



**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, July 16, 2024 - 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 – JULY 16, 2024**

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**Call to Order: Chair Covington**

**Roll Call**

	<b>John Covington, Chair</b>
	<b>Andy Ramirez</b>

	<b>Lona Williams (alternate)</b>
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## PERSONNEL COMMITTEE MEETING – JULY 16, 2024 - *continued*

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### Public Comment

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

1. **Adjustments to the Agenda:** In accordance with Government Code Section 54954.2, additions to the agenda require a 2/3 vote of the legislative body, or if less than 2/3 of the members are present, a unanimous vote of those members present, which makes the determination that there is a need to take action, and the need to take action arose after the posting of the agenda.
  - a. Item(s) to be removed or continued from the Agenda
  - b. Emergency Item(s) to be added to the Agenda
  - c. Changes to the order of the Agenda
  
2. **Acceptance of Personnel Committee Meeting minutes**  
*Minutes may be accepted by consensus*
  - a. June 18, 2024 Regular Meeting (pages 4 - 8)

### 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 9 - 10)
6. **Policies and Procedures Manual Updates / Revisions**

a.	Policy 3050	Volunteer Personnel Workers Compensation	pages 11 - 18
b.	Policy 3040	Letters of Recommendation	Pages 19 - 24
c.	Policy 3105	Personal Leave of Absence	pages 25 - 34
d.	Policy 3130	Conferences	pages 35 - 39
e.	Policy 3140	Respiratory Protection Program	pages 40 - 49
f.	Policy 3175	Disciplinary Action or Termination	pages 50 - 62

**7. Update on Policy Tracking Matrix (pages 63 - 66)**

- a. Status of Policy Revisions / Updates

**8. Action List for Future Meetings**

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

**9. Next Meeting Date: August 20, 2024**

**10. 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 <https://bcvwd.gov/>.

**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: <https://bcvwd.gov/>.

**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.gov](mailto:info@bcvwd.gov) 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, June 18, 2024, at 5:30 p.m.**

**CALL TO ORDER**

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

*Attendance.* Chair Covington and Committee Member 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 Director of Information Technology Robert Rasha Director of Operations James Bean Human Resources Manager Ren Berioso Administrative Assistant Cenica Smith</i>
<i>BCVWD Employee Association reps:</i>	<i>None</i>

**PUBLIC COMMENT:** None.

**ACTION ITEMS**

- 1. Adjustments to the Agenda:** None.
- 2. Acceptance of the Personnel Committee Meeting minutes**
  - a. April 16, 2024, Regular Meeting

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

MOVED: Covington	SECONDED: Ramirez	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**

Human Resources Manager Ren Berioso presented highlights of the report:

- Currently 46 employees
- There were four new hires in April and May
- Three employee anniversaries were more than 10 years, and three were more than 20 years with the District
- Interviews are ongoing for one open recruitment

**6. Policies and Procedures Manual Updates / Revisions**

Human Resources Manager Ren Berioso presented the proposed revisions to the following policies:

- a. Policy 3180 Nepotism / Employment of Relatives and Fraternalization

Mr. Berioso reminded the Committee of prior discussion. He reviewed the revisions directed by the Personnel Committee and noted they were addressed.

*The Committee recommended this policy for consideration by the Board of Directors by the following vote:*

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

- b. Policy 3160 HIPAA Compliance

Mr. Berioso explained that legal counsel had offered the option to exclude this policy as the District is not the health care industry. HR staff recommends retaining the policy, as HIPAA is a universal law and could avoid any legal risk to the District should there be a breach of confidentiality. Chair Covington agreed it was reasonable.

Mr. Berioso outlined the proposed revisions. Director Ramirez pointed out the potential for termination and asked about policy necessity and the requirement for an employee to release personal health information. Chair Covington indicated that that he felt the District should have a policy. Mr. Berioso explained that Worker’s Compensation claims may rely on this information to provide reasonable accommodation.

*The Committee recommended this policy for consideration by the Board of Directors by the following vote:*

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

c. Policy 3185 Employee Separation

Mr. Berioso recommended additions to the existing policy due to insufficient guidance related to separations.

Chair Covington stated that elements he was looking for had been included. He requested inclusion for coverage of financial obligations a departing employee may owe to the District. He also suggested a mechanism to recapture training expenses if an employee leaves.

Director Ramirez confirmed that the policy also applies to the general manager.

*The Committee recommended this policy for consideration by the Board of Directors by the following vote:*

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

d. Policy 3065 Reduction in Force

Mr. Berioso noted there are few revisions to reflect continuity with the MOU, add compliance with the WARN Act, and modernize language.

Director Ramirez asked for clarity on continuity of service. Mr. Berioso explained the restoration of accrual rate.

*The Committee recommended this policy for consideration by the Board of Directors by the following vote:*

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

e. Policy 3200 Grievance Procedures

Mr. Berioso explained the recommendations to align with the current MOU.

*The Committee recommended this policy for consideration by the Board of Directors by the following vote:*

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

f. Policy 3050 Volunteer Personnel Workers' Compensation

Mr. Berioso explained the minor changes including the addition of a section prohibiting retaliation. Director Ramirez asked if volunteers sign a release of liability. Mr. Jagers noted that there is a document which has such elements. Chair Covington directed staff to include language related to a waiver or release of liability, and asked if the District was obligated to provide Worker's Comp. Mr. Jagers indicated that if a volunteer is injured, they would not be releasing liability, it is an obligation. Mr. Berioso confirmed that legal counsel advised it is a requirement.

Chair Covington asked staff to determine if the coverage was legally necessary and to bring back the policy.

Director Ramirez recommended that volunteers sign an indemnification before starting work with the District.

**7. Update on Policy Tracking Matrix**

Mr. Berioso reviewed the dashboard and advised that progress had been made to 67.95 percent completeness for HR policies, and 56.03 percent overall.

The Committee acknowledged other departmental policies that do not come to the Personnel Committee.

**8. Update: BCVWD 2025 Operational Budget Timeline**

Ms. Molina introduced the timeline, now including key dates that impact the Finance and Audit Committee, Personnel Committee, and Board of Directors. Once all departmental requests are finalized, staff will bring those to the committees for review. Mr. Jagers noted that elements are still being worked through, as the District is currently performing a rate study and looking ahead five years.

Mr. Jagers noted that under the management of Ms. Molina, the budget process and organization is healthier and continually improving.

In response to Chair Covington, Mr. Jagers indicated that the target for adoption of the rate study is January 2025. The preference would be to not rely on expired rates, but it is more important to have an accurate projection and a well-informed public. In that event, the budget would have to be re-adopted in January, February or March, Covington noted. Once completion is closer, staff will have a better concept, Ms. Molina added.

Chair Covington asked if it was possible for the rate study to be adopted in November 2024. Mr. Jagers advised it would likely be January, as there are many elements to it, and the current schedule is tight.

## 9. 2024 Annual Employee Engagement Survey and District Certification Platform

Mr. Berioso reported that Great Place to Work (GPTW) has been selected to conduct the 2024 annual employee engagement survey. Staff reviewed other platforms and determined that based on cost benefit analysis and staff comfort and familiarity with the survey, GPTW was appropriate.

In response to Director Ramirez, Mr. Berioso indicated this is an annual expense. Mr. Jagers explained there is value in doing the survey and it provides transparency to the Board.

## 10. Action List for Future Meetings

- Employee Association topics
  - Restroom facilities for field crew
  - Permanent operations center (move forward in 2024)
- Policy manual updates (ongoing)
- Policy Updates related to travel and per diem (requested by Dir. Williams)

## 11. Next Meeting Date:

- Regular Meeting Tuesday, July 16, 2024, at 5:30 p.m.

**ADJOURNMENT:** 6:30 p.m.

Attest:

*DRAFT UNTIL APPROVED*

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





**Beaumont-Cherry Valley Water District  
Personnel Committee Meeting  
July 16, 2024**

**Item 5**

**HUMAN RESOURCES REPORT**

**TO:** Personnel Committee  
**FROM:** Ren Berioso, Human Resources Manager  
**SUBJECT:** Human Resources Department Report for the Month of June 2024

**Table 1: Personnel**

The below table represents the District’s current Workforce.  
 As of June 30, 2024

Total Current Employees (Excluding Board Members)	46
Full-Time Employees	44
Part-Time	1
Temporary	1
Interns	0
Separations	0
Retired Employee(s)	0

**Table 2: New Hires**

The below table represents new hires.  
 As of June 30, 2024

Employee Name	Job Title	Department
None		

**Table 3: Anniversaries\***

The below table represents BCVWD employee anniversaries.  
 As of June 30, 2024

Employee Name	Department	Years of Service
Michael Morales	Operations	23 years
Bill Clayton	Finance and Administration	9 years
Sandra Delgadillo	Finance and Administration	7 years
Erica Gonzales	Finance and Administration	6 years
Ericka Enriquez	Finance and Administration	3 years
Luis Lomeli	Operations	2 years
Jaden Schuler	Operations	1 year

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



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

The below table represents promotions or Division/Title Changes.

As of June 30, 2024

<b>Employee Name</b>	<b>Former Title</b>	<b>Changed to</b>
None		

**Table 5: Recruitment**

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

As of June 30, 2024

<b>Position</b>	<b>Department</b>	<b>Update</b>
Management Analyst II	Finance and Administration	Posting Closed 6/13/2024 Interviews on-going.
Customer Service Representative I	Finance and Administration	Posting Closed 6/20/2024 Interviews on-going.

**Table 6: Separation/Retirement**

The below table represents employees separating from BCVWD.

As of June 30, 2024

<b>Employee Name</b>	<b>Position Held</b>	<b>Department</b>	<b>Last Day</b>
None			

**Table 7: Communications**

The below table represents HR communications to BCVWD employees.

As of June 30, 2024

<b>Communication</b>	<b>Topic</b>
24-012 Legal Shield Benefits Payment Audit – January 2024 to Present	Benefits

*Staff Report Prepared by Ren Berioso, Human Resources Manager*



**Beaumont-Cherry Valley Water District  
Personnel Committee  
July 16, 2024**

**Item 6a**

**STAFF REPORT**

**TO:** Personnel Committee

**FROM:** Ren Berioso, Human Resources Manager

**SUBJECT:** **Policies and Procedures Manual Updates / Revisions replacing Part I Section 18 Volunteer Personnel Workers' Compensation Insurance with Policy 3050 Volunteer Personnel Workers' Compensation Insurance**

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**Staff Recommendation**

Approve to move forward the replacement of Part I Section 18 Volunteer Personnel Workers' Compensation Insurance with Policy 3050 Volunteer Personnel Workers' Compensation Insurance to the next Board of Directors meeting with the revisions outlined in Table A, Summary of Policy Changes, or direct staff as desired.

**Executive Summary**

At the June 18, 2024 Personnel Committee meeting, staff proposed changes to the Volunteer Personnel Workers' Compensation Insurance policy that included language that prohibits retaliation for volunteers who report an illness or injury, or files a workers compensation claim that may pose a legal ramification to the District. The Committee requested a sample agreement or form that indemnifies the District from legal liability in the event of a workers compensation claim to be reviewed with said policy changes.

**Background**

At the June 18, 2024 Personnel Committee meeting, Human Resources (HR) presented a revised draft that includes a section that prohibits retaliation towards volunteers who file a workers compensation claim or reports an occupational injury or illness. Although it is rare that the District hires volunteers to perform work, the policy was established to ensure that volunteers' welfare was covered by the District's workers' compensation insurance in the event of a workplace injury or illness. The Committee agreed with the revised draft policy language, however, an inquiry was made asking if the District is indemnified from any legal action, should there be a claim arising from workplace injury resulting in workers compensation. The Committee directed HR staff to present a written agreement, or sample form, that would be signed by a volunteer before they performed work for the District.

The proposed redline draft includes recommendations from HR staff that were also reviewed by Legal Counsel. Changes were made to ensure that legal risks are mitigated, to modernize the policy language, and to keep up with the industry standards.



**Discussion**

Table A, Summary of Policy Changes, outlines the proposed changes to the current Volunteer Personnel Workers’ Compensation Insurance policy that are in reference to the redline draft version attached herewith.

