

RESOLUTION 2024-10

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BEAUMONT-CHERRY VALLEY WATER DISTRICT AMENDING THE DISTRICT'S POLICIES AND PROCEDURES MANUAL PART I: REPLACING SECTION 43 NEPOTISM / EMPLOYMENT OF RELATIVES WITH POLICY 3180 NEPOTISM / EMPLOYMENT OF RELATIVES AND FRATERNIZATION, SECTION 39 HIPAA COMPLIANCE WITH POLICY 3160 HIPAA COMPLIANCE; SECTION 44 CONFIDENTIALITY IN RESIGNATIONS WITH POLICY 3185 EMPLOYEE SEPARATION; SECTION 20 REDUCTION IN FORCE WITH POLICY 3065 REDUCTION IN FORCE; AND SECTION 47 GRIEVANCE PROCEDURES WITH POLICY 3200 GRIEVANCE PROCEDURES

WHEREAS, on March 18, 2009 the Board of Directors of the Beaumont-Cherry Valley Water District adopted Resolution 2009-05, establishing a Policy and Procedures Manual applicable to Board of Directors and District staff; and

WHEREAS, upon review and discussion, the Personnel Committee of the Board of Directors has recommended revisions to the Policy and Procedures Manual based on advice given by the District's legal counsel and human resources consultant; and

WHEREAS, the Board of Directors has reviewed and considered the revisions to the subject policies attached hereto and listed below, finds the revised policies relevant and acceptable, and it to be in the best interests of the District that the following actions be taken,

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Beaumont-Cherry Valley Water District as follows:

The BCVWD Policies and Procedures Manual Sections:

Part I Section 43	Nepotism/Employment of Relatives
Part I Section 39	HIPAA Compliance
Part I Section 44	Confidentiality in Resignations
Part I Section 20	Reduction in Force
Part I Section 47	Grievance Procedures

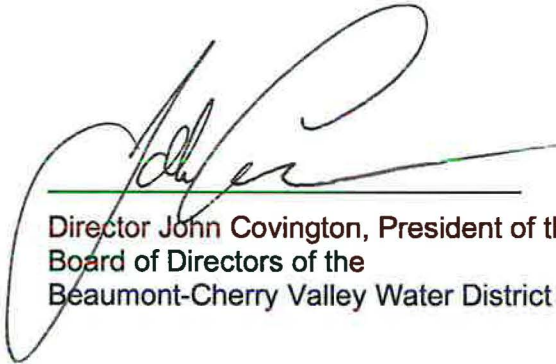
are hereby replaced in entirety with the revised policies attached hereto as follows:

Exhibit A	Policy 3180	Nepotism/Employment of Relatives and Fraternization
Exhibit B	Policy 3160	HIPAA Compliance
Exhibit C	Policy 3185	Employee Separation
Exhibit D	Policy 3065	Reduction in Force
Exhibit E	Policy 3200	Grievance Procedures




ADOPTED this 10th day of July, 2024 by the following vote:

AYES: Covington, Hoffman, Ramirez, Slawson, Williams
NOES: None
ABSTAIN: None
ABSENT: None



Director John Covington, President of the Board of Directors of the Beaumont-Cherry Valley Water District

ATTEST:



Director Lona Williams, Secretary to the Board of Directors of the Beaumont-Cherry Valley Water District

Attachments:

Exhibit A	Policy 3180	Nepotism/Employment of Relatives and Fraternization
Exhibit B	Policy 3160	HIPAA Compliance
Exhibit C	Policy 3185	Employee Separation
Exhibit D	Policy 3065	Reduction in Force
Exhibit E	Policy 3200	Grievance Procedures



EXHIBIT A

POLICY TITLE: NEPOTISM/EMPLOYMENT OF RELATIVES AND FRATERNIZATION
POLICY NUMBER: 3180

3180.1 Policy. The Nepotism-Employment of Relatives and Fraternization Policy is established to maintain a fair, transparent, and unbiased work environment by addressing the employment of relatives and persons who are engaged in a romantic and/or sexual relationship with a current employee or Board Member within the organization. The purpose is to prevent conflicts of interest, ensure equal opportunities for applicants and all employees, and maintain the integrity of the District's hiring and promotion processes.

