years.

6. Policies and Procedures Manual Updates / Revisions

Policy 3235 Military Leave: Mr. Jagers reminded the Committee of previous discussion. Ms. Molina presented changes made since the prior draft policy. Director Ramirez commented that the majority of the proposed policy follows the law and reflects the requirements.

Director Covington asked about the following:

- Inclusion of part time employees: Ms. Molina said she would research if the law applied to part time employees
- Whether 30 days was the maximum for one year: Mr. Jagers responded that 30 days is the minimum that an employee on military leave must be paid
- Option to offer paid inactive duty leave: Ms. Molina indicated it is not required to pay for inactive duty, and currently the District does not do so. She will add it to the table.

Director Ramirez asked about the following:

- Health care insurance protection for military service of less than 31 days: Ms. Molina indicated that for those on less than 30 days leave adjustments are at the District's option; after that, COBRA would apply, but the District has typically continued an employee's health coverage for the length of service.
- The allowable charge for COBRA of 102 percent includes administrative costs.
- How many times has the District experienced employees on military leave: Ms. Lopez explained that in the past seven years, one employee during the time of COVID was on leave for about a year and a half.

Discussion turned to the provision of ongoing health insurance benefits and salary differential. While on military leave, the servicemember receives coverage from the military. Chair Covington indicated support for continued provision of coverage. Mr. Jagers pointed out this is a fairly robust benefit.

Chair Covington and Director Ramirez indicated support for providing a salary differential. The law requires payment of salary for 30 days of military leave; after the 30th day, there is no pay requirement, Ms. Molina advised. Mr. Jagers noted there is

no current exposure to the District, but a high salaried individual may create a significant unanticipated financial burden, including any temporary staffing needs.

Director Ramirez proposed maintaining the health insurance benefit for duration of the service, but no salary differential. Chair Covington proposed providing a salary differential for all employees on military leave. The Committee decided to recommend both options to the full Board and directed staff to include them in the proposed policy draft, along with any other options.

The Committee recommended proposed Policy 3235 to the full Board for consideration of all policy options by the following vote:

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

Policy 3110 Jury and Witness Duty: Ms. Molina advised that a couple of District staff members had recently been called to jury duty. Research by staff and HR Dynamics showed that most other agencies' policies cover a minimum of 80 hours or the length of service. BCVWD's current policy includes 40 hours (5 days) and the ability to use accrued time off after 40 hours.

In response to Director Ramirez, Human Resources Manager Ren Berioso assured that employees are required to provide proof of jury service.

Chair Covington expressed disenchantment with the jury duty system. He suggested reducing the number of paid hours for jury duty leave from the existing policy of five (5) days, noting that neither State nor federal law mandates the District to pay for jury duty leave. He expressed concern with the potential financial liability to the District of extended jury service.

The Committee directed staff to revise the draft policy as follows:

- Remove part-time and temporary employees from the policy
- Specify that the leave is for each summons
- Take to the Board for consideration limiting paid jury duty leave to a maximum of 30 hours (3 days) OR 40 hours (one week)

Mr. Jaggars noted that the District's exposure to potential lengthy jury service is low, but the District is a public servant. Ms. Lopez pointed out that jury duty leave is a loss to part-time and temporary employees, as they do not accrue paid time off to use for the leave.

The Committee recommended Policy 3110 with revisions as stated by the Personnel Committee and options to be forwarded to the Board of Directors for consideration by the following vote:

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

7. Review Policy Tracking Matrix

Ms. Molina recapped discussion at the August 15 meeting and presented options for streamlined policy tracking. She noted that the new HR Manager would be continually reviewing policies for required updates.

Director Ramirez indicated he was comfortable with the dashboard and Policy Options tables; Covington concurred. Chair Covington pointed out this has been ongoing for three years and only 50 percent of the policies are completed. Ms. Molina noted that policies are often revisited due to new laws. Mr. Jagers suggested a strategy of reviewing blocks of policies in a quarterly workshop.

Director Ramirez stated there has been a lack of oversight and it is necessary to do chunks at a time. It will be another three to four years before this is done, Covington observed. It will be faster now with capable people, and a flow that was not present before, Ramirez responded. Jagers suggested trying this method, and if working, expand from three policies per meeting to more.

Chair Covington directed staff not to bring every policy to the Personnel Committee unless it has to come to the Personnel Committee. Others can go to the Finance and Audit Committee, he said.

Committee members indicated preference for Table 2 (the dashboard) and suggested color coding.

Director Ramirez requested policies be taken together when logical.

Mr. Jagers and Ms. Molina reviewed upcoming policies and Jagers noted that the proposed Dress Code and Personal Standards Policy had received a lot of interest and feedback from staff.

8. Results of Employee Benefits Survey – August 2023

Ms. Lopez reminded the Committee of their prior discussion and presented the survey results indicating that employees were relatively satisfied overall with the current benefits. Director Ramirez indicated he was satisfied with the information.

9. Review of Health Insurance Options Report of December 8, 2021

Ms. Lopez reminded the Committee of their prior discussion and the earlier presentation given by Keenan and Associates. She reviewed the option of leaving CalPERS.

Mr. Jagers added that it is a year and a half timeline to leave CalPERS and reminded about the factors that affect cost.

Information on how health benefits are calculated was obtained at a recent conference and a handout is available for review, Ms. Lopez stated.

Director Covington recalled a report showing that the cost of CalPERS benefits will be increasing by 11 percent in 2024. He noted that Region 3 (Riverside – San Bernardino) did not offer any EPOs or PPOs for BCVWD employees to choose from, but in other regions the cost is relative. He said he would like to look into information on providing

the staff options of PPOs or EPOs, and it does not appear CalPERS is offering that. He requested staff pursue those cost options.

Covington recalled that Keenan had noted the District does not have enough employees and is better served outside of CalPERS if there are more than 100 employees, but Keenan was providing the same service for the Recreation and Park District with only 10 employees.

10. Update: BCVWD FY 2024 Operating Budget

Ms. Molina presented the budget activity calendar and changes to the personnel portion of the budget. She noted a 3.7 percent Cost of Living Adjustment (COLA) for all employees based on the MOU and was used as the starting point rate for a potential director per diem increase. Mr. Jagers noted that the final per diem rate will be considered at the upcoming public hearing.

Ms. Molina reviewed the changes to the Organizational Chart including changes in titles and positions in the Operations Department and separating Customer Service from Finance.

Chair Covington asked if there would be a change in count of Full Time Equivalent employees (FTEs) between 2023 and 2024. Ms. Molina pointed out there are 41 full time, and 15 temporary part time totaling 48.5 FTEs, and for 2024 most have converted to full time, but the total remains the same. Covington reiterated there would be no addition of FTEs.

Director Ramirez noted there are currently about 21,000 service connections and asked about the meters, for efficiency and less time in the field for meter reading. Chair Covington asked if that goal had been achieved. Mr. Jagers advised that the final conversions are still in progress, but the goal had been accomplished. The total estimated project cost for the AMI is \$5.2 million and will likely end up in the high \$4 million to \$5 million range. In response to Director Ramirez, Ms. Lopez stated there are 200 meters left; the project is 99 percent complete.

Mr. Jagers advised that the valve exercising program and flushing program had not been healthy and are being caught up, along with other activities that are being improved. Director Ramirez asked about details of the flushing and Mr. Jagers reported there are just a few areas with issues and staff is careful with the old pipelines.

Directors noted that despite no increase in FTEs, the budget had increased by almost \$1 million. Ms. Molina attributed the COLA impact and health insurance benefits, but noted savings based on investments in retirement trust accounts, for a total of a 4.1 percent increase which is still less than in previous years.

Jagers and Molina clarified the staffing change fiscal impact of \$339,500. Chair Covington asked for a breakdown at the next meeting and noted the need for the Committee to take a deep dive into the proposal to ensure meeting their fiscal responsibility and be able to report to the Board.

Jagers reiterated that temporary staff are being replaced with regular full time staff. Ramirez acknowledged the increased burden. He recommended the Personnel Committee meet again sooner than the scheduled Nov. 21 meeting for more detail and greater efficiency.

11. Action List for Future Meetings

- *Employee Association topics: none added*
- *Policy manual updates (ongoing)*
- *Special Meeting on FY 2024 Budget before Nov. 8*

12. Next Meeting Date:

- Special Meeting to be scheduled
- Regular Meeting Tuesday, November 21, 2023, at 5:30 p.m.

ADJOURNMENT: 7:28 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 AGENDA
560 Magnolia Avenue, Beaumont, CA 92223

MINUTES OF THE PERSONNEL COMMITTEE SPECIAL MEETING
Monday, November 6, 2023 at 5:30 p.m.

CALL TO ORDER

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

Attendance. Directors John Covington and Lona Williams (alternate) attended in person.

<i>Directors present:</i>	<i>Covington, Williams</i>
<i>Directors absent:</i>	<i>None</i>
<i>Staff present:</i>	<i>General Manager Dan Jagers Assistant Director of Finance and Administration Sylvia Molina Human Resources Manager Ren Berioso Director of Information Technology Robert Rasha Management Analyst II Lorena Lopez Water Production Operator II Joshua McCue Senior Water Utility Worker Edmund Clark Senior Water Utility Worker Jordan Smith Executive Assistant Lynda Kerney</i>
<i>BCVWD Employee Association reps:</i>	<i>Customer Service Representative II Luis Lomeli Tommy LaMont Maintenance Technician Senior Water Utility Worker Andrew Becerra Water Utility Superintendent Julian Herrera</i>

PUBLIC COMMENT: None.

ACTION ITEMS

- 1. Adjustments to the Agenda:** None.
- 2. Fiscal Year 2024 Operating Budget Update**

General Manager Jagers reminded the Committee about the failed attempt to produce a Workforce and Succession Planning Study. The Board has always been interested in staffing levels, he noted, and explained that other districts are comparing staffing levels to number of connections – BCVWD is at the lowest ratio of employees per 1,000 connections.

In the budget, temporary employees are being converted to regular, Jagers explained. Chair Covington noted there is a \$400,000 impact to the budget, a portion of which is the 3.7 percent Cost of Living Adjustment (COLA).

Assistant Director of Finance and Administration Sylvia Molina drew attention to new Tables 4 and 5 showing the costs broken down. The budget taken to the Finance and Audit Committee included the COLA and a 3.7 percent increase to the Director per diem as a placeholder, she noted.

The personnel budget includes a split into three new divisions that does not create a fiscal impact but move positions around, and changes made include an increase in number of Board meetings attended and a change to the Civil Engineering position, Ms. Molina continued.

Chair Covington discussed changes in staffing in departments and Ms. Molina provided detail and explanations.

