



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, August 20, 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=cFArZHZ4aHRlSUJLeTBCZVpnUGRmdz09>

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 – AUGUST 20, 2024

Call to Order: Chair Covington

Roll Call

	John Covington, Chair
	Andy Ramirez

	Lona Williams (alternate)
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PERSONNEL COMMITTEE MEETING – AUGUST 20, 2024 - *continued*

Public Comment

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

1. **Adjustments to the Agenda:** In accordance with Government Code Section 54954.2, additions to the agenda require a 2/3 vote of the legislative body, or if less than 2/3 of the members are present, a unanimous vote of those members present, which makes the determination that there is a need to take action, and the need to take action arose after the posting of the agenda.
 - a. Item(s) to be removed or continued from the Agenda
 - b. Emergency Item(s) to be added to the Agenda
 - c. Changes to the order of the Agenda

2. **Acceptance of Personnel Committee Meeting minutes**
Minutes may be accepted by consensus
 - a. July 16, 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 3130	Conferences	Pages 11-22
b.	Policy 3175	Disciplinary Action or Termination	Pages 23-35
c.	Policy 5020	Environmental Health and Safety Program	Pages 36-43
d.	Policy 5005	Emergency Preparedness	Pages 44-53
e.	Policy 3045	Executive Officer	Pages 54-58

7. **Update on Policy Tracking Matrix** (pages 59 - 64)
 - a. Status of Policy Revisions / Updates

8. Action List for Future Meetings

- Employee Association topics
 - Restroom facilities for field crew
 - Permanent operations center
- Policy manual updates (ongoing)
- Policy Updates related to travel and per diem (requested by Dir. Williams) (2025)

9. Next Meeting Date: September 17, 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 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, July 16, 2024, at 5:30 p.m.

CALL TO ORDER

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

ROLL CALL

<i>Directors present:</i>	<i>John Covington, Lona Williams (alternate)</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 Water Utility Superintendent Julian Herrera, Jr. Executive Assistant Lynda Kerney</i>
<i>BCVWD Employee Association reps:</i>	<i>Water Utility Worker I Luis Lomeli Maintenance Technician II Thomas Lamont</i>

PUBLIC COMMENT

Luis Lomeli reported that employees were updated on the status of the Operations Department building, and Mr. Herrera advised them of plans.

ACTION ITEMS

- 1. Adjustments to the Agenda:** Mr. Jagers pointed to a handout for Item 6b. This item has not been reviewed with the personnel representatives and may be circled back to the Employees Association.
- 2. Acceptance of the Personnel Committee Meeting minutes**
 - a. June 18, 2024, Regular Meeting

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

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

3. Report / Update from BCVWD Employees Association

General Manager Jagers advised that the Board approved remodeling activities at the 12th and Palm location. It is not necessarily a long term solution, but the intent is to modernize the facility and quickly get back to having a location in the middle of the city with another restroom. Long term solutions need to be better, and are being actively pursued. He encouraged field staff to be on the lookout for appropriate space.

Chair Covington noted that there is buy-in from all directors, and the Board's position is if that money is to be spent, focus must be on a long-term, permanent solution. He assured that a few options had been explored and evaluated, and it has been a challenge to find suitable space.

Jagers added that the goal is to find a solution in the next few months, and noted that the project will be included in the rate study.

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
- One notable employee anniversary of 23 years with the District
- Interviews are ongoing for two current recruitments

6. Policies and Procedures Manual Updates / Revisions

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

- a. Policy 3050 Volunteer Personnel Workers' Compensation Insurance

Mr. Berioso reviewed the minor changes made as directed by the Personnel Committee, and a sample indemnification agreement as requested by Director Ramriez which was vetted by legal counsel.

Director Williams clarified that reporting for worker's comp would be offered within a certain time frame, and the agreement would be for anything else. Mr. Berioso said the agreement releases the District of liability once the person had exited the organization. Williams voiced concern regarding an injury still apparent after the volunteer's service; Mr. Jagers assured that injuries during service to the District were covered. The intent is to exclude a preexisting or post-developed condition.

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

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

b. Policy 3040 Letters of Recommendation

Mr. Berioso explained the importance of letters of recommendation and noted there is currently no policy guidance. He reviewed the policy. Chair Covington recommended a turnaround time frame of two weeks rather than four.

The Committee recommended this policy with the change to two weeks for production of the letter for consideration by the Board of Directors by the following vote:

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

c. Policy 3105 Personal Leave of Absence

Mr. Berioso recommended changes to the existing policy to address situations where newly hired employees who are not yet eligible for protected leave may request leave for issues such as illness, childcare, or legal matters. There are no laws governing Personal Leave of Absence, he stated. Policy provides guidance, he noted.

In response to Chair Covington, Mr. Berioso discussed the definitions of regular employees and applicability as far as who would be covered under this policy.

Chair Covington asked what the minimum time request would be, i.e., one day, five days, etc. He said he liked the period of 30 days. Mr. Jagers provided examples of previous unpaid leave situations. Covington stated he would like to leave the discretion to administrative staff, not for the Board to dictate. There is no minimum, Jagers noted. Covington noted the process and cautioned about gray areas. Jagers noted the need to be able to make modifications as needed for new issues. It is written to allow for flexibility while giving guidance to staff, and the intent is not to make is so pinpointed that there is not flexibility to handle things.

Chair Covington acknowledged the intended use and cautioned about potential abuse. He noted the policy has no limit on number of requests that can be made.

When one of the team members has a legitimate struggle, the District would like to have a vehicle to get them through that while maintaining a positive relationship with the individual, Jagers stated.

Mr. Berioso reviewed the conditions: Leave of absence is generally unpaid unless the employee uses accrued sick, vacation, or admin leave hours; the position may be filled temporarily; health and other benefits may be continued; and accrual of seniority such as vacation and sick leave may be suspended. Chair Covington pointed to accruals and suggested further detail.

Mr. Jagers advised that a section on reinstatement was removed.

The Committee recommended this policy with minor changes to 3105.6 for consideration by the Board of Directors by the following vote:

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

d. Policy 3130 Conferences

Mr. Berioso explained the minor revisions to provide guidelines to assure effective use of District funds. He shared a handout with Plan B revisions for consideration.

Chair Covington asked if the revisions were acceptable to the employees, pointing out there is a separate Conferences policy applicable to the Board. Mr. Jagers acknowledged the carryover from one section to the other and said this was trying to correct that. This policy is meant to apply to personnel.

Chair Covington discussed the calculation of expenses and consideration of cost differential related to determination of the most economical travel. Covington recommended inclusion of consideration of employee’s salary expenses in the calculation. Travel time is generally scheduled to be part of a workday, Ms. Molina explained. Mr. Jagers suggested just referencing “ancillary costs” and handling on a case by case basis.

Mr. Lamont requested clarification of vehicle travel. Mr. Jagers stated it would be either a company truck or personal vehicle. Covington suggested further clarification. Mr. Berioso pointed to the Policy on District Vehicle Usage. He recommended further review and bring back of the proposed policy.

Mr. Berioso referenced the handout and explained reimbursement conditions, which would require an employee to reimburse the District for conferences or training if they resign. Ms. Molina discussed some discretionary aspects and emphasized this protects the District. Chair Covington agreed with the concept to recover the District’s money. Mr. Jagers and Mr. Rasha noted there may be legal complications.

Mr. Lomeli said he understood that conferences and training are investments, but said he feels strongly that although there may be situations where one could take advantage, there are many alternative instances. He encouraged more discussion.

Chair Covington directed staff to run the policy back through legal.

e. Policy 3140 Respiratory Protection Program

Mr. Berioso explained the few minor policy revisions.

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

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

f. Policy 3175 Disciplinary Actions or Terminations

Mr. Berioso explained the aim of the policy revision is not only to establish clear and consistent guidelines for handling terminations in a fair manner, but also to mitigate any legal ramifications in the event of a wrongful discipline or termination. He detailed of the thorough revisions.

Committee members agreed that the three-day period for final administrative decision was reasonable.

Chair Covington asked about the appeal process time frame. Mr. Berioso noted it is five-days and reviewed the Skelly process. In response to Director Williams, Mr. Jagers provided examples.

Mr. Lomeli asked for specifics, and staff recommended revisiting the policy language.

7. Update on Policy Tracking Matrix

Mr. Berioso reviewed the dashboard and advised that progress had been made to 74.35 percent completeness for HR policies, and 59.57 percent overall.

Mr. Berioso reported he had spoken with the Director of Information Technology about IT policies being submitted to MISAC for them to review.

Other departments are also working on policies, he added. Once the Personnel Section is complete, the Operations Section will begin. There are eight policies scheduled for discussion at the next meeting.

8. Action List for Future Meetings

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

9. Next Meeting Date:

Regular Meeting Tuesday, August 20, 2024, at 6 p.m.

ADJOURNMENT: 7:50 p.m.

Attest:

DRAFT UNTIL APPROVED

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



**Beaumont-Cherry Valley Water District
Personnel Committee Meeting
August 20, 2024**

Item 5

HUMAN RESOURCES REPORT

TO: Personnel Committee

FROM: Ren Berioso, Human Resources Manager

SUBJECT: Human Resources Department Report for the Month of July 2024

Table 1: Personnel

The below table represents the District’s current Workforce.
As of July 31, 2024

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

Table 2: New Hires

The below table represents new hires.
As of July 31, 2024

Employee Name	Job Title	Department
Gregory McAnally	Temporary, Full-Time Water Utility Worker I	Operations

Table 3: Anniversaries*

The below table represents BCVWD employee anniversaries.
As of July 31, 2024

Employee Name	Department	Years of Service
Robert Rasha	Information Technology	10 years
Evan Ward	Engineering	4 years

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



Table 4: Promotions or Division/Title Change

The below table represents promotions or Division/Title Changes.

As of July 31, 2024

Employee Name	Former Title	Changed to
Oliver Rocha	Temporary, Full-Time Water Utility Worker I	Regular, Full-Time Water Utility Worker I

Table 5: Recruitment

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

As of July 31, 2024

Position	Department	Update
Management Analyst II	Finance and Administration	Posting Closed 6/13/2024 Offer Accepted.
Water Utility Worker I	Operations	Posting Closed 6/20/2024 Position Filled 7/15/2024
Temporary Water Utility Worker I	Operations	Posting Closed 6/20/2024 Position Filled 7/15/2024
Water Utility Worker II	Operations	Posting Opened 7/22/2024 Posting Closes 8/2/2024

Table 6: Separation/Retirement

The below table represents employees separating from BCVWD.

As of July 31, 2024

Employee Name	Position Held	Department	Last Day
Eric Dahlstrom	Water Utility Worker II	Operations	7/8/2024

Table 7: Communications

The below table represents HR communications to BCVWD employees.