Table A – Summary of Policy Changes

<b>TABLE A</b>	<b>Policy Section</b>	<b>State / Federal Law requirement</b>	<b>BCVWD current practice</b>	<b>Option/s to Consider</b>	<b>Fiscal Impact of Option</b>
<b>1</b>	<b>Section 18, A</b>	<b>None</b>	Policy application to Volunteer workers.	<b>3050.1</b> Legal counsel proposes to delete the section that was deemed redundant.	Although workers compensation is a blanket insurance, the District may incur some fees if the injury or illness claim is deemed as “First Aid”
<b>2</b>	<b>None</b>	<b>None</b>	No language	<b>3050.3</b> The District shall not retaliate against volunteers who file a workers’ compensation or reports an injury or illness when performing District work.	No fiscal impact.

**Fiscal Impact**

The fiscal impact will be based on the cost when a work injury or illness is deemed by ACWA JPIA as First Aid. All other costs are covered by workers' compensation insurance.

**Attachments**

1. Redline draft version of 3050 Volunteer Personnel Workers’ Compensation Insurance
2. Side-by-side version of 3050 Volunteer Personnel Workers’ Compensation Insurance
3. Clean draft version of 3050 Volunteer Personnel Workers’ Compensation Insurance
4. Sample BCVWD Volunteer Indemnity Agreement

Staff Report prepared by Ren Berioso, Human Resources Manager

**POLICY TITLE: VOLUNTEER PERSONNEL WORKERS' COMPENSATION INSURANCE**  
**POLICY NUMBER: 3050**

3050.1 **Policy.** An unpaid person authorized to perform volunteer service for the District shall be deemed to be an employee of the District for the purposes of Workers' Compensation Insurance benefits ~~provided for by law for any injury or illness sustained by them while engaged in the performance of services for the District under its direction and control.~~

3050.2 **Authorization.** The Legislature of the State of California has provided through legislation (Labor Code §3363.5) authorization for the inclusion of such coverage in the District's Workers' Compensation Insurance policy.

3050.3 **Retaliation.** The District shall not take adverse action against a volunteer eligible for workers compensation and reports an illness or injury or files a claim under this policy.

Adopted by Resolution 2019-08, 08/14/2019

# 6a - Attachment 2

## CURRENT POLICY

### 18. VOLUNTEER PERSONNEL WORKERS' COMPENSATION INSURANCE

- A. **Policy.** An unpaid person authorized to perform volunteer service for the District shall be deemed to be an employee of the District for the purposes of Workers' Compensation Insurance benefits provided for by law for any injury or illness sustained by them while engaged in the performance of services for the District under its direction and control.
  
- B. **Authorization.** The Legislature of the State of California has provided through legislation (Labor Code §3363.5) authorization for the inclusion of such coverage in the District's Workers' Compensation Insurance policy.

## PROPOSED POLICY

**POLICY TITLE: VOLUNTEER PERSONNEL WORKERS' COMPENSATION INSURANCE**  
**POLICY NUMBER: 3050**

- 3050.1 **Policy.** An unpaid person authorized to perform volunteers service for the District shall be deemed to be an employee of the District for the purposes of Workers' Compensation Insurance benefits ~~provided for by law for any injury or illness sustained by them while engaged in the performance of services for the District under its direction and control.~~
  
- 3050.2 **Authorization.** The Legislature of the State of California has provided through legislation (Labor Code §3363.5) authorization for the inclusion of such coverage in the District's Workers' Compensation Insurance policy.
  
- ~~3050.3 **Retaliation.** The District shall not take adverse action against a volunteer eligible for workers compensation and reports an illness or injury or files a claim under this policy.~~

**POLICY TITLE: VOLUNTEER PERSONNEL WORKERS' COMPENSATION INSURANCE**  
**POLICY NUMBER: 3050**

3050.1 **Policy.** An unpaid person authorized to perform volunteer service for the District shall be deemed to be an employee of the District for the purposes of Workers' Compensation Insurance benefits.

3050.2 **Authorization.** The Legislature of the State of California has provided through legislation (Labor Code §3363.5) authorization for the inclusion of such coverage in the District's Workers' Compensation Insurance policy.

3050.3 **Retaliation.** The District shall not take adverse action against a volunteer eligible for workers compensation and reports an illness or injury or files a claim under this policy.

DRAFT

Adopted by Resolution 2019-08, 08/14/2019

# 6a - Attachment 4



**BEAUMONT-CHERRY VALLEY WATER DISTRICT**  
560 Magnolia Ave., Beaumont, CA 92223

## **BEAUMONT-CHERRY VALLEY WATER DISTRICT VOLUNTEER INDEMNITY AGREEMENT**

**Policy Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Volunteer Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, ZIP:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Purpose:** The purpose of this Indemnity Agreement is to indemnify and hold harmless Beaumont-Cherry Valley Water District ("the District") from any legal liabilities before and after the volunteer personnel has performed work for the District.

### **Description of Volunteer Work:**

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### **Indemnity Agreement:**

#### **1. Acknowledgment of Risk:**

- I, \_\_\_\_\_ acknowledge and understand that volunteering for the District may involve risks of personal injury, property damage, and other potential hazards. I voluntarily assume all such risks associated with my participation in the volunteer activities.

#### **2. Release of Liability:**



- In consideration of being allowed to participate in the volunteer activities, I hereby release, waive, and discharge the District, its officers, agents, employees, and representatives from any and all claims, demands, damages, liabilities, and causes of action of any kind, including, but not limited to, personal injury, property damage, or wrongful death, arising out of or related to my participation in the volunteer activities.
3. **Indemnification:**
- I agree to indemnify, defend, and hold harmless the District, its officers, agents, employees, and representatives from and against any and all claims, demands, damages, liabilities, losses, and expenses, including attorney's fees, arising out of or related to my participation in the volunteer activities, whether caused by negligence or otherwise.
4. **Medical Treatment:**
- I consent to receive any necessary medical treatment in the event of injury or illness during my participation in the volunteer activities. I understand that I am responsible for any medical expenses incurred as a result of such treatment.
5. **Compliance with Policies:**
- I agree to comply with all District policies, rules, and regulations while participating in the volunteer activities. I understand that failure to comply may result in the termination of my volunteer status.
6. **Governing Law:**
- This Indemnity Agreement shall be governed by and construed in accordance with the laws of the State of California.

**Acknowledgment and Signature:**

I have read this Indemnity Agreement and fully understand its terms. I acknowledge that I am signing this agreement freely and voluntarily and intend for it to be a complete and unconditional release of liability to the greatest extent allowed by law.

\_\_\_\_\_  
 Volunteer Name (Printed):

\_\_\_\_\_  
 Volunteer Signature:

\_\_\_\_\_  
 Date

**District Representative:**

\_\_\_\_\_  
 Name (Printed)

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Title

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Signature

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Date



**Beaumont-Cherry Valley Water District  
Personnel Committee  
July 16, 2024**

**Item 6b**

**STAFF REPORT**

**TO:** Personnel Committee

**FROM:** Ren Berioso, Human Resources Manager

**SUBJECT: Policies and Procedures Manual Updates / Revisions replacing Part I Section 16 Letters of Recommendation with Policy 3040 Letters of Recommendation**

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**Staff Recommendation**

Approve to move forward the replacement of Part I Section 16 Letters of Recommendation with Policy 3040 Letters of Recommendation to the next Board of Directors meeting with the revisions stated in Table A, Summary of Policy Changes, or direct staff as desired.

**Executive Summary**

Staff is proposing changes to the Policy Section 16 Letters of Recommendation as Policy 3040 Letters of Recommendation to modernize the policy language and to include sections that provide guidelines for the General Manager or his/her designee, Department Heads and managers/supervisors in issuing recommendation letters to ensure consistency, ethics, and alignment with District values.

**Background**

At the March 22, 2022 Personnel Committee Meeting, former Human Resources (HR) staff presented changes to the Letters of Recommendation (policy) and made it a separate segment of the Policies and Procedures Manual.

In all organizations both in public and private entities, the letter of recommendation from employers is essential in providing credible and objective assessments of a current or former employee's skills, work ethic, and achievements. This document offers detailed insights into job performance and serves as a personal endorsement, highlighting the employee's strengths and character. This builds trust and confidence in the candidate, often influencing hiring decisions for a potential promotion, department transfer, or movement to another organization. The current policy is broad and generic in that it does not provide a narrative of the authority, guidance and limitations of the General Manager, or his/her designee, in processing this type of request from a current or former employee. Although there are no legal implications in this policy, it is important that such action should be done in an ethical and efficient manner.

As part of the ongoing review process of all District policies, staff presented the proposed redline version to Legal Counsel to ensure compliance with applicable labor laws (if any), and to promote clarity and completeness. Changes were also made to modernize the policy language, and to keep up with the industry standards.



**Discussion**

Table A, Summary of Policy Changes, outlines the proposed changes to the current Letters of Recommendation (policy) that are in reference to the redline draft version attached herewith.

Table A – Summary of Policy Changes

TABLE A	Policy Section	State / Federal Law requirement	BCVWD current practice	Option/s to Consider	Fiscal Impact of Option
1	None	None	Letters have been written by the General Manager when requested.	<b>3040.1</b> Add this section that provides the purpose of this policy.	No fiscal impact.
2	None	None	Letters have been written by the General Manager when requested.	<b>3041.2</b> Add a section that the policy applies to the General Manager, or his/her designee, and is applicable to current or past employees. Contracted employees are not eligible.	No fiscal impact.
3	None	None	Determined by General Manager based on request.	<b>3040.3</b> Add timeframe for this type of request.	No fiscal impact.
4	Section 16, A	None	The General Manager has the authority to process and may designate someone on his/her behalf to respond to the requester.	<b>3040.4</b> Add language that the time frame for producing this letter is within 4 weeks, if approved by the General Manager.	No fiscal impact.
5	None	None	The General Manager may decline the request at his/her own discretion.	<b>3040.5</b> Add a section to formally provide the General Manager the power to decline a request.	No fiscal impact.



TABLE A	Policy Section	State / Federal Law requirement	BCVWD current practice	Option/s to Consider	Fiscal Impact of Option
6	None	None	Human Resources retains in the employee's file.	<b>3040.6</b> Add a section for Human Resources to keep a record of the written document if approved and produced.	No fiscal impact.

**Fiscal Impact**

There is no fiscal impact in the revision of this policy.

**Attachments**

1. Redline draft version of 3040 Letters of Recommendation
2. Side-by-side version of 3040 Letters of Recommendation
3. Clean draft version of 3040 Letters of Recommendation

Staff Report prepared by Ren Berioso, Human Resources Manager

**POLICY TITLE: LETTERS OF RECOMMENDATION****POLICY NUMBER: 3040**

3040.1 **Purpose.** This policy is to establish guidelines for the issuance of letters of recommendation by Beaumont-Cherry Valley Water District. This policy ensures that letters of recommendation are provided consistently, ethically, and in a manner that reflects the values and standards of the District.

3040.2 **Scope.** This applies to the General Manager or his/her designee, Department Heads, Managers and Supervisors who are requested to write letters of recommendation on behalf of current or former employees of all classifications. This policy does not apply to contracted employees.

3040.3 **Request Process.** The requester must submit a formal request in writing at least two (2) weeks in advance of the due date to their immediate supervisor and must be forwarded to Human Resources for review and processing. Human Resources may request supporting documentation from the requester.

3040.4 **Authority.** The General Manager or his/her designee shall process all requests for references and letters of recommendation. The General Manager or his/her designee may designate a Department Head, Manager, or Supervisor to respond to the request. The letter of recommendation will be produced as determined by the General Manager or his/her designee no later than four (4) weeks from date of request in writing.

3040.5 **Limitations.** The General Manager or his/her designee are not obligated to write letters of recommendation and may decline requests at his/her own discretion. Letters of recommendation must not be written for individuals for whom the author has a familial or fraternal relationship that may pose a conflict of interest (See Policy 3180 Nepotism/Employment of Relatives and Fraternalization Policy for more information).

3040.26 **Recordkeeping.** If a reference or a letter of recommendation is provided, a copy will be submitted to Human Resources to be included in the individual's personnel file.

CURRENT POLICY

**16. LETTERS OF RECOMMENDATION**

A. Requests. The General Manager shall process all requests for references and letters of recommendation.

PROPOSED POLICY

3040.1 **Purpose.** This policy is to establish guidelines for the issuance of letters of recommendation by Beaumont-Cherry Valley Water District. This policy ensures that letters of recommendation are provided consistently, ethically, and in a manner that reflects the values and standards of the District.

3040.2 **Scope.** This applies to the General Manager or his/her designee, Department Heads, Managers and Supervisors who are requested to write letters of recommendation on behalf of current or former employees of all classifications. This policy does not apply to contracted employees.