Chair Covington asked who would be doing the weed abatement, and Mr. Jagers noted that the activities will be addressed by staff, but a contract will be put out. In response to Chair Covington, Mr. Jagers acknowledged that a difference should be seen in the canyon areas in 2024. Mr. Herrera noted that the governor had cut CalFire crews, and they will not be able to lend a hand as they did previously.

Ms. Molina pointed to the Organizational Chart and noted that the total fiscal impact with the changes was 4.21 percent, including the COLA and additional benefits.

With the Board having approved the OPEB trusts, there was savings in unfunded liabilities, Molina explained. Labor went from \$4.44 million and increased by \$139,000, she noted. Most positions are not at a Step 5, she added.

Chair Covington asked about the budgeting process, and Molina explained that budget is based anticipated steps and eligibility for merit increases. Mr. Jagers reminded that staff was asked to budget realistically, and at times there will need to be adjustments. Chair Covington acknowledged there must be a small cushion.

Chair Covington commented on the fully burdened rate for the Cross Connection Supervisor and Director Williams noted it would appear to be a couple of employees. Ms. Molina detailed the expense for the employee and Mr. Jagers pointed to the breakdown of costs for all employees which went to the Finance & Audit Committee.

Chair Covington acknowledged the increase in health insurance costs of 13.4 percent. Mr. Jagers noted that is an aggregate of the increase including new employees. This is a reasonably conservative way to budget, he explained, so there is an approach in case there is an unexpected event.

Chair Covington noted the Board must ask the questions and dig into the details. He said it is good to see the District get away from temp employees, and bringing on more regular full time, broadening the workforce. He said he had always felt the District was understaffed, and indicated support for legitimately building the workforce, promoting from within, adding positions when help is needed, and trying to get the District to a comparable staffing size.

Chair Covington expressed concern about lack of space and that was not something that could be solved in six months. He noted there was effort to buy property, and said he would not be supportive of expanding the administrative office in its current location. Mr. Jagers assured these conversations would move forward.

Director Williams noted the importance of moving staff from the facilities at 12th and Palm. She said it was a top priority to address the Engineering / Operations Center to get the employees a good place to work. Mr. Jagers noted the Board's support for conversation of the Cat building and said it was working well.

The new HR Manager provided a cost breakdown of turnover at \$27,640 per employee, Jagers explained. In addition, continual temporary employees pull management and field personnel away to provide training. The goal is to have efficient and knowledgeable staff growing over time from entry level. The vision is to be able to take on special projects and improve staff's knowledge base and experience, he noted.

The Committee recommended the report out of the Personnel Committee's support of the proposed organizational chart and associated budget to be forwarded to the Board of Directors by the following vote:

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

3. Action List for Future Meetings

- *Employee Association topics: none added*
- *Policy manual updates (ongoing)*
- *Policy Updates related to travel and per diem (requested by Dir. Williams)*

4. Next Meeting Date:

- Regular Meeting Tuesday, November 21, 2023, at 5:30 p.m.

ADJOURNMENT: 6:08 p.m.

Attest:

DRAFT UNTIL APPROVED

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



**Beaumont-Cherry Valley Water District
Personnel Committee Meeting
November 21, 2023**

Item 5

HUMAN RESOURCES REPORT

TO: Personnel Committee

FROM: Ren Berioso, Human Resources Manager

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

Table 1: Personnel

The below table represents Workforce.

As of October 31, 2023

Total Current Employees (Excluding Board Members)	44
Full-Time Employees	39
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 October 31, 2023

Employee Name	Job Title	Department
Ren Berioso	Human Resources Manager	Finance and Administration

Table 3: Anniversaries*

The below table represents BCVWD employee anniversaries.

As of October 31, 2023

Employee Name	Department	Years of Service
Lynda Kerney	Finance and Administration	6 years
Cenica Smith	Finance and Administration	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 October 31, 2023

Employee Name	Former Title	Changed to
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Table 5: Recruitment

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

As of October 31, 2023

Position	Department	Update
Temp Water Utility Worker I	Operations	Ongoing. Job Posting: Closed 10/1/2023
Development Services Technician	Engineering	Ongoing. Job Posting: Closed 10/1/2023

Table 6: Separation/Retirement

The below table represents employees separating from BCVWD.

As October 31, 2023:

Employee Name	Position Held	Department	Last Day
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Table 7: Communications

The below table represents HR communications to BCVWD employees. As of October 31, 2023.

Communication	Topic
Employment Opportunities, Recruitment, Promotions, Separations	Personnel
Great Shakeout Earthquake Drill	Personnel

Staff Report Prepared by Ren Berioso, Human Resources Manager



**Beaumont-Cherry Valley Water District
Personnel Committee Meeting
November 21, 2023**

Item 6

STAFF REPORT

TO: Personnel Committee

FROM: Ren Berioso, Human Resources Manager

SUBJECT: Review of Policy Tracking Matrix

Staff Recommendation

Staff recommends the following:

1. Approve the changes to the summary table for the regular monthly Committee reporting:
 - a. Table 1 – Summary of Policy Approval Tracking (All Policies)
 - b. Direct staff as desired
2. Approve the addition of two policies to be added to the Policy Tracking matrix worksheet
 - a. Table 2 – Recommended Policies to be added to the Worksheet
 - b. Direct staff as desired
3. Approve the policies pending review in the next one to three months
 - a. Table 3 - Policy to Work on for Subsequent Meetings
 - b. Direct staff as desired

Background

At the October 17, 2023 Personnel Committee meeting, staff provided recommended tables to present the current status of policy reviews and revisions, a method for adding new policies to the tracking matrix, and for communicating the focus in the near future. There was a consensus from the Personnel Committee to move forward with the charts as dashboard for the upcoming policy tracking and to continue providing staff with guidance on the Committee's priorities.

Discussion

Table 1, Summary of Policy Approval Tracking, shows the status of the policies reviewed, presented, and adopted by the Board of Directors since 2021. After the October 17, 2023 Personnel Committee meeting, staff adjusted the table to separate Finance and Administration as most policies under Administration are specifically for the Board of Directors. Staff recommends approving the separation on the table as those policies could be presented either to the Personnel Committee and then the Board of Directors, or directly to the full Board.



Table 1-Summary of Policy Approval Tracking (All Policies)

Department	On Matrix	Draft Created	Committee Reviewed Drafts	Board Approved	% Complete
HR	79	75	45	43	54.43%
Finance	13	12	4	4	30.76%
Administration	24	23	6	6	25.00%
IT	19	14	0	0	0.00%
Operations	4	2	0	0	0.00%
Engineering	3	1	0	0	0.00%
TOTALS	142	127	55	53	37.32%

Note: The sections highlighted are under the purview of the Personnel Committee. The other policies may be subject to the Finance and Audit Committee of the full Board of Directors.

Staff continues to evaluate new laws as well as areas of opportunity to address the absence of policies that are timely and vital to the District's needs. Table 2, Recommended Policies to be added in the Worksheet, includes policies that staff is recommending the Personnel Committee approve to be added to the matrix for review and discussion in the future Personnel Committee meetings.

Table 2 – Recommended Policies to be Added in the Worksheet

Item	Policy Subject	Policy Contents
1	Transfers and Voluntary Demotion	Discusses the procedures in department transfers, or if employee opted voluntary demotion.
2	Resignations and Job Abandonment	Provides procedures in employee resignation, or if staff abandoned his/her job.

Table 3, Policies to Work on for Subsequent Meetings, showcases the recommended policies that staff has identified to review and to be presented to the Personnel Committee in the next one to three months.

Staff will provide this report on a monthly basis to confirm the direction of the Committee as well as to provide communicate of the status of said policies as additional means to communicate the progress of specific policies under review. The full policy matrix will continue to be provided, as Attachment 1.



Table 3 – Policies To Work on for Subsequent Meetings

Item	Policy No.	Priorities Listed	Draft Size	Selected for Processing	Estimated Committee Presentation
1	3110	Jury and Witness Duty	1 page	October	November
2	3235	Military Leave	7 pages	October	November
3	3085	Sick Leave	2 pages	December	January
4	3090	Workplace safety/Violence	1 page	December	January
5	2015	Harassment	2 pages	December	January
6	3070	Holidays	1 page	December	January
7	3080	Pre-Employment Physical Examination	2 pages	January	February
8	3155	Personal Vehicle Usage	1 page	January	February
9	3165	Tobacco Use	1 page	January	February
10	3170	Smoke Free Workplace	1 page	January	February
11	3180	Nepotism-Employment of Relatives	2 pages	February	March
12	3240	Dress Code and Personal Standards	3 pages	February-March	March-April

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

Fiscal Impact

There is no financial impact.