As of July 31, 2024

Communication	Topic
HR Memo 24-013 - Your Feedback Matters – 2024 Great Place To Work (GPTW) Annual Engagement Survey	Engagement Survey
HR Memo 24-014 - Expanded CalPERS Health Plans Available in Region 3 – Riverside County	Benefits

Staff Report Prepared by Ren Berioso, Human Resources Manager



**Beaumont-Cherry Valley Water District
Personnel Committee
August 20, 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 33 Conferences with Policy 3130 Employee Training, Education and Conferences

Staff Recommendation

Approve the replacement of Part I, Section 33 Conferences as Policy 3130 Employee Training, Education and Conferences to move forward 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

At the July 16, 2024, Personnel Committee meeting, Human Resources (HR) staff proposed changes to Part I, Section 33, renumbering it as Policy 3130 and titling it Employee Training, Education and Conferences. The revised policy includes additional subsections that provide clear guidelines for the General Manager, his/her designee, and supervisors in approving staff's continuous learning through conferences, training, and education, while setting the parameters for utilizing the budget. The Personnel Committee directed HR staff to ensure clarity and conciseness in the "Expenses" section to guarantee that the District's funds are used effectively and responsibly while supporting employee professional growth.

Background

At the July 16, 2024, Personnel Committee meeting, Human Resources (HR) staff presented proposed revisions to the Conferences policy, renaming it Employee Training, Education, and Conferences. These changes aim to support employee growth and development by allocating funds for training, education, and conferences that will benefit the District in the long term. The revisions offer clear and concise guidelines for approving such activities while establishing parameters for effective budget utilization and informing employees about non-reimbursable expenses. The Personnel Committee and the Memorandum of Understanding (MOU) group raised concerns regarding the parameters for air versus auto travel and the legality of recovering training and conference expenses from employees who resign within the year.

In response, HR staff proposed adding subsections to provide supervisors and employees with clear, cost-effective guidelines for choosing between air and auto travel when attending conferences or training outside the District. The proposed revisions are partially referenced from Policy 4070 Payment of Expenses Incurred on District Business policy to establish alignment in District's benefit. Additionally, after consulting with Legal Counsel, HR staff decided to remove the section on expense recovery from employees who resign within the year after the District has paid for training, education, or conferences. Legal Counsel advised that, while litigation has addressed limited circumstances for recovering such costs, the proposed revision does not fall



within those parameters. Since the District benefits from these activities, they are considered mandatory reimbursable expenses under the Labor Code, even if participation is voluntary.

As part of the ongoing review process of all District policies, staff presented the proposed redline version 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 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	Title	None	This has been titled as Conferences.	Title: Changed to Employee Training, Education and Conferences.	No fiscal impact
2	Part I, Section 33, A	None	The untitled section states employees who request to attend a conference must be approved by the Board but in practice the department head has approved conference attendance via the budget, which is then approved by the Board.	3130.1 Add section titled “Commitment”. Revised 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.
3	Part I, Section 33, B, i to vi	None	The policy only states that the District will pay the lesser expense between air and auto travel.	3130.2.1 Sections A to C Add subsections for Housing Accommodations Expenses. 3130.2.2 Sections A to E Add subsections for Travel/Transportation Expenses.	Fiscal impact is the cost of accommodation and/or travel, which are accounted for in the operating budget.



TABLE A	Policy Section	State / Federal Law requirement	BCVWD current practice	Option/s to Consider	Fiscal Impact of Option
4	Part I, Section 33, B, vi	None	Expenses follow the Reimbursement Policy, which does not include a not-to-exceed amount.	3130.2.6 Revised the language following Policy 4075 Expenditure Reimbursement (policy)	No fiscal impact.
5	Part I, Section 33, D	None	The current policy only states alcoholic beverages as non-reimbursable.	3130.4 Added cigarettes, tobacco, cannabis products as non-reimbursable. Rental car is non-reimbursable unless approved by the General manager or designee. Added references to Policy 3150 and 3155 in which traffic fines or tickets are non-reimbursable.	No fiscal impact.

Fiscal Impact

The fiscal impact is based on the cost of the employee training, education and conference plus the air travel or mileage reimbursement, and parking fees, which are all accounted for in the annual operating budget.

Attachments

1. Redline draft version of 3130 Conferences
2. Side-by-side version of 3130 Conferences
3. Clean draft version of 3130 Conferences
4. Policy 4070 Payment of Expenses Incurred on District Business policy

Staff Report prepared by Ren Berioso, Human Resources Manager

POLICY TITLE: EMPLOYEE TRAINING, EDUCATION AND CONFERENCES
 POLICY NUMBER: 3130

6a Attachment 1

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 ~~at~~ to such training, education or 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~~ training, education or 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:

3130.2.1 Housing Accommodations Expenses.

- ~~1.~~ a. Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates or a nearby hotel offering discount rates.
- ~~2.~~ b. Employees should traveling together whenever feasible and ~~economically beneficial~~ cost-efficient.
- ~~3.~~ c. When possible, employees should make ~~Requesting~~ reservations sufficiently in advance, ~~when possible~~, to secure the lowest ~~obtain discounted air fares and~~ hotel rates.
- ~~4.~~ Not utilizing air travel at a rate or class higher than coach.

1. **3130.2.2 Travel/Transportation Expenses.** When reimbursing travel expenses, the District will pay the lesser expense between air and auto travel based on the following:

- a. The location of the training, education and conference must be is for the employee to attend.
- b. The most economical mode of travel should be chosen, balancing cost with scheduling needs, and using the most direct and time-sufficient route.
- c. For air travel, tickets should be booked in advance to secure the best available rates. Higher-cost airfare may be approved by the General Manager or his/her designee if the employee can justify the expense or if scheduling flexibility is limited.
- d. If using personal vehicle to travel to the airport is preapproved by the General Manager or his/her designee, the District will reimburse the mileage to and from the airport based on the standard IRS mileage rate, and cover the lowest rate for airport parking fees.
- e. When traveling by car, a District vehicle should be used if available, safe, and operational. If a District vehicle is not available, mileage reimbursement for the use of an employee's personal vehicle will be follow the IRS standard mileage rate for business travel. Parking fees incurred during such travel are reimbursable. For additional details, please refer to Policy 3155, Personal Vehicle Usage.

~~5.~~ 6. **3130.2.3** 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 training, education or conferences.

3130.4 **Non-Reimbursables Reimbursement Rules** ~~Alcohol~~. The District will not reimburse expenses for

alcoholic beverages, cigarettes, tobacco and cannabis products. Rental car expenses are not reimbursable unless approved by the General Manager or his/her designee prior to travel. If employee opted to use the District Vehicle or is approved by the General Manager or his/her designee to use his/her personal vehicle, road tolls and traffic fines or tickets are not reimbursable (Please refer to Policy 3150 District Vehicle Usage and Policy 3155 Personal Vehicle Usage for additional details).

3130.5 **Report.** Upon returning from seminars, workshops, training, education or; 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.

~~**3130.6. Expense Recovery Policy Statement.** The District invests in the professional development of its employees by covering the costs of conferences, education, and training programs, and other related events. In return, employees are expected to apply the knowledge and skills gained for the benefit of the company. If an employee resigns shortly after attending such events, the District may seek reimbursement for the associated costs as approved by the General Manager or his/her designee and shall be computed by Human Resources in consultation with the Department of Finance and Administration.~~

~~3130.6~~ 3130.7 **Reimbursement Expense Recovery Conditions**

~~**3130.6.1 Reimbursement Period:** Employees who resign within six (6) three (3) months of attending a District-funded conference, training program, or professional development event will be required to reimburse the company for the full cost 50% of the total cost of attendance, including registration fees, travel, accommodation, and other related expenses. Recovery of the said expenses shall not be garnished from the employee's final paycheck.~~

~~**3130.6.2** **3130.6.2** Depending on the reason for resignation, such as health-related matters, the General Manager or their designee may waive the reimbursement of expenses. The General Manager or their designee may request documentation to support the waiver if necessary.~~

~~**3130.6.3** 3130.6.2 **Prorated Reimbursement:** If the employee resigns between six (6) months and one (1) year of attending the event, reimbursement will be prorated as follows:~~

~~○ 6 to 9 months: 75% of the total cost~~

~~○ 9 to 12 months: 50% of the total cost~~

6a Attachment 2

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:
- Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates or a nearby hotel offering discount rates.
 - Employees traveling together whenever feasible and economically beneficial.
 - Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.
 - Not utilizing air travel at a rate or class higher than coach.
 - When reimbursing travel expenses, the District will pay the lesser expense between air and auto travel.
 - 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: EMPLOYEE TRAINING, EDUCATION AND 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 at such training, education or 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~~ training, education or 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:
- 3130.2.1 **Housing Accommodations Expenses.**
- Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates or a nearby hotel offering discount rates;
 - Employees should traveling together whenever feasible and ~~economically beneficial~~ cost-efficient.
 - When possible, employees should make ~~Requesting~~ reservations ~~sufficiently~~ in advance, when possible, to secure the lowest obtain ~~discounted~~ air fares and hotel rates.
 - Not utilizing air travel at a rate or class higher than coach.
1. **3130.2.2 Travel/Transportation Expenses.** When reimbursing travel expenses, the District will pay the lesser expense between air and auto travel based on the following
- The location of the training, education and conference must be is for the employee to ~~at-~~ tend.
 - The most economical mode of travel should be chosen, balancing cost with scheduling needs, and using the most direct and time-sufficient route.
 - For air travel, tickets should be booked in advance to secure the best available rates. Higher-cost airfare may be approved by the General Manager or his/her designee if the employee can justify the expense or if scheduling flexibility is limited.
 - If using personal vehicle to travel to the airport is preapproved by the General Manager or his/her designee, the District will reimburse the mileage to and from the airport based on the standard IRS mileage rate, and cover the lowest rate for airport parking fees.
 - When traveling by car, a District vehicle should be used if available, safe, and operational. If a District vehicle is not available, mileage reimbursement for the use of an employee's personal vehicle will be follow the IRS standard mileage rate for business travel. Parking fees incurred during such travel are reimbursable. For additional details, please refer to Policy 3155, Personal Vehicle Usage.
- 6-~~2130.2.3~~ **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 training, education or conferences.
- 3130.4 **Non-Reimbursables Reimbursement Rules Alcohol.** The District will not reimburse expenses for

alcoholic beverages, cigarettes, tobacco and cannabis products. Rental car expenses are not reimbursable unless approved by the General Manager or his/her designee prior to travel. If employees opted to use the District Vehicle or is approved by the General Manager or his/her designee to use his/her personal vehicle, road tolls and traffic fines or tickets are not reimbursable (Please refer to Policy 3150 District Vehicle Usage and Policy 3155 Personal Vehicle Usage for additional details).

3130.5 Report. Upon returning from seminars, workshops, training, education or 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.

3130.6 Expense Recovery Policy Statement. The District invests in the professional development of its employees by covering the costs of conferences, education, and training programs and other related events. In return, employees are expected to apply the knowledge and skills gained for the benefit of the company. If an employee resigns shortly after attending such events, the District may seek reimbursement for the associated costs as approved by the General Manager or his/her designee and shall be computed by Human Resources in consultation with the Department of Finance and Administration.

3130.7 Reimbursement Expense Recovery Conditions

3130.6.1 Reimbursement Period. Employees who resign within six (6) three (3) months of attending a District-funded conference, training program, or professional development event will be required to reimburse the company for the full cost 50% of the total cost of attendance, including registration fees, travel, accommodation, and other related expenses. Recovery of the said expenses shall not be furnished from the employee's final paycheck.