3040.3 **Request Process.** The requester must submit a formal request in writing at least two (2) weeks in advance of the due date to their immediate supervisor and must be forwarded to Human Resources for review and processing. Human Resources may request supporting documentation from the requester.

3040.4 **Authority.** The General Manager or his/her designee shall process all requests for references and letters of recommendation. The General Manager or his/her designee may designate a Department Head, Manager, or Supervisor to respond to the request. The letter of recommendation will be produced as determined by the General Manager or his/her designee no later than four (4) weeks from date of request in writing.

3040.5 **Limitations.** The General Manager or his/her designee are not obligated to write letters of recommendation and may decline requests at his/her own discretion. Letters of recommendation must not be written for individuals for whom the author has a familial or fraternal relationship that may pose a conflict of interest (See Policy 3180 Nepotism/Employment of Relatives and Fraternalization Policy for more information).

3040.26 **Recordkeeping.** If a reference or a letter of recommendation is provided, a copy will be submitted to Human Resources to be included in the individual's personnel file.

**POLICY TITLE: LETTERS OF RECOMMENDATION**

**POLICY NUMBER: 3040**

3040.1 **Purpose.** This policy is to establish guidelines for the issuance of letters of recommendation by Beaumont-Cherry Valley Water District. This policy ensures that letters of recommendation are provided consistently, ethically, and in a manner that reflects the values and standards of the District.

3040.2 **Scope.** This applies to the General Manager or his/her designee, Department Heads, Managers and Supervisors who are requested to write letters of recommendation on behalf of current or former employees of all classifications. This policy does not apply to contracted employees.

3040.3 **Request Process.** The requester must submit a formal request in writing at least two (2) weeks in advance of the due date to their immediate supervisor and must be forwarded to Human Resources for review and processing. Human Resources may request supporting documentation from the requester.

3040.4 **Authority.** The General Manager or his/her designee shall process all requests for references and letters of recommendation. The General Manager or his/her designee may designate a Department Head, Manager, or Supervisor to respond to the request. The letter of recommendation will be produced as determined by the General Manager or his/her designee no later than four (4) weeks from date of request in writing.

3040.5 **Limitations.** The General Manager or his/her designee are not obligated to write letters of recommendation and may decline requests at his/her own discretion. Letters of recommendation must not be written for individuals for whom the author has a familial or fraternal relationship that may pose a conflict of interest (See Policy 3180 Nepotism/Employment of Relatives and Fraternalization Policy for more information).

3040.6 **Recordkeeping.** If a reference or a letter of recommendation is provided, a copy will be submitted to Human Resources to be included in the individual's personnel file.





**Beaumont-Cherry Valley Water District  
Personnel Committee  
July 16, 2024**

**Item 6c**

**STAFF REPORT**

**TO:** Personnel Committee

**FROM:** Ren Berioso, Human Resources Manager

**SUBJECT: Policies and Procedures Manual Updates / Revisions replacing Part I Section 28 Personal Leave of Absence with Policy 3105 Personal Leave of Absence**

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**Staff Recommendation**

Approve to move forward the replacement of Part I Section 28 Personal Leave of Absence with Policy 3105 Personal Leave of Absence to the next Board of Directors meeting with the revisions stated in Table A, Summary of Policy Changes, or direct staff as desired.

**Executive Summary**

Staff is proposing changes to the Policy Section 28 Personal Leave of Absence as Policy 3105 Personal Leave of Absence to include sections that provide clear and consistent guidelines for employees requesting personal leave for time away from work should they not be eligible for a protected leave. This proposed revision also aims to define authority for approvals by the General Manager or his/her designee, fair eligibility criteria and streamlined request processes. Staff is also proposing adding language that clarifies conditions and procedures for the leave duration, supporting documentation, and the return-to-work process to ensure transparency and accountability in managing personal leave requests.

**Background**

At the March 22, 2022 Personnel Committee Meeting, Human Resources (HR) staff presented changes to the Personal Leave of Absence (policy) and made it a separate segment of the Policies and Procedures Manual.

This policy was created in the past to address situations where newly hired employees, who are not yet eligible for protected leave, request a leave of absence due to serious medical conditions or significant personal circumstances. Protected leaves such as the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Americans with Disabilities Act (ADA) generally require an employee to have worked 1,250 hours within a 12-month period. Consequently, new full-time and part-time employees are often ineligible for these benefits due to their tenure. After consulting several sources, Staff found that while there are no specific federal or state laws governing a broad category of "personal leave of absence," many employers create their own policies to address such needs. The proposed draft policy aims to ensure a clear, fair, and consistent approach by the General Manager or his/her designee to handle personal leave requests, and to guide the HR Department in processing leave requests that fall outside the scope of legally mandated leave types.



As part of the ongoing review process of all District policies, staff has presented the proposed redline version to Legal Counsel to ensure compliance with applicable labor laws (if any), and to promote clarity and completeness. Changes have also been made to modernize the policy language, and to keep up with the industry standards.

**Discussion**

Table A, Summary of Policy Changes, outlines the proposed changes to the current Personal Leave of Absence (policy) that are in reference to the redline draft version attached herewith.

Table A – Summary of Policy Changes

TABLE A	Policy Section	State / Federal Law requirement	BCVWD current practice	Option/s to Consider	Fiscal Impact of Option
1	None	None	The current policy did not state the purpose of this policy's implementation.	<b>3105.1</b> Add this section that provides the purpose of this policy.	No fiscal impact.
2	None	None	There are no eligibility criteria on tenure to where this policy may be applied in the current policy although it states "All Employees".	<b>3105.2</b> Add a section provide an eligibility criteria based on employment tenure for the application of this policy	No fiscal impact.
3	None	None	In practice, the General Manager has the authority to approve or deny this request.	<b>3105.3</b> Add a section that provides the General Manager or his/her designee the authority to approve or deny the personal leave request.	No fiscal impact.
4	Section 28, A	None	The current policy may grant a leave of up to 30 days with a request in writing submitted 2 weeks prior to the leave date.	<b>3105.4</b> Moved this section and added language that the District may request documentation for review.	No fiscal impact.



TABLE A	Policy Section	State / Federal Law requirement	BCVWD current practice	Option/s to Consider	Fiscal Impact of Option
5	Section 28, A	None	The current policy may grant a leave of up to 30 days with a request in writing submitted 2 weeks prior to the leave date. It also listed the factors to be considered to warrant personal leave.	<b>3105.5</b> Moved this section and added language that the General Manager or his/her designee will review the circumstance if employee requests for an extension beyond 30 days. Also, added legitimate business needs as a factor.	No fiscal impact.
6	None	None	Current practice is that the personal leave of absence is generally unpaid, position is temporarily filled, ancillary benefits will still be paid for by the employee and the seniority accruals are suspended while on a personal leave of absence.	<b>3105.6</b> Add section that covers the current practice of the District in the event of an employee's approved personal leave of absence.	Fiscal Impact is the cost of health insurance premium the District pays on behalf of the employee and/or his/her dependents while he/she is taking a leave of absence.
7	Section 28, B	None	Current policy states that there is no guarantee that the District will keep the position of an employee who is on a personal leave of absence if they intend to return based on District's legitimate business needs.	<b>3105.7</b> Moved this section and added language that employees who were on a personal leave of absence should inform their supervisor of their intent to return at least 5 business days to prepare for reasonable accommodation if needed.	No fiscal impact.



TABLE A	Policy Section	State Federal Law requirement	BCVWD current practice	Option/s to Consider	Fiscal Impact of Option
8	None	None	Current practice is that the personal leave of absence is confidential and that records are kept by Human Resources.	3105.8 Add this section for clarity and completeness.	No fiscal impact.

**Fiscal Impact**

The fiscal impact is the cost of the health premium the District pays for the employee and/or his/her dependents while on a personal leave of absence.

**Attachments**

1. Redline draft version of 3105 Personal Leave of Absence
2. Side-by-side version of 3105 Personal Leave of Absence
3. Clean draft version of 3105 Personal Leave of Absence

Staff Report prepared by Ren Berioso, Human Resources Manager

**POLICY TITLE: PERSONAL LEAVE OF ABSENCE**  
**POLICY NUMBER: 3105**

3105.1 **Purpose.** This policy is to establish guidelines for employees requesting a personal leave of absence. The implementation of this policy aims to balance the needs of employees for time away from work with the operations requirements of the District.

3105.2 **Eligibility.** This policy applies to full-time and part-time, regular employees who have successfully passed their six (6)-month introductory period or probation. Temporary and contracted employees are not eligible for personal leave under this policy. If an employee is under six (6) months of tenure, the General Manager or his designee has the authority to approve or deny the request.

3105.3 **Authority.** The General Manager or his/her designee has the authority to approve personal leave of absence request with the recommendation of the Department Head, immediate supervisor and Human Resources after a careful review of the circumstance surrounding the personal leave of absence request. The General Manager or his/her designee also has the authority to deny a request for personal leave, and such denial is not disciplinary or subject to appeal.

3105.4 **Process.** A written request must be submitted to the immediate supervisor in writing and must be forwarded within two (2) workdays to Human Resources. Two (2) weeks' prior notice is generally required unless there is an extenuating circumstance to be determined by the General Manager or his/her designee that prevents the requester from the two (2) weeks' notice requirement. The District may request supporting documentation for review and consideration of the personal leave of absence request.

3105.5 **Duration.** Employees may be granted a Personal Leave of Absence without pay for valid and compelling personal reasons for period of up to thirty (30) calendar days. 2 weeks' prior notice is generally required. A written request is to be submitted to Human Resources with as much advance notice as possible. Extensions beyond thirty (30) days may be considered but are not guaranteed. The General Manager or his/her designee Management will consider the following factors to determine if a personal leave of absence is warranted:

1. Reason for leave of absence.
2. Length of Service.
3. Performance and work records.
4. The District's legitimate business needs.

3105.6 **Conditions.** The approved personal leave of absence has the following conditions:

1. The personal leave of absence is generally unpaid unless the employee chooses to use accrued sick, vacation or administrative leave hours during the leave period.
2. During the personal leave of absence, the employee's position may be filled temporarily.
3. Health and other ancillary benefits may be continued during the personal leave of absence. Employees on a personal leave of absence must contact Human Resources to arrange for payment of ancillary benefit premiums during the personal leave of absence.
4. Accrual of seniority such as vacation and sick leave accruals and other benefits may be suspended during the personal leave of absence.

3105.7 **Return.** Employees returning from personal leave of absence must notify their supervisor and Human Resources.  
Adopted by Resolution 2019-08, 08/14/2019

Resources at least five (5) calendar days to allow the District for future planning and reasonable accommodation if applicable. The ability to return from a Personal Leave of Absence will be based upon the availability of an appropriate position. Approval of a Personal Leave of Absence does not guarantee reinstatement.

3105.8 **Confidentiality and Recordkeeping.** All personal leave of absence requests and related documentation will be treated confidentially unless disclosure is required by law, and stored in the employee's personal file.

## 6c - Attachment 2

### CURRENT POLICY

### PROPOSED POLICY

#### 28. PERSONAL LEAVE OF ABSENCE

- A. Employees may be granted leaves of absence without pay for valid and compelling personal reasons for period of up to thirty (30) days. Two (2) weeks prior notice is generally required. A written request is to be submitted to his/ her supervisor with as much advance notice as possible. Management will consider the following factors to determine if a leave is warranted:
- i. Reason for leave of absence.
  - ii. Length of Service.
  - iii. Performance and work records and the District's legitimate business needs.
- B. **Return.** The ability to return from a personal leave of absence will be based upon the availability of an appropriate position.

**POLICY TITLE: PERSONAL LEAVE OF ABSENCE**  
**POLICY NUMBER: 3105**

3105.1 **Purpose.** This policy is to establish guidelines for employees requesting a personal leave of absence. The implementation of this policy aims to balance the needs of employees for time away from work with the operations requirements of the District.

3105.2 **Eligibility.** This policy applies to full-time and part-time, regular employees who have successfully passed their 6-month introductory period or probation. Temporary and contracted employees are not eligible for personal leave under this policy. If an employee is under six (6) months of tenure, the General Manager or his designee has the authority to approve or deny the request.

3105.3 **Authority.** The General Manager or his/her designee has the authority to approve personal leave of absence request with the recommendation of the Department Head, immediate supervisor and Human Resources after a careful review of the circumstance surrounding the personal leave of absence request. The General Manager or his/her designee also has the authority to deny a request for personal leave, and such denial is not disciplinary or subject to appeal.

