



**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, February 18, 2025 - 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 – FEBRUARY 18, 2025**

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**Call to Order: Chair Covington**

**Roll Call**

	<b>John Covington, Chair</b>
	<b>Lona Williams</b>

	<b>Andy Ramirez (alternate)</b>
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# PERSONNEL COMMITTEE MEETING – FEBRUARY 18, 2025 - *continued*

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## Public Comment

**PUBLIC COMMENT: RAISE HAND OR PRESS \*9 to request to speak when prompted. If you are present in the Conference Room, please fill out a Request to Speak card and deliver it to the Recording Secretary.**

At this time, any person may address the Committee on matters within its jurisdiction. However, state law prohibits the Committee from discussing or taking action on any item not listed on the agenda. Any 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 unanimous vote of the legislative body 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

## ACTION ITEMS

2. **Report / Update from BCVWD Employees Association** (no staff report)

Association Representatives		
Andrew Becerra	Luis Lomeli	Ericka Enriquez

3. **Report / Update from BCVWD Exempt Employees** (no staff report)

4. **Human Resources Department Report** (pages 4 - 5)

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

a.	Policy 3111	Leave for Crime Victims and Family Members	Pages 6 - 24
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6. **Update on Policy Tracking Matrix** (pages 25 - 29)

- a. Status of Policy Revisions / Updates

7. **Annual Human Resources Report** (pages 30 - 38)

## PERSONNEL COMMITTEE MEETING – FEBRUARY 18, 2025 - *continued*

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### 8. Action List for Future Meetings

### 9. Adjournment

#### NOTICES

**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 an open meeting of the 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 Board Members, 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/>. (GC 54957.5)

**REVISIONS TO THE AGENDA** - In accordance with §54954.2(a) of the Government Code (Brown Act), revisions to this Agenda may be made up to 72 hours before the 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.

**REQUIREMENTS RE: DISABLED ACCESS** - In accordance with Government Code §54954.2(a), and the Americans with Disabilities Act (ADA), 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. Notification of at least 48 hours in advance of the meeting will generally enable staff to make reasonable arrangements to ensure accessibility. The Office may be contacted by telephone at (951) 845-9581, email at [info@bcvwd.gov](mailto:info@bcvwd.gov) or in writing at the Beaumont-Cherry Valley Water District, 560 Magnolia Avenue, Beaumont, California 92223.

#### CERTIFICATION OF POSTING

A copy of the foregoing notice was posted near the regular meeting place of the Personnel Committee of Beaumont-Cherry Valley Water District and to its website at least 72 hours in advance of the meeting (Government Code §54954.2(a)).



**Beaumont-Cherry Valley Water District  
Personnel Committee Meeting  
February 18, 2025**

**Item 4**

**HUMAN RESOURCES REPORT**

**TO:** Personnel Committee

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

**SUBJECT:** Human Resources Department Report for the Month of January 2025

**Table 1: Personnel**

The below table represents the District’s current Workforce.  
As of January 31, 2025

Total Current Employees (Excluding Board Members)	49
Full-Time Employees	43
Part-Time	1
Temporary	5
Interns	0
Separations	0
Retired Employee(s)	0

**Table 2: New Hires**

The table below represents new hires.  
As of January 31, 2025

Employee Name	Job Title	Department
Omar Garcia-Zamora	Water Utility Worker I (Temp)	Operations
Cody Terry	Water Utility Worker I (Temp)	Operations
Andrew Vara	Water Utility Worker I (Temp)	Operations
Donta Maurice Wiggins	Water Utility Worker I (Temp)	Operations

**Table 3: Anniversaries\***

The below table represents BCVWD employee anniversaries.  
As of January 31, 2025

Employee Name	Department	Years of Service
Joe Haggin	Operations	23 years
Melvin Gibson	Operations	3 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 January 31, 2025

Employee Name	Former Title	Changed to
None		

**Table 5: Recruitment**

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

As of January 31, 2025

Position	Department	Update
Temporary Water Utility Worker I	Operations	Positions Filled 01/27/2025
Customer Service Representative I	Finance and Administration	Posting Opened 01/27/2025

**Table 6: Separation/Retirement**

The below table represents employees separating from BCVWD.