Attachments

1. Policy Tracking Matrix

Staff Report prepared by Ren Berioso, Human Resources Manager

Policy Approval Tracking
BCVWD Policy Manual Project

Attachment 1

Policy Number	New Policy Number	Section	Policy Name	HR's Recommendation Responsible Department	Drafted by BCVWD 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	3225	Personnel	Employee Leave Donation Program and Policy	Human Resources	Yes	2019	2019	2019	10/9/2019	10/9/2019	10/9/2019	2019-011
1	1000	General	Definitions	Human Resources	Yes	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	Human Resources	Yes	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	Human Resources	Yes	2/22/2021	2/22/2021	2/22/2021	4/14/2021	4/14/2021	4/14/2021	21-006
4	2005	Administration	Affirmative Action	Human Resources	Yes	Recommend to Remove	3/22/2021	3/22/2021	4/14/2021	4/14/2021	4/14/2021	21-006
3	2000	Administration	Equal Opportunity	Human Resources	Yes	3/15/2021	3/22/2021	3/22/2021	4/14/2021	4/14/2021	4/14/2021	21-006
5	2010	Administration	Access to Personnel Records	Human Resources	Yes	3/15/2021	3/22/2021	3/22/2021	4/14/2021	4/14/2021	4/14/2021	21-006
6	2015	Administration	Harassment	Human Resources	Yes	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	Human Resources	Yes	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	Human Resources	Yes	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	Human Resources	Yes	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	Human Resources	Yes	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	Human Resources	Yes	4/12/2021	5/17/2021	5/17/2021	10/13/2021	10/13/2021	10/13/2021	21-018
9	3005	Personnel	Compensation	Human Resources	Yes	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	Human Resources	Yes	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	Human Resources	Yes	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	Human Resources	Yes	8/3/2021	9/20/2021	9/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
			Definitions	Human Resources	Additional Edits	6/28/2021	7/19/2021	7/20/2021	10/13/2021	10/13/2021	10/13/2021	21-018
N/A	5095	Operations	District Residences and Facility Emergency Policy	Human Resources	Yes	7/21/2020	6/21/2021	Requested edits, sent to Board for review	Requested Edits	10/28/2021	10/28/2021	2021-19
			Policy Manual	Human Resources	Additional Edits	Separate Report	N/A	N/A-directed to Board	3/9/2022	3/9/2022	3/9/2022	22-006
13	3025	Personnel	Pay Periods	Human Resources	Yes	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	Human Resources	Yes	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	Human Resources	Yes	10/12/2021	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022	22-016
48	3205	Personnel	Substance Abuse (In Conformance with Department of Transportation Guidelines)	Human Resources	Yes	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	Human Resources	No	12/6/2021	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022	22-016
12	3020	Personnel	Health and Welfare Benefits	Human Resources	Yes	5/10/2022	5/17/2022	5/17/2022	6/8/2022	6/8/2022	6/8/2022	22-019
27	3100	Personnel	Bereavement Leave	Human Resources	Yes	5/10/2022	5/17/2022	5/17/2022	6/8/2022	6/8/2022	6/8/2022	22-019
19	3055	Personnel	Work Hours, Overtime, and Standby Program	Human Resources	Yes	6/14/2022	7/19/2022	7/19/2022 with revisions	9/14/2022	9/14/2022	9/14/2022	22-028
24	3085	Personnel	Sick Leave	Human Resources	Yes	7/14/2022	8/16/2022	8/16/2022 with revisions	9/14/2022	9/14/2022	9/14/2022	22-028
34	3135	Personnel	Occupational Certification and Education	Human Resources	Yes	6/14/2022	8/16/2022	8/16/2022	9/17/2022	9/17/2022	9/14/2022	22-028
25	3090	Personnel	Family and Medical Leave	Human Resources	Yes	8/31/2022	10/18/2022	Move to Board for discussion, w/ counsel	12/14/2022	12/14/2022	12/14/2022	22-043
26	3095	Personnel	Pregnancy Disability Leave	Human Resources	Yes	9/1/2022	9/20/2022	9/20/2022	12/14/2022	12/14/2022	12/14/2022	22-043
N/A	3096	Personnel	Lactation Accommodation	Human Resources	Yes	8/25/2022	9/20/2022	9/20/2022	12/14/2022	12/14/2022	12/14/2022	22-043
N/A	3111	Personnel	Leave for Crime Victims and Family Members	Human Resources	Yes	9/29/2022	10/18/2022	10/18/2022	12/14/2022	12/14/2022	12/14/2022	22-043
2	5010	Operations	Emergency Response Guideline for Hostile or Violent Incidents	Human Resources	Yes	11/8/2022	11/15/2022	11/15/2022	12/14/2022	12/14/2022	12/14/2022	22-043
22	3075	Personnel	Vacation	Human Resources	Yes	11/8/2022	1/17/2023	1/17/2023	2/8/2023	2/8/2023	2/8/2023	23-005
30	3115	Personnel	Return to Work Policy	Human Resources	Yes	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	Human Resources	Yes	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	Human Resources	Yes	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	Human Resources	Yes	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

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36	3145	Personnel	Driver Training and Record Review	Human Resources	Yes	3/14/2023	3/21/2023	3/21/2023	4/12/2023	4/12/2023	4/12/2023	23-10
32	3125	Personnel	Uniforms and Protective Clothing	Human Resources	Yes	3/14/2023	3/21/2023	4/18/2023	5/10/2023	5/10/2023	5/10/2023	23-13
N/A	3123	Personnel	Asset Protection and Fraud	Information Technology	Yes							
N/A	3230	Personnel	Workers' Compensation	Human Resources	Yes	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	Human Resources	No	5/9/2023	5/16/2023	5/16/2023	6/14/2023	6/14/2023	6/14/2023	2023-17
17	3045	Personnel	Executive Officer	Human Resources	Yes							
N/A	3003	Personnel	Employment Agreements	Human Resources	Yes	5/10/2022	5/17/2022	Tabled				
16	3040	Personnel	Letters of Recommendation	Human Resources	Yes							
			Volunteer Personnel Workers'									
18	3050	Personnel	Compensation Insurance	Human Resources	Yes							
20	3060	Personnel	Continuity of Service	Human Resources	Yes							
20 (incorrect numbering)	3065	Personnel	Reduction in Force	Human Resources	Yes							
21	3070	Personnel	Holidays	Human Resources	Yes							
			Pre-Employment Physical									
23	3080	Personnel	Examination	Human Resources	Yes							
28	3105	Personnel	Personal Leave of Absence	Human Resources	Yes							
29	3110	Personnel	Jury and Witness Duty	Human Resources	Yes							
Proposed Addition	3176	Personnel	Transfers and Voluntary Demotion	Human Resources								
Proposed Addition	3177	Personnel	Resignations and Job Abandonment	Human Resources								
33	3130	Personnel	Conferences	Human Resources	Yes							
N/A	3136	Personnel	Succession and Workforce Planning	Human Resources	Yes							
			Internet, E-Mail, and Electronic Communication Ethics, Usage and Security									
45	3190	Personnel		Information Technology	Yes		N/A	Direct to Full Board				
N/A	3191	Personnel	Electronic Signature Policy	Information Technology	No		N/A	Direct to Full Board				
46	3195	Personnel	Cellular Telephone Usage	Information Technology	Yes		N/A	Direct to Full Board				
35	3140	Personnel	Respiratory Protection Program	Human Resources	Yes							
37	3150	Personnel	District Vehicle Usage	Human Resources	Yes							
38	3151	Personnel	Personal Vehicle Usage	Human Resources								
			HIPAA Compliance and Security									
39	3160	Personnel	Officer	Human Resources	Yes							
40	3165	Personnel	Tobacco Use	Human Resources	Yes							
41	3170	Personnel	Smoke Free Workplace	Human Resources	Yes							
42	3175	Personnel	Disciplinary Action or Terminations	Human Resources	Yes							
			Nepotism-Employment of Relatives									
43	3180	Personnel		Human Resources	Yes							
			Confidentiality Regarding Resignations									
44	3185	Personnel		Human Resources	Yes							
47	3200	Personnel	Grievance Procedures	Human Resources	Yes							
50	3215	Personnel	Personnel Action Form (PAF)	Human Resources	Yes							
			Recruitment, Selection and Onboarding									
51	3220	Personnel		Human Resources	Yes							
N/A	3235	Personnel	Military Leave	Human Resources	Yes	6/14/2023	6/20 and 8/15/2023					
			Dress Code and Personal Standards									
N/A	3240	Personnel		Human Resources	Yes							
12	4060	Board of Directors	Training, Education and Conferences	Administration	Yes	6/30/2021	N/A	Directed to Full Board	7/14/2021	7/14/2021	7/14/2021	2021-12
5	4025	Board of Directors	Board Meetings	Administration	Yes	Verbal Review during meeting	N/A	Directed to Full Board	12/8/2021	12/8/2021	1/11/2023	2023-02

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Policy Approval Tracking
BCVWD Policy Manual Project

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N/A	5046	Operations	Other Post-Employment Benefits Funding	Finance	Yes	5/10/2022	N/A	N/A	5/11/2022	5/11/2022	5/11/2022	2022-14
6	5030	Operations	Budget Preparation	Finance	Yes	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	Finance	Yes	?	N/A	N/A	12/14/2022	12/14/2022	12/14/2022	22-039
9	5045	Operations	Investment of District Funds	Finance	Yes	?	N/A	N/A	12/14/2022	12/14/2022	12/14/2022	22-042
19	5090	Operations	Records Retention	Administration	Yes	4/28/2023	4/18/2023	5/16/2023	6/14/2023	6/14/2023	6/14/2023	2023-17
5	6025	Miscellaneous	Public Records	Administration	Yes	4/28/2023	4/18/2023	5/16/2023	6/14/2023	6/14/2023	6/14/2023	2023-17
13 & 16	4065	Board of Directors	Remuneration, Director Per Diem Fees	Administration	Yes	6/30/2021	N/A	Directed to Full Board	7/14/2021	Revisions Requested on 7/14/2021	7/14/2021	2021-12
1	4005	Board of Directors	Basis of Authority	Administration	Yes		N/A	Direct to Board (Ad Hoc?)				
2	4010	Board of Directors	Members of the Board of Directors	Administration	Yes		N/A	Direct to Board (Ad Hoc?)				
3	4015	Board of Directors	Committees of the Board of Directors	Administration	Yes		N/A	Direct to Board (Ad Hoc?)				
4	4020	Board of Directors	Board President	Administration	Yes		N/A	Direct to Board (Ad Hoc?)				
6	4030	Board of Directors	Board Meeting Agendas	Administration	Yes		N/A	Direct to Board (Ad Hoc?)				
7	4035	Board of Directors	Board Meeting Conduct	Administration	Yes		N/A	Direct to Board (Ad Hoc?)				
8	4040	Board of Directors	Board Actions and Decisions	Administration	Yes		N/A	Direct to Board (Ad Hoc?)				
9	4045	Board of Directors	Attendance at Meetings	Administration	Yes		N/A	Direct to Board (Ad Hoc?)				
10	4050	Board of Directors	Minutes of Board Meetings	Administration	Yes		N/A	Direct to Board (Ad Hoc?)				
11	4055	Board of Directors	Rules of Order for Board and Committee Meetings	Administration	Yes		N/A	Direct to Board (Ad Hoc?)				
14	4070	Board of Directors	Payment of Expenses Incurred on District Business	Administration	Yes		N/A	Direct to Board (Ad Hoc?)				
N/A	4100	Board of Directors	Electronic Communications and Data Devices at Dais	Information Technology	Yes	6/28/2021	N/A	Directed to Full Board	7/14/2021	7/14/2021	7/14/2021	2021-11
N/A	3245	Personnel	Non-Solicitation	Human Resources	No							
N/A	3250	Personnel	Telecommuting	Human Resources	No							
3	5015	Operations	Computer and Business Continuity Security	Information Technology	Yes							
N/A	3255	Personnel	Time off for School Activities	Human Resources	No							
N/A	3260	Personnel	Time off to Vote	Human Resources	No							
15	4075	Board of Directors	Expenditure Reimbursement	Administration	Yes		N/A	Direct to Board (Ad Hoc?)				
17	4080	Board of Directors	Membership in Associations	Administration	Yes		N/A	Direct to Board (Ad Hoc?)				
18	4085	Board of Directors	Ethics Training	Administration	Yes		N/A	Direct to Board (Ad Hoc?)				
N/A	4086	Board of Directors	Anti-Harassment Training	Administration	No		N/A	Direct to Board (Ad Hoc?)				
19	4090	Board of Directors	Code of Ethics	Administration	Yes		N/A	Direct to Board (Ad Hoc?)				
20	4095	Board of Directors	Ethics Policy	Administration	Yes		N/A	Direct to Board (Ad Hoc?)				
10	5050	Operations	Customer Payment Arrangements	Finance	Yes		N/A	Direct to Full Board				
7	5035	Operations	Fixed-Asset Accounting Control	Finance	Yes		N/A	Direct to Full Board				
8	5040	Operations	Fixed-Asset Capitalization	Finance	Yes		N/A	Direct to Full Board				
13	5065	Operations	Easement Abandonment	Operations	Yes							
14	5066	Operations	Easement Acceptance	Operations	No							
15	5070	Operations	Encroachment Permits	Operations	Yes							
11	5055	Operations	Employment of Consultants and Professional Services	Finance	Yes							
12	5060	Operations	Employment of Outside Contractors	Finance	Yes							
16	5075	Operations	Credit Card Usage	Finance	Yes							
17	5080	Operations	Purchasing	Finance	Yes		N/A	Direct to Full Board				
N/A	5081	Operations	Contract Review Policy	Finance	No		N/A	Direct to Full Board				
1	5005	Operations	Emergency Preparedness	Human Resources	Yes							
N/A	5100	Operations	Press Relations and Social Media	Administration	Yes	1/11/2022	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022	2022-016