3105.4 **Process.** A written request must be submitted to the immediate supervisor in writing and must be forwarded within two (2) workdays to Human Resources. Two (2) weeks' prior notice is generally required unless there is an extenuating circumstance to be determined by the General Manager or his/her designee that prevents the requester from the two (2) weeks' notice requirement. The District may request supporting documentation for review and consideration of the personal leave of absence request.

3105.5 **Duration.** Employees may be granted a Personal Leave of Absence without pay for valid and compelling personal reasons for period of up to thirty (30) calendar days. 2 weeks' prior notice is generally required. A written request is to be submitted to Human Resources with as much advance notice as possible. Extensions beyond thirty (30) days may be considered but are not guaranteed. The General Manager or his/her designee Management will consider the following factors to determine if a personal leave of absence is warranted:

1. Reason for leave of absence.
2. Length of Service.
3. Performance and work records.
4. The District's legitimate business needs.

3105.6 **Conditions.** The approved personal leave of absence has the following conditions:

1. The personal leave of absence is generally unpaid unless the employee chooses to use accrued sick, vacation or administrative leave hours during the leave period.
2. During the personal leave of absence, the employee's position may be filled temporarily.
3. Health and other ancillary benefits may be continued during the personal leave of absence. Employees on a personal leave of absence must contact Human Resources to arrange for payment of ancillary benefit premiums during the personal leave of absence.
4. Accrual of seniority such as vacation and sick leave accruals and other benefits may be suspended during the personal leave of absence.

3105.7 **Return.** Employees returning from personal leave of absence must notify their supervisor and Human

Resources at least five (5) calendar days to allow the District for future planning and reasonable accommodation if applicable. The ability to return from a Personal Leave of Absence will be based upon the availability of an appropriate position. Approval of a Personal Leave of Absence does not guarantee reinstatement.

3105.8 **Confidentiality and Recordkeeping.** All personal leave of absence requests and related documentation will be treated confidentially unless disclosure is required by law and stored in the employee's personal file.



**POLICY TITLE: PERSONAL LEAVE OF ABSENCE**  
**POLICY NUMBER: 3105**

3105.1 **Purpose.** This policy is to establish guidelines for employees requesting a personal leave of absence. The implementation of this policy aims to balance the needs of employees for time away from work with the operations requirements of the District.

3105.2 **Eligibility.** This policy applies to full-time and part-time, regular employees who have successfully passed their six (6)-month introductory period or probation. Temporary and contracted employees are not eligible for personal leave under this policy. If an employee is under six (6) months of tenure, the General Manager or his designee has the authority to approve or deny the request.

3105.3 **Authority.** The General Manager or his/her designee has the authority to approve personal leave of absence request with the recommendation of the Department Head, immediate supervisor and Human Resources after a careful review of the circumstance surrounding the personal leave of absence request. The General Manager or his/her designee also has the authority to deny a request for personal leave, and such denial is not disciplinary or subject to appeal.

3105.4 **Process.** A written request must be submitted to the immediate supervisor in writing and must be forwarded within two (2) workdays to Human Resources. Two (2) weeks' prior notice is generally required unless there is an extenuating circumstance to be determined by the General Manager or his/her designee that prevents the requester from the two (2) weeks' notice requirement. The District may request supporting documentation for review and consideration of the personal leave of absence request.

3105.5 **Duration.** Employees may be granted a Personal Leave of Absence without pay for valid and compelling personal reasons for period of up to thirty (30) calendar days. Extensions beyond thirty (30) days may be considered but are not guaranteed. The General Manager or his/her designee will consider the following factors to determine if a personal leave of absence is warranted:

1. Reason for leave of absence.
2. Length of Service.
3. Performance and work records.
4. The District's legitimate business needs.

3105.6 **Conditions.** The approved personal leave of absence has the following conditions:

1. The personal leave of absence is generally unpaid unless the employee chooses to use accrued sick, vacation or administrative leave hours during the leave period.
2. During the personal leave of absence, the employee's position may be filled temporarily.
3. Health and other ancillary benefits may be continued during the personal leave of absence. Employees on a personal leave of absence must contact Human Resources to arrange for payment of ancillary benefit premiums during the personal leave of absence.
4. Accrual of seniority such as vacation and sick leave accruals and other benefits may be suspended during the personal leave of absence.

3105.7 **Return.** Employees returning from personal leave of absence must notify their supervisor and Human Resources at least five (5) calendar days to allow the District for future planning and reasonable accommodation  
Adopted by Resolution 2019-08, 08/14/2019

if applicable.

3105.8 **Confidentiality and Recordkeeping.** All personal leave of absence requests and related documentation will be treated confidentially unless disclosure is required by law and stored in the employee's personal file.

DRAFT



**Beaumont-Cherry Valley Water District  
Personnel Committee  
July 16, 2024**

**Item 6d**

**STAFF REPORT**

**TO:** Personnel Committee

**FROM:** Ren Berioso, Human Resources Manager

**SUBJECT: Policies and Procedures Manual Updates / Revisions replacing Part I Section 33 Conferences with Policy 3130 Conferences**

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**Staff Recommendation**

Approve to move forward the replacement of Part I Section 33 Conferences with Policy 3130 Conferences to the next Board of Directors meeting with the revisions stated in Table A, Summary of Policy Changes, or direct staff as desired.

**Executive Summary**

Staff is proposing changes to the Policy Section 33 Conferences as Policy 3130 Conferences to include language that attendance at District paid, work-related conferences is subject to approval by the employee’s immediate supervisor, Department Head and/or the General Manager or his/her designee. Staff and Legal Counsel are also proposing to revise a section that provides guidance for reimbursing the expenses incurred while attending a conference to ensure that District expenses are minimized and efficiently utilized.

**Background**

For many years, the District has been in full support of employee growth and development. Annually, each Department has an allocated budget for “Training, Education, Meetings and Travel” for which an employee may use to attend seminars, workshops or conferences that will enhance their skills and knowledge in their respective roles, and to foster employee development and performance for the benefit of the District. The revised draft of Section 33 Conferences (policy) aims to set clear guidelines for approval authority to use these funds for career enhancement, and to ensure that the District utilizes cost effective measures when reviewing employee requests for expense reimbursement.

As part of the ongoing review process of all District policies, staff has presented the proposed redline version to Legal Counsel to ensure compliance with applicable labor laws (if any), and to promote clarity and completeness. Changes have also ben made to modernize the policy language, and to keep up with the industry standards.

**Discussion**

Table A, Summary of Policy Changes, outlines the proposed changes to the current Conferences (policy) that are in reference to the redline draft version attached herewith.



Table A – Summary of Policy Changes

TABLE A	Policy Section	State / Federal Law requirement	BCVWD current practice	Option/s to Consider	Fiscal Impact of Option
1	Section 33, A	None	The current policy does not have a section title. It also states that employees who requested to attend a conference must be approved by the Board.	<b>3130.1</b> Add section title “Commitment”. Staff also proposed revising the section that employee requests should be approved by the supervisor, Department Head and/or the General Manager or his/her designee.	No fiscal impact.
2	Section 33, B, vi	None	The current policy states what expenses must not exceed in accordance with Reimbursement Policy which is non-existent.	<b>3130.2.6</b> Revised the language following Policy 4075 Expenditure Reimbursement (policy)	No fiscal impact.
3	Section 33, D	None	The current policy only states Alcoholic beverages as non-reimbursable.	<b>3130.4</b> Staff and Legal Counsel revised this adding cigarettes, tobacco, cannabis products and expenses for personal use or enjoyment as non-reimbursable.	No fiscal impact.

**Fiscal Impact**

There is no fiscal impact on the revision of this policy.

**Attachments**

1. Redline draft version of 3130 Conferences
2. Side-by-side version of 3130 Conferences
3. Clean draft version of 3130 Conferences

Staff Report prepared by Ren Berioso, Human Resources Manager

**POLICY TITLE: CONFERENCES****POLICY NUMBER: 3130**

3130.1 **Commitment.** It is the policy of the District to encourage employee development and excellence of performance by authorizing employees to attend conferences associated with the interests of the District. Attendance to such conferences must be approved by the employee's immediate supervisor, the Department Head and/or the General Manager or his/her designeeBoard.

3130.2 **Expenses.** Expenses for professional conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the General Manager or his/her designee and by:

1. Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates or a nearby hotel offering discount rates.
2. Employees traveling together whenever feasible and economically beneficial.
3. Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.
4. Not utilizing air travel at a rate or class higher than coach.
5. When reimbursing travel expenses, the District will pay the lesser expense between air and auto travel.
6. Expenses must not exceed those stated in current Policy 4075 Expenditure Reimbursement.Reimbursement Policy

3130.3 **Guests/Spouse.** The District will only pay for and/or reimburse employees for that portion of expenses that relate to the employee approved to attend the conference.

3130.4 **Reimbursement Rules Alcohol.** The District will not reimburse expenses for alcoholic beverages, cigarettes, tobacco and cannabis products and other vices that does not promote health and well-beingexpenses incurred for the personal use or enjoyment of the employee and not of benefit to the District of any kind or for any reason.

3130.5 **Report.** Upon returning from seminars, workshops, conferences, etc., where expenses are paid for and/or reimbursed by the District, employees shall make a verbal report at their next staff meeting. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the district library for the future use of staff.

## CURRENT POLICY

### 33. CONFERENCES

- A. It is the policy of the District to encourage employee development and excellence of performance by authorizing employees to attend conferences associated with the interests of the District. Attendance to such conferences must be approved by the Board.
- B. **Expenses.** Expenses for professional conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the General Manager and by:
  - i. Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates or a nearby hotel offering discount rates.
  - ii. Employees traveling together whenever feasible and economically beneficial.
  - iii. Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.
  - iv. Not utilizing air travel at a rate or class higher than coach.
  - v. When reimbursing travel expenses, the District will pay the lesser expense between air and auto travel.
  - vi. Expenses must not exceed those in current Reimbursement Policy
- C. **Guests/ Spouse.** The District will only pay for and/or reimburse employees for that portion of expenses that relate to the employee.
- D. **Alcohol.** The District will not reimburse expenses for alcoholic beverages of any kind or for any reason.
- E. **Report.** Upon returning from seminars, workshops, conferences, etc., where expenses are paid for and/or reimbursed by the District, employees shall make a verbal report at their next staff meeting. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of staff.

## PROPOSED POLICY

**POLICY TITLE: CONFERENCES**  
**POLICY NUMBER: 3130**

- 3130.1 **Commitment.** It is the policy of the District to encourage employee development and excellence of performance by authorizing employees to attend conferences associated with the interests of the District. Attendance to such conferences must be approved by the employee's immediate supervisor, the Department Head and/or the General Manager or his/her designee~~Board~~.
- 3130.2 **Expenses.** Expenses for professional conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the General Manager or his/her designee and by:
  - 1. Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates or a nearby hotel offering discount rates.
  - 2. Employees traveling together whenever feasible and economically beneficial.
  - 3. Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.
  - 4. Not utilizing air travel at a rate or class higher than coach.
  - 5. When reimbursing travel expenses, the District will pay the lesser expense between air and auto travel.
  - 6. Expenses must not exceed those stated in current Policy 4075 Expenditure Reimbursement. ~~Reimbursement Policy~~
- 3130.3 **Guests/Spouse.** The District will only pay for and/or reimburse employees for that portion of expenses that relate to the employee approved to attend the conference.~~-~~
- 3130.4 **Reimbursement Rules Alcohol.** The District will not reimburse expenses for alcoholic beverages, cigarettes, tobacco and cannabis products and other vices that does not promote health and well-being~~expenses incurred for the personal use or enjoyment of the employee and not of benefit to the District of any kind or for any reason.~~
- 3130.5 **Report.** Upon returning from seminars, workshops, conferences, etc., where expenses are paid for and/or reimbursed by the District, employees shall make a verbal report at their next staff meeting. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the district library for the future use of staff.

**POLICY TITLE: CONFERENCES**  
**POLICY NUMBER: 3130**

3130.1 **Commitment.** It is the policy of the District to encourage employee development and excellence of performance by authorizing employees to attend conferences associated with the interests of the District. Attendance to such conferences must be approved by the employee's immediate supervisor, the Department Head and/or the General Manager or his/her designee.

3130.2 **Expenses.** Expenses for professional conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the General Manager or his/her designee and by:

1. Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates or a nearby hotel offering discount rates.
2. Employees who travel together whenever feasible and economically beneficial.
3. Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.
4. Not utilizing air travel at a rate or class higher than coach.
5. When reimbursing travel expenses, the District will pay the lesser expense between air and auto travel.
6. Expenses must not exceed those stated in Policy 4075 Expenditure Reimbursement.