As of January 31, 2025

Employee Name	Position Held	Department	Last Day
None			

**Table 7: Communications**

The below table represents HR communications to BCVWD employees.

As of January 31, 2025

Communication	Topic
HR Memo 25-001, Martin King Luther Jr. Holiday Closure, Timesheet, and Holiday Pay Reminder	Holiday
HR Memo 25-002, Important: Reporting Suspicious Activities and Staying Safe	Workplace Safety
HR Memo 25-003, Safety Measures for Office and Field Personnel During Strong Wind Conditions	Workplace Safety

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



**Beaumont-Cherry Valley Water District  
Personnel Committee  
February 18, 2025**

**Item 5**

**STAFF REPORT**

**TO:** Personnel Committee

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

**SUBJECT: Policies and Procedures Manual Updates/Revisions amending Policy 3111  
Leave for Crime Victims and Family Members**

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**Staff Recommendation**

Approve the revision of Policy 3111 Leave for Crime Victims and Family Members to move forward to the next Board of Directors meeting with the recommendations stated in Table A, Summary of Policy Changes, or direct staff as desired.

**Executive Summary**

Human Resources (HR) staff proposes revising Policy 3111, Leave for Crime Victims and Family Members, to align with the requirements of California AB 2499, effective January 1, 2025. The policy amendment expands protections for employees taking leave due to domestic violence, sexual assault, stalking, or other qualifying acts of violence by integrating protections under the Fair Employment and Housing Act (FEHA), removing employer size thresholds, and requiring employer notification of employee rights. Additionally, the revised policy allows employees to use paid leave for related reasons, ensures compliance with the new legislation and mitigate potential risks for the District.

**Background**

At the December 14, 2022, Regular Board Meeting, the Board of Directors adopted Resolution 22-043 amending Policy 3111, titled *Leave for Crime Victims and Family Members*. Though the policy covers victims of crime and his/her family members, the current policy requires revisions to align with AB 2499, expanding leave protections for employees and their family members by broadening eligibility, adding new qualifying reasons for leave, and guaranteeing up to 12 weeks of protected, unpaid time off. The revisions also require anti-retaliation measures, employer notifications, and reasonable accommodations to ensure compliance and workplace safety.

AB 2499, effective January 1, 2025, expands protected leave by allowing employees to take time off for any “qualifying act of violence” including domestic violence, sexual assault and stalking, and broadens the definitions of “victim” and “family member.” In alignment with the new legislation, HR staff has revised the policy to extend leave protections beyond employees and their immediate family members to include designated persons, aligning victim leave with the California Family Rights Act (CFRA) pursuant to AB 1041. The updated policy also allows leave for counseling, relocation, caregiving, and legal proceedings, while maintaining leave limits of 12 weeks for victims, 5 days for family relocation, and 10 days for other family-related needs, with certification requirements. Additionally, these changes reinforce anti-discrimination and anti-retaliation protections, ensuring employees are not penalized for exercising their rights under this law.

HR staff consulted multiple legal sources to ensure the policy language aligns with current labor laws. Additionally, the proposed redline version was submitted to District Legal Counsel for further



review, ensuring the proposed policy language meets all legal standards and is fully compliant with AB 2499 and other applicable laws. This comprehensive review process helps safeguard the District against potential legal risks while providing clear and lawful guidelines for both employees and management.