3180.2 Selection Process/Equal Opportunity. It is the policy of the District to seek the best possible candidates for its staff through appropriate recruitment procedures. It is also the policy of the District not to discriminate in its employment and personnel actions with respect to its employees and applicants on the basis of marital or familial status, as well as romantic and/or sexual relationships with a current District employee. Employment actions include, but are not limited to, hiring promotion, transfer, disciplinary action, and termination.

Relatives, and persons engaged in a romantic and/or sexual relationship with a current employee or Board Member may be considered for employment, provided that they meet the required qualifications and standards for the position. All hiring decisions will be based on merit, qualifications, and the needs of the District. When a relative or a person who is engaged in a romantic and/or sexual relationship with a District employee or Board Member is being considered for employment, promotion, or transfer, the District employee shall have no involvement in the recruitment, employment, promotion, or transfer of the person, either directly or indirectly, nor shall that employee take any action that would directly or indirectly impact the employment of the relative or individual with whom there exists a romantic and/or sexual relationship.

Furthermore, the District retains the right to refuse to appoint, promote, or transfer a person to a position in the same department, division or facility, wherein his/her familial, marital, or romantic/sexual relationship to another employee or Board Member has the potential for creating adverse impact on supervision, safety, security or morale, or involves a potential conflict of interest. The Department Head, in consultation with the Human Resources Manager, shall have the authority and responsibility for determining if such a potential for adverse impact exists or does not exist. Considerations shall include the following:

- A. The two (2) employees having a direct or indirect supervisory relationship.
- B. The two (2) employees handling financial transactions together.
- C. The two (2) employees having regular job duties which require performance of shared duties or the same or related work assignment.
- D. The two (2) employees having the same immediate supervisor.
- E. An actual or perceived conflict of interest or having an adverse impact on supervision, safety, security, morale, or efficiency of the workplace that cannot be adequately mitigated.



3180.3 Determination. Where the Department Head, in conjunction with the Human Resources Manager, has made a determination based upon the above stated factors that such adverse impact does not exist, this determination shall be reviewed by the General Manager or his/her designee. The General Manager or his/her designee may deny employment based on adverse impact; or hire any potential employee who has a relative or romantic and/or sexual relationship with an employee currently working for the District. If the General Manager is the hiring manager, the determination to hire shall be made by the Personnel Committee of the Board of Directors.

3180.4 Relatives Defined. This policy applies to individuals who are related by blood, marriage or adoption including the following relationships as defined by Labor Code Section 245.5 (c) spouse, domestic partner, child, step-children, parent, step-parent, grandparent, grandchild, brother, sister, half-brother, half-sister, aunt, uncle, niece, nephew, parent-in-law, daughter-in-law, son-in-law, brother-in-law and sister-in-law. . In implementing this policy, it is lawful to ask an applicant to state whether he or she has a spouse or relative as defined by this policy who is presently employed by the District, but such information may not be used as a basis for an employment decision except as stated herein.

3180.5 Applicability. This policy shall apply to all full-time, part time, temporary and contracted employees of the District.

3180.6 Supervisory Relationship. For purposes of this policy, “supervisory employee” or “supervisor” means any employee, regardless of job description or title, having authority in the interest of the District to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct them, or to adjust their grievances, or effectively to recommend this action, if, in the connection with the foregoing, the exercise of this authority is not merely routine or clerical nature, but requires the use of independent judgement. Employees, including the General Manager may not be placed in a position where they directly supervise or manage a relative or an individual with whom they have a romantic or sexual relationship. (Please refer to Section 3180.8 Conflict of Interest Management)

3180.7 Disclosure Requirement. Current employees and applicants for employment are required to disclose the existence of a relative working within the organization to Human Resources on the applicable form at the time of application for employment or promotion is made. Current employees and applicants for employment who are engaged in a romantic and/or sexual relationship with an employee at the District shall disclose the relationship to the Human Resources Director at the time of interview, or when the relationship begins, if it occurs after hire. Failure to disclose such relationships may result in disciplinary action for any such District employee, and disqualification of a candidate.

3180.8 Conflict of Interest Management. When two (2) existing employees marry, and/or engage in a romantic and/or sexual relationship, and a determination has been made that the potential for creating adverse impact as described above exists, the Personnel Committee in conjunction with the General Manager or his/her designee, shall make reasonable efforts to minimize problems of supervision, or safety, security or morale through reassignment of duties, relocation or transfer. If the District is unable to make an acceptable accommodation, then the two individuals will be notified by the General Manager or his/her designee that one of the employees must separate from District employment within sixty (60) days. The choice of who shall separate from District service shall be



made by the General Manager or his/her designee. Relatives may be eligible for promotion or transfer based on their qualifications and performance. Decisions regarding promotions or transfers will be made objectively, considering the best interest of the District by the General Manager or his/her designee. If the conflict of interest is between the General Manager and the employee, the decision to separate shall be determined by the Full Board of Directors through the recommendation of the Personnel Committee.