3130.3 **Guests/Spouse.** The District will only pay for and/or reimburse employees for that portion of expenses that relate to the employee approved to attend the conference.

3130.4 **Reimbursement Rules.** The District will not reimburse expenses for alcoholic beverages, cigarettes, tobacco and cannabis products and other expenses incurred for the personal use or enjoyment of the employee and not of benefit to the District.

3130.5 **Report.** Upon returning from seminars, workshops, conferences, etc., where expenses are paid for and/or reimbursed by the District, employees shall make a verbal report at their next staff meeting. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the district library for the future use of staff.



**Beaumont-Cherry Valley Water District  
Personnel Committee  
July 16, 2024**

**Item 6e**

**STAFF REPORT**

**TO:** Personnel Committee

**FROM:** Ren Berioso, Human Resources Manager

**SUBJECT: Policies and Procedures Manual Updates / Revisions replacing Part I Section 35 Respiratory Protection Program with Policy 3140 Respiratory Protection Program**

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**Staff Recommendation**

Approve to move forward the replacement of Policies and Procedures Manual Part I Policy Section 35 Respiratory Protection Program with Policy 3140 Respiratory Protection Program to the next Board of Directors meeting with the revisions stated in Table A, Summary of Policy Changes, or direct staff as desired.

**Executive Summary**

Staff is proposing changes to the Part 1 Policy Section 35 Respiratory Protection Program as Policy 3140 Respiratory Protection Program to include Human Resources Department as the entity that oversees the District's Respiratory Protection Program to enhance employee safety and ensure compliance with current safety standards.

**Background**

At the March 22, 2022 Personnel Committee Meeting, former Human Resources (HR) staff presented changes to the Respiratory Protection Program (policy) and made it a separate segment of the Policies and Procedures Manual.

The policy was created to ensure a safe and healthy work environment by protecting employees from harmful airborne substances. This is achieved through a combination of engineering and administrative controls and the provision of respirators when necessary. Staff is proposing the policy draft that outlines the responsibilities of Human Resources in managing the program, including respirator selection, medical evaluations, fit testing, training, and recordkeeping. By establishing clear guidelines and procedures, the policy aims to minimize exposure risks and ensure compliance with California Occupational Safety and Health Act (Cal OSHA) regulations.

As part of the ongoing review process of all District policies, staff presented the proposed redline version to Legal Counsel to ensure compliance with applicable Cal OSHA regulations, and to promote clarity and completeness. Changes were also made to modernize the policy language, and to keep up with the industry standards.





**Discussion**

Table A, Summary of Policy Changes, outlines the proposed changes to the current Respiratory Protection Program (policy) that are in reference to the redline draft version attached herewith.

Table A – Summary of Policy Changes

TABLE A	Policy Section	State / Federal Law requirement	BCVWD Current Practice	Option/s to Consider	Fiscal Impact of Option
1	Section 35, A	None	The current policy does not have a section title.	<b>3140.1</b> Add section title "Commitment".	No fiscal impact.
2	Section 35	None	The current policy states that the General Manager may assign an individual to oversee the program although current practice is that Human Resources oversees this program for the District.	<b>3140.2</b> Revise the language to make Human Resources responsible for said program to align with current practice.	No fiscal impact.
3	Section 33, C	None	Current practice also makes Human Resources the program administrator.	<b>3140.3</b> Add Human Resources Department as the program administrator.	No fiscal impact.



TABLE A	Policy Section	State / Federal Law requirement	BCVWD Current Practice	Option/s to Consider	Fiscal Impact of Option
4	Section 33, I	None	Current practice at the District is that Human Resources is the custodian of all personnel- related documents.	<b>3140.9</b> Add Human Resources Department as records custodian.	No fiscal impact.

**Fiscal Impact**

There is no fiscal impact on the revision of this policy.

**Attachments**

1. Redline draft version of 3140 Respiratory Protection
2. Side-by-side version of 3140 Respiratory Protection
3. Clean draft version of 3140 Respiratory Protection

Staff Report prepared by Ren Berioso, Human Resources Manager

**POLICY TITLE: RESPIRATORY PROTECTION PROGRAM**  
**POLICY NUMBER: 3140**

3140.1 **Commitment.** The District is committed to maintaining an injury and illness free workplace, and is making every effort to protect its employees from harmful airborne substances. This is accomplished through engineering controls such as ventilation or substitution with a less harmful substance, and through administrative controls limiting the duration of exposure. When and if these methods are not adequate, or if the exposures are brief and intermittent, or simply to minimize employees exposure to airborne substances, the District shall provide respirators to allow employees to breathe safely in potentially hazardous environments.

3140.2 **Responsibility.** The Human Resources or his/her designee through the department's Safety Programs shall ~~A program administrator will be assigned by the General Manager to~~ have the authority and responsibility for overall management and administration of the District's Respiratory Protection Program. The program consists of the following:

1. Preparing, evaluating and modifying the written respiratory protection program.
2. Identifying, locating, and maintaining ongoing surveillance and evaluation of airborne exposures.
3. Selecting respirators.
4. Conducting medical screening for potential respirator users.
5. Conducting respirator fit testing and assignment.
6. Training.
7. Recordkeeping.

3140.3 **Program Administration.** Suggestions and comments from employees about exposure conditions, respirators, personal health changes and training issues will be addressed promptly by Human Resources or his/her designee. An annual formal audit will be conducted of the entire program. The form "Respirator Program Evaluation Worksheet" will be used to document the evaluation and to record recommended changes.

3140.4 **Respirator Selection.** Where engineering and administrative means do not achieve the desired control, or in the case of emergency, respirators must be worn. Different types of respirators are available for a variety of applications, and it is necessary to ensure that the proper NIOSH/MSHA approved respirator is selected and used for the kind of work being performed and the hazards involved.

3140.5 **Evaluating Respirator Wearing Health Status.** Even with the appropriate equipment and adequate training provided, an employee's health status must be considered before allowing respirator use. The wearer's physical and medical condition, duration and difficulty of tasks, toxicity of the containment, and type of respirator all affect an employee's ability to wear a respirator while working. Construction work or work with lead, asbestos, cotton dust and certain carcinogens make this evaluation mandatory.

3140.6 **Medical Evaluation.** Each respirator wearing will be interviewed, using the form "Physical Status Questionnaire" to determine whether the employee should be given a medical evaluation. When medical review is necessary, the form "Referral for Medical Evaluation," along with the questionnaire and "Respirator Selection Information" Form, are sent to the wearer's physician for prompt action. Before any employee is fit tested for a respirator, either the questionnaire or the medical evaluation form must be completed and signed to certify the employee's ability to wear a respirator.

3140.7 **Fit Testing & Assignment.** After the appropriate type of respirator is selected and the employee's  
Adopted by Resolution 2019-08, 08/14/2019

ability to work while wearing a respirator is certified, a qualitative fit test will be conducted to choose the best fitting face piece and determine the specific brand, model and size for each employee.

1. Quantitative fit testing numerically measures the face piece fit and is the preferred alternative to qualitative fitting. Although it requires specialized equipment and trained personnel, some exposures, for example asbestos, require a quantitative fit test.
2. Qualitative fit testing and assignment will be performed according to procedures in Appendix C in this guide. The form "Respirator Fit Testing & Assignment" is used to record test results and document respirator assignment. The form "Respirator Selection Summary" summarizes all respirator assignments.

3140.8 **Training.** Training in the need, use, limitations, inspection, fit checks, maintenance and storage of the equipment is ordinarily initiated during the fit test and will be completed. Detailed instructions for use and care of the respirator are provided by the manufacturer with the equipment, and this information is used in the training. The form "Respirator User Training and Education" is a guide and record of the training received.

3140.9 **Recordkeeping.** Each major component of the program will be documented by Human Resources to: verify that each activity has occurred; evaluate the success of the program; and to satisfy regulatory requirements. These records include the written program, exposure determination, respirator selection, physical status evaluation, fit testing and respirator assignment, training form and program assessment.

## 6e Attachment 2

### CURRENT POLICY

### PROPOSED POLICY

#### 35. RESPIRATORY PROTECTION PROGRAM

#### POLICY TITLE: RESPIRATORY PROTECTION PROGRAM

#### POLICY NUMBER: 3140

A. The District is committed to maintaining an injury and illness free workplace, and is making every effort to protect its employees from harmful airborne substances. This is accomplished through engineering controls such as ventilation or substitution with a less harmful substance, and through administrative controls limiting the duration of exposure. When and if these methods are not adequate, or if the exposures are brief and intermittent, or simply to minimize employees exposure to airborne substances, the District shall provide respirators to allow employees to breathe safely in potentially hazardous environments.

3140.1 **Commitment.** The District is committed to maintaining an injury and illness free workplace, and is making every effort to protect its employees from harmful airborne substances. This is accomplished through engineering controls such as ventilation or substitution with a less harmful substance, and through administrative controls limiting the duration of exposure. When and if these methods are not adequate, or if the exposures are brief and intermittent, or simply to minimize employees exposure to airborne substances, the District shall provide respirators to allow employees to breathe safely in potentially hazardous environments.

B. Responsibility. A program administrator will be assigned by the General Manager to have the authority and responsibility for overall management and administration of the District's Respiratory Protection Program. The program consists of the following:

3140.2 **Responsibility.** ~~The Human Resources or his/her designee through the department's Safety Programs shall~~ A program administrator will be assigned by the General Manager to have the authority and responsibility for overall management and administration of the District's Respiratory Protection Program. The program consists of the following:

- i. Preparing, evaluating and modifying the written respiratory protection program.
- ii. Identifying, locating, and maintaining ongoing surveillance and evaluation of airborne exposures.
- iii. Selecting respirators.
- iv. Conducting medical screening for potential respirator users.
- v. Conducting respirator fit testing and assignment.
- vi. Training.
- v. Recordkeeping.

1. Preparing, evaluating and modifying the written respiratory protection program.
2. Identifying, locating, and maintaining ongoing surveillance and evaluation of airborne exposures.
3. Selecting respirators.
4. Conducting medical screening for potential respirator users.
5. Conducting respirator fit testing and assignment.
6. Training.
7. Recordkeeping.

3140.3 **Program Administration.** Suggestions and comments from employees about exposure conditions, respirators, personal health changes and training issues will be addressed promptly by Human Resources or his/her designee. An annual formal audit will be conducted of the entire program. The form "Respirator Program Evaluation Worksheet" will be used to document the evaluation and to record recommended changes.

3140.4 **Respirator Selection.** Where engineering and administrative means do not achieve the desired control, or in the case of emergency, respirators must be worn. Different types of respirators are available for a variety of applications, and it is necessary to ensure that the proper NIOSH/MSHA approved respirator is selected and used for the kind of work being performed and the hazards involved.

3140.5 **Evaluating Respirator Wearing Health Status.** Even with the appropriate equipment and adequate training provided, an employee's health status must be considered before allowing respirator use. The wearer's physical and medical condition, duration and difficulty of tasks, toxicity of the containment, and type of respirator all affect an employee's ability to wear a respirator while working. Construction work or work with lead, asbestos, cotton dust and certain carcinogens make this evaluation mandatory.

3140.6 **Medical Evaluation.** Each respirator wearing will be interviewed, using the form "Physical Status Questionnaire" to determine whether the employee should be given a medical evaluation. When medical review is necessary, the form "Referral for Medical Evaluation," along with the questionnaire and "Respirator Selection Information" Form, are sent to the wearer's physician for prompt action. Before any employee is fit tested for a respirator, either the questionnaire or the medical evaluation form must be completed and signed to certify the employee's ability to wear a respirator.