3130.6.2 Depending on the reason for resignation, such as health related matters, the General Manager or their designee may waive the reimbursement of expenses. The General Manager or their designee may request documentation to support the waiver if necessary.

3130.6.2 Pro-rated Reimbursement. If the employee resigns between six (6) months and one (1) year of attending the event, reimbursement will be pro-rated as follows:

e 6 to 9 months: 75% of the total cost

e 9 to 12 months: 50% of the total cost

POLICY TITLE: EMPLOYEE TRAINING, EDUCATION AND 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 training, education or conferences associated with the interests of the District. Attendance at such training, education or conferences must be approved by the employee's immediate supervisor and/or the Department Head.

3130.2 **Expenses.** Expenses for training, education or 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:

3130.2.1 **Housing Accommodations Expenses.**

- a. Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates or a nearby hotel offering discount rates.
- b. Employees should travel together whenever feasible and cost-efficient.
- c. When possible, employees should make reservations in advance, to secure the lowest hotel rates.

3130.2.2 **Travel/Transportation Expenses.** When reimbursing travel expenses, the District will cover the lower cost between air and auto travel, based on the following:

- a. The location of the training, education, or conference must be preapproved for the employee to attend.
- b. The most economical mode of travel should be chosen, balancing cost with scheduling needs, and using the most direct and time-efficient route.
- c. For air travel, tickets should be booked in advance to secure the best available rates. Higher-cost airfare may be approved by the General Manager or his/her designee if the employee can justify the expense or if scheduling flexibility is limited.
- d. If using a personal vehicle to travel to the airport is preapproved by the General Manager or his/her designee, the District will reimburse the mileage to and from the airport based on the standard IRS mileage rate, and cover the lowest available rate for airport parking fees.
- e. When traveling by car, a District vehicle should be used if one is available, safe, and operational. If a District vehicle is not available, mileage reimbursement for the use of an employee's personal vehicle will follow the IRS standard mileage rate for business travel. Parking fees incurred during travel are also reimbursable. For additional details, refer to Policy 3155, Personal Vehicle Usage.

3130.2.3 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 training, education or conferences.

3130.4 **Non-Reimbursables.** The District will not reimburse expenses for alcoholic beverages, cigarettes, to-

Adopted by Resolution xxx

BEAUMONT-CHERRY VALLEY WATER DISTRICT

bacco and cannabis products. Rental car expenses are not reimbursable unless approved by the General Manager or his/her designee prior to travel. If employee opted to use the District Vehicle or is approved by the General Manager or his/her designee to use his/her personal vehicle, road tolls and traffic fines or tickets are not reimbursable (Please refer to Policy 3150 District Vehicle Usage and Policy 3155 Personal Vehicle Usage for additional details).

3130.5 **Report.** Upon returning from training, education or conferences 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.

Adopted by Resolution xxx

POLICY TITLE: PAYMENT OF EXPENSES INCURRED ON DISTRICT BUSINESS
POLICY NUMBER: 4070

6a Attachment 4

4070.1 **General.** Directors may be allowed actual and necessary travel, meals, lodging and other actual and necessary incidental expenses incurred in the performance of official business of the District as approved by the Board. Such business may include: a meeting at which the interest of the District is the major purpose of the meeting, or attending a conference of an organization as authorized in this Manual, or by Board action, or otherwise representing the District at an approved civic or community function. The expenses incurred by reason of attendance at such meeting, conference, or other function may be reimbursed by the District in accordance with the rules set forth in this Section. In the event that circumstances prevent an expense reimbursement request from being considered in the manner described herein, a Director or employee may submit an expense reimbursement request to the Board for having attended a meeting or conference with the understanding that the Board may or may not approve the request.

4070.2 **Non-reimbursables.** The following expenses are not reimbursable: alcoholic beverages, parking or traffic violation fines, in-room movies, laundry service, and personal telephone calls. Rental car expenses are not reimbursable unless use of a rental car is authorized prior to travel.

4070.3 **Cost Control.** To conserve District resources and keep expenses within community standards for public officials, expenditures should adhere to the following guidelines. In the event that expenses are incurred which exceed these guidelines, the cost borne or reimbursed by the District will be limited to the costs that fall within the guidelines.

4070.4 **Spousal Expenses.** Under no circumstances shall the District prepay or reimburse expenses for a spouse.

4070.5 **Transportation.** The most economical mode of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route.

1. **Automobile.** If travel is by automobile, a District vehicle shall be used if available. If the General Manager determines that a District vehicle is not available, the rate of reimbursement for mileage shall be the Internal Revenue Service standard mileage for business mileage. Parking, bridge, and road tolls are also reimbursable. If automobile travel is used in lieu of air travel, the transportation expense to be paid by the District will be limited to the total related costs, for duration of travel and ground transportation at the destination, that would have resulted had air travel been used, including, but not limited to, air fare, transportation to and from airports, and airport parking.
2. **Rental Car.** Charges for rental vehicles and applicable insurance may be reimbursed when a District elected official or employee attending a conference, business meeting, or other engagement on District business due to a District vehicle not made available, or the use of District vehicle would not be justifiable. If more than one District elected official is attending, the rental vehicle shall be shared if reasonable. Rental vehicle shall only be of adequate size, and proportional to accommodate the immediate need of passengers. Only receipted fuel expenses for rental cars will be reimbursed.
3. **Taxis, Shuttles, or Ride Share.** Taxi, shuttle or ride share (Uber or Lyft) fares may be reimbursed when such transportation is required for time efficiency.
4. **Airfare.** Airfares booked should be the most economical and reasonable available for purposes for reimbursement under this policy. At the discretion of the General Manager, higher cost (e.g., fully refundable) airfare may be used if staff analysis shows such flexibility in scheduling is warranted and costs can be justified.

4070.6 **Lodging.** When traveling on District business and an overnight stay is reasonably required, District personnel shall engage a room at a good commercial hotel or motel. Government rates should be obtained when available. No suites, oversized rooms, or upgraded rooms will be permitted. If accompanied on the trip by another person who is not District personnel, and the room is shared, the District shall be charged only for a portion of the room charge, which would have been made for single occupancy. A receipted bill stating occupants and length of stay shall be submitted with the claim for expense reimbursement. If a room is occupied by more than one person, the rate for single occupancy shall be noted on the receipted statement.

4070.7 **Meals.** Reimbursable meal expenses will not exceed the U.S. Department of General Services per diem rates. Meals included with conferences, seminars and/or business meetings are not reimbursable.

4070.8 **Incidental Expenses.** Expense allowance while attending authorized functions shall include, in addition to transportation, lodging, and meals: business telephone expense, stenographic expense, auto parking, internet access, baggage fees, and other disbursements on behalf of the District. No reimbursement shall be made of expenditures for personal services or needs. If an automobile is used for transportation when air transportation would be required, expenditures for meals and incidental expenses chargeable to the District shall be those which would have resulted had air transportation been used.

4070.9 **Lodging payment.** Lodging expenses for employees or Board members may be reserved and paid in one of the following manners:

1. By individual director's District-issued credit card or employee's District-issued credit card
2. In advance by Finance Department staff using a District credit card
3. Via submission of check request for pre-payment to the hotel
4. Charges made to an employee's or Director's personal credit card. Such charges shall be reimbursed upon submission of an approved expense report form (See Section 12D) which shall include itemized original receipts and a copy of the applicable credit card statement.

4070.10 **Travel Advance.** A travel advance, equal to the estimated expenditures chargeable to the District, may be made upon a written detailed estimate of the amount needed, submitted to and approved by the General Manager and by the Board of Directors.

4070.11 **Use of District Credit Cards.** The District shall make credit cards available to Board members and employees as deemed necessary for payment for District-related expenses. Board member credit cards shall be retained by the District until such time as they are needed. All Board member credit cards shall be used primarily for travel expenses. Board member credit cards will have a cap of \$2,500. The following rules shall apply to the use of District credit cards:

1. District credit cards will be used only for actual and necessary expenses incurred in performance of work-related duties and District business.
2. A District credit card shall not be used for personal expenses. Any personal charges appearing on a District credit card must be immediately reimbursed to the District. The charge of personal expenses by a District employee (staff) to a District credit card may result in revocation of card privileges and disciplinary action up to and including termination.
3. District credit cards will be used only by duly authorized Board members and District employees.
4. Purchases and expenditures will be charged and reconciled to the proper account on each monthly statement.
5. Itemized, original receipts must be presented to the District business office for each expenditure made by credit card. Each expenditure must document the purpose of said expenditure, the person(s) involved and the business conducted.

6. If a Board member or District employee loses a District-issued credit card, or has a District-issued credit card stolen, the employee or Board member must immediately report the loss or theft to the card-issuing bank and to the Finance department.

4070.12 **Report of Expenses for Reimbursement.** District Directors and personnel shall submit a District-provided form, "Record of Expenses/Claim for Reimbursement (Conferences, Meetings, Travels)" which must include all expenses incurred while acting in the interest of the District, to which will be attached the associated vouchers and/or original, itemized receipts. The form shall be submitted within fifteen (15) days of the conclusion of the transaction. Each expenditure item shall include a detailed description of the function and the nature of the District business conducted. The statement shall also indicate the travel advance, if any, credits for expenses apportioned to personal needs, services, or expenses incurred to the District. Balances owing the District shall be paid on submission of the expenses statement. Amounts due to District personnel shall be paid after the expense statement is reviewed and approved by the General Manager.



**Beaumont-Cherry Valley Water District
Personnel Committee
August 20, 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 42 Disciplinary Actions or Terminations with Policy 3175 Disciplinary Actions or Terminations

Staff Recommendation

Approve the replacement of Part I, Section 42 Disciplinary Actions or Terminations as Policy 3175 Disciplinary Actions or Terminations to move forward 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

At the July 16, 2024 Personnel Committee meeting, Human Resources (HR) staff proposed changes to Part I, Section 42, renumbering it as Policy 3175, to provide a clear and consistent framework for addressing employee behavior and performance issues. The revisions also clarified the authority of the General Manager or designee in approving disciplinary actions and defined HR's role in the investigation, notice, and appeal processes to ensure transparency, fairness, and risk mitigation. During the meeting, the General Manager requested further clarification from HR staff regarding the time frame for the appeals process to identify if changes are needed.

Background

At the July 16, 2024 Personnel Committee meeting, Human Resources (HR) staff presented proposed revisions to Disciplinary Actions or Terminations policy. The proposed changes aimed to establish a clear and consistent framework for District Leadership in managing employee behavior and performance issues. Additionally, the revisions clarified the authority of the General Manager, or their designee, in approving disciplinary actions, ensuring alignment with the current BCVWD Memorandum of Understanding (MOU). The role of Human Resources in the investigation, notice, and appeal processes was also defined to enhance transparency, fairness, and risk mitigation in handling disciplinary matters. The Personnel Committee recommended to add a time frame of five (5) working days for HR staff to conduct the Administrative Hearing with the parties involved. During the meeting, the General Manager requested further clarification from HR staff concerning the time frame for the appeals process. This inquiry highlighted the importance of precise guidelines in the policy to ensure timely and fair resolution of disciplinary actions. Upon consultations with the General Manager, the time frame suggested by the Personnel Committee was clarified with no additional changes recommended.