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Policy Approval Tracking
BCVWD Policy Manual Project

Policy Number	New Policy Number	Section	Policy Name	HR's Recommendation Responsible Department	Drafted by BCVWD 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
18	5085	Operations	Disposal of Surplus Property or Equipment	Finance	Yes							
4	5020	Operations	Environmental Health and Safety Compliance Program	Human Resources	Yes							
5	5025	Operations	Illness and Injury Prevention Program	Human Resources	Yes							
2	6010	Miscellaneous	Adoption, Amendment of Policies	Human Resources	Yes		N/A	Direct to Full Board				
1	6005	Miscellaneous	Purpose of Board Policies	Administration	Yes		N/A	Direct to Board (Ad Hoc?)				
6	6030	Miscellaneous	District Standards for the Furnishing of Materials	Operations	Yes		N/A	Direct to Full Board				
7	6035	Miscellaneous	Environmental Review Guidelines	Engineering	Yes		N/A	Direct to Full Board				
8	6040	Miscellaneous	Annexation	Engineering	No		N/A	Direct to Full Board				
9	6045	Miscellaneous	Construction Requirements	Engineering	No		N/A	Direct to Full Board				
N/A	7000	Information Technology	Acceptable Use	Information Technology	Yes		N/A	Direct to Full Board				
N/A	7005	Information Technology	Accessibility	Information Technology	Yes		N/A	Direct to Full Board				
N/A	7010	Information Technology	Electronic Communications	Information Technology	Yes		N/A	Direct to Full Board				
N/A	7015	Information Technology	Passwords	Information Technology	Yes		N/A	Direct to Full Board				
N/A	7020	Information Technology	Remote Access/VPN	Information Technology	Yes		N/A	Direct to Full Board				
N/A	7025	Information Technology	Datacenter Physical Security	Information Technology	Yes		N/A	Direct to Full Board				
N/A	7030	Information Technology	Wireless Communications	Information Technology	Yes		N/A	Direct to Full Board				
N/A	7035	Information Technology	Mobile Device Security	Information Technology	Yes		N/A	Direct to Full Board				
N/A	7040	Information Technology	Internet Use	Information Technology	Yes		N/A	Direct to Full Board				
N/A	7045	Information Technology	Information Systems Backup & Data Retention	Information Technology	Yes		N/A	Direct to Full Board				
N/A	7050	Information Technology	Personally Identifiable Information	Information Technology	Yes		N/A	Direct to Full Board				
N/A	7055	Information Technology	Drones Use	Information Technology	No		N/A	Direct to Full Board				
N/A	7060	Information Technology	Security and Technology Access for Independent Contractors	Information Technology	No		N/A	Direct to Full Board				
3	6015	Miscellaneous	Public Complaints	Human Resources	Yes		N/A	Direct to Full Board				
4	6020	Miscellaneous	Claims Against the District	Human Resources	Yes		N/A	Direct to Full Board				

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**Beaumont-Cherry Valley Water District
Personnel Committee
November 21, 2023**

Item 7

STAFF REPORT

TO: Personnel Committee
FROM: Ren Berioso, Human Resources Manager
SUBJECT: Policies and Procedures Manual Updates/Revisions

Staff Recommendation

Approve the updated policies to move forward to the next Board of Directors meeting:

1. 3235 Military Leave
 - a. Approve the format of the two optional items for the Board of Directors discussion.
2. 3110 Jury and Witness Duty
 - a. Approve retaining the part-time status language to align with Federal and State laws.

Executive Summary

3235 Military Leave: At the Personnel Committee meeting on October 17, 2023 (meeting) all but two items, the approval and amounts for the salary differential and the continuation of health insurance coverage, were approved by the Committee to move forward to the Board of Directors. The Committee requested the two items be highlighted as bullet points within the policy to be discussed at the Board level. Staff has prepared the request but would like confirmation if the format meets the Personnel Committee's standards.

3110 Jury and Witness Duty: At the meeting, staff was asked to clarify a provision of the policy which included part-time and temporary employees. Staff believes Federal and State laws substantiate including both part-time and temporary employees in the policy, with no requirement to provide compensation for the said leave of absence, and recommends the Personnel Committee confirm the changes based on staff findings.

Background

At the meeting, staff provided an overview of the proposed changes to the Military Leave policy and Jury/Witness Duty Leave policy. Although the Committee approved submitting to the revisions to the Board of Directors, a request was made for additional information regarding fiscal impact for the options presented by staff for Military Leave policy as well as the inclusion/exclusion of part-time status for Jury and Witness Duty policy. As there is the potential for the request results to alter the policies, staff is bringing the policies back to the Committee for additional discussion to confirm approval to provide the policies to the full Board of Directors.

For the Military Leave policy, the Personnel Committee sought to understand the fiscal impact should the differential pay and the health insurance coverage be adopted by the Board. Several sources were consulted to update the content of the District's Policy Manual, including sample excerpt of U.S. Department of Labor, California Labor Code, published chart of 2023 Salary



Schedule for the US Armed Forces, the 2023 US Military Benefits Manual, and the list of the miscellaneous compensation for members of the Armed Forces.

For the Jury/Witness Duty Leave policy, staff was directed to research the possible inclusion/exclusion of the part-time and temporary employees to the policy and confirm that they are not entitled to compensation. Federal and State laws were consulted in the alignment of this policy to legal standards.

Discussion

3235 Military Leave

At the Meeting, the discussion regarding differential pay not only included the option for said pay, but also whether or not a “cap” to that pay would be needed based on the fiscal impact for a range of District staff positions. Table 1, Fiscal Impact of the Differential Pay to the District, was created based on the discussion provides the estimated fiscal impact of providing differential pay to three different positions.

Table 1 – Fiscal Impact of the Differential Pay to the District

	BCVWD Monthly Pay (Step 1 of 2024)	Military Monthly Pay (E1, Step 1)	Differential per Month	Length of Service	Differential for Service Length (11 Months)
1	\$4,052.80	\$1,773.00	\$2,279.80	1 year	\$25,077.80
2	\$7,478.40	\$1,773.00	\$5,975.40	1 year	\$65,729.40
3	\$11,664.00	\$1,773.00	\$9,981.00	1 year	\$108,801.00

**(Last Column) Differential is calculated on the service length of 11 months*

The calculations for the fiscal impact were based on the 2023 US Armed Forces Pay Schedule (attachment 07d) and the proposed 2024 Salary Schedule, that will be presented to the Board of Directors for approval on December 13, 2023. The chart shows that activated civilians are automatically paid at scale E1 for their monthly pay.

Though the variable used in Table 1 is the basic monthly pay for active military personnel, there are some add-ons on top of the base pay depending on the scope of duty, and the area of responsibility among others (Attachment 4). If applied, these may further reduce the fiscal impact of the differential pay. Should the Committee confirm the recommendation that the differential pay be included in the policy, it is staff’s recommendation to also add to the policy language that requires the employees on active duty to submit their monthly pay stub to determine the exact differential pay.

For the health insurance coverage, the District’s current practice is to continue to provide healthcare insurance for the length of the military service. Staff research revealed that the US



Department of Defense covers the full spectrum of health insurance benefits for an employee on military leave through Tricare. Said insurance also covers their dependents and has a wide range of provider network that also includes Kaiser Permanente, a concern pointed out by staff at the meeting.

As each annual operating budget includes health insurance coverage for all District staff, there is no fiscal impact to continuing the current practice of providing health insurance during an employee's term of active service. If the Board reduces coverage to just the required initial 30 days of service, there would be significant savings to the District for health insurance expenses. As with any employee benefits, offering options greater than legally required can be a helpful tool for employee recruitment and retention purposes.

The two recommendations presented can be seen on the draft copy of the Military Leave policy where the blue highlight shows an option of not providing the differential and healthcare coverage, while the green highlight shows that either or both options are provided to the employee. Staff also added these on the Table (attachment 7) presented last October 17, 2023 meeting to reference the section number of these options on the Military Policy draft.

3110 Jury and Witness Duty

At the meeting, the Committee was presented with a policy draft that provided language for the leave of absence for full-time, part-time, and temporary employees when summoned for jury or witness duty. Staff was directed to clarify the provisions of the law to ensure alignment with the legal standards.

Federal and State law requires that a part-time employee will also be provided with excused absence to perform this service but are not legally entitled to compensation. Attachment 7 includes an excerpt from the US Department of Labor (highlighted) and a copy of California Labor law. Staff recommends including part-time and temporary employees in the policy revision to align with the labor law but continue to provide zero compensation as there is no legal requirement to provide.

Fiscal Impact

3235 Military Leave

For the differential pay, the fiscal impact will be determined based on the position of any employee to whom the policy is applied to, up to the cap amount, if one is identified by the Personnel Committee. There is no fiscal impact of retaining the provision to continue health insurance benefits to military staff.

3110 Jury and Witness Duty

There is no fiscal impact to adding the language including part-time and temporary employees as there is no compensation identified for said employees.

Attachments

1. Active Duty Service Members and Families - Tricare
2. TABLE A – At-A-Glance: Military Leave Requirements and Options
3. 2023 US Military Pay Table



4. Miscellaneous Military Compensation
5. Jury Duty US Department of Labor
6. California Labor Law – Jury Duty
7. Proposed Military Leave Policy (with options highlighted)
8. Proposed Jury/Witness Leave Policy (redline version)

Staff Report prepared by Ren Berioso, Human Resources Manager



Attachment 1

Plans

Learn about what TRICARE plan is right for you and your family.

[Home](#) [\[/\]](#) > [Plans & Eligibility](#) [\[Plans\]](#) > [Eligibility](#) [\[Plans/Eligibility\]](#) > Active Duty Service Members and Families

Active Duty Service Members and Families

Active duty service members and their families (spouses and children registered in DEERS) are eligible for TRICARE.