**Discussion**

Table A – Summary of Policy Changes

<b>TABLE A</b>	<b>Policy Section</b>	<b>State / Federal Law requirement</b>	<b>BCVWD current practice</b>	<b>Option/s to Consider</b>	<b>Fiscal Impact of Option</b>
<b>1</b>	<b>Title</b>	<b>AB 2499</b>	Covers only Crime Victims and family members.	<b>Title</b> Add “Victims of Domestic Violence, Sexual Assault and Stalking.	No fiscal impact.
<b>2</b>	<b>Section 3111.1</b>	<b>AB 2499 AB 1041</b>	The District follows the law.	<b>3111.1</b> Add the provisions of AB 2499 and AB 1041 (Designated Person)	No fiscal impact.
<b>3</b>	<b>Section 3111.2</b>	<b>AB 2499</b>	The District follows the law.	<b>3111.2</b> Change this section to Reasons for Taking Leave in alignment with AB 2499 in broader perspective.	No fiscal impact
<b>4</b>	<b>Section 3111.3</b>	<b>AB 2499 AB 1041</b>	The District follows the law but does not follow the designated person provision.	<b>3111.3</b> Add this section to clarify the definition of each individual covered under AB 2499 and AB 1041.	No fiscal impact.
<b>5</b>	<b>Section 3111.4</b>	<b>AB 2499 AB 1041</b>	The District allows employees to use their sick and vacation accruals.	<b>3111.4</b> Revise this section to include language of providing up to 12 weeks of unpaid leave if employee is not yet eligible for FMLA/CFRA. Also, the section provides 5 days for designated person and 10 days for sibling.	The District will still pay for the medical benefits while on leave under this policy. This is already accounted for in the annual budget.



TABLE A	Policy Section	State / Federal Law requirement	BCVWD current practice	Option/s to Consider	Fiscal Impact of Option
6	Section 3111.5	AB 2499 FMLA and CFRA	The District allows employees to use their sick and vacation accruals.	<b>3111.5</b> Revise this section to allow eligible employees to use FMLA/CFRA under this policy, also in reference to Policy 3090 Family and Medical Leave.	The District will still pay for the medical benefits while on leave under this policy. This is already accounted for in the annual budget.
7	Section 3111.6	AB 2499 CA Fair Employment and Housing Act (FEHA)	The District requires use of Sick and Vacation leave accruals.	<b>3111.6</b> Revise this section noting that employees have the discretion to use their accrued leave under this policy, and must not be required to do so.	The District will still pay for the medical benefits while on leave under this policy. This is already accounted for in the annual budget.
8	No Section	AB 2499	HR manages the leave of absence. The District follows the law when asking for required documentation.	<b>3111.7</b> Add few more required documentation such as polic report and medical note following AB 2499 guidelines.	No fiscal impact.
9	Section 3111.6	Labor Code Section 230.2	The District follows the law on confidentiality of employee records.	This section was moved to <b>3111.8</b> and also add "to the extent allowed by law" language.	No fiscal impact.
10	No Section	AB 2499 ADA	The District has flexible accommodations for situations covered under this policy.	<b>3111.9</b> Add this section as required by AB 2499 unless reasonable accommodation poses undue hardship.	No fiscal impact.
11	No Section	None	Employees are required to inform HR or supervisor of his/her return to work or if they need leave extension.	<b>3111.10</b> Add this section in the policy	No fiscal impact.





TABLE A	Policy Section	State / Federal Law requirement	BCVWD current practice	Option/s to Consider	Fiscal Impact of Option
12	No Section	AB 2499	The District follows the law on anti-retaliation and anti-discrimination.	<b>3111.11</b> Add this section in the policy.	No fiscal impact.

### **Fiscal Impact**

Fiscal Impact is the District's coverage of the employee's medical benefits while on a leave of absence for reasons within this policy, which is accounted for in the annual operating budget.

### **Attachments**

1. Redline draft version of Policy 3111 Leave for Crime Victims and Family Members
2. Side-by-side version of Policy 3111 Leave for Crime Victims and Family Members
3. Clean draft version of Policy 3111 Leave for Crime Victims and Family Members, and Victims of Domestic Violence, Sexual Assault and Stalking
4. AB 1041 – Designated Person under CFRA Effective January 1, 2023
5. AB 2499 – What Employers Need To Know

Staff Report prepared by Ren Berioso, Human Resources Manager

# Attachment 1

BEAUMONT-CHERRY VALLEY WATER DISTRICT

PERSONNEL

**POLICY TITLE: LEAVE FOR CRIME VICTIMS AND FAMILY MEMBERS, AND VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING**