As part of the ongoing review process of all District policies, staff presented the proposed redline version to Legal Counsel to ensure compliance with the applicable California Labor Laws, 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

TABLE A	Policy Section	State / Federal Law requirement	BCVWD current practice	Option/s to Consider	Fiscal Impact of Option
1	No Section	None	None.	3175.1 Add section that discusses the policy’s purpose.	No fiscal impact.
2	Section 42, i	None	The General Manager approves the Department Head recommendation for discipline and/or termination of an employee.	3175.2 Revise language for General Manager or his/her designee to approve disciplinary action or termination based on Supervisor or Department Head recommendation in consultation with Human Resources.	No fiscal impact.
3	Section 42, i, A to E	None	Follows the list of non-exclusive types of disciplinary action.	3175.3 Revise to allow the General Manager to combine or omit steps depending on the offense. Also move the list of disciplinary action to this section with numbers 1 to 5.	No fiscal impact.



TABLE A	Policy Section	State / Federal Law requirement	BCVWD current practice	Option/s to Consider	Fiscal Impact of Option
4	Section 42, ii	None	Human Resources is the custodian of all personnel-related documents.	3175.4 Revise language regarding confidentiality of the disciplinary actions 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 the findings to the General Manager and Department Head. The General Manager makes the final determination for either disciplinary action or termination.	3175.5 Add section to reflect District practice. Added timeframe, although Legal Counsel recommended removing as it is not regulated by law.	No fiscal impact.
6	No Section	NLRA	The District provides notice to the employee if a disciplinary action or termination is imposed.	3175.6 Add section to reflect District practice. Added timeframe, although Legal Counsel recommended removing as it is not regulated by law.	No fiscal impact.
7	No Section	At-Will Employment and NLRA	The District provides the employee due process through an appeal and Administrative Hearing to plead his/her case.	3175.7 Add section to reflect District practice. The Personnel Committee also added the five (5) business days' time frame for Administrative Hearing.	No fiscal impact.



TABLE A	Policy Section	State / Federal Law requirement	BCVWD current practice	Option/s to Consider	Fiscal Impact of Option
8	No Section	At-Will Employment and NLRA	The General Manager, after the hearing, collaborates with HR and the Department Head for a final decision.	3175.8 Add section to reflect District practice.	No fiscal impact.
9	Section 42, iii	None	Terminated employee returns all District-owned equipment.	3175.9 Move this section and added to return property in the event of suspension.	No fiscal impact.
10	Section 42, iv	At-will Employment	At-will Employment applied.	3175.10 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

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.

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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.

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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.

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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.

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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.

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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.

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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.

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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 within five (5) business days. Appeals not submitted within five (5) business days from notice of disciplinary action or terminations will render the decision as final.

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

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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.

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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.

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6b Attachment 2

CURRENT POLICY

42. DISCIPLINARY ACTION OR TERMINATIONS

- 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.

PROPOSED POLICY

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

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-exhaustive 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.
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 within five (5) business days. 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 collaboration

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.

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 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

6b Attachment 3

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.

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 in work performance. Disciplinary actions 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.
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.

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 within five (5) business days. 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 collaboration 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.

3175.10 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 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.



6b - Attachment 4

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.

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
August 20, 2024**

Item 6c

STAFF REPORT

TO: Personnel Committee

FROM: Ren Berioso, Human Resources Manager

SUBJECT: Policies and Procedures Manual Updates/Revisions replacing Part III, Section 4 Environmental Health and Safety Compliance Program with Policy 5020 Environmental Health and Safety Compliance Program

Staff Recommendation

Approve the replacement of Part III, Section 4 Environmental Health and Safety Compliance Program as Policy 5020 Environmental Health and Safety Compliance Program to move forward 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 Part III, Section 1 Environmental Health and Safety Compliance Program as Policy 5020 Environmental Health and Safety Compliance Program to include a section that allows Human Resources, in conjunction with the Department Head to investigate reports of unsafe working conditions, and a section that prohibits retaliation for any employees who report unsafe working conditions within the District. The policy draft underscores the priority of environmental, health, and safety compliance in all District operations, with specific responsibilities outlined for management and staff.

Background

The Environmental Health and Safety Compliance Program was created to ensure the wellbeing of District employees, customers, the public, and the environment, recognizing that safety and compliance are crucial to the District's operational integrity. HR staff is proposing adding sections to the policy to establish Human Resources, in partnership with the Department Head, to conduct investigations into an unsafe working condition in order to create a framework that prioritizes accident mitigation, prevention and regulatory adherence, which are vital for minimizing risks and avoiding disruptions in operations. By clearly defining responsibilities across all levels of the organization, the policy ensures that everyone contributes to maintaining a safe and compliant working environment. Additionally, HR staff is proposing adding a section for non-retaliation to reflect the District's commitment to upholding the provisions of Whistleblower Act and high safety standards that safeguard the District from legal and financial repercussions.

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 Environmental Health and Safety Compliance (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	Part III, Section 4, A to C	None	General Manager is the authorized person to implement the program.	5020.1-3 Add his/her designee.	No fiscal impact.
2	Part III, Section 4, A	None	The Board of Directors recognizes the importance of the Environments Health and Safety Program.	5020.1 Change the language to District (as a whole)	No fiscal impact.
3	Part III, Section 4, B, i	None	The Operations Superintendent and each supervisor make the program an integral part of their duties.	5020.2.1 Add Change the language to the Department Heads and Human Resources.	No fiscal impact.
4	Part III, Section 4, B, ii	None	No language for the reporting authority.	5020.2.2 Add immediate supervisor or Human Resources as the reporting authority.	No fiscal impact.



TABLE A	Policy Section	State / Federal Law requirement	BCVWD current practice	Option/s to Consider	Fiscal Impact of Option
5	No Section	None	No section discussing investigation process for unsafe working conditions.	5020.2.3 Add Human Resources to conduct investigation into an unsafe working environment.	No fiscal impact.
6	No Section	CA Labor Code §1102.5	Any employee who reports an unsafe work environment or participates in investigations is free from retaliation.	5020.3 Add a section that prohibits retaliation against employees who report unsafe work conditions or participate in investigations.	No fiscal impact.

Fiscal Impact

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

Attachments

1. Redline draft version of 5020 Environmental Health and Safety Compliance
2. Side-by-side version of 5020 Environmental Health and Safety Compliance
3. Clean draft version of 5020 Environmental Health and Safety Compliance
4. CA Government Code Section 1102.5 – Whistleblower Act

Staff Report prepared by Ren Berioso, Human Resources Manager

POLICY TITLE: ENVIRONMENTAL HEALTH AND SAFETY COMPLIANCE PROGRAM
POLICY NUMBER: 5020

6c Attachment 1

5020.1 **Purpose.** The ~~Board of Directors of the~~ District recognizes the importance of an effective environmental, health, and safety-compliance program for the well-being of each District employee, to the District's customers, to the public at large, to the environment, and to the productivity of District operations. Therefore, it is the firm and continuing policy of the ~~District Board of Directors~~ that environmental, health and safety compliance and accident prevention shall be considered of primary importance in all phases of the District's operation and administration, at all levels of the organization.

5020.2 **Policy.** Within the District, therefore, the General Manager or his/her designee is authorized to approve programs, standards, rules, and procedures to protect and promote the safety and health of District employees, customers, the public at large, the environment, and the productivity of District Operations. The General Manager or his/her designee shall review accidents and compliance issues, and recommend new or revised environmental, health, and/or safety programs, standards, rules, and procedures for approval by the Board and implementation within the District.

1. **Responsibility.** The ~~Department Head and the Operations Human Resources Manager, Water Utility Superintendent Superintendent and each~~ Operations supervisors shall make environmental, health, and safety compliance an integral part of their regular duties, including the provision of proper training for subordinates, materials, and equipment so that work can be performed safely and in compliance with regulations and other applicable standards.
2. **Compliance.** It is equally the duty of each employee to accept and follow established programs, standards, rules, and procedures, as well as instructions and directives relating to the efficient performance of their work. Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job safely and correctly, it is their duty to ask a qualified person for assistance. Everyone is responsible for housekeeping duties that pertain to their jobs. Unsafe conditions must be reported to the immediate supervisor or Human Resources for investigation.
- 2.3. **Investigation.** The Human Resources Department, in conjunction with the ~~appropriate Department Head department of Operations~~, shall promptly investigate any complaints regarding unsafe working conditions. Detailed investigation reports, including recommendations for corrective actions and improvements, shall be prepared and submitted to the General Manager or his/her designee for review and potential implementation.-
4. **Scope.** By maintaining an effective environmental, health, and safety compliance program, the risk of personal injury, operational interruptions, and regulatory fines are reduced, and the mission of the District is manifested. The cooperation of all District employees is required.

~~3-~~5020.3 **No Retaliation.** The District strictly prohibits any form of retaliation against employees who report unsafe conditions, potential violations of environmental, health, or safety regulations, or who participate in investigations or compliance activities. Any employee who believes they have been subjected to retaliation should report it immediately to the Human Resources Manager or the General Manager or his/her designee. All reports of retaliation will be promptly investigated, and appropriate corrective action will be taken if allegations are substantiated.

6c Attachment 2

CURRENT POLICY

4. ENVIRONMENTAL HEALTH AND SAFETY COMPLIANCE PROGRAM

- A. **Purpose.** The Board of Directors of the District recognizes the importance of an effective environmental, health, and safety-compliance program for the well-being of each District employee, to the District's customers, to the public at large, to the environment, and to the productivity of District operations. Therefore, it is the firm and continuing policy of the Board of Directors that environmental, health and safety compliance and accident prevention shall be considered of primary importance in all phases of the District's operation and administration, at all levels of the organization.
- B. **Policy.** Within the District, therefore, the General Manager is authorized to approve programs, standards, rules, and procedures to protect and promote the safety and health of District employees, customers, the public at large, the environment, and the productivity of District Operations. The General Manager or designee shall review accidents and compliance issues, and recommend new or revised environmental, health, and/or safety programs, standards, rules, and procedures for approval by the Board and implementation within the District.
 - i. **Responsibility.** The Operations Superintendent and each supervisor shall make environmental, health, and safety compliance an integral part of their regular duties, including the provision of proper training, materials, and equipment so that work can be performed safely and in compliance with regulations and other applicable standards.
 - ii. **Compliance.** It is equally the duty of each employee to accept and follow established programs, standards, rules, and procedures, as well as instructions and directives relating to the efficient performance of their work. Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job safely and correctly, it is their duty to ask a qualified person for assistance. Everyone is responsible for housekeeping duties that pertain to their jobs. Unsafe conditions must be reported.