3180.9 Fraternization Defined. Fraternization means a romantic and/or sexual relationship between a supervisor and subordinate employee within the direct chain of command or same Department.

3180.10 Access to District Funds. With regard to related employees and the Beaumont-Cherry Valley Water District's funds: One related employee only shall have access to district funds, provided it is part of their employment duties. The other employee(s) related to the above shall have no direct, indirect, physical or electronic access to district funds or any advisory input for the management of district funds.

3180.11 Volunteers. Non-paid volunteers working for the District may have relatives employed by the District. Their work assignment shall be determined and appointed by the General Manager or his/her designee.

3180.12 Violation of Policy. In a conflict of interest or other threat to the efficient operation of the District should develop, it is the duty of the involved employees to immediately notify the applicable Department Head and the Human Resources Manager. The District reserves the right to reasonably investigate the situation to determine whether a violation of this policy exists and therefore threatens the working conditions at the District. If the District determines that the proscribed violation of this policy exists, remedial and/or disciplinary measures, including but limited to a transfer, re-assignment, or dismissal, shall be utilized to mitigate issues that arise relevant to the enforcement of this policy. In such cases, the District shall apply applicable due process procedures.

3180.13 Consequences of Violation. Violations of this policy will may result in disciplinary action, up to and including termination of employment. The severity of the consequences will depend on the nature and impact of the violation.



EXHIBIT B

POLICY TITLE: HIPAA COMPLIANCE
POLICY NUMBER: 3160

3160.1 **Purpose:** The Health Insurance Portability and Accountability Act (HIPAA) and the District's policy is aimed to provide protection of protected health information (PHI) in accordance with the law. This information includes medical records, conversations regarding medical treatment, and billing information related to the employee's health.

3160.2 **Employee Rights:** The HIPAA privacy rule gives employees the following rights:

- The right to authorize disclosure of their medical records.
- The right to request or inspect a copy of their medical records.
- The right to have mistakes corrected at any time.

3160.3 **Condition of Employment:** Authorization as required under HIPAA for disclosure of PHI will be a condition of employment or continued employment with the District to the fullest extent allowed by law. This is applicable to pre-employment physicals, drug testing, leave-of-absence requests, fitness-for-duty physicals, return to work authorizations, and any other lawful need for medical information.

3160.4 **Protection of Employee Health Information:** The District shall ensure the proper safeguarding and confidentiality of all records in which an employee's protected health information (PHI) is contained.

3160.5 **Remedial Action.** Refusal to authorize release of PHI to a District personnel with a job authority to know, in any of the above instances will be grounds for denial of employment or discipline up to and including termination.

3160.6 **Disclosure.** The District may disclose protected health information (PHI) as required by law, for example, in response to a court order or subpoena. The District may also disclose such information in response to a law enforcement or regulatory agency's request.



EXHIBIT C

POLICY TITLE: EMPLOYEE SEPARATION

POLICY NUMBER: 3185

3185.1 **Purpose.** The District is committed to ensure that employee separations, including voluntary and involuntary separations and separations due to death of an employee, are handled in a professional manner with minimal disruption to ongoing work functions.

3185.2 **Application.** Employees of all classifications shall comply with the separation process described in the implementation section of this policy.

3185.3 **Voluntary Separation.** A voluntary separation of employment occurs when an employee informs his or her supervisor of the employee's intent to resign or when an employee is absent from work for three (3) consecutive workdays and fails to contact his or her supervisor.

3185.3.1 **Notice of Resignation.** Employees who voluntarily resign are requested to provide two (2) weeks' notice to facilitate a smooth transition out of the District. If an employee provides less notice than requested, the General Manager or his/her designee shall review the circumstance to determine if the resigned employee is eligible for rehire.

3185.3.2 **Form of Resignation Notice.** All resignations must be confirmed in writing. Employee Resignation Letters must include the reason for leaving from the District and the effective date of separation. Employees who resign shall receive a confirmation of resignation notice within 24 to 48 hours. Resigning employees are required to provide resignation notice to their immediate supervisor or Human Resources Department. If supervisor received the notice, the Human Resources Department must be informed within 24 hours to initiate the separation process.