**POLICY NUMBER: 3111**

3111.1 **Policy.** Pursuant to Labor Code section 230.2, an employee who is a victim of a crime, a member of a crime victim's immediate family (spouse, child, stepchild, sibling, stepsibling, parent, or stepparent), a registered domestic partner of the crime victim, or the child of a registered domestic partner of a crime victim shall be eligible for leave from work in order to attend judicial proceedings related to that crime. All full-time and part-time employees, regardless of tenure, are eligible for leave for certain purposes enumerated in this policy if they or a family member are a victim of a crime qualifying act of violence, domestic violence, sexual assault, or stalking, or an immediate family member of a crime victim, including a spouse, domestic partner, child, stepchild, sibling, stepsibling, parent, or stepparent, grandparent, grandchild, or designated person. This also includes registered domestic partners of the crime victim and the child of a registered domestic partner. Eligible employees who are a victim of a crime, or whose family members are a victim of a crime, are entitled to take leave to attend or participate in judicial proceedings, such as court hearings or trials, or hearings for protective orders, as well as to attend medical appointments related to the crime or participate in psychological counseling. Additionally, leave may be taken for safety planning, relocation, or other measures to ensure the health and safety of the employee or their family members. This policy is intended to reflect the requirements of AB 2499 (Government Code section 12945.8), and any conflicts between the policy and the statute shall be resolved in favor of the law. The District does, however, have the discretion to provide a more generous leave policy.

3111.2 **Victim Defined** **Reasons for Taking Leave.** An employee who is a victim, or has a family member who is a victim, is entitled to leave from work for any of the following purposes, whether for themselves or the family member: "Victim" means a person against whom one of the following crimes has been committed:

a. A violent felony, as defined in subdivision (c) of Section 667.5 of the Penal Code; To obtain relief, including a restraining order or other injunctive relief, or to ensure the health, safety, and welfare of the victim.

b. A serious felony, as defined in subdivision (c) of Section 1192.7 of the Penal Code; To seek or obtain medical attention or to recover from injuries caused by a qualifying act of violence; or

c. A felony provision of law proscribing theft or embezzlement; To seek or obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization as a result of a qualifying act of violence.

d. Sexual Assault or Stalking; To seek or obtain psychological counseling or mental health services related to an experience of a qualifying act of violence.

e. Domestic Violence; To participate in safety planning or to take other measures to increase safety from other future qualifying acts of violence.

f. To relocate or engage in the process of securing a new residence due to a qualifying act of violence, including securing new housing or enrolling children in a new school or daycare.

g. To provide care to a family member who is recovering from a qualifying act of violence.

h. To seek or obtain civil or criminal legal services in relation to a qualifying act of violence.

i. To prepare for, participate in, or attend any administrative, civil, or criminal legal proceeding related to the qualifying act of violence, or to appear in court to testify under a subpoena or court order if the employee or a family member is a victim of any crime.

j. To seek, obtain, or provide childcare or care to a care-dependent adult, if the care is necessary to provide safety to the child or care-dependent adult as a result of the qualifying act of violence.

3111.3 **Definitions.** For the purposes of this policy, the following terms are defined as follows:

a. A *felony crime* is defined as any crime for which the offender may be sentenced to death or

Adopted by Resolution 22-043, 12/14/2022 xx-xx

imprisonment in the state prison. Felonies typically involve more severe offenses, including but not limited to, violent crimes, significant property damage, or fraud or public offense that is a misdemeanor or felony, or would constitute a misdemeanor or felony if it were committed in California.

b. A *Domestic violence* is defined as abuse or threats of abuse when the person being abused and the abuser are or have been in an intimate relationship, including spouses, cohabitants, or individuals who share a child by a spouse or domestic partner, or former spouse or domestic partner, a cohabitant or former cohabitant, a person with whom the victim has or has had a dating or intimate relationship, a person with whom the victim has had a child, a parent (if the victim is a child), or any other person related by blood or affinity within the second degree.;

c. A *Sexual assault* is defined as any form of non-consensual sexual act or behavior, including rape, sexual battery, or other acts of sexual violence, committed against an individual as proscribed by State, federal, or tribal law, including when the victim lacks the capacity to consent.

d. A *Stalking* is defined as willfully, maliciously, and repeatedly following or harassing another person, combined with making a credible threat with the intent to place that person in reasonable fear for their safety or the safety of their immediate family means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others, or suffer substantial emotional distress.