3140.7 **Fit Testing & Assignment.** After the appropriate type of respirator is selected and the employee's

- C. **Program Administration.** Suggestions and comments from employees about exposure conditions, respirators, personal health changes and training issues will be addressed promptly. An annual formal audit will be conducted of the entire program. The form “Respirator Program Evaluation Worksheet” will be used to document the evaluation and to record recommended changes.
- D. **Respirator Selection.** Where engineering and administrative means do not achieve the desired control, or in the case of emergency, respirators must be worn. Different types of respirators are available for a variety of applications, and it is necessary to ensure that the proper NIOSH/ MSHA approved respirator is selected and used for the kind of work being performed and the hazards involved.
- E. **Evaluating Respirator Wearer Health Status.** Even with the appropriate equipment and adequate training provided, an employee’s health status must be considered before allowing respirator use. The wearer’s physical and medical condition, duration and difficulty of tasks, toxicity of the containment, and type of respirator all affect an employee’s ability to wear a respirator while working. Construction work or work with lead, asbestos, cotton dust and certain carcinogens make this evaluation mandatory.
- F. **Medical Evaluation.** Each respirator wearer will be interviewed, using the form “Physical Status Questionnaire” to determine whether the employee should be given a medical evaluation. When medical review is necessary, the form “Referral for Medical Evaluation,” along with the questionnaire and “Respirator Selection Information” Form, are sent to the wearer’s physician for prompt action. Before any employee is fit tested for a respirator, either the questionnaire or the medical evaluation form must be completed and signed to certify the employee’s ability to wear a respirator.
- G. **Fit Testing & Assignment.** After the appropriate type of respirator is selected and the employee’s ability to work while wearing a respirator is certified, a qualitative fit test will be conducted to choose the best fitting face piece and determine the specific brand, model and size for each employee.
  - i. Quantitative fit testing numerically measures the face piece fit and is the preferred alternative to qualitative fitting. Although it requires specialized equipment and trained personnel, some exposures, for example asbestos, require a quantitative fit test.
  - ii. Qualitative fit testing and assignment will be performed according to procedures in Appendix C in this guide. The form “Respirator Fit Testing & Assignment” is used to record test results and document respirator assignment. The form “Respirator Selection Summary” summarizes all respirator assignments.
- H. **Training.** Training in the need, use, limitations, inspection, fit checks, maintenance and storage of the equipment is ordinarily initiated during the fit test and will be completed. Detailed instructions for use and care of the respirator are provided by the manufacturer with the equipment, and this information is to be used in the training. The

ability to work while wearing a respirator is certified, a qualitative fit test will be conducted to choose the best fitting face piece and determine the specific brand, model and size for each employee.

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3140.9 **Recordkeeping.** Each major component of the program will be documented by [Human Resources](#) to: verify that each activity has [occurred](#); evaluate the success of the program; and to satisfy regulatory requirements. These records include the written program, exposure determination, respirator selection, physical status evaluation, fit testing and respirator assignment, training form and program assessment.

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**POLICY TITLE: RESPIRATORY PROTECTION PROGRAM**  
**POLICY NUMBER: 3140**

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3140.2 **Responsibility.** The Human Resources or his/her designee through the department's Safety Programs shall have the authority and responsibility for overall management and administration of the District's Respiratory Protection Program. The program consists of the following:

1. Preparing, evaluating and modifying the written respiratory protection program.
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6. Training.
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3140.3 **Program Administration.** Suggestions and comments from employees about exposure conditions, respirators, personal health changes and training issues will be addressed promptly by Human Resources or his/her designee. An annual formal audit will be conducted of the entire program. The form "Respirator Program Evaluation Worksheet" will be used to document the evaluation and to record recommended changes.

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3140.5 **Evaluating Respirator Wearing Health Status.** Even with the appropriate equipment and adequate training provided, an employee's health status must be considered before allowing respirator use. The wearer's physical and medical condition, duration and difficulty of tasks, toxicity of the containment, and type of respirator all affect an employee's ability to wear a respirator while working. Construction work or work with lead, asbestos, cotton dust and certain carcinogens make this evaluation mandatory.

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Adopted by Resolution 2019-08, 08/14/2019



face piece and determine the specific brand, model and size for each employee.

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3140.8 **Training.** Training in the need, use, limitations, inspection, fit checks, maintenance and storage of the equipment is ordinarily initiated during the fit test and will be completed. Detailed instructions for the use and care of the respirator are provided by the manufacturer with the equipment, and this information is used in the training. The form "Respirator User Training and Education" is a guide and record of the training received.

3140.9 **Recordkeeping.** Each major component of the program will be documented by Human Resources to: verify that each activity has occurred; evaluate the success of the program; and to satisfy regulatory requirements. These records include the written program, exposure determination, respirator selection, physical status evaluation, fit testing and respirator assignment, training form and program assessment.



**Beaumont-Cherry Valley Water District  
Personnel Committee  
July 16, 2024**

**Item 6f**

**STAFF REPORT**

**TO:** Personnel Committee

**FROM:** Ren Berioso, Human Resources Manager

**SUBJECT: Policies and Procedures Manual Updates / Revisions replacing Part I Section 42 Disciplinary Actions or Terminations with Policy 3175 Disciplinary Actions or Terminations**

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**Staff Recommendation**

Approve to move forward the replacement of Policies and Procedures Manual Part I Section 42 Disciplinary Actions or Terminations with Policy 3175 Disciplinary Actions or Terminations to the next Board of Directors meeting with the revisions stated in Table A, Summary of Policy Changes, or direct staff as desired.

**Executive Summary**

Staff is proposing changes to the Part I Section 42 Disciplinary Actions or Terminations as Policy 3175 Disciplinary Actions or Terminations by adding sections that provide a clear and consistent framework for District leadership in addressing employee behavior and performance issues, aiming to correct behavior and maintain a productive work environment. Staff also proposes additional language that outlines the authority of the General Manager or his/her designee in approving disciplinary actions and emphasizes the use of progressive discipline to align with Article 20 of the BCVWD Memorandum of Understanding (MOU). The policy draft ensures fair treatment for all employees and specifies the types of disciplinary actions, including warnings, probation, suspension, demotion, and termination. Additionally, staff proposes additional sections that provide details of the role of Human Resources in the investigation, notice, and appeal processes to ensure transparency and fairness in handling disciplinary matters, and to mitigate legal risks arising from inappropriate disciplinary measures and wrongful termination.

**Background**

At the March 22, 2022 Personnel Committee Meeting, former Human Resources (HR) staff presented changes to the Disciplinary Actions or Terminations (policy) and made it a separate segment of the Policies and Procedures Manual.

The Disciplinary Action or Terminations policy is crucial for establishing a clear and consistent framework to address employee behavior and performance that do not meet District standards. The purpose of this policy is to correct undesirable employee behavior, maintain a productive work environment, and ensure fair treatment for all employees, thereby fostering a professional and respectful workplace. Staff is proposing additional sections that outline specific procedures for progressive discipline, the General Manager or his/her designee's authority for decision-making, and various types of disciplinary actions that are in alignment with Article 20 of the MOU. The policy draft helps mitigate misunderstandings and inconsistencies in handling disciplinary matters that may have legal ramifications to the District in the event of a wrongful termination or inappropriate disciplinary action. Staff consulted several sources that although employment in California is considered "At-Will" employment for both District and employee, there needs to be a just cause if the District decides to terminate an employment. Some factors to be considered to



prevent legal liabilities are stated in Title VII of the Civil Rights Act regarding discrimination based on protected class; National Labor Relations Act (NLRA) emphasizing employee’s union rights; and California Fair Employment and Housing Act (FEHA) discussing employee’s rights against employment discrimination and retaliation. The proposed policy draft that the District’s disciplinary actions and terminations comply with these laws among others to avoid legal repercussions and ensure fair treatment of employees.

Additionally, staff enhanced the policy's structured approach by Human Resources to investigations, notifications, and appeals that ensure transparency and due process, protecting both the District and its employees. The revised draft delineates the roles and responsibilities of supervisors, Human Resources, and the General Manager, ensuring that disciplinary actions are well-documented and justified. This comprehensive approach not only aids in addressing performance issues effectively but also upholds the District's standards and reputation, contributing to overall organizational integrity and efficiency.

As part of the ongoing review process of all District policies, staff presented the proposed redline version to Legal Counsel to ensure compliance with applicable Cal OSHA regulations, and to promote clarity and completeness. Changes were also made to modernize the policy language, and to keep up with the industry standards.

**Discussion**

Table A, Summary of Policy Changes, outlines the proposed changes to the current Disciplinary Actions or Terminations (policy) that are in reference to the redline draft version attached herewith.

Table A – Summary of Policy Changes

<b>TABLE A</b>	<b>Policy Section</b>	<b>State / Federal Law requirement</b>	<b>BCVWD Current practice</b>	<b>Option/s to Consider</b>	<b>Fiscal Impact of Option</b>
<b>1</b>	<b>No Section</b>	<b>None</b>	The current policy does not have a written purpose for the implementation of this policy.	<b>3175.1</b> Add section that discusses the policy’s purpose.	No fiscal impact.
<b>2</b>	<b>Section 42, i</b>	<b>None</b>	The current policy authorizes the General Manager in the discipline and termination of an employee.	<b>3175.2</b> Revise the language making General Manager or his/her designee to approve disciplinary action or termination. Supervisor or Department Head shall make a recommendation in consultation with Human Resources.	No fiscal impact.



TABLE A	Policy Section	State / Federal Law requirement	BCVWD Current Practice	Option/s to Consider	Fiscal Impact of Option
3	Section 42, i, A to E	None	Current practice lists the non-exclusive types of disciplinary action.	<p><b>3175.3</b> Revise the section that recommends progressive discipline although the General Manager can combine or omit steps depending on the offense.</p> <p>Also move the lists of disciplinary action to this section and add language to clarify each type of action.</p>	No fiscal impact.
4	Section 42, ii	None	Current practice at the District is that Human Resources is the custodian of all personnel-related documents.	<b>3175.4</b> Legal counsel revised the language regarding confidentiality of the disciplinary actions. HR staff improved the language of the disciplinary action list.	No fiscal impact.
5	No Section	At-Will, Title VII of the Civil Rights Act, FEHA and NLRA.	The District conducts investigations and presents its findings to the General Manager and Department Head. The General Manager makes the final determination for either disciplinary action or termination.	<b>3175.5</b> Add section to reflect this practice. Legal Counsel recommends removing the time frame for decision making by the General Manager although it is not regulated by any law.	No fiscal impact.
6	No Section	NLRA	The District in practice provides notice to the employee if a disciplinary action or termination is imposed.	<b>3175.6</b> Add section to reflect this practice. Legal Counsel recommends removing the time frame for notifying the employee.	No fiscal impact.



<b>TABLE A</b>	<b>Policy Section</b>	<b>State / Federal Law requirement</b>	<b>BCVWD Current Practice</b>	<b>Option/s to Consider</b>	<b>Fiscal Impact of Option</b>
<b>7</b>	<b>No Section</b>	<b>At-Will Employment and NLRA</b>	The District provides the employee due process through an appeal and Administrative Hearing to plead his/her case.	<b>3175.7</b> Add section to reflect this practice.	No fiscal impact.
<b>8</b>	<b>No Section</b>	<b>At-Will Employment and NLRA</b>	The General Manager after the hearing collaborates with the HR and Department Head for a final decision.	<b>3175.8</b> Add section to reflect this practice.	No fiscal impact.
<b>9</b>	<b>Section 42, iii</b>	<b>None</b>	The current policy requires terminated employee to return all District-owned equipment.	<b>3175.9</b> Move this section and add to return property in the event of suspension.	No fiscal impact.
<b>10</b>	<b>Section 42, iv</b>	<b>At-will Employment</b>	Current policy discusses the nature of At-will Employment.	<b>3175.10</b> Move this section and add section title.	No fiscal impact.

**Fiscal Impact**

There is no fiscal impact on the revision of this policy.

**Attachments**

1. Redline draft version of 3175 Disciplinary Actions or Terminations
2. Side-by-side version of 3175 Disciplinary Actions or Terminations
3. Clean draft version of 3175 Disciplinary Actions or Terminations
4. At-Will Employment in California – CA Industrial Relations

Staff Report prepared by Ren Berioso, Human Resources Manager

BEAUMONT-CHERRY VALLEY WATER DISTRICT

PERSONNEL

**POLICY TITLE: DISCIPLINARY ACTION OR TERMINATIONS**

**POLICY NUMBER: 3175**

3175.1 **Purpose.** The intent of this policy is to provide clear and consistent framework for addressing employee behavior and performance that does not meet District standards. The goal is to correct behavior, maintain a productive work environment, and ensure fair treatment for all employees.

3175.2 **Authority.** The General Manager or his/her designee has the authority to approve a disciplinary action or termination of an employee. The immediate supervisor or the Department Head will make a recommendation for disciplinary action or termination of an employee in consultation with Human Resources and/or the General Manager or his/her designee. in presence of a witness (Supervisor) has the authority to discipline or terminate any employee. The following is a nonexclusive list of the types of disciplinary action which may be imposed.