3185.3.3 **Rescission of Resignation.** Employees generally will not be allowed to rescind a resignation, whether given verbally or in writing, unless the circumstance is reviewed by the General Manager or his/her designee. Employees who wish to discuss concerns about their continued employment before making a final decision to resign are encouraged to do so with their direct supervisor, Department Head, Human Resources or General Manager or his/her designee.

3185.3.4 **Exit Interview.** Resigning employees will be scheduled for an exit meeting to ensure that all tools and equipment are returned and to provide an opportunity to discuss any feedback, questions or concerns related to employment with the District.

3185.3.5 **Eligibility for Rehire.** Employees who resign in good standing (i.e. no active disciplinary action) and whose documented performance is meeting and/or exceeding expectations under the District's performance evaluation process may be eligible for reemployment.

3185.4 **Involuntary Separation.** An involuntary separation of employment and/or the inability of an employee to perform the essential functions of his or her job with or without a reasonable accommodation may result in an involuntary separation. An employee may also be discharged for any legal reason including but not limited to, misconduct, tardiness, absenteeism, unsatisfactory performance or inability to perform. An employee may also be discharged without cause, pursuant to at-will employment status.



Depending on the nature of the offense, the District reserves the right to combine and/or omit steps or immediately issue a separation. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training, the employee's work record, and the impact the conduct and performance issues have on the organization and its reputation.

3185.4.1. Review. Before any action is taken to discharge an employee, the employee's direct supervisor must request for a review of a specific action item by Human Resources, the Department Head and General Manager or his/her designee.

3185.4.2. If it is determined that the involuntary separation is the appropriate course of action after a review of the circumstance surrounding the involuntary separation, the employee's supervisor and Human Resources will notify the employee as soon as practicable.

3185.5 Job Abandonment. An employee absent without approved leave for three (3) consecutive working days who fails to notify the immediate supervisor and provide an acceptable reason for the absence or who otherwise abandons employment with the District, shall be considered to have automatically resigned from the District service unless the immediate supervisor in conjunction with the Department Head and Human Resources approves additional leave with or without pay to cover the absence.

Job Abandonment may apply in any circumstances where the employee:

1. Fails to obtain approved leave prior to any period of absence for three (3) consecutive working days;
2. Fails to return to work, for three (3) consecutive working days, following an approved leave of absence or upon expiration of an off work order;
3. Refuses to accept or fails to respond to an offer of accommodation that would permit the employee to return to work;
4. Fails to provide appropriate documentation to substantiate any period of absence for three (3) consecutive working days;
5. Fails to cooperate with the Human Resources Department's attempt to engage in the interactive process such that, based on the information available to the immediate supervisor in the absence of the employee's cooperation, the immediate supervisor is unable to determine if an accommodation would allow the employee to return to employment; or
6. Fails to notify the immediate supervisor or Human Resources of the employee's absence.

3185.5.1 Employee Contact. the Human Resources Department shall exhaust all means of contacting the absent employee beginning on the second day of absence without notice. The immediate supervisor and Department Head shall be notified of the updates of said contact attempts.



3185.5.2. Notice of Job Abandonment. Before separation from service takes effect as a result of job abandonment, the employee shall be given written notice of the facts supporting the proposed action and provided an opportunity to respond to the Human Resources Department or designee. The employee shall have five (5) workdays from the date of service of the written notice to respond to Human Resources Department or designee.

3185.5.3 Decision. If, based on the evidence provided by the employee in any timely response, the Human Resources or designee determined that the reasons for the automatic resignation have been refuted or that good cause has been shown, the employee shall not be considered to have automatically resigned.

If the employee does not respond within five (5) working days from the date of service of the written notice, the proposed action of automatic resignation shall become final, and the employee shall be determined to have automatically resigned. The employee will be given written notice that the response was untimely, and the employee is determined to have automatically resigned.

If the employee submits a response and the immediate supervisor, Department Head and Human Resources find that the proposed action of automatic resignation is justified, the General Manager or his/her designee shall serve on the employee written notice that the employee has been determined to have automatically resigned from the District service and the effective date of such resignation.

3185.5.4 General Manager's Job Abandonment. If the General Manager abandons his or her job as identified under Section 3185.5, the Human Resources Manager or his/her designee shall consult with the Personnel Committee to make a recommendation to the Full Board of Directors to determine that the General Manager has automatically resigned from his or her position.