e. A *child* means a biological, adopted, or foster child, a stepchild, a legal ward, the child of a domestic partner, or a person to whom the employee stands in loco parentis.

f. A *designated person* means any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests leave, and is limited to one person designated per 12-month period.

g. A *parent* means a biological, adoptive, or foster parent, a stepparent, a legal guardian, a parent-in-law, or other person who stood in loco parentis to the employee when the employee was a child.

h. A *grandparent* means a parent of the employee's parent.

i. A *grandchild* means a child of the employee's child.

j. A *sibling* means a person related to the employee by blood, adoption, or affinity through a common legal or biological parent.

k. A *victim* is a person against whom a qualifying act of violence has been committed; or, for purposes of appearing in court to testify in a judicial proceeding, a victim of any crime.

l. A *qualifying act of violence* means domestic violence, sexual assault, or stalking; or an act, conduct, or pattern of conduct that includes any of the following: (1) an individual causes bodily injury or death to another individual; (2) an individual draws, brandishes, or uses a firearm or other dangerous weapon with respect to another individual; or (3) an individual uses, or makes a reasonably perceived or actual threat to use, force against another individual to cause bodily injury or death.

3111.4 **Leave Time for Crime Victims and Family Members.** The amount of leave is considered "reasonable" and will vary depending on the time necessary for the employee to attend court proceedings, seek treatment, or engage in safety planning. Leave time should be limited to the amount necessary to handle matters directly related to the crime. Employees are entitled to up to a total of 12 weeks of leave for the reasons listed in section 3111.2 above, except that for leave taken to assist a family member under 3111.2(f) may be limited to 5 days, and leave taken to assist a family member under 3111.2(j) may be limited to 10 days. Subject to these limitations, the amount of leave should be that amount which is reasonable or required to deal with the particular qualifying reason for leave.

3111.5 **Leave Time for Victims of Domestic Violence and Sexual Assault.** Employees who are the victims of domestic violence or sexual assault may take up to twelve (12) weeks of leave in a twelve (12) month period to seek medical attention, to obtain the services of a domestic violence shelter or rape center, to obtain psychological counseling, or to participate in safety. For this type of leave, a year is measured as twelve (12)

Adopted by Resolution 22-043, 12/14/2022, xx-xx

consecutive months from the date leave begins.

~~\_\_\_\_\_~~ 3111.5.1 Leave Interaction with FMLA/CFRA. Leave taken due to domestic violence, sexual assault, or stalking may run concurrently with leave under the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), depending on the circumstances:

~~\_\_\_\_\_~~ a. FMLA/ CFRA Eligibility: If the reason for the leave also qualifies as a serious health condition under FMLA or CFRA (such as physical injuries, psychological counseling, or medical treatment resulting from domestic violence, sexual assault, or stalking), the leave may be counted concurrently under both FMLA/CFRA and this policy. Please refer to Policy 3090 Family and Medical Leave for more information.

~~\_\_\_\_\_~~ b. Non-FMLA/CFRA Leave: Leave taken for reasons that do not qualify under FMLA or CFRA such as attending court proceedings, seeking restraining orders, or participating in safety planning will not run concurrently with FMLA or CFRA. These types of leave are covered solely under Section 3111.4, and the employee will retain separate FMLA/CFRA leave entitlements. If the employee is eligible for FMLA/CFRA leave, then leave under this policy shall run concurrently with FMLA/CFRA including provisions of Designated Persons under CFRA (See Policy 3090 Famil and Medical Leave).

~~\_\_\_\_\_~~ 3111.5.2 Notice of Concurrent Leave under FMLA/CFRA. If the leave qualifies under FMLA or CFRA, the Human Resources will notify the employee that the time off will be designated and counted against his/her FMLA/CFRA entitlement. The process will then be referred under Policy 3090 Family and Medical Leave.

3111.6 Use of Accrued Leaves. Employees covered by this policy are not obligated to use their accrued sick leave, vacation leave, or administrative leave. However, they may choose to use any available accrued paid time off, such as vacation leave, sick leave, or other forms of paid leave, at their discretion. If said leave is concurrent with FMLA/CFRA as determined by Human Resources, the use of accrued leaves will follow the stipulations of Policy 3090 Family and Medical Leave.