PROPOSED POLICY

POLICY TITLE: ENVIRONMENTAL HEALTH AND SAFETY COMPLIANCE PROGRAM
 POLICY NUMBER: 5020

- 5020.1 **Purpose.** The ~~Board of Directors of the~~ District recognizes the importance of an effective environmental, health, and safety-compliance program for the well-being of each District employee, to the District's customers, to the public at large, to the environment, and to the productivity of District operations. Therefore, it is the firm and continuing policy of the ~~District Board of Directors~~ that environmental, health and safety compliance and accident prevention shall be considered of primary importance in all phases of the District's operation and administration, at all levels of the organization.
- 5020.2 **Policy.** Within the District, therefore, the General Manager or ~~his/her designee~~ is authorized to approve programs, standards, rules, and procedures to protect and promote the safety and health of District employees, customers, the public at large, the environment, and the productivity of District Operations. The General Manager or ~~his/her designee~~ shall review accidents and compliance issues, and recommend new or revised environmental, health, and/or safety programs, standards, rules, and procedures for approval by the Board and implementation within the District.
1. **Responsibility.** The ~~Department Head and the Operations~~~~Human Resources Manager, Water Utility Superintendent and each~~ ~~Operations supervisors~~ shall make environmental, health, and safety compliance an integral part of their regular duties, including the provision of proper training for ~~subordinates~~, materials, and equipment so that work can be performed safely and in compliance with regulations and other applicable standards.
 2. **Compliance.** It is equally the duty of each employee to accept and follow established programs, standards, rules, and procedures, as well as instructions and directives relating to the efficient performance of their work. Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job safely and correctly, it is their duty to ask a qualified person for assistance. Everyone is responsible for housekeeping duties that pertain to their jobs. Unsafe conditions must be reported to the ~~immediate supervisor or Human Resources for investigation.~~
 - 2.3. **Investigation.** The Human Resources Department, in conjunction with the appropriate ~~Department Head~~ department of ~~Operations~~, shall promptly investigate any complaints regarding unsafe working conditions. Detailed investigation reports, including recommendations for corrective actions and improvements, shall be prepared and submitted to the General Manager or his/her designee for review and potential implementation.
 4. **Scope.** By maintaining an effective environmental, health, and safety compliance program, the risk of personal injury, operational interruptions, and regulatory fines are reduced, and the mission of the District is manifested. The cooperation of all District employees is required.
- 3-5020.3 **No Retaliation.** The District strictly prohibits any form of retaliation against employees who report unsafe conditions, potential violations of environmental, health, or safety regulations, or who participate in investigations or compliance activities. Any employee who believes they have been subjected to retaliation should report it immediately to the Human Resources Manager or the General Manager or his/her designee. All reports of retaliation will be promptly investigated, and appropriate corrective action will be taken if allegations are substantiated.

- C. **Scope.** By maintaining an effective environmental, health, and safety compliance program, the risk of personal injury, operational interruptions, and regulatory fines are reduced, and the mission of the District is manifested. The cooperation of all District employees is required.

POLICY TITLE: ENVIRONMENTAL HEALTH AND SAFETY COMPLIANCE PROGRAM
POLICY NUMBER: 5020

6c Attachment 3

5020.1 **Purpose.** The District recognizes the importance of an effective environmental, health, and safety-compliance program for the well-being of each District employee, to the District's customers, to the public at large, to the environment, and to the productivity of District operations. Therefore, it is the firm and continuing policy of the District that environmental, health and safety compliance and accident prevention shall be considered of primary importance in all phases of the District's operation and administration, at all levels of the organization.

5020.2 **Policy.** Within the District, therefore, the General Manager or his/her designee is authorized to approve programs, standards, rules, and procedures to protect and promote the safety and health of District employees, customers, the public at large, the environment, and the productivity of District Operations. The General Manager or his/her designee shall review accidents and compliance issues, and recommend new or revised environmental, health, and/or safety programs, standards, rules, and procedures for approval by the Board and implementation within the District.

1. **Responsibility.** The Department Head and the Human Resources Manager shall make environmental, health, and safety compliance an integral part of their regular duties, including the provision of proper training for subordinates, materials, and equipment so that work can be performed safely and in compliance with regulations and other applicable standards.
2. **Compliance.** It is equally the duty of each employee to accept and follow established programs, standards, rules, and procedures, as well as instructions and directives relating to the efficient performance of their work. Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job safely and correctly, it is their duty to ask a qualified person for assistance. Everyone is responsible for housekeeping duties that pertain to their jobs. Unsafe conditions must be reported to the immediate supervisor or Human Resources for investigation.
3. **Investigation.** The Human Resources Department, in conjunction with the Department Head, shall promptly investigate any complaints regarding unsafe working conditions. Detailed investigation reports, including recommendations for corrective actions and improvements, shall be prepared and submitted to the General Manager or his/her designee for review and potential implementation.
4. **Scope.** By maintaining an effective environmental, health, and safety compliance program, the risk of personal injury, operational interruptions, and regulatory fines are reduced, and the mission of the District is manifested. The cooperation of all District employees is required.

5020.3 **No Retaliation.** The District strictly prohibits any form of retaliation against employees who report unsafe conditions, potential violations of environmental, health, or safety regulations, or who participate in investigations or compliance activities. Any employee who believes they have been subjected to retaliation should report it immediately to the Human Resources Manager or the General Manager or his/her designee. All reports of retaliation will be promptly investigated, and appropriate corrective action will be taken if allegations are substantiated.

WHISTLEBLOWERS ARE PROTECTED

Attachment 4

It is the public policy of the State of California to encourage employees to notify an appropriate government or law enforcement agency, person with authority over the employee, or another employee with authority to investigate, discover, or correct the violation or noncompliance, and to provide information to and testify before a public body conducting an investigation, hearing or inquiry, when they have reason to believe their employer is violating a state or federal statute, or violating or not complying with a local, state or federal rule or regulation.

Who is protected?

Pursuant to [California Labor Code Section 1102.5](#), employees are the protected class of individuals. "Employee" means any person employed by an employer, private or public, including, but not limited to, individuals employed by the state or any subdivision thereof, any county, city, city and county, including any charter city or county, and any school district, community college district, municipal or public corporation, political subdivision, or the University of California. [[California Labor Code Section 1106](#)]

What is a whistleblower?

A "whistleblower" is an employee who discloses information to a government or law enforcement agency, person with authority over the employee, or to another employee with authority to investigate, discover, or correct the violation or noncompliance, or who provides information to or testifies before a public body conducting an investigation, hearing or inquiry, where the employee has reasonable cause to believe that the information discloses:

1. A violation of a state or federal statute,
2. A violation or noncompliance with a local, state or federal rule or regulation, or
3. With reference to employee safety or health, unsafe working conditions or work practices in the employee's employment or place of employment.

A whistleblower can also be an employee who refuses to participate in an activity that would result in a violation of a state or federal statute, or a violation of or noncompliance with a local, state or federal rule or regulation.

What protections are afforded to whistleblowers?

1. An employer may not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower.
2. An employer may not retaliate against an employee who is a whistleblower.
3. An employer may not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.
4. An employer may not retaliate against an employee for having exercised his or her rights as a whistleblower in any former employment.

Under [California Labor Code Section 1102.5](#), if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee's employment and work benefits, pay lost wages, and take other steps necessary to comply with the law.

How to report improper acts

If you have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees, **call the California State Attorney General's Whistleblower Hotline at 1-800-952-5225**. The Attorney General will refer your call to the appropriate government authority for review and possible investigation.



**Beaumont-Cherry Valley Water District
Personnel Committee
August 20, 2024**

Item 6d

STAFF REPORT

TO: Personnel Committee

FROM: Ren Berioso, Human Resources Manager

SUBJECT: Policies and Procedures Manual Updates/Revisions replacing Part III, Section 1 Emergency Preparedness with Policy 5005 Emergency Preparedness

Staff Recommendation

Approve the replacement of Part III, Section 1 Emergency Preparedness as Policy 5005 Emergency Preparedness to move forward 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 Part III, Section 1 Emergency Preparedness as Policy 5005 Emergency Preparedness to modernize the policy language and to update the ratification of a declaration of District emergency by the Board of Directors to seven (7) days in accordance with California Government Code section 8630 effective January 1, 2023.

Background

The Emergency Preparedness policy was created to ensure that the Beaumont-Cherry Valley Water District could effectively manage critical functions during emergencies and protect the safety of its staff and the community. This policy establishes a structured emergency preparedness program, including a comprehensive emergency plan, coordination with public and private emergency responders, and adherence to the Standardized Emergency Management System (SEMS). HR staff is proposing to modernize the policy language to clearly define emergencies, detailing the authority and actions during such events, and outlining procedures for mutual aid and continuity of management. To align with the updated provisions of CA Government Code 8630 that took effect on January 1, 2023, HR staff is also proposing to update the ratification time frame by the Board of Directors to seven (7) days. These changes enhance the District's readiness and response capabilities, to minimize disruptions, safeguard resources, and secure timely aid and recovery efforts during emergencies and unforeseen circumstances.

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 Emergency Preparedness (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	Part III, Section 1, A to I	None	The General Manager is the sole authority.	5005.1 to 5005.9 Add General Manager's designee	No fiscal impact.
2	Part III, Section 1, C	None	The General Manager in consultation with the Board authorizes the establishment of Emergency Preparedness Program.	5005.3 Add the language General Manager in consultation with the Board of Directors.	No fiscal impact.
3	Part III, Section 1, E	Government Code §8630	The Board of Directors ratify the declaration within fourteen (14) days of declaring a District emergency.	5005.5 Update the language to seven (7) days.	No fiscal impact.



TABLE A	Policy Section	State / Federal Law requirement	BCVWD current practice	Option/s to Consider	Fiscal Impact of Option
4	Part III, Section 1, I	Government Code §8630	The General Manager must provide every June a progress report of the Emergency Preparedness Program.	5005.9 Update the language to annually.	No fiscal impact.

Fiscal Impact

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

Attachments

1. Redline draft version of 5005 Emergency Preparedness
2. Side-by-side version of 5005 Emergency Preparedness
3. Clean draft version of 5005 Emergency Preparedness
4. 2023 CA Government Code Section 8630

Staff Report prepared by Ren Berioso, Human Resources Manager

POLICY TITLE: EMERGENCY PREPAREDNESS
POLICY NUMBER: 5005

5005.1 **Policy.** It is the commitment policy of the District to create and maintain an active emergency preparedness program that includes an emergency plan that will help manage the District's critical functions during any emergency situations, and protect the safety of staff and the community. The District will coordinate the emergency plan, function and response with those responders from the public and or private entities and organizations charged with emergency response duties.

5005.2 **Emergency Defined.** Emergency means the actual or threatened existence of conditions of disaster or of extreme peril to the provision of critical District functions and the health and safety of staff or the public, caused by conditions such as fire, severe storm, riot, hazardous materials releases, earthquake, power outages, dam failures, freezes, water supply contamination, acts of terror and other conditions which may be beyond the capability of the services, personnel, equipment, and facilities of this District, and may require the combined forces of other political subdivisions to help respond.

5005.3 **Emergency Preparedness.** The General Manager or his/her designee in consultation with the Board of Directors authorizes the establishment of an Emergency Preparedness Program, which consists of the nationally recognized four (4) phases of emergency management: mitigation, preparedness/planning, response, and recovery. District actions will include developing and maintaining a District-wide emergency plan, identifying and training District staff to activate and use the plan, and appointing District staff to critical positions identified in the emergency plan., The General Manager or his/her designee, in consultation with the Board of Directors will and appointing staff to represent the District in negotiations or consultations with public and private agencies on matters pertaining to response to the emergency and recovery of damaged systems and financial costs incurred during the emergency.