Your Health Plan Options

Active duty service members must enroll in one of the following plans based on their duty station.

- [TRICARE Prime](#)
(<https://www.tricare.mil/Plans/HealthPlans/Prime>).
- [TRICARE Prime Remote](#)
(<https://www.tricare.mil/Plans/HealthPlans/TPR>).
- [TRICARE Prime Overseas](#)
(<https://www.tricare.mil/Plans/HealthPlans/TPO>).
- [TRICARE Prime Remote Overseas](#)
(<https://www.tricare.mil/Plans/HealthPlans/TPRO>).

Active duty family members can enroll in one of these Prime plans with their sponsor, or they may qualify to use one of the following plans:

- [TRICARE Select](#)
(<https://www.tricare.mil/Plans/HealthPlans/TS>).
- [US Family Health Plan](#)
(<https://www.tricare.mil/Plans/HealthPlans/USFHP>),
(in specific U.S. locations)
- [TRICARE For Life](#)
(<https://www.tricare.mil/Plans/HealthPlans/TFL>),
(with Medicare Part A & B coverage)
- [TRICARE Select Overseas](#)
(<https://www.tricare.mil/Plans/HealthPlans/TSO>).
- [TRICARE Young Adult](#)
(<https://www.tricare.mil/Plans/HealthPlans/TYA>),
(dependent adult children only)

Dental Options

- Active duty service members get dental care at military dental clinics. For civilian dental care:
 - You'll use the [Active Duty Dental Program](#)
(<https://www.tricare.mil/CoveredServices/Dental/ADDental>).
- Family members may purchase the [TRICARE Dental Program](#)
(<https://www.tricare.mil/CoveredServices/Dental/TDP>).

Last Updated 5/5/2022

Your Contacts

DMDC/DEERS Support Office (DSO)

Toll-free: 1-800-538-9552
TTY/TTD: 1-866-363-2883
Fax: 1-800-336-4416 (Primary) or 1-502-335-9980 (Alternate)

[Update DEERS Online](#)
(<https://milconnect.dmdc.osd.mil/milconnect/>).

Attachment 2

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

TABLE A	State / Federal Law requirement	BCVWD current practice	Option to consider	Fiscal Impact of Option
1	Salary (CMVC 395.01(a)): A public employee is entitled to receive his or her salary or compensation for the first 30 calendar days of any such absence (one instance per year).	BCVWD follows the law The proposed policy reflects this requirement	The Board may consider providing pay differential: Payment of the difference between military pay and the employee's regular salary <u>Blue (Option 1) and Green (Option) Highlight: Section 3235.11.3</u>	The fiscal impact of this option would be the equivalent of the FTE's fully-burdened rate x 11 months less the military pay rate
2	No salary requirement for inactive duty training (CMVC 395.01(b))	BCVWD follows the law	The Board may consider offering salary for inactive duty training	The fiscal impact of this option would be the equivalent of the FTE's fully-burdened rate x the number of regular work hours on inactive duty leave
3	Benefits (CMVC 395(d)): employee shall receive the same vacation, sick leave, and holiday benefits	BCVWD follows the law. The proposed policy reflects this requirement	N/A	
4	No requirement regarding other regular benefits: Term life insurance, short-term disability, AD&D, Employee Assistance Program	BCVWD follows the law.	The Board may consider extending these benefits for the duration of military leave.	<u>The fiscal impact of this option would be the benefits rate for the employee for the term. This is already calculated in the annual budget.</u>
5	No requirement for continued provision for employee-elected available benefits (dental, vision)	BCVWD follows the law.	The Board may consider extending availability of these benefits for the duration of military leave at the employee's cost.	<u>The fiscal, and budget, impact would be the rate of services. This is</u>

				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>Blue (Option 1) and Green (Option) Highlight: Section 3235.14.1</p>	<p>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.</p>
7	<p>Cal PERS Retirement:</p> <ul style="list-style-type: none"> Employers must make the non-elective employer contributions that would have been made during the military service period A rehired veteran must be permitted to make up missed contributions required to earn a benefit accrual for the military service period For purposes of pension plan participation, vesting, and accrual of benefits, USERRA treats military service as continuous service with the employer 	<p>BCVWD follows the law</p> <p>The proposed policy reflects this requirement</p>	N/A	<p>The fiscal impact of this option would be the Classic or PEPRa rate applied to the equivalent of the FTE's hourly rate. This is already calculated in the annual budget.</p>

8	Reemployment following absence due to service in the same position that the employee would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority	BCVWD follows the law The proposed policy reflects this requirement	N/A	<u>The fiscal impact of this option would be the employee's fully burdened rate. This is already calculated in the annual budget.</u>
9	Advance notice (oral or in writing) to the employer	BCVWD follows the law. The proposed policy reflects this requirement	N/A	<u>No fiscal impact.</u>
10	Cumulative period(s) of service while employed by the employer must not exceed five years	BCVWD follows the law	N/A	<u>No fiscal impact.</u>
11	An uncompleted probationary period, if any, in the public agency, must be completed upon reinstatement as provided by law or rule of the agency	BCVWD follows the law The proposed policy reflects this requirement	N/A	<u>No fiscal impact.</u>
12	The application for reemployment must be timely	BCVWD follows the law. The proposed policy reflects this requirement	N/A	<u>No fiscal impact.</u>
13	The discharge from service must not be disqualifying	BCVWD follows the law. The proposed policy reflects this requirement	N/A	<u>No fiscal impact.</u>
14	Provide training to restore competency in duties, seniority, status, pay, pensions, and other benefits that would have accrued but for the employee's absence due to uniformed service	BCVWD follows the law.	N/A	<u>The fiscal, and budget, impact would be determined by the training missed.</u>
15	Freedom from discrimination and retaliation	BCVWD follows the law The proposed policy reflects this requirement	N/A	<u>No fiscal impact.</u>

Attachment 3

FY23 NDAA 4.6% increase

MONTHLY BASIC PAY TABLE
EFFECTIVE 1 JANUARY 2023

PAY GRADE	YEARS OF SERVICE																					
	<2	2	3	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40
COMMISSIONED OFFICERS																						
O-10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17675.10	17675.10	17675.10	17675.10	17675.10	17675.10	17675.10	17675.10	17675.10	17675.10	17675.10
O-9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17201.40	17449.80	17675.10	17675.10	17675.10	17675.10	17675.10	17675.10	17675.10	17675.10	17675.10
O-8	12170.70	12570.00	12834.30	12908.10	13238.40	13789.50	13918.20	14441.70	14592.60	15043.50	15696.60	16298.10	16700.10	16700.10	16700.10	16700.10	17118.30	17118.30	17545.80	17545.80	17545.80	17545.80
O-7	10113.00	10582.80	10800.30	10973.40	11286.00	11595.30	11952.60	12308.70	12666.60	13789.50	14737.80	14737.80	14737.80	14737.80	14737.80	14813.70	14813.70	15110.10	15110.10	15110.10	15110.10	15110.10
O-6	7669.20	8425.20	8978.10	8978.10	9012.60	9398.70	9450.00	9450.00	9987.00	10936.20	11493.60	12050.40	12367.50	12688.80	13310.70	13310.70	13576.50	13576.50	13576.50	13576.50	13576.50	13576.50
O-5	6393.30	7202.10	7700.40	7794.30	8105.70	8291.40	8700.60	9001.80	9389.70	9982.80	10265.40	10544.70	10861.80	10861.80	10861.80	10861.80	10861.80	10861.80	10861.80	10861.80	10861.80	10861.80
O-4	5516.40	6385.20	6812.10	6906.30	7301.70	7726.20	8254.80	8665.50	8951.10	9115.50	9210.30	9210.30	9210.30	9210.30	9210.30	9210.30	9210.30	9210.30	9210.30	9210.30	9210.30	9210.30
O-3	4849.80	5497.80	5933.40	6469.80	6780.30	7120.50	7340.10	7701.60	7890.60	7890.60	7890.60	7890.60	7890.60	7890.60	7890.60	7890.60	7890.60	7890.60	7890.60	7890.60	7890.60	7890.60
O-2	4190.70	4772.70	5496.90	5682.60	5799.30	5799.30	5799.30	5799.30	5799.30	5799.30	5799.30	5799.30	5799.30	5799.30	5799.30	5799.30	5799.30	5799.30	5799.30	5799.30	5799.30	5799.30
O-1	3637.20	3786.00	4576.80	4576.80	4576.80	4576.80	4576.80	4576.80	4576.80	4576.80	4576.80	4576.80	4576.80	4576.80	4576.80	4576.80	4576.80	4576.80	4576.80	4576.80	4576.80	4576.80
COMMISSIONED OFFICERS WITH OVER 4 YEARS ACTIVE DUTY SERVICE AS AN ENLISTED MEMBER OR WARRANT OFFICER																						
O-3E	0.00	0.00	0.00	6469.80	6780.30	7120.50	7340.10	7701.60	8007.00	8182.50	8421.00	8421.00	8421.00	8421.00	8421.00	8421.00	8421.00	8421.00	8421.00	8421.00	8421.00	8421.00
O-2E	0.00	0.00	0.00	5682.60	5799.30	5983.80	6295.50	6536.70	6715.80	6715.80	6715.80	6715.80	6715.80	6715.80	6715.80	6715.80	6715.80	6715.80	6715.80	6715.80	6715.80	6715.80
O-1E	0.00	0.00	0.00	4576.80	4887.00	5067.90	5252.70	5433.90	5682.60	5682.60	5682.60	5682.60	5682.60	5682.60	5682.60	5682.60	5682.60	5682.60	5682.60	5682.60	5682.60	5682.60
WARRANT OFFICERS																						
W-5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8912.10	9364.20	9701.10	10073.40	10073.40	10578.00	10578.00	11106.00	11106.00	11662.50	11662.50
W-4	5012.40	5391.30	5546.10	5698.20	5960.70	6220.20	6483.00	6877.80	7224.30	7554.00	7824.30	8087.70	8473.80	8791.50	9153.60	9153.60	9336.30	9336.30	9336.30	9336.30	9336.30	9336.30
W-3	4577.70	4767.90	4964.10	5027.70	5232.30	5635.80	6055.80	6253.80	6482.70	6718.20	7142.40	7428.30	7599.60	7781.40	8029.50	8029.50	8029.50	8029.50	8029.50	8029.50	8029.50	8029.50
W-2	4050.30	4433.40	4551.00	4632.30	4894.80	5302.80	5505.60	5704.50	5948.10	6138.60	6310.80	6517.20	6652.80	6760.20	6760.20	6760.20	6760.20	6760.20	6760.20	6760.20	6760.20	6760.20
W-1	3555.00	3938.10	4040.70	4258.20	4515.00	4893.90	5070.60	5318.70	5561.70	5753.10	5929.20	6143.40	6143.40	6143.40	6143.40	6143.40	6143.40	6143.40	6143.40	6143.40	6143.40	6143.40
ENLISTED MEMBERS																						
E-9	0.00	0.00	0.00	0.00	0.00	0.00	6055.50	6192.90	6365.70	6568.80	6774.90	7102.80	7381.50	7673.70	8121.60	8121.60	8526.90	8526.90	8953.80	8953.80	9402.30	9402.30
E-8	0.00	0.00	0.00	0.00	0.00	4957.20	5176.50	5312.10	5474.70	5650.80	5968.80	6130.20	6404.40	6556.50	6930.90	6930.90	7069.80	7069.80	7069.80	7069.80	7069.80	7069.80
E-7	3445.80	3760.80	3905.10	4095.30	4244.70	4500.60	4644.90	4900.50	5113.50	5258.70	5413.50	5473.20	5674.50	5782.50	6193.50	6193.50	6193.50	6193.50	6193.50	6193.50	6193.50	6193.50
E-6	2980.50	3279.90	3424.80	3565.50	3711.90	4042.20	4170.90	4419.90	4496.10	4551.30	4616.40	4616.40	4616.40	4616.40	4616.40	4616.40	4616.40	4616.40	4616.40	4616.40	4616.40	4616.40
E-5	2730.30	2914.20	3055.20	3199.20	3423.90	3658.50	3851.70	3874.80	3874.80	3874.80	3874.80	3874.80	3874.80	3874.80	3874.80	3874.80	3874.80	3874.80	3874.80	3874.80	3874.80	3874.80
E-4	2503.50	2631.60	2774.10	2914.80	3039.30	3039.30	3039.30	3039.30	3039.30	3039.30	3039.30	3039.30	3039.30	3039.30	3039.30	3039.30	3039.30	3039.30	3039.30	3039.30	3039.30	3039.30
E-3	2259.90	2402.10	2547.60	2547.60	2547.60	2547.60	2547.60	2547.60	2547.60	2547.60	2547.60	2547.60	2547.60	2547.60	2547.60	2547.60	2547.60	2547.60	2547.60	2547.60	2547.60	2547.60
E-2	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20
E-1 >4 Mon	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60
E-1 <4 Mon	1773.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
C/S	17675.10		M/S	9786.00																		
Cadet	1273.20																					
NOTE--BASIC PAY FOR O7-O10 IS LIMITED TO LEVEL II OF THE EXECUTIVE SCHEDULE DURING 2023 (\$17,675.10)																						