1. ~~Oral or written warnings.~~
2. ~~Probation the placing of an employee in a position wherein his/her past and current performance is being reevaluated. Failure to improve his/her performance during the probationary period will result in further disciplinary action.~~
3. ~~Suspension an involuntary leave without pay.~~
4. ~~Demotion reduction from a position in one class to a position in another class having a lower salary range, affected for disciplinary purposes. (Demotions resulting from organizational changes and layoffs are not disciplinary.)~~
5. ~~Termination discharge from service with the District.~~

3175.3 **Progressive Discipline.** It is recommended that disciplinary action should be taken progressively. However, the District reserves the right to combine and/or omit steps or immediately issue an involuntary separation depending on the nature of the offense. The level of disciplinary action may also vary. Some factors that will be considered are whether the offense is repeated despite coaching, counseling or training, the employee's behavior or work record, and the impact the conduct and performance issues have on the District and its reputation. A recommendation for discipline by the immediate supervisor must first be consulted with the General Manager or his/her designee and Human Resources.

The following is a nonexclusive list of the types of disciplinary action which may be imposed.

1. **Oral or written warnings.** The recommended progression is from verbal warning, written warning and final written warning.
2. **Probation.** The placing of an employee in a position wherein his/her past and current performance is being reevaluated through a three (3) to six (6)- month Performance Improvement Plan (PIP). Failure to improve his/her performance during the probationary period will result in further disciplinary action.
3. **Suspension.** Involuntary leave without pay.
4. **Demotion.** Reduction from a position in one class to a position in another class having a lower salary range, affected for disciplinary purposes. (Demotions resulting from organizational changes and layoffs are not disciplinary.)
5. **Termination.** Discharge from service with the District.

3175.42 It is intended that discipline be imposed primarily for corrective purposes and to address deficiencies  
Adopted by Resolution 2019-08, 08/14/2019

in work performance. ~~All~~ Disciplinary actions ~~should~~ will generally be kept confidential, but may be disclosed as required by law, or if the employee's interest in privacy is outweighed by another factor. The following is a nonexclusive and illustrative list of the more common causes for disciplinary action, provided however, these provisions are not intended nor shall they change or modify the at-will status of employees:

1. Action/s contrary to BCVWD Policies and Procedures Manual. the Personnel Rules and Regulations of the District.
2. Inefficiency or incompetence in the performance of duties relative to the job description or assigned duties.-
3. Disobedience or insubordination.
4. Dishonesty and fraud.-
5. Consumption of alcoholic beverages, cannabis or drugs during work shift or on-call hours. -Employees shall not use, carry or transport alcoholic beverages or narcotics during work shift, or on neither District property nor report for work while under the influence of alcohol or narcotics.
6. Disorderly or immoral conduct.
7. Discourteous treatment of the public.
8. Accepting gratuities or tips offered in exchange for District services rendered a customer or prospective customer.
9. Conviction of a felony, to the extent permitted by California's Fair Chance Act.
10. Tardiness.
11. Excessive Absenteeism.
12. Neglect of duty.
13. Failure to follow safe working practices or failure to report promptly any injury.
- ~~13-14.~~ Breach of confidentiality.

3175.53 Investigation Process. The Human Resources Department will initiate and conduct a thorough and objection investigation within five (5) workdays after a report from the immediate supervisor of the infraction by an employee that may result in a disciplinary action. The General Manager or his/her designee may place the employee involved on a paid administrative leave of absence pending investigation. An investigation summary report shall be presented by Human Resources Department to the General Manager or his/her designee and the Department Head outlining the findings and the recommendation for a decision. The General Manager or his/her designee will render a decision within three (3) workdays. Human Resources Department will keep a copy of the investigation summary report and shall not be provided to the employee for confidentiality purposes and to the extent applicable by law.

**Commented [RTG1]:** I'm not sure you want to include a 3-day parameter. Sometimes it takes longer to make a decision... but up to you. It's a practical issue, not a legal one.

3175.6 Notice of Intent to Take Disciplinary Action or Termination. Once the General Manager or his/her designee has decided on disciplinary action or termination, a notice will be sent to the employee within 48 hours. The notice will specify the reasons for the intended disciplinary action and termination.

**Commented [RTG2]:** Same comment as above. You may want to take out the time parameter.

3175.7 Appeal Process. The employee has the right to appeal any disciplinary action. The appeal must be submitted in writing to Human Resources Department within five (5) business days of receiving the notice of disciplinary action or termination. When an appeal is submitted in writing, the Human Resources Department will schedule and conduct an Administrative Hearing together with the General Manager or his/her designee, the employee involved in a disciplinary action or termination and/or the employee's representative to plead his/her case. Appeals not submitted within five (5) business days from notice of disciplinary action or terminations will render the decision as final.

3175.8 Notice of Final Decision. After the hearing, the General Manager or his/her designee in collabo-

ration with the Department Head and Human Resources Department will review the result of the Administrative Hearing and make a final decision within three (3) business days. The final decision notice will be sent to the employee by Human Resources Department within two (2) business days after the date of the Administrative Hearing.

3175.9 Return of Property. Upon suspension or termination, the employee shall return all District property to his/her immediate supervisor and/or Human Resources Department.

3175.104 At-will Employment. These disciplinary action procedures and any other provided in this manual are not intended to change the at-will nature of the employment relationship with the District. Either an employee or the District may end the employment relationship at any time with or without cause and with or without ~~proper~~ notice. The District reserves the right to terminate the employment relationship, to demote or to otherwise take disciplinary and corrective action without resort to these disciplinary procedures. Nothing in these procedures or in this Manual is intended to create a property interest in employment with the District.

A



# 6f Attachment 2

## CURRENT POLICY

## PROPOSED POLICY

### 42. DISCIPLINARY ACTION OR TERMINATIONS

**POLICY TITLE: DISCIPLINARY ACTION OR TERMINATIONS**  
**POLICY NUMBER: 3175**

- i. The General Manager in presence of a witness (Supervisor) has the authority to discipline or terminate any employee. The following is a nonexclusive list of the types of disciplinary action which may be imposed.
  - A. Oral or written warnings.
  - B. Probation - the placing of an employee in a position wherein his/her past and current performance is being reevaluated. Failure to improve his/her performance during the probationary period will result in further disciplinary action.
  - C. Suspension - an involuntary leave without pay.
  - D. Demotion - reduction from a position in one class to a position in another class having a lower salary range, affected for disciplinary purposes. (Demotions resulting from organizational changes and layoffs are not disciplinary.)
  - E. Termination - discharge from service with the District.
- ii. It is intended that discipline be imposed primarily for corrective purposes and to address deficiencies in work performance. All disciplinary actions should be kept confidential. The following is a nonexclusive and illustrative list of the more common causes for disciplinary action, provided however, these provisions are not intended nor shall they change or modify the at-will status of employees:
  - A. Action contrary to the Personnel Rules and Regulations of the District.
  - B. Inefficiency or incompetence.
  - C. Disobedience or insubordination.
  - D. Dishonesty.

3175.1 **Purpose.** The intent of this policy is to provide clear and consistent framework for addressing employee behavior and performance that does not meet District standards. The goal is to correct behavior, maintain a productive work environment, and ensure fair treatment for all employees.

3175.2 **Authority.** The General Manager or his/her designee has the authority to approve a disciplinary action or termination of an employee. The immediate supervisor or the Department Head will make a recommendation for disciplinary action or termination of an employee in consultation with Human Resources and/or the General Manager or his/her designee. In presence of a witness (Supervisor) has the authority to discipline or terminate any employee. The following is a nonexclusive list of the types of disciplinary action which may be imposed.

1. Oral or written warnings.
2. Probation - the placing of an employee in a position wherein his/her past and current performance is being reevaluated. Failure to improve his/her performance during the probationary period will result in further disciplinary action.
3. Suspension - an involuntary leave without pay.
4. Demotion - reduction from a position in one class to a position in another class having a lower salary range, affected for disciplinary purposes. (Demotions resulting from organizational changes and layoffs are not disciplinary.)
5. Termination - discharge from service with the District.

3175.3 **Progressive Discipline.** It is recommended that disciplinary action should be taken progressively. However, the District reserves the right to combine and/or omit steps or immediately issue an involuntary separation depending on the nature of the offense. The level of disciplinary action may also vary. Some factors that will be considered are whether the offense is repeated despite coaching, counseling or training, the employee's behavior or work record, and the impact the conduct and performance issues have on the District and its reputation. A recommendation for discipline by the immediate supervisor must first be consulted with the General Manager or his/her designee and Human Resources.

The following is a nonexclusive list of the types of disciplinary action which may be imposed.

1. **Oral or written warnings.** The recommended progression is from verbal warning, written warning and final written warning.
2. **Probation.** The placing of an employee in a position wherein his/her past and current performance is being reevaluated through a three (3) to six (6)- month Performance Improvement Plan (PIP). Failure to improve his/her performance during the probationary period will result in further disciplinary action.
3. **Suspension.** Involuntary leave without pay.
4. **Demotion.** Reduction from a position in one class to a position in another class having a lower salary range, affected for disciplinary purposes. (Demotions resulting from organizational changes and layoffs are not disciplinary.)
5. **Termination.** Discharge from service with the District.

3175.4 It is intended that discipline be imposed primarily for corrective purposes and to address deficiencies

- E. Consumption of alcoholic beverages or drugs - employees shall not use, carry or transport alcoholic beverages or narcotics during work shift or, on neither District property nor report for work while under the influence of alcohol or narcotics.
  - F. Disorderly or immoral conduct.
  - G. Discourteous treatment of the public.
  - H. Accepting gratuities or tips offered in exchange for District services rendered a customer or prospective customer.
  - I. Conviction of a felony.
  - J. Tardiness.
  - K. Absenteeism.
  - L. Neglect of duty.
  - M. Failure to follow safe working practices or failure to report promptly any injury.
- iii. Upon termination, the employee shall return all District property.
- iv. These disciplinary action procedures and any other provided in this manual are not intended to change the at-will nature of the employment relationship with the District. Either an employee or the District may end the employment relationship at any time with or without cause and with or without prior notice. The District reserves the right to terminate the employment relationship, to demote or to otherwise take disciplinary and corrective action without resort to these disciplinary procedures. Nothing in these procedures or in this Manual is intended to create a property interest in employment with the District.

in work performance. All disciplinary actions should will generally be kept confidential, but may be disclosed as required by law, or if the employee's interest in privacy is outweighed by another factor. The following is a non-exclusive and illustrative list of the more common causes for disciplinary action, provided however, these provisions are not intended nor shall they change or modify the at-will status of employees:

1. Action/s contrary to BCVWD Policies and Procedures Manual, the Personnel Rules and Regulations of the District.
2. Inefficiency or incompetence in the performance of duties relative to the job description or assigned duties.-
3. Disobedience or insubordination.
4. Dishonesty and fraud.-
5. Consumption of alcoholic beverages, cannabis or drugs during work shift or on-call hours.- Employees shall not use, carry or transport alcoholic beverages or narcotics during work shift, or on neither District property nor report for work while under the influence of alcohol or narcotics.
6. Disorderly or immoral conduct.
7. Discourteous treatment of the public.
8. Accepting gratuities or tips offered in exchange for District services rendered a customer or prospective customer.
9. Conviction of a felony, to the extent permitted by California's Fair Chance Act.
10. Tardiness.
11. Excessive Absenteeism.
12. Neglect of duty.
13. Failure to follow safe working practices or failure to report promptly any injury.
- ~~13-14.~~ Breach of confidentiality.

3175.53 Investigation Process. The Human Resources Department will initiate and conduct a thorough and objection investigation within five (5) workdays after a report from the immediate supervisor of the infraction by an employee that may result in a disciplinary action. The General Manager or his/her designee may place the employee involved on a paid administrative leave of absence pending investigation. An investigation summary report shall be presented by Human Resources Department to the General Manager or his/her designee and the Department Head outlining the findings and the recommendation for a decision. The General Manager or his/her designee will render a decision within three (3) workdays. Human Resources Department will keep a copy of the investigation summary report and shall not be provided to the employee for confidentiality purposes and to the extent applicable by law.

3175.6 Notice of Intent to Take Disciplinary Action or Termination. Once the General Manager or his/her designee has decided on disciplinary action or termination, a notice will be sent to the employee within 48 hours. The notice will specify the reasons for the intended disciplinary action and termination.

3175.7 Appeal Process. The employee has the right to appeal any disciplinary action. The appeal must be submitted in writing to Human Resources Department within five (5) business days of receiving the notice of disciplinary action or termination. When an appeal is submitted in writing, the Human Resources Department will schedule and conduct an Administrative Hearing together with the General Manager or his/her designee, the employee involved in a disciplinary action or termination and/or the employee's representative to plead his/her case. Appeals not submitted within five (5) business days from notice of disciplinary action or terminations will render the decision as final.