5005.4 **Standardized Emergency Management System.** The California Office of Emergency Services regulates the Standardized Emergency Management System (SEMS), which was created by Government Code §8607 following the East Bay Hills Firestorm in 1991. To ensure reimbursement for claims filed after a disaster, all District emergency plans, procedures, and training will follow the SEMS regulations, and coordinate with the District-wide emergency plan.

5005.5 **District Emergency Declaration.** When an emergency condition arises, the General Manager or his/her designee may, in consultation with the Board President of the Board of Directors, declare a "District Emergency." The Board must ratify the declaration within seven fourteen (714) days of declaring a District emergency at a regular, special or emergency Board meeting. (Government Code §8630)

5005.6 **Authorization During District Emergencies.** The General Manager or his/her designee's Declaration of a District Emergency is a public acknowledgement of the serious situation the District faces, and that the District's resources may not be adequate to respond to the emergency. The Board of Directors, in consultation with the General Manager or his/her designee, may delegate to the General Manager or his/her designee the authority to suspend competitive bidding and enter into emergency contracts of up to two-hundred fifty thousand dollars (\$250,000), as authorized by Public Contract Code §20567 and §22050.

5005.7 **Mutual Aid.** The California Master Mutual Aid Agreement (Government Code §8561, §8615, and §8617) allows for the implementation of mutual aid during threatened, actual, or declared emergencies. The General Manager or his/her designee, in accordance with the Emergency Plan, may request mutual aid assis-

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tance from other local government and public agencies, or commit District resources to other agencies requesting aid. The General Manager may sign appropriate documents to effectuate mutual aid and other emergency response agreements.

5005.8 **Continuity of Management.** The District's emergency plan will list at least two (2) successors to critical staff identified in the plan, including the General Manager or his/her designee. In the event the primary person is unable to respond to an emergency, each successor, in order, may assume all the duties and powers of the primary staff.

5005.9 **Status Reports.** ~~In June of each year~~ Annually, the General Manager or his/her designee will provide annual reports to the Board of Directors on the progress of the Emergency Preparedness Program. Additional reports will be given to the Board on the effectiveness of the plan and District response within sixty (60) days of the occurrence of a declared District Emergency.

6d Attachment 2

CURRENT POLICY

1. EMERGENCY PREPAREDNESS

- A. **Policy.** It is the policy of the District to create and maintain an active emergency preparedness program that includes an emergency plan that will help manage the District's critical functions during any emergency and protect the safety of staff. The District will coordinate the emergency plan, function and response with those responders from the public and private entities and organizations charged with emergency duties.
- B. **Emergency.** Emergency means the actual or threatened existence of conditions of disaster or of extreme peril to the provision of critical District functions and the health and safety of staff or the public, caused by such conditions as fire, severe storm, riot, hazardous materials releases, earthquake, power outages, water supply contamination, acts of terrorism, and other conditions which may be beyond the capability of the services, personnel, equipment, and facilities of this District, and may require the combined forces of other political subdivisions to help respond.
- C. **Emergency Preparedness.** The Board of Directors authorizes the establishment of an Emergency Preparedness Program, which consists of the nationally-recognized four (4) phases of emergency management: mitigation, preparedness/planning, response, and recovery. District actions will include developing and maintaining a District-wide emergency plan, identifying and training District staff to activate and use the plan, appointing District staff to critical positions identified in the emergency plan, and appointing staff to represent the District in negotiations or consultations with public and private agencies on matters pertaining to response to the emergency and recovery of damaged systems and financial costs incurred during the emergency.
- D. **Standardized Emergency Management System.** The California Office of Emergency Services regulates the Standardized Emergency Management System (SEMS), which was created by Government Code §8607 following the East Bay Hills Firestorm in 1991. To ensure reimbursement for claims filed after a disaster, all District emergency plans, procedures, and training will follow the SEMS regulations, and coordinate with the District-wide emergency plan.
- E. **District Emergency Declaration.** When an emergency condition arises, the General Manager may, in consultation with the Board President, declare a "District Emergency." The Board must ratify the declaration within fourteen (14) days at a regular, special or emergency Board meeting.
- F. **Authorization During District Emergencies.** The General Manager's Declaration of a District Emergency is a public acknowledgement of the serious situation the District faces, and that the District's resources may not be adequate to respond to the emergency. The Board of Directors, in consultation with the General Manager, may delegate to the General Manager the authority to suspend competitive bidding and enter into emergency contracts of up to two-hundred fifty thousand dollars (\$250,000), as authorized by Public Contract Code §20567 and §22050.

PROPOSED POLICY

POLICY TITLE: EMERGENCY PREPAREDNESS POLICY NUMBER: 5005

- 5005.1 **Policy.** It is the ~~commitment policy~~ of the District to create and maintain an active emergency preparedness program that includes an emergency plan that will help manage the District's critical functions during any emergency ~~situations~~, and protect the safety of staff ~~and the community~~. The ~~District~~ will coordinate the emergency plan, function and response with those responders from the public and/or private entities and organizations charged with emergency ~~response~~ duties.
- 5005.2 **Emergency Defined.** Emergency means the actual or threatened existence of conditions of disaster or of extreme peril to the provision of critical District functions and the health and safety of staff or the public, caused by conditions such as fire, severe storm, riot, hazardous materials releases, earthquake, power outages, ~~dam failures~~, freezes, water supply contamination, ~~acts of terrorism~~, and other conditions which may be beyond the capability of the services, personnel, equipment, and facilities of this District, and may require the combined forces of other political subdivisions to help respond.
- 5005.3 **Emergency Preparedness.** The ~~General Manager or his/her designee in consultation with the Board of Directors~~ authorizes the establishment of an Emergency Preparedness Program, which consists of the nationally recognized four (4) phases of emergency management: mitigation, preparedness/planning, response, and recovery. District actions will include developing and maintaining a District-wide emergency plan, identifying and training District staff to activate and use the plan, ~~and~~ appointing District staff to critical positions identified in the emergency plan, ~~The General Manager or his/her designee, in consultation with the Board of Directors will~~ ~~appointing staff to~~ represent the District in negotiations or consultations with public and private agencies on matters pertaining to response to the emergency and recovery of damaged systems and financial costs incurred during the emergency.
- 5005.4 **Standardized Emergency Management System.** The California Office of Emergency Services regulates the Standardized Emergency Management System (SEMS), which was created by Government Code §8607 following the East Bay Hills Firestorm in 1991. To ensure reimbursement for claims filed after a disaster, all District emergency plans, procedures, and training will follow the SEMS regulations, and coordinate with the District-wide emergency plan.
- 5005.5 **District Emergency Declaration.** When an emergency condition arises, the General Manager ~~or his/her designee may, in consultation with the Board President of the Board of Directors, declare a "District Emergency."~~ The Board must ratify the declaration within ~~seven fourteen~~ (7-14) days of declaring a District emergency at a regular, special or emergency Board meeting. ~~(Government Code §8630)~~
- 5005.6 **Authorization During District Emergencies.** The General Manager ~~or his/her designee's~~ Declaration of a District Emergency is a public acknowledgement of the serious situation the District faces, and that the District's resources may not be adequate to respond to the emergency. The Board of Directors, in consultation with the General Manager ~~or his/her designee~~, may delegate to the General Manager ~~or his/her designee~~ the authority to suspend competitive bidding and ~~enter into~~ emergency contracts of up to two-hundred fifty thousand dollars (\$250,000), as authorized by Public Contract Code §20567 and §22050.
- 5005.7 **Mutual Aid.** The California Master Mutual Aid Agreement (Government Code §8561, §8615, and §8617) allows for the implementation of mutual aid during threatened, actual, or declared emergencies. The General Manager ~~or his/her designee~~, in accordance with the Emergency Plan, may request mutual aid assistance

G. **Mutual Aid.** The California Master Mutual Aid Agreement (Government Code §8561, §8615, and §8617) allows for the implementation of mutual aid during threatened, actual, or declared emergencies. The General Manager, in accordance with the Emergency Plan, may request mutual aid assistance from other local government and public agencies, or commit District resources to other agencies requesting aid. The General Manager may sign appropriate documents to effectuate mutual aid and other emergency response agreements.

H. **Continuity of Management.** The District's emergency plan will list at least two (2) successors to critical staff identified in the plan, including the General Manager. In the event the primary person is unable to respond to an emergency, each successor, in order, may assume all the duties and powers of the primary staff.

I. **Status Reports.** In June of each year, the General Manager will provide annual reports to the Board of Directors on the progress of the Emergency Preparedness Program. Additional reports will be given to the Board on the effectiveness of the plan and District response within sixty (60) days of the occurrence of a declared District Emergency.

tance from other local government and public agencies, or commit District resources to other agencies requesting aid. The General Manager may sign appropriate documents to effectuate mutual aid and other emergency response agreements.

5005.8 **Continuity of Management.** The District's emergency plan will list at least two (2) successors to critical staff identified in the plan, including the General Manager or his/her designee. In the event the primary person is unable to respond to an emergency, each successor, in order, may assume all the duties and powers of the primary staff.

5005.9 **Status Reports.** ~~In June of each year~~ Annually, the General Manager or his/her designee will provide ~~annual~~ reports to the Board of Directors on the progress of the Emergency Preparedness Program. Additional reports will be given to the Board on the effectiveness of the plan and District response within sixty (60) days of the occurrence of a declared District Emergency.

POLICY TITLE: EMERGENCY PREPAREDNESS**POLICY NUMBER: 5005**

5005.1 **Policy.** It is the commitment of the District to create and maintain an active emergency preparedness program that includes an emergency plan that will help manage the District's critical functions during any emergency situations, and protect the safety of staff and the community. The District will coordinate the emergency plan, function and response with those responders from the public and/or private entities and organizations charged with emergency response duties.

5005.2 **Emergency Defined.** Emergency means the actual or threatened existence of conditions of disaster or of extreme peril to the provision of critical District functions and the health and safety of staff or the public, caused by conditions such as fire, severe storm, riot, hazardous materials releases, earthquake, power outages, freezes, water supply contamination, acts of terror and other conditions which may be beyond the capability of the services, personnel, equipment, and facilities of this District, and may require the combined forces of other political subdivisions to help respond.

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5005.4 **Standardized Emergency Management System.** The California Office of Emergency Services regulates the Standardized Emergency Management System (SEMS), which was created by Government Code §8607 following the East Bay Hills Firestorm in 1991. To ensure reimbursement for claims filed after a disaster, all District emergency plans, procedures, and training will follow the SEMS regulations, and coordinate with the District-wide emergency plan.

5005.5 **District Emergency Declaration.** When an emergency condition arises, the General Manager or his/her designee may, in consultation with the President of the Board of Directors, declare a "District Emergency." The Board must ratify the declaration within seven (7) days from the declaration of a District emergency at a regular, special or emergency Board meeting (Government Code §8630).