3185.6 Death of an Employee. A separation due to the death of an employee will be made effective as of the date of death.

3185.7 Final Pay. An employee who resigns or is discharged will be paid through the last day of employment, plus any unused Vacation time. Non-Exempt employees will receive payment for overtime worked that has not already been paid. The employee's direct supervisor should ensure that Human Resources Department receives the deceased employee's final hours worked. The final paycheck shall be provided to employee based on the following:

1. Voluntary Separation with notice will be the last day of the notice period.
2. Voluntary Separation without notice will be within seventy-two (72) hours from the last hour prior to separation.
3. Involuntary Separation shall be on the same day the employment has been terminated. If the terminated employee is not present to receive the final pay, this shall be mailed to the individual's verified mailing address together with the final pay stub.



3185.7.1 Forwarding Address and Final Pay. Departing employees will be asked to confirm their forwarding address with Human Resources Department to ensure that benefits and tax information are received in a timely manner. Final pay will be mailed to this address or direct deposited to bank account on record by the next payday unless state law or other procedures dictate otherwise. Accrued but unused vacation will be paid out consistent with the Memorandum of Understanding (MOU), Policy Number District 3075 Vacation (policy) and applicable laws.

3185.8 Confidentiality in Resignation or Discharge. To the extent permitted by law, District staff and Directors shall keep confidential the circumstances giving rise to an employee's resignation or discharge from the District.

3185.9 Public Record. This policy is itself a public record which the District must release upon request.



EXHIBIT D

POLICY TITLE: REDUCTION IN FORCE
POLICY NUMBER: 3065

3065.1 Reduction in Force. When it becomes necessary to reduce the workforce as a result of lack of work, lack of funds, economic conditions, reorganization, or in the interests of efficiency or similar reasons, the District may initiate an involuntary employment separation without cause under the District's "at will" employment policy. When implementing a reduction in force, the General Manager or his/her designee may consider any criteria that is business related and that is not prohibited by law. The reduction may be referenced as "layoff," but this will not change the basic policy of "at will" employment.

3065.2 Demotion or Transfer in Lieu. A transfer is a move from one department or division within the same classification and salary range. At the discretion of the General Manager or his/her designee, employees may be demoted or transferred to a different or comparable classification in lieu of termination or layoff where the employee possesses the minimum qualifications for the new position or classification and can immediately perform the functions of the job.

3065.3 Layoff and Recall under MOU. Where specific procedures for layoff and recall are provided in an MOU, the MOU procedures will be followed for a reduction in force involving employees covered by the MOU. Unless otherwise expressly provided in the MOU, discipline, and review procedures, if any, will not apply to the reduction in force or layoff.

3065.4 Notice. In the event of a reduction in force (layoff), the District will give at least ten (10) calendar days' notice to affected employees of an impending layoff. The District may substitute pay in lieu of notice for all or a portion of the ten (10) calendar days.

3065.5 Re-Employment List. Where required under the terms of an MOU, the District will maintain a re-employment list for each classification from which a covered employee was laid off. Former employees will be recalled from the list to a vacancy in their former classification or comparable position based on their length of continuous service with the District (see Policy 3060 Continuity of Service). A former employee not eligible for recall from a re-employment list may apply for any vacancies within the District.

3065.6 List Removal. An individual will be removed from a re-employment list under the circumstances listed below. It is the responsibility of the individual to maintain a current U.S. Mailing address on file with the District Human Resources Department where the individual can receive and respond to notices on a timely basis. The District shall not be responsible for misdirected recall notices or failure of delivery. Removal will occur:

1. After six (6) months from the date of separation;
2. If the individual declines recall or fails to respond to a notice of recall within five (5) workdays of the date of mailing;
3. If the individual accepts other employment with the District at the same or higher rate of pay; or



4. If the individual notifies the District that they are no longer available for recall as a result of accepting other employment or for other reasons.

3065.7 Service Records. Previous regular, full-time employees who return to work within 6 months of a reduction in force or layoff will have their former length of continuous service restored (less the period not employed as a result of the reduction in force or layoff). Previous regular employees called back on a part-time basis will be credited with additional service on an hour-for-hour basis. Former re-employed regular, full-time employees within twelve (12) months from separation date shall restore their previous vacation accrual rate. Former re-employed regular full-time, part-time and temporary employees within six (6) months from their separation date shall restore their previously accrued sick leave (See Policy 3060 Continuity of Service).