3175.8 Notice of Final Decision. After the hearing, the General Manager or his/her designee in collabo-

ration with the Department Head and Human Resources Department will review the result of the Administrative Hearing and make a final decision within three (3) business days. The final decision notice will be sent to the employee by Human Resources Department within two (2) business days after the date of the Administrative Hearing.

3175.9 **Return of Property** Upon suspension or termination, the employee shall return all District property to his/her immediate supervisor and/or Human Resources Department.

3175.104 **At-will Employment** These disciplinary action procedures and any other provided in this manual are not intended to change the at-will nature of the employment relationship with the District. Either an employee or the District may end the employment relationship at any time with or without cause and with or without ~~proper~~ notice. The District reserves the right to terminate the employment relationship, to demote or to otherwise take disciplinary and corrective action without resort to these disciplinary procedures. Nothing in these procedures or in this Manual is intended to create a property interest in employment with the District.

**POLICY TITLE: DISCIPLINARY ACTION OR TERMINATIONS**  
**POLICY NUMBER: 3175**

3175.1 **Purpose.** The intent of this policy is to provide clear and consistent framework for addressing employee behavior and performance that does not meet District standards. The goal is to correct behavior, maintain a productive work environment, and ensure fair treatment for all employees.

3175.2 **Authority.** The General Manager or his/her designee has the authority to approve a disciplinary action or termination of an employee. The immediate supervisor or the Department Head will make a recommendation for disciplinary action or termination of an employee in consultation with Human Resources and/or the General Manager or his/her designee.

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2. Inefficiency or incompetence in the performance of duties relative to the job description or assigned duties.
3. Disobedience or insubordination.
4. Dishonesty and fraud.
5. Consumption of alcoholic beverages, cannabis or drugs during work shift or on-call hours. Employees shall not use, carry or transport alcoholic beverages or narcotics during work shift, or on neither

- District property nor report for work while under the influence of alcohol or narcotics.
6. Disorderly or immoral conduct.
  7. Discourteous treatment of the public.
  8. Accepting gratuities or tips offered in exchange for District services rendered a customer or prospective customer.
  9. Conviction of a felony, to the extent permitted by California's Fair Chance Act.
  10. Tardiness.
  11. Excessive absenteeism.
  12. Neglect of duty.
  13. Failure to follow safe working practices or failure to report promptly any injury.
  14. Breach of confidentiality.

3175.5 **Investigation Process.** The Human Resources Department will initiate and conduct a thorough and objection investigation within five (5) workdays after a report from the immediate supervisor of the infraction by an employee that may result in a disciplinary action. The General Manager or his/her designee may place the employee involved on a paid administrative leave of absence pending investigation. An investigation summary report shall be presented by Human Resources Department to the General Manager or his/her designee and the Department Head outlining the findings and the recommendation for a decision. The General Manager or his/her designee will render a decision within three (3) workdays. Human Resources Department will keep a copy of the investigation summary report and shall not be provided to the employee for confidentiality purposes and to the extent applicable by law.

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## TERMINATION OF EMPLOYMENT

Within the State of California, employment may be terminated at the will of either party. Both the employer and the employee are free to end the employment relationship at any time, with no penalty being assessed to either. Unless the parties have previously agreed to the contrary, there is no notice required to be given by either party.

Employment covered by a collective bargaining agreement (union contract) is subject to the terms and conditions of the particular agreement. The Division of Labor Standards Enforcement (DLSE) does not have jurisdiction over such employment, and an employee should contact a representative of their local union when a dispute arises.

When an employee feels that they have been terminated, harassed or discriminated against based on their race, religion, gender, color, national origin, ancestry, disability, medical condition, marital status, age (over 40), sexual orientation or denial of family medical leave, they should contact the Department of Fair Employment and Housing at 1-800-884-1684 or at [www.dfeh.ca.gov](http://www.dfeh.ca.gov).

An employee who feels that he/she has been assaulted, threatened with assault, or feel he/she is in danger, should contact their local law enforcement office. Other forms of harassment generally require the filing of a lawsuit in civil court.

The DLSE has jurisdiction when an employee has been retaliated against for participating in a protected activity. For a list of protected activities that include filing a complaint with this office, jury duty participation and complaining about safety, contact one of the DLSE's offices. (Labor Code § 98.7)



**Beaumont-Cherry Valley Water District  
Personnel Committee Meeting  
July 16, 2024**

**Item 7**

**STAFF REPORT**

**TO:** Personnel Committee  
**FROM:** Ren Berioso, Human Resources Manager  
**SUBJECT:** Policy Tracking Matrix Progress Dashboard

**Staff Recommendation**

Approve the policies pending review in the next one to two months identified on Table 3, Policy to Work on for Subsequent Meetings, or to direct staff as desired.

**Background**

At the October 17, 2023 meeting, staff was directed by the Personnel Committee to create a dashboard to outline the progress of the Policies and Procedures Manual updates since year 2021. At the November 21, 2023 meeting, the Personnel Committee approved a dashboard presented by staff which highlights the summary of all policies approved and drafted, and those policies that staff are working on for subsequent meetings.

**Discussion:**

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

Department	On Matrix	Draft Created	Committee / Board Reviewed Drafts	Board Approved	% Complete
<b>HR</b>	<b>78</b>	<b>78</b>	<b>59</b>	<b>58</b>	<b>74.35%</b>
Finance	13	13	4	4	30.76%
<b>Administration</b>	<b>24</b>	<b>24</b>	<b>22</b>	<b>22</b>	<b>91.67%</b>
IT	19	19	0	0	0.00%
Operations	4	2	0	0	0.00%
Engineering	3	1	0	0	0.00%
<b>TOTALS</b>	<b>141</b>	<b>137</b>	<b>85</b>	<b>84</b>	<b>59.57%</b>

*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.*

**Table 2 – Recommended Policies to be added to the Policy Matrix**

Item	Policy Subject	Policy Contents
None		



**Table 3 – Policies To Work on for Subsequent Meetings**

Item	Policy No.	Priorities Listed	Draft Size	Selected for Processing	Estimated Committee Presentation
1	3050	Volunteer Personnel Workers' Compensation Insurance	1 page	June	July
2	3105	Personal Leave of Absence	2 pages	June	July
3	3040	Letters of Recommendation	1 page	June	July
4	3140	Respiratory Protection Program	2 pages	June	July
5	3175	Disciplinary Actions or Terminations	1 pages	June	July
6	3130	Conferences	1 page	June	July
7	3045	Executive Officer	1 page	July	August
8	3003	Employment Agreements	1 page	July	August
9	3136	Succession and Workforce Planning	2 pages	July	August
10	3245	Non-Solicitation	1 page	July	August
11	3250	Telecommuting	2 pages	July	August
12	5005	Emergency Preparedness	2 pages	July	August

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

**Fiscal Impact**

There is no financial impact.

**Attachments**

1. Policy Approval Tracking Matrix 7.9.2024

Staff Report prepared by Ren Berioso, Human Resources Manager



**Policy Approval Tracking  
BCVWD Policy Manual Project**

Policy Number	New Policy Number	Section	Policy Name	HR's Recommendation	Drafted by BCVWD	Approved by Legal Counsel	Presented to Personnel	Provisionally Approved by	Presented to Board	Approved by Board of	Adoption Date	Resolution
N/A	3225	Personnel	Employee Leave Donation Program and	Human Resources	Yes	2019	2019	2019	10/9/2019	10/9/2019	10/9/2019	19-011
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	2/16/2021	2/22/2021	2/22/2021	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	1/2/2024	1/16/2024	1/16/2024	2/14/2024	2/14/2024	2/14/2024	24-006
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	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-	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	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	Human Resources	Yes	7/21/2020	6/21/2021	Requested edits, sent to	Requested Edits	10/28/2021	10/28/2021	21-019
			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	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	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	4/8/2024	1/16/2024	4/16/2024	5/16/2024	5/16/2024	5/16/2024	24-007
34	3135	Personnel	Occupational Certification and	Human Resources	Yes	6/14/2022	8/16/2022	8/16/2022	9/17/2022	9/17/2022	9/17/2022	22-028
25	3090	Personnel	Family and Medical Leave	Human Resources	Yes	8/31/2022	10/18/2022	Move to Board for	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	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	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	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	23-009
N/A	3122	Personnel	Workplace Violence	Human Resources	Yes	1/2/2024	1/16/2024	1/16/2024	2/14/2024	2/14/2024	2/14/2024	24-002
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	23-010
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	23-013
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	23-017
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	23-017
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							
18	3050	Personnel	Volunteer Personnel Workers' Compensation Insurance	Human Resources	Yes	5/2/2024						
20	3060	Personnel	Continuity of Service	Human Resources	Yes	4/8/2024	4/16/2024	4/16/2024	5/16/2024	5/16/2024	5/16/2024	24-007
20 (incorrect)	3065	Personnel	Reduction in Force	Human Resources	Yes							
21	3070	Personnel	Holidays	Human Resources	Yes	1/2/2024	1/16/2024	1/16/2024	2/14/2024	2/14/2024	2/14/2024	24-002
28	3105	Personnel	Personal Leave of Absence	Human Resources	Yes							
29	3110	Personnel	Jury and Witness Duty	Human Resources	Yes	10/5/2023	10/17/2023	11/21/2023	12/13/2023	12/13/2023	1/10/2024	23-031
Proposed	3176	Personnel	Transfers and Voluntary Demotion	Human Resources	Yes							
33	3130	Personnel	Conferences	Human Resources	Yes							
N/A	3136	Personnel	Succession and Workforce Planning	Human Resources	Yes							
35	3140	Personnel	Respiratory Protection Program	Human Resources	Yes							
37	3150	Personnel	District Vehicle Usage	Human Resources	Yes	2/5/2024	3/19/2024	4/16/2024	5/16/2024	5/16/2024	5/16/2024	24-007
38	3151	Personnel	Personal Vehicle Usage	Human Resources	Yes	2/5/2024	3/19/2024	3/19/2024	4/10/2024	4/10/2024	4/10/2024	24-006
39	3160	Personnel	HIPAA Compliance and Security Officer	Human Resources	Yes	5/2/2024						

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

**Policy Approval Tracking  
BCVWD Policy Manual Project**

Policy Number	New Policy Number	Section	Policy Name	HR's Recommendation	Drafted by BCVWD	Approved by Legal Counsel	Presented to Personnel	Provisionally Approved by	Presented to Board	Approved by Board of	Adoption Date	Resolution
41	3170	Personnel	Smoke Free Workplace and Tobacco Use	Human Resources	Yes	2/5/2024	3/19/2024	3/19/2024	4/10/2024	4/10/2024	4/10/2024	24-006
42	3175	Personnel	Disciplinary Action or Terminations	Human Resources	Yes							
43	3180	Personnel	Nepotism-Employment of Relatives	Human Resources	Yes	4/8/2024	4/16/2024					
44	3185	Personnel	Employee Separation	Human Resources	Yes	5/2/2024						
47	3200	Personnel	Grievance Procedures	Human Resources	Yes	5/2/2024						
50	3215	Personnel	Personnel Action Form (PAF)	Human Resources	Yes	4/8/2024	4/16/2024	4/16/2024	5/16/2024	5/16/2024	5/16/2024	24-007
51	3220	Personnel	Recruitment, Selection and Onboarding	Human Resources	Yes	2/5/2024	3/19/2024	3/19/2024	4/10/2024	4/10/2024	4/10/2024	24-006
N/A	3235	Personnel	Military Leave	Human Resources	Yes	6/14/2023	8/15/2023	11/21/2023	12/13/2023	12/13/2023	1/10/2024	23-031
N/A	3240	Personnel	Dress Code and Personal Standards	Human Resources	Yes	4/8/2024	4/16/2024	4/16/2024	5/16/2024	5/16/2024	5/16/2024	24-007
N/A	3245	Personnel	Non-Solicitation	Human Resources	No							
N/A	3250	Personnel	Telecommuting	Human Resources	No							
N/A	3255	Personnel	Time off for School Activities	Human Resources	No							
N/A	3260	Personnel	Time off to Vote	Human Resources	No							
1	5005	Operations	Emergency Preparedness	Human Resources	Yes							
4	5020	Operations	Environmental Health and Safety	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				
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				
	Color Code											
	Added											
	Next PCM											
	Presented to PCM											
	Removed or Merged											
	Presented to RBM											
	Adopted											
	Not Yet Reviewed											

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