NOTE--BASIC PAY FOR O7-O10 IS LIMITED TO LEVEL II OF THE EXECUTIVE SCHEDULE DURING 2023 (\$17,675.10)
NOTE--BASIC PAY FOR O6 AND BELOW IS LIMITED TO LEVEL V OF THE EXECUTIVE SCHEDULE IN EFFECT DURING 2023 (\$14,341.80)

Hazardous Duty Incentive Pay (HDIP)

Section 351 Hazardous Duty Pay

Discretionary pays; payable to enlisted members and officers.

Hostile Fire Pay - HFP may be paid to a Service member of a uniformed service who performs duty in a hostile fire area; is exposed to a hostile fire event; is on duty during a month in an area in which a hostile event occurred that placed the Service member in grave danger of physical injury; or is killed, injured, or wounded by a hostile fire event. HFP is a monthly rate of \$225, which may not be prorated (may not receive simultaneously with IDP).

Imminent Danger Pay - IDP may be paid to a uniformed service member who is subject to the threat of physical harm or imminent danger on the basis of civil insurrection, civil war, terrorism, or wartime conditions in a foreign area. IDP is a monthly rate of \$225 (may not receive simultaneously with HFP) and is prorated based on the actual number of days a member is in an imminent danger area.

Hazardous Duty Incentive Pay - HDIP provides a monetary incentive to Service members who volunteer to perform a duty designated as hazardous, based upon the inherent dangers of the duty and risks of physical injury. The monthly rate for HDIP is based on the duty and is prorated to reflect the duration of the member's actual qualifying service during the month. The duties listed below are eligible for HDIP.

- **Flying Duty** - The Secretary concerned may pay HDIP to Service members required by competent orders to participate in frequent and regular aerial flights as an aircrew member or to non-aircrew members who otherwise meet the requirements for flying duty.
- **Flying Duty, Crew Members** - For performance of hazardous duty involving frequent and regular aerial flight as a crew member, and to induce members (other than, career aviators) to volunteer for flying duty assignments as crew members and to retain the required number of skilled crewmembers to man mission requirements. Payment ranges from \$110 to \$250 per month.
- **Flying Duty, Non Crew Members** - For performance of hazardous duty involving frequent and regular aerial flight, and to induce members (other than, career aviators) to volunteer for, and remain in, flying duty assignments as 'other than crew members'. Payment is up to \$150 per month.
- **Parachute Duty** - The Secretary concerned may pay HDIP to Service members required by competent orders to participate in duty involving parachute jumping from an aircraft while in flight. Qualified Service members are those who have received a designation as a parachutist, including those undergoing training for such designation; who are required by competent orders to engage in parachute jumping from an aircraft in aerial flight; and who meet the minimum performance requirement of jumping at least once during a 3-month period. Payment is up to \$150 per month for jumps involving a static line and up to \$225 per month for members performing military freefall operations.
- **Demolition Duty** - The Secretary concerned may pay HDIP to Service members who are required to perform duty involving the demolition of explosives, as prescribed by Service regulations, as a primary duty (including training for that duty). Service members who engage in demolition using live explosives objects, obstacles, or other explosives, or recovering and rendering harmless, by disarming or demolishing, explosives that have failed to function as intended or which have become a potential hazard, under competent orders and as a primary duty assignment (such as explosive ordnance disposal personnel assigned to an explosive ordnance disposal billet) at least one time during the calendar month may receive a payment up to \$150 for each qualifying month.
- **Experimental Stress Duty** - The Secretary concerned may pay HDIP to a Service member on active duty that is required by competent orders to perform experimental stress duty under the conditions stated below:
 - Human Acceleration or Deceleration Experimental Subject. Duty performed as human acceleration or deceleration experimental subjects utilizing experimental acceleration or deceleration devices.

- **Thermal Stress Duty.** Duty performed as human thermal experimental subjects in thermal stress experiments.
- **Low-Pressure Chamber Duty.** Duty performed within a low-pressure (altitude) chamber at physiological facilities as human test subject, inside instructor-observer or inside observer-tender.
- **High-Pressure Chamber Duty.** Duty performed within a high-pressure (hyperbaric or recompression) chamber or hyperbaric complex.

HDIP for experimental stress duty is up to \$150 per month.

- **Flight Deck Hazardous Duty** - The Secretary concerned may offer HDIP to Service members who under competent orders perform flight deck hazardous duty. Service members must be present, during flight operations, at an assigned duty station on the flight deck of an aircraft carrier or a ship other than an aircraft from which aircraft are launched and recovered during flight operations. Qualified members are required to participate in at least 4 days of flight operations within a calendar month. The monthly rate for flight deck HDIP may be up to \$150.
- **Laboratory Duty Utilizing Live Dangerous Viruses or Bacteria** - The Service Secretary concerned may pay HDIP to a Service member whose primary duty involves laboratory work that utilizes live dangerous viruses or bacteria. Service members are eligible while assigned by competent orders for a period of 30 consecutive days or more to participate in or conduct applied or basic research. The monthly rate for this HDIP is up to \$150.
- **Duty Involving Exposure to Highly Toxic Pesticides** - The Secretary concerned may pay an incentive pay to a Service member whose duty involves frequent and regular exposure to highly toxic pesticides when the Service member is assigned by competent orders to the entomology, pest control, pest management, or preventive medicine functions of Uniformed service for a period of 30 consecutive days or more. HDIP for duty involving exposure to toxic pesticides may be up to \$150 per month.
- **Duty Involving Toxic Fuels and Propellants** - The Secretary concerned may pay HDIP to Service members required by competent orders to participate in duty involving toxic fuels and propellants as their primary duty. A Service member is eligible to receive HDIP for duty involving the servicing of aircraft or missiles with highly toxic fuels or propellants when this duty is performed as a primary duty according to the requirements set forth in DOD Instruction 1340.09. HDIP for the handling of toxic fuels and propellants may be up to \$150 per month.
- **Duty Involving Handling Chemical Munitions.** The Secretary concerned may pay HDIP to Service members required by competent orders to participate in duty involving handling chemical munitions (or components of such munitions) as their primary duty. For additional information concerning duties involving the handling of chemical munition refer to DoD Instruction 1340.09. HDIP for duty involving handling of chemical munitions is up to \$150 per month.
- **Maritime Visit, Board, Search, and Seizure (VBSS) Duty** - Only Navy members (among DoD Services) perform duty that qualifies for this pay. The Secretary of the Navy may offer an incentive pay to its members who under competent orders perform duty in VBSS billets that require frequent and regular participation in VBSS operations aboard vessels in support of maritime interdiction operations. Eligible members are required to participate in a minimum of three boarding missions (excluding training exercises) during each month of qualification. HDIP for VBSS is a monthly rate up to \$150.
- **Polar Region Flight Operations Duty** - The Secretary concerned may offer an incentive pay to Service members performing duty involving the use of ski-equipped aircraft on the ground in Antarctica or on the Arctic Ice-Pack. A Service member may be eligible in any calendar month during which that Service member participated in a take-off from or landing on the ground in Antarctica or the Arctic Ice-Pack, or the servicing or handling of cargo in connection with such aircraft on the ground in such a polar region. HDIP for polar region flight operations duty is up to \$150 per month.
- **Weapons of Mass Destruction Civil Support (WMDCS) Team** - The Secretary concerned may pay HDIP to RC Service members assigned to WMDCS teams. In order to be eligible for WMDCS HDIP, a Service member must be: (a) Entitled to basic pay under Sections 204 of Title 37, U.S.C.; (b) Assigned by competent orders to a duty station in a WMDCS team; (c) Assigned to a duty station in a WMDCS team for a period of 30 consecutive days or more.

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orders to duty as a member of a WMDCS team, (c) Fully qualified for weapons of mass destruction civil support team operations; and (d) Serving on an approved active duty tour in excess of 139 days in a DoD designated and certified WMDCS team position. HDIP for RC Service members assigned to a WMDCS team may be up to \$150 per month.

- **Diving Duty** - The Secretary concerned may pay HDIP to Service members required by competent orders to participate in diving duty as part of their primary duty. Service members may be eligible for an HDIP for diving duty for periods during which they are assigned by competent orders to the duty of diving and required to maintain proficiency as a diver by frequent and regular dives. Additional conditions of service may be imposed by the Secretary concerned. HDIP for diving duty may not exceed \$240 per month.