5005.6 **Authorization During District Emergencies.** The General Manager or his/her designee's Declaration of a District Emergency is a public acknowledgement of the serious situation the District faces, and that the District's resources may not be adequate to respond to the emergency. The Board of Directors, in consultation with the General Manager or his/her designee, may delegate to the General Manager or his/her designee the authority to suspend competitive bidding and enter into emergency contracts of up to two-hundred fifty thousand dollars (\$250,000), as authorized by Public Contract Code §20567 and §22050.

5005.7 **Mutual Aid.** The California Master Mutual Aid Agreement (Government Code §8561, §8615, and §8617) allows for the implementation of mutual aid during threatened, actual, or declared emergencies. The General Manager or his/her designee, in accordance with the Emergency Plan, may request mutual aid assistance from other local government and public agencies, or commit Dis-

Adopted by Resolution XXX

BEAUMONT-CHERRY VALLEY WATER DISTRICT

trict resources to other agencies requesting aid. The General Manager may sign appropriate documents to effectuate mutual aid and other emergency response agreements.

5005.8 **Continuity of Management.** The District's emergency plan will list at least two (2) successors to critical staff identified in the plan, including the General Manager or his/her designee. In the event the primary person is unable to respond to an emergency, each successor, in order, may assume all the duties and powers of the primary staff.

5005.9 **Status Reports.** Annually, the General Manager or his/her designee will provide a report to the Board of Directors on the progress of the Emergency Preparedness Program. Additional reports will be given to the Board on the effectiveness of the plan and District response within sixty (60) days of the occurrence of a declared District Emergency.

DRAFT

Adopted by Resolution XXX

6d Attachment 4

**2023 California Code
Government Code - GOV
TITLE 2 - GOVERNMENT OF THE STATE OF CALIFORNIA
DIVISION 1 - GENERAL
CHAPTER 7 - California Emergency Services Act
ARTICLE 14 - Local Emergency
Section 8630.**

Universal Citation: CA Govt Code § 8630 (2023) [?](#)

[Next >](#)

8630. (a) A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official designated by ordinance adopted by that governing body.

(b) Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body.

(c) The governing body shall review the need for continuing the local emergency at least once every 60 days until the governing body terminates the local emergency.

(d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant.



**Beaumont-Cherry Valley Water District
Personnel Committee
August 20, 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 17 Executive Officer with Policy 3045 Executive Officer

Staff Recommendation

Approve the replacement of Part I, Section 17 Executive Officer with Policy 3045 Executive Officer to move forward 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 revisions to Part I, Section 17, renumbering it as Policy 3045 Executive Officer, to clearly define the role of the General Manager as the District's Executive Officer. The revised policy includes sections detailing the General Manager's duties and responsibilities, and conflict of interest guidelines associated with the position.

Background

The Executive Officer policy was established to formally define and clarify the role of the General Manager as the District's Executive Officer, ensuring that responsibilities, expectations, and boundaries are clearly defined and consistently applied. This policy is essential for maintaining organizational integrity, promoting accountability, and aligning the General Manager's actions with the District's mission and goals. HR staff is proposing additional sections that outline the General Manager's obligations, and conflict of interest guidelines. These sections are crucial as they set clear expectations, facilitate effective assessment and professional development, ensure fair transitions, and safeguard the integrity of the General Manager's decisions. Together, these additions create a robust framework that supports effective and ethical District operations.

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 Executive Officer (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 General Manager and the Board of Directors have a mutual understanding of the General Manager's role at the District.	3045.1 Add this section to promote clarity.	No fiscal impact.
2	Part I, Section 17, B	None	Amendments to the written agreement are in writing, voted by the Board and signed by both the General Manager and the Board President.	3045.3 Add this language in this section.	No fiscal impact.
3	None	None	The General Manager performs within his or her job approved employment agreement and shall adhere to the policies and procedures of the District.	3045.5 Add this section to the policy.	No fiscal impact.
4	None	None	The General Manager avoids conflicts of interest.	3045.8 Add this section to the policy.	No fiscal impact.

Fiscal Impact

The fiscal impact is the cost of the severance package should the manager is terminated from his position that is already accounted for in the annual budget.

Attachments

1. Redline draft version of 3045 Executive Officer
2. Side-by-side version of 3045 Executive Officer
3. Clean draft version of 3045 Executive Officer

Staff Report prepared by Ren Berioso, Human Resources Manager

6e Attachment 1

POLICY TITLE: EXECUTIVE OFFICER
POLICY NUMBER: 3045

3045.1 **Policy.** This policy outlines the terms and conditions of employment for the General Manager of Beaumont-Cherry Valley Water District (BCVWD). The policy ensures clear and mutual understanding of the employment relationship between the General Manager and the Board of Directors.

3045.2 **Executive Officer.** The General Manager shall be the Executive Officer of the District and serve at the pleasure of the Board of Directors-

3045.~~32~~ **Employment Agreement.** The terms and conditions of the General Manager's employment shall be specified in the agreement of employment established between the General Manager and the Board of Directors. Any amendments to the agreement shall be made in writing, voted by the Board and signed by both the General Manager and the President of the Board of Directors.

3045.~~43~~ **Conflict.** Whenever the agreement of employment established between the General Manager and the Board of Directors is in conflict with any District policy, said agreement of employment shall prevail.

3045.5 **Duties and Responsibilities.** The General Manager shall perform the duties and responsibilities as outlined in the approved employment agreement.

3045.8 **Conflict of Interest.** The General Manager shall avoid any conflict of interest and shall disclose any potential conflicts to the Board of Directors immediately. Please refer to Policy 3180 Nepotism / Employment of Relatives and Fraternalization.

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

6e Attachment 2

CURRENT POLICY

17. EXECUTIVE OFFICER

- A. **Executive Officer.** The General Manager shall be the Executive Officer of the District and serve at the pleasure of the Board.
- B. **Employment Agreement.** The terms and conditions of the General Manager's employment shall be specified in the agreement of employment established between the General Manager and the Board of Directors.
- C. **Conflict.** Whenever the agreement of employment established between the General Manager and the Board of Directors is in conflict with any District policy, said agreement of employment shall prevail.

PROPOSED POLICY

POLICY TITLE: EXECUTIVE OFFICER POLICY NUMBER: 3045

- 3045.1 **Policy.** This policy outlines the terms and conditions of employment for the General Manager of Beaumont-Cherry Valley Water District (BCVWD). The policy ensures clear and mutual understanding of the employment relationship between the General Manager and the Board of Directors.
- 3045.2 **Executive Officer.** The General Manager shall be the Executive Officer of the District and serve at the pleasure of the Board of Directors.
- 3045.3 **Employment Agreement.** The terms and conditions of the General Manager's employment shall be specified in the agreement of employment established between the General Manager and the Board of Directors. Any amendments to the agreement shall be made in writing, voted by the Board and signed by both the General Manager and the President of the Board of Directors.
- 3045.4 **Conflict.** Whenever the agreement of employment established between the General Manager and the Board of Directors is in conflict with any District policy, said agreement of employment shall prevail.
- 3045.5 **Duties and Responsibilities.** The General Manager shall perform the duties and responsibilities as outlined in the approved employment agreement.
- 3045.8 **Conflict of Interest.** The General Manager shall avoid any conflict of interest and shall disclose any potential conflicts to the Board of Directors immediately. Please refer to Policy 3180 Nepotism/ Employment of Relatives and Fraternalization.

POLICY TITLE: EXECUTIVE OFFICER
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3045.1 **Policy.** This policy outlines the terms and conditions of employment for the General Manager of Beaumont-Cherry Valley Water District (BCVWD). The policy ensures clear and mutual understanding of the employment relationship between the General Manager and the Board of Directors.

3045.2 **Executive Officer.** The General Manager shall be the Executive Officer of the District and serve at the pleasure of the Board of Directors

3045.3 **Employment Agreement.** The terms and conditions of the General Manager's employment shall be specified in the agreement of employment established between the General Manager and the Board of Directors. Any amendments to the agreement shall be made in writing, voted by the Board and signed by both the General Manager and the President of the Board of Directors.

3045.4 **Conflict.** Whenever the agreement of employment established between the General Manager and the Board of Directors is in conflict with any District policy, said agreement of employment shall prevail.

3045.5 **Duties and Responsibilities.** The General Manager shall perform the duties and responsibilities as outlined in the approved employment agreement.

3045.8 **Conflict of Interest.** The General Manager shall avoid any conflict of interest and shall disclose any potential conflicts to the Board of Directors immediately. Please refer to Policy 3180 Nepotism / Employment of Relatives and Fraternalization.



**Beaumont-Cherry Valley Water District
Personnel Committee Meeting
August 20, 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
Human Resources	69	69	66	60	86.96%
Finance	15	15	6	5	33.33%
Administration	25	25	22	22	88.00%
IT	52	52	0	0	0.00%
Operations	4	4	0	0	0.00%
Engineering	37	37	0	0	0.00%
TOTALS	168	168	94	87	51.79%

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. Upon further review with the Department of Operations, its policies are engineering-related and were moved to the Department of Engineering section.

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	3175	Disciplinary Actions or Terminations	1 page	July	August
2	3130	Conferences	2 pages	July	August
3	3003	Employment Agreements	1 page	July	August
4	3045	Executive Officer	1 page	July	August
5	5005	Emergency Preparedness	2 pages	July	August
6	5020	Environmental Health and Safety Program	2 pages	July	August
7	3176	Transfers and Voluntary Demotion	2 pages	August	September
8	3136	Succession and Workforce Planning	1 page	August	September
9	3255	Miscellaneous Leaves of Absence	2 pages	August	September
10	5025	Illness and Injury Prevention Program (IIPP)	1 page	August	September