EXHIBIT E

POLICY TITLE: GRIEVANCE PROCEDURES

POLICY NUMBER: 3200

3200.1 **Definition.** A grievance is any alleged violation, or major difference of opinion, as to the interpretation or application of any negotiated agreement, rule or regulation governing personnel matters.

3200.2 **Exception.** Specifically excluded from the grievance procedure are subjects involving the amendment of state or federal law; resolutions adopted by the District's Board of Directors, ordinances or minute orders, including decisions regarding wages, hours, and terms and conditions of employment.

3200.3 **Right to Representation.** Employees are entitled to representation in the preparation and presentation of their grievance at any step in the grievance procedure. The grievant is entitled to be released from work for a reasonable period of time in order to present the grievance.

3200.4 **Procedure.** An employee and any representation will be unimpeded and free from restraint, discrimination, interference, of reprisal in seeking appropriate adjustment of a grievance.

1. **Step 1.** A grievance, as defined above, shall be presented to the immediate supervisor within seven (7) business days of the event giving rise to the grievance. If not presented within said time requirement, the grievance will be deemed to have been waived. Prior to filling a written grievance, an employee will first discuss the matter with his/ her immediate supervisor. The immediate supervisor shall respond, either orally or in writing, within three (3) days of the discussion concerning the matter giving rise to the grievance.
2. **Step 2.** In the event the problem is not resolved through informal discussion as outlined in Step 1, the grievance shall be reduced to writing, and submitted to the Human Resources Department or designee for mediation, within five (5) days of receipt of the immediate supervisor's answer. Upon receipt of a written grievance, the Human Resources Department shall discuss the complaint with the Department Head for possible resolution. After discussion, the Human Resources Manager and the Department Head shall meet with the employee and his representative within ten (10) business days. The Department Head shall render a written decision no later than three (3) days after the Step 2 meeting.
3. **Step 3.** In the event the problem is not resolved through formal discussion as outlined in Step 2, the grievance shall be reduced to writing, and submitted to the General Manager or his/her designee, within five (5) days of receipt of the Department Head's answer. Upon receipt of a written grievance, the General Manager or his/her designee meet with the employee, his representative and the Department Head no later than ten (10) business days. The General Manager or his/her designee shall render a written decision no later than three (3) days after the Step 3 meeting.
4. **Step 4.** Should the grievance not be resolved in Step 3, it may then be appealed to the Personnel Committee of the Board of Directors within three (3) days. The Personnel



Committee shall meet with the grievant and his/her representative, within ten (10) days of submission for review and render a written decision ten (10) days thereafter, which decision shall be final.

3200.5 Personnel Committee. The Personnel Committee shall, as soon as possible, schedule a hearing to formally receive the written grievance and the answers thereto at each step and to hear evidence regarding the issue or issues. If appropriate and in accordance with the law, the hearing will be held in closed session. The Committee's decision shall be announced in open session immediately after the closed session in which it was made. Contrary terms of this procedure notwithstanding, closed sessions will only be conducted in compliance with requirements of applicable law, including California's open meeting law, the Brown Act.

3200.6 Grievance Involving General Manager. In the event that the General Manager is directly involved, the formal grievance shall be submitted in writing to the Human Resources Department or designee within five (5) business days and shall be presented to the Personnel Committee. The Personnel Committee shall meet with the General Manager, the grievant and his/her representative within ten (10) business days to discuss the grievance. The Personnel Committee shall render a written decision within seven (7) business days, which decision shall be final.

3200.7 Basic Rules.

1. If an employee does not present the grievance or does not appeal the decision rendered regarding the grievance within the time limits specified above, the grievance shall be considered resolved.
2. By agreement in writing, the parties may extend any and all-time limitations specified above.
3. If an employee with a pending grievance separates from employment with the District for any reason, the grievance shall be automatically dismissed.
4. The General Manager may temporarily suspend grievance processing on a District-wide basis in an emergency situation. Employees covered by this policy may appeal this decision to the Board of Directors.
5. A copy of all formal grievance decisions shall be placed in the employee's permanent personnel file.

3200.8 Retaliation. Retaliation against a person who files a grievance or good faith complaint regarding any alleged violation of the Memorandum of Understanding or of the Policies and Procedures will not be tolerated.