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Jury Duty

The [Fair Labor Standards Act \(FLSA\)](#) does not require payment for time not worked, including jury duty. This type of benefit is generally a matter of agreement between an employer and an employee (or the employee's representative).

While federal law does not, some state laws require employers to pay employees who are asked to serve jury duty.

Webpages on this Topic

- [National Compensation Survey: Employee Benefits Survey](#) – Bureau of Labor Statistics’ Annual Bulletin on Benefit Coverage provides data on the incidence of employee benefits.

Agencies

Forms


Guidance Search

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PERSONAL LEAVE OF ABSENCE

Personal leaves of absence are legally required in the following situations:

1. Family Leave

The Fair Employment and Housing Act, enforced by the Department of Fair Employment and Housing (DFEH) contains family care and medical leave provisions, known as the California Family Rights Act (CFRA), for California employees who work for employers who do business in California and employ fifty (50) or more part-time or full-time employees. To be eligible for CFRA an employee must have more than 12 months of service with the employer and have worked at least 1,250 hours for that employer in the 12-month period before the leave begins. Employees may take unpaid time off to care for a seriously ill parent, spouse or child, for the employee's own serious health condition or to bond with an adopted or foster child or newborn. Full-time employees may take leave up to 12 work weeks in a 12-month period. Part-time employees may take leave on a proportional basis. The leave does not need to be taken in one continuous period of time. An employer may require a 30-day advance notice, but when this is not possible due to the unexpected nature of the leave, notice should be given as soon as possible. Notice can be written or verbal.

In addition to the leave requirements of the CFRA, employers of five (5) or more person also have additional obligations pertaining to Pregnancy Disability Leave (PDL), also enforced by the DFEH. An employee disabled by pregnancy is entitled to up to four months unpaid disability leave which leave may be taken before or after birth during any period of time the woman is physically unable to work because of pregnancy or a pregnancy-related condition. Employees are entitled to take pregnancy disability leave in addition to any leave entitlement they might have under CFRA. For example, an employee could take four months pregnancy disability leave for her disability, and 12 weeks of CFRA leave to bond with the baby, or to bond with an adopted or foster child, or to care for a parent, spouse or child with a serious health condition, or for the employee's own serious health condition.

Both the employer and employee are afforded other rights and responsibilities with respect to salary and benefits during either or both types of leave, specific conditions of leave entitlement as well as return to work rights. It is advised that you review the DFEH website at www.dfeh.ca.gov for more detailed information and publications, or contact them for additional information by telephoning the appropriate office listed on the website or writing to the Department of Fair Employment and Housing at 2218 Kausen Dr., Ste. 100, Elk Grove, CA 95758.

In addition, an employee may be eligible for six weeks of paid leave under the Family Temporary Disability Insurance (FTDI) administered by the Employment Development Department (EDD). For further information contact the EDD at 800-480-3287 or visit the website at www.edd.ca.gov.

2. Sick Leave

An employer who provides sick leave for employees must permit an employee to use accrued sick leave to attend to a child, parent or spouse who is ill (the employee is entitled to use not less than the amount of sick leave the employee would accrue in 6 months, per calendar year). Conditions placed on sick leave usage for use by an employee also applies to sick leave used to care for a sick child, parent or spouse. (Labor Code § 233)

3. Jury Duty

An employer may not discriminate against an employee for taking time off to serve as a juror at an inquest or trial or when the employee is a victim of a crime and is required to appear as a witness. An employer may not discriminate against an employee for taking time off to obtain relief as a result of domestic violence. The employee must give reasonable notice to the employer. It is not a requirement to compensate employees for time off to serve on juries or to appear as a witness. (Labor Code § 230)

4. Emergency Duty As A Volunteer Firefighter, Reserve Police Officer, or Emergency Rescue Personnel

All employers must provide leaves of absence for employees who are required to perform emergency duty as a volunteer firefighter, a reserve police officer, or an emergency rescue personnel. It is not a requirement that the employee be compensated during time off to perform the duties of an emergency volunteer fire fighter, reserve police officer or emergency rescue personnel duties. (Labor Code § 230.3)

5. **Time Off To Visit The School of a Child**

Employers with twenty-five (25) or more employees working at the same location, must allow a parent, grandparent or guardian to take up to forty (40) hours off per year to participate in activities at his or her child's school, including a day care facility. The employee must give reasonable notice to the employer. Employees must first utilize existing vacation, personal leave or compensatory time off for this purpose. The time off to visit school is not required to be compensated. (Labor Code § 230.8)

6. **Time Off To Appear At School When Required By The School**

All employers must allow a parent, grandparent or guardian of a pupil to appear at the school when the school has given advance notice. It is not a requirement that the employee be compensated for the time. The employee is required to give reasonable notice to the employer. (Labor Code § 230.7)

7. **Time Off To Vote**

If a voter does not have sufficient time to vote outside of working hours, he or she may take off time to vote at the beginning or the end of the shift, whichever provides the most free time to vote. The employees may take off no more than two hours without loss of pay, providing he or she has given at least two working days' notice that time off is desired. (Elections Code § 14000)

8. **Drug and/or Alcohol Rehabilitation**

Employers with twenty-five (25) or more employees must reasonably accommodate an employee's voluntary participation in an alcohol and/or drug rehabilitation program, provided that this reasonable accommodation does not impose an undue hardship on the employer. An employer must also make reasonable efforts to safeguard an employee's privacy with regard to his or her enrollment in a rehabilitation program. An employer may refuse to hire or may discharge an employee because of the employee's current use of alcohol and/or drugs, or because the employee is unable to perform his or her duties, or cannot perform the duties in a manner which would not endanger his or her health and safety, or the health and safety of others. (Labor Code § 1025, et seq.)

9. **Literacy Assistance**

Employers with twenty-five (25) or more employees must reasonably accommodate and assist any employee who reveals a literacy problem and requests employer assistance either in enrolling in a literacy program or in arranging visits of an instructor to the job site, provided such accommodation does not pose an undue hardship on the employer. In addition, the employer must make reasonable efforts to safeguard the employee's privacy with regard to a literacy problem. An employee who satisfactorily performs his or her duties may not be discharged for disclosing a literacy program. (Labor Code § 1041, et seq.)

10. **Temporary Military Leave And/Or Reserve Duty**

Any employee who is a member of the reserve corps of the armed forces of the United States, the National Guard or the National Militia is entitled to a temporary leave while engaged in military duty ordered for purposes of military training, drills, encampment, naval cruises, special duty or like activity. (Military and Veterans Code §§ 394, 394.5)

POLICY TITLE: MILITARY LEAVE
POLICY NUMBER: 3235

Attachment 7

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 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.

3235.5.1 Definitions.

3255.6.1 **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.

3235.9 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 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 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 one instance per year commencing on the time the employee is called for active duty for short- and long-term military leave.

3235.11.2 Employee shall be responsible to pay the required employee and dependent contributions, if any, toward any benefits.

(OPTION 1): 3235.11.3 Except as otherwise provided by law or a duly adopted resolution, ordinance, memorandum of understanding, or this policy, military leave shall be unpaid beginning on the second month of active service.

(OPTION 2): 3235.11.3 Except as otherwise provided by law or a duly adopted resolution, ordinance, memorandum of understanding, or this policy, an employee on active military duty whose gross military pay is less

than his/her gross basic state pay is entitled to a differential pay for the duration of the Military Leave, computed as follows:

(1) Determination of the monthly rate of both basic state pay and military pay including additional military compensation and overtime pay received, regardless of work hours for both the District and the military service in a month.

(2) Subtracting the difference in military pay including additional military compensation received from gross basic state pay each month for the determination of the differential pay.

3235.11.3 (a) Employee on a military leave is responsible to provide Payroll Department their pay stub/s from the military service every first day of the month, after 30 calendar days paid period. Differential pay also accounts for the excess days incurred following the first day of the second month of active military service.

3235.11.4 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.

3235.11.5 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.

3235.11.6 Unpaid period. An employee is not paid for the time between release from active military duty and reinstatement to District service.

3235.11.7 The District does not pay for Inactive Duty Training (MVC 395.01(b))

3235.12 **Travel Time.**

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

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

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

3235.13 **Inactive Duty Training.**

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

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

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

3235.14 **Health Insurance and Insurance Premium Benefits.**

(OPTION 1): 3235.14.1 Long Term or Temporary Military Leave

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, employees may elect to pay for continuation coverage (COBRA) for up to the lesser of : (1) twenty-four (24) months from the date the leave began or (2) the day after the date on which the person fails to apply for or return to a position of employment. (38 U.S.C. §4317). The cost the employee must pay is not more than one hundred and two (102) percent of the cost of the health benefit coverage as determined by COBRA.

3235.14.1 (c) Military Leave of more than thirty (30) days constitutes a "qualifying event" that triggers COBRA notification to qualified dependents

(OPTION 2): 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 the length of military leave, whether such leave is paid or unpaid.

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.

3235.17 **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.

3235.18 **Vacation, Sick Leave, Holiday Pay**

3235.18.1 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.

3235.18.2 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.

3235.18.3 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)

3235.19 Reinstatement.

3235.19.1 Reinstatement rights will be as provided by state and/or federal law.

3235.19.2 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.

3235.19.3 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.

3235.19.4 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.

3235.20 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.

3235.20.1 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.

3235.20.2 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.

3235.21 Employees with Less than One Year of Service.

3235.21.1 If an employee has served less than one year of employment with BCVWD, any periods of military leave will be unpaid.

3235.21.2 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.

3235.21.3 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.

3235.22 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)

3235.22.1 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.

3235.22.1.1 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.

3235.23 **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.

3235.23.1 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.

3235.23.2 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.

3235.24 **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.

Attachment 8

BEAUMONT-CHERRY VALLEY WATER DISTRICT

PERSONNEL

POLICY TITLE: JURY ~~AND WITNESS~~ DUTY
POLICY NUMBER: 3110

Proposed Policy

Jury duty – current policy

Current Policy

Part I Section 29

20. JURY DUTY

- A. **Application.** This policy shall apply to probationary and regular employees in all classifications.
- B. **Notice.** An employee summoned for jury duty will immediately notify his/her immediate supervisor.
- C. While serving on a jury, an employee will be given a paid leave of absence up to five days. Said leave of absence is conditional upon the employee returning to work upon dismissal each day to complete his/her remaining normal workday

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.

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.

B.

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 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. Nonexempt 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 an 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.** ~~and a~~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.

Adopted by Resolution 20-XX, Date



**Beaumont-Cherry Valley Water District
Personnel Committee Meeting
November 21, 2023**

Item 8

STAFF REPORT

TO: Personnel Committee
FROM: Ren Berioso, Human Resources Manager
SUBJECT: Acknowledgment of 2023 Great Place to Work Certification

Staff Recommendation

Acknowledge the 2023 Great Place to Work Certification.