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

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 Responsible Department	Drafted by BCVWD Staff	Approved by Legal Counsel	Presented to Committee	Provisionally Approved by Committee	Presented to Board of Directors	Approved by Board of Directors	Adoption Date	Resolution Number
N/A	3206	Personnel	F/MCSA 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
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	3225	Personnel	Employee Leave Donation Program and	Human Resources	Yes	2019	2019	2019	10/9/2019	10/9/2019	10/9/2019	19-011
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
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	3255	Personnel	Miscellaneous Leave of Absences	Human Resources	No							
1	4005	Board of Directors	Basis of Authority	Administration	Yes		N/A	Direct to Board (Ad Hoc?)				
2	4010	Board of Directors	Members of the Board of Directors	Administration	Yes		N/A	Direct to Board (Ad Hoc?)				
3	4015	Board of Directors	Committees of the Board of Directors	Administration	Yes		N/A	Direct to Board (Ad Hoc?)				
4	4020	Board of Directors	Board President	Administration	Yes	Verbal Review during	N/A	Directed to Full Board	12/8/2021	12/8/2021	1/11/2023	2023-02
5	4025	Board of Directors	Board Meeting Agendas	Administration	Yes		N/A	Direct to Board (Ad Hoc?)				
6	4030	Board of Directors	Board Meeting Conduct	Administration	Yes		N/A	Direct to Board (Ad Hoc?)				
7	4035	Board of Directors	Board Actions and Decisions	Administration	Yes		N/A	Direct to Board (Ad Hoc?)				
8	4040	Board of Directors	Attendance at Meetings	Administration	Yes		N/A	Direct to Board (Ad Hoc?)				
9	4045	Board of Directors	Minutes of Board Meetings	Administration	Yes		N/A	Direct to Board (Ad Hoc?)				
10	4050	Board of Directors	Rules of Order for Board and	Administration	Yes		N/A	Directed to Full Board	7/14/2021	7/14/2021	7/14/2021	2021-12
11	4055	Board of Directors	Training, Education and Conferences	Administration	Yes	6/30/2021	N/A	Directed to Full Board	7/14/2021	7/14/2021	7/14/2021	2021-12
12	4060	Board of Directors	Remuneration, Director Per Diem Fees	Administration	Yes	6/30/2021	N/A	Directed to Full Board	7/14/2021	7/14/2021	7/14/2021	2021-12
13 & 16	4065	Board of Directors	Payment of Expenses Incurred on	Administration	Yes		N/A	Directed to Full Board				
14	4070	Board of Directors	Expenditure Reimbursement	Administration	Yes		N/A	Directed to Full Board				
15	4075	Board of Directors	Membership in Associations	Administration	Yes		N/A	Direct to Board (Ad Hoc?)				
17	4080	Board of Directors	Ethics Training	Administration	Yes		N/A	Direct to Board (Ad Hoc?)				
18	4085	Board of Directors	Anti-Harassment Training	Administration	No		N/A	Direct to Board (Ad Hoc?)				
N/A	4086	Board of Directors	Code of Ethics	Administration	Yes		N/A	Direct to Board (Ad Hoc?)				
19	4090	Board of Directors	Ethics Policy	Administration	Yes		N/A	Direct to Board (Ad Hoc?)				
20	4095	Board of Directors	Ethics Policy	Administration	Yes		N/A	Direct to Board (Ad Hoc?)				
1	5005	Operations	Emergency Preparedness	Human Resources	Yes							
2	5010	Operations	Emergency Response Guideline for Hostile or Violent Incidents	Human Resources	Yes	11/8/2022	11/15/2022	11/15/2022	12/14/2022	12/14/2022	12/14/2022	22-043
4	5020	Operations	Environmental Health and Safety	Human Resources	Yes							
5	5025	Operations	Illness and Injury Prevention Program	Human Resources	Yes							
6	5030	Operations	Budget Preparation	Finance	Yes	11/8/2022	11/15/2022	11/15/2022	12/14/2022	12/14/2022	12/14/2022	22-043
N/A	5031	Operations	User Fee Cost Recovery	Finance	Yes	11/15/2022	N/A	N/A	12/14/2022	12/14/2022	12/14/2022	22-039
7	5035	Operations	Fixed-Asset Accounting Control	Finance	Yes		N/A	Direct to Full Board				
8	5040	Operations	Investment of District Funds	Finance	Yes		N/A	Direct to Full Board				
9	5045	Operations	Other Post-Employment Benefits	Finance	Yes	11/15/2023	N/A	N/A	12/13/2023	12/13/2023	12/13/2023	23-030
N/A	5046	Finance	Pension Funding	Finance	Yes	5/10/2022	N/A	N/A	8/14/2024			
10	5050	Operations	Customer Payment Arrangements	Finance	Yes	8/10/2023	8/1/2024	8/1/2024				
11	5055	Operations	Employment of Consultants and	Finance	Yes		N/A	Direct to Full Board				
12	5060	Operations	Employment of Outside Contractors	Finance	Yes		N/A	Direct to Full Board				
13	5065	Engineering	Easement Abandonment	Engineering	Yes		N/A	Direct to Full Board				
14	5066	Engineering	Easement Acceptance	Engineering	No		N/A	Direct to Full Board				
15	5070	Engineering	Encroachment Permits	Engineering	Yes		N/A	Direct to Full Board				
16	5075	Operations	Credit Card Usage	Finance	Yes	8/17/2024	8/17/2024	8/17/2024				
17	5080	Operations	Purchasing	Finance	Yes		N/A	Direct to Full Board				
18	5085	Operations	Disposal of Surplus Property or	Finance	Yes		N/A	Direct to Full Board				
19	5090	Operations	Records Retention	Administration	Yes	4/28/2023	4/18/2023	5/16/2023	6/14/2023	6/14/2023	6/14/2023	2023-17
N/A	5095	Operations	District Residences and Facility	Human Resources	Yes	7/21/2020	6/21/2021	Requested edits, sent to	10/28/2021	10/28/2021	10/28/2021	21-019
N/A	5100	Operations	Press Relations and Social Media	Information Technology	Yes	1/11/2022	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022	2022-016
3	5105	Miscellaneous	Public Complaints	Finance	Yes		N/A	Direct to Full Board				
4	5110	Miscellaneous	Claims Against the District	Finance	Yes		N/A	Direct to Full Board				

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**Policy Approval Tracking
BCVWD Policy Manual Project**

Policy Number	New Policy Number	Section	Policy Name	HR's Recommendation Responsible Department	Drafted by BCVWD Staff	Approved by Legal Counsel	Presented to Committee	Provisionally Approved by Committee	Presented to Board of Directors	Approved by Board of Directors	Adoption Date	Resolution Number
6	5115	Engineering	District Standards for the Furnishing of Environmental Review Guidelines	Engineering	Yes		N/A	Direct to Full Board				
7	5120	Miscellaneous	Amexation	Engineering	Yes		N/A	Direct to Full Board				
8	5125	Miscellaneous	Construction Requirements	Engineering	Yes		N/A	Direct to Full Board				
9	5130	Miscellaneous	Purpose of Board Policies	Administration	Yes		N/A	Direct to Board (Ad Hoc?)				
1	6005	Miscellaneous	Adoption, Amendment of Policies	Human Resources	Yes		N/A	Direct to Full Board				
5	6015	Miscellaneous	Public Records	Administration	Yes	4/28/2023	4/18/2023	5/16/2023	6/14/2023	6/14/2023	6/14/2023	2023-17
N/A	6020	Miscellaneous	Copying Public Documents	Administration	Yes		N/A	Direct to Full Board				
N/A	7001	Information Technology	Acceptable Use Policy	Information Technology	Yes			Board Closed Session				
N/A	7002	Information Technology	Access Control Policy	Information Technology	Yes			Board Closed Session				
N/A	7003	Information Technology	IT Hardware and Software Procurement	Information Technology	Yes			Board Closed Session				
N/A	7004	Information Technology	Workstations, Servers, and Network	Information Technology	Yes			Board Closed Session				
N/A	7005	Information Technology	Asset Management Policy	Information Technology	Yes			Board Closed Session				
N/A	7006	Information Technology	Backup and Disaster Recovery Policy	Information Technology	Yes			Board Closed Session				
N/A	7007	Information Technology	Bring Your Own Device (BYOD) Policy	Information Technology	Yes			Board Closed Session				
N/A	7008	Information Technology	Change Management Policy	Information Technology	Yes			Board Closed Session				
N/A	7009	Information Technology	Cloud Computing Policy	Information Technology	Yes			Board Closed Session				
N/A	7010	Information Technology	Third-Party Risk Assessment Policy	Information Technology	Yes			Board Closed Session				
N/A	7011	Information Technology	Configuration Management Policy	Information Technology	Yes			Board Closed Session				
N/A	7012	Information Technology	Cybersecurity Policy	Information Technology	Yes			Board Closed Session				
N/A	7013	Information Technology	Data Breach Notification Policy	Information Technology	Yes			Board Closed Session				
N/A	7014	Information Technology	Data Classification Policy	Information Technology	Yes			Board Closed Session				
N/A	7015	Information Technology	Email and Communication Policy	Information Technology	Yes			Board Closed Session				
N/A	7016	Information Technology	Encryption Policy	Information Technology	Yes			Board Closed Session				
N/A	7017	Information Technology	Incident Response Policy	Information Technology	Yes			Board Closed Session				
N/A	7018	Information Technology	Information Security Policy	Information Technology	Yes			Board Closed Session				
N/A	7019	Information Technology	Internet and Social Media Policy	Information Technology	Yes			Board Closed Session				
N/A	7020	Information Technology	Mobile Device Management Policy	Information Technology	Yes			Board Closed Session				
N/A	7021	Information Technology	Network Security Policy	Information Technology	Yes			Board Closed Session				
N/A	7022	Information Technology	Password Policy	Information Technology	Yes			Board Closed Session				
N/A	7023	Information Technology	Patch Management Policy	Information Technology	Yes			Board Closed Session				
N/A	7024	Information Technology	Physical Security Policy	Information Technology	Yes			Board Closed Session				
N/A	7025	Information Technology	Privacy Policy	Information Technology	Yes			Board Closed Session				
N/A	7026	Information Technology	Remote Access Policy	Information Technology	Yes			Board Closed Session				
N/A	7027	Information Technology	Risk Management Policy	Information Technology	Yes			Board Closed Session				
N/A	7028	Information Technology	Security Awareness and Training Policy	Information Technology	Yes			Board Closed Session				
N/A	7029	Information Technology	Server Management Policy	Information Technology	Yes			Board Closed Session				
N/A	7030	Information Technology	Social Engineering Policy	Information Technology	Yes			Board Closed Session				
N/A	7031	Information Technology	Software Development Policy	Information Technology	Yes			Board Closed Session				
N/A	7032	Information Technology	Third-Party Vendor Management Policy	Information Technology	Yes			Board Closed Session				
N/A	7033	Information Technology	Wireless Network Security Policy	Information Technology	Yes			Board Closed Session				
N/A	7034	Information Technology	IT Asset Disposal (ITAD) or Electronic	Information Technology	Yes			Board Closed Session				
N/A	7035	Information Technology	Drone Policy	Information Technology	Yes			Board Closed Session				
N/A	7036	Information Technology	Asset Protection and Fraud Policy	Information Technology	Yes			Board Closed Session				
N/A	7037	Information Technology	Electronic Signature Policy	Information Technology	Yes			Board Closed Session				
N/A	7038	Information Technology	Cellular Telephone Usage Policy	Information Technology	Yes			Board Closed Session				
N/A	7039	Information Technology	Electronic Communications and Data	Information Technology	Yes			Board Closed Session				
N/A	7040	Information Technology	Computer and Business Continuity	Information Technology	Yes			Board Closed Session				
N/A	7041	Information Technology	Accessibility Policy	Information Technology	Yes			Board Closed Session				
N/A	7042	Information Technology	Personally Identifiable Information (PII)	Information Technology	Yes			Board Closed Session				
N/A	7043	Information Technology	Security and Technology Access for	Information Technology	Yes			Board Closed Session				
N/A	7044	Information Technology	Artificial Intelligence (AI) Policy	Information Technology	Yes			Board Closed Session				
N/A	7045	Information Technology	Data Ethics Policy	Information Technology	Yes			Board Closed Session				
N/A	7046	Information Technology	IoT (Internet of Things) Security Policy	Information Technology	Yes			Board Closed Session				
N/A	7047	Information Technology	Data Loss Prevention (DLP) Policy	Information Technology	Yes			Board Closed Session				
N/A	7048	Information Technology	Endpoint Security Policy	Information Technology	Yes			Board Closed Session				

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			Color Code									
			Not Yet Reviewed									
			Present to Committee									
			Present to Board									
			Removed									
			Slated for Committee									
			Tabled or Lost									
			Added to Matrix									
			Adopted									

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