Executive Summary

BCVWD has received a Great Place to Work Certification for 2023. Staff is presenting the pertinent results of the survey leading to the certification, which would then be presented to the Board of Directors at the December 13, 2023 meeting.

Background

The BCVWD Human Resources department conducts an annual employee engagement survey in July each year to measure the engagement of BCVWD personnel and to facilitate discussions with leadership about Human Resources goals and objectives. In 2021, BCVWD partnered with Great Place to Work and obtained accreditation as a Great Place to Work for the first time. Great Place to Work certification recognizes that an organization's employees have designated the employer as a Great Place to Work, and certification advertises to potential candidates that the employer is a desirable organization with a great company culture. Certification recognizes employers who create outstanding employee experience.

To attain certification, employee feedback is collected anonymously and compared with benchmark data at other organizations. Certification gives employers a recruiting advantage by providing a globally recognized and research-based verification of a great employee experience. The results of the anonymous employee engagement survey provide an in-depth analysis of the District's working culture. Certification shows that an organization has a clear purpose and reinforces the agency's mission, vision, and values.

In July 2023, an anonymous survey was conducted by the Human Resources Department for a period of 30 days with 45 eligible participants. Questions were carefully designed, touching the key areas that drive the District's action plan towards maintaining employee engagement, and positive branding in the public sector industry. The collected data was reported in aggregate, and objectively interpreted to benchmark against the best workplaces in the country in a particular category. The District received the distinction as a Great Place To Work for the third consecutive year.

Discussion

With an 81% participation rate, the District improved on overall engagement score of 8.1 compared to last year's 7.6. Some of the strengths identified in BCVWD's workplace culture include stability, high level of autonomy, management trustworthiness, equality, flexibility, and pride in the organization. Areas that were identified as opportunities for growth include compensation, collaboration, and clear direction. Staff has continued to work towards



improvements in the areas of collaboration as well as team engagement at all levels including informational sessions between departments, internal training opportunities, and additional scheduled events, like an ice cream social, to encourage collaboration and communication.

The agency continues to remain strong in its endeavor to foster a positive culture while providing exceptional service to our community.

Fiscal Impact

There is no fiscal impact to the District.

Attachment

1. PowerPoint Presentation of Great Place to Work results

Staff Report prepared by Ren Berioso, Human Resources Manager



BCVWD 2023 Engagement Survey Results

Human Resources



Overview

The Purpose



Engagement Surveys are a great way to understand if your employees feel connected with the organization, and to gauge satisfaction and retention.



The results of the data analysis will be utilized to identify the District's strengths and areas of opportunity for the next year.



Survey results are benchmarked with other surveys to discover our potential for growth and development in key areas.



**Great
Place
To
Work[®]**

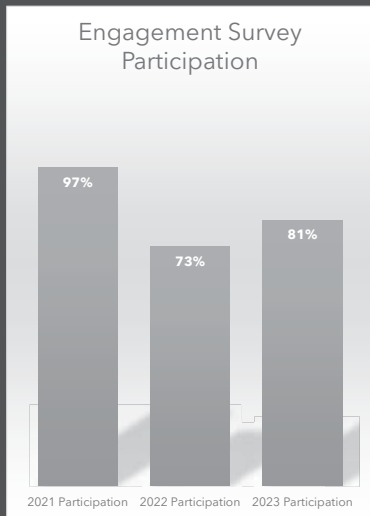
Certified

MAY 2023-MAY 2024

USA

TM

**3RD YEAR CERTIFIED
AS A GREAT PLACE
TO WORK!**



Survey participation

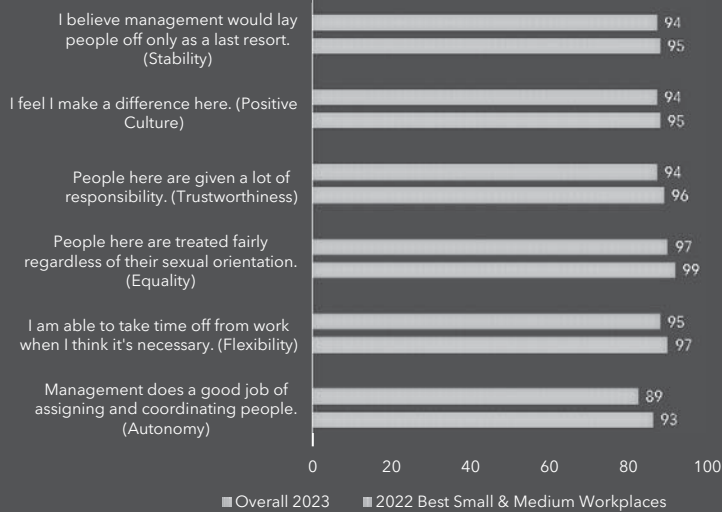
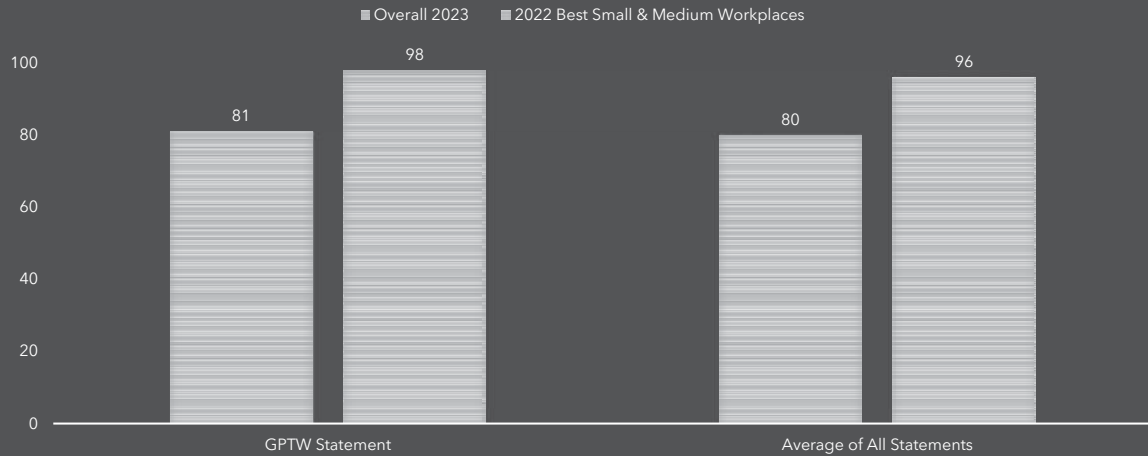
- 45 employees, including part-time and full-time staff were eligible to participate
- 37 survey responses (81% participation rate)
- Survey was administered online only through Great Place to Work.
- Responses were collected anonymously and reported in the aggregate. District staff were not able to see individual responses
- Response window was 30 days



2023 OVERALL EMPLOYEE ENGAGEMENT SCORE: 8.1

- Engagement measures an employee's connection with the work, including pride in the work, level of cooperation from colleagues, psychological and emotional safety, intent to stay, and view of management.
- Engaged employees tend to yield higher productivity and outperform disengaged employees. Engagement leads to lower absenteeism, higher quality of work, and a higher level of customer satisfaction.
- Our year 2023 Engagement Score is a notch higher than year 2022.

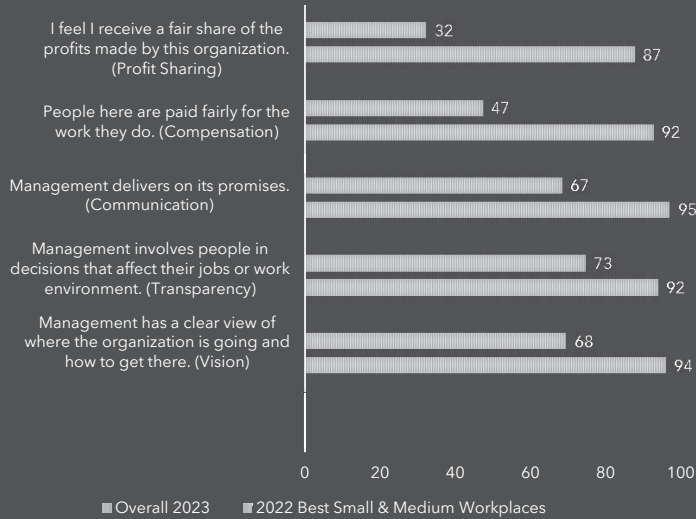
Comparison to Best Companies



Strengths

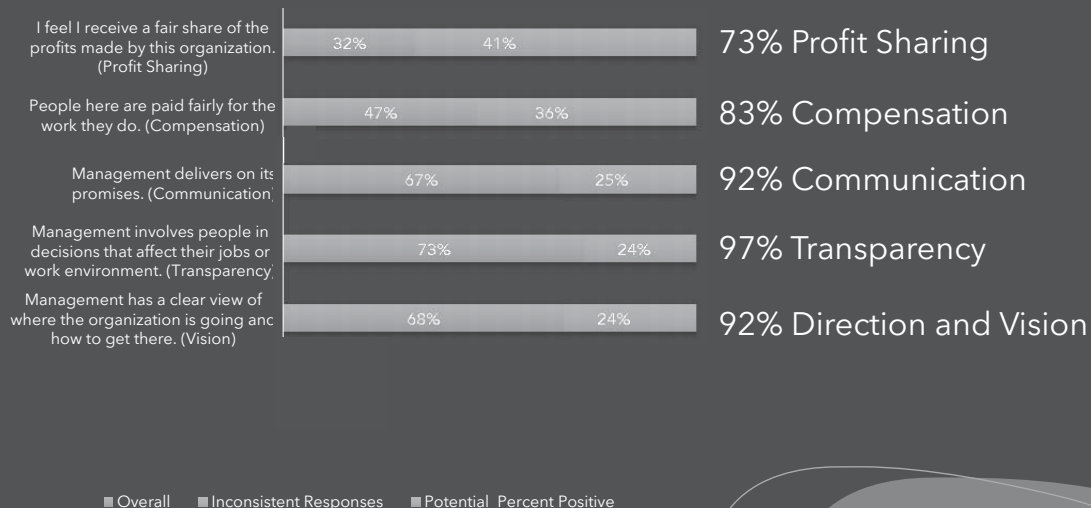
- Stability
- Positive Culture
- Trustworthiness
- Equality
- Respect and Flexibility
- Motivation and Autonomy

Growth Opportunities



- Profit Sharing
- Compensation
- Communication
- Transparency
- Direction and Vision

Growth Potential



Areas to Leverage



The following are presented as potential key leverage areas that can be utilized to design and implement action to strengthen BCVWD employee experiences. They are selected based on the key drivers of your employees' experiences as well as your performance relative to the Best Company benchmark.



Thank you

Ren Berioso
10.26.2023