3111.73 Leave Request Process for Victims of Crime and Family Members. In order to be eligible for leave, the employee must provide a copy of the official notice provided to the victim of each scheduled proceeding documentation to Human Resources, with reasonable advance notice, and the amount of leave the employee intends to take. When advance notice is not feasible or an unscheduled absence occurs, the employee must, within a reasonable time after the absence, provide the District with documentation evidencing the judicial proceeding from any of the following entities qualifying need for leave and, if possible, the amount of leave needed. Documentation may include:

- a. The court order or notice from a government agency setting the hearing conducting a judicial proceeding.
- b. The district attorney or prosecuting attorney's office A police report indicating that the employee or family member is a victim.
- c. The victim/witness office that is advocating on behalf of the victim Documentation from a licensed medical professional or health care provider (including mental health), domestic violence counselor, sexual assault counselor, victim advocate, or counselor certifying that the employee or family member was a victim and was undergoing or seeking services related to the qualifying act of violence.
- e.d. Any other documentation that reasonably verifies that the employee or a family member was a victim of the qualifying act of violence, including, but not limited to, a written statement signed by the employee or an individual acting on the employee's behalf.

~~\_\_\_\_\_~~ 3111.67.1 If thea court proceeding under this section is completed before the end of the employee's regularly scheduled shift, the employee must report to work if requested by the supervisor.

Adopted by Resolution 22-043, 12/14/2022 ~~xx-xx~~

**Commented [RTG1]:** If leave under this policy runs concurrently with FMLA/CFRA, you should follow the more generous policy with regard to use of accrued leave. So even if FMLA/CFRA does not permit the employee to use accrued leave, you must still allow them to do so for concurrent leave.

~~3111.8 — **Leave Request Process for Victims of Domestic Violence and Sexual Assault.** Employees who need to take leave due to domestic violence, sexual assault, or stalking should notify their immediate supervisor or the Human Resources as soon as possible. The notification should include the reason for the leave (i.e., domestic violence, sexual assault, or stalking) and the anticipated duration of the leave. In emergency situations where advance notice is not feasible or an unscheduled absence occurs, the employee or his/her representative should notify the immediate supervisor or Human Resources as soon as reasonably possible. To process the leave request, the employee may be asked to provide one of the following forms of documentation to Human Resources, as soon as practicable:~~

- ~~a. A police report indicating that the employee or their family member is a victim of domestic violence, sexual assault, or stalking;~~
- ~~b. A court order (e.g., a restraining order or other legal documents) that protects the employee or their family member from the perpetrator;~~
- ~~c. Documentation from a licensed medical professional, therapist, or counselor confirming that the employee is seeking medical treatment or psychological counseling for injuries related to domestic violence or sexual assault;~~
- ~~d. A written statement from a victim services organization confirming the employee's participation in safety planning, relocation, or other services related to the violence or assault~~

~~3111.4 — An employee absent from work to attend a scheduled proceeding may elect to use accrued vacation leave, sick leave, other accrued paid time off, or unpaid leave time.~~

~~3111.5 If the court proceeding is completed before the end of the employee's regularly scheduled shift, the employee must report to work if requested by the supervisor.~~

~~3111.986 **Confidentiality.** To the extent allowed by law, the District shall keep confidential any records regarding an employee's absence from work pursuant to this policy.~~

~~3111.9 **Reasonable Accommodation.** Upon request by the employee, the District will make reasonable accommodation for an employee who is a victim, or whose family member is a victim, of a qualifying act of violence if necessary to ensure the safety of the employee while at work, unless the accommodation would cause the District undue hardship. The District will follow the reasonable accommodation process provided in Government Code section 12945.8, and may require documentation as part of that process.~~

~~3111.10 **Return to Work.** Before returning to work, the employee should notify Human Resources or his/her supervisor of the expected return date. If the supervisor receives the message first, this must be passed on to Human Resources immediately. If the leave needs to be extended, the employee must provide updated documentation and request additional leave in a timely manner.~~

~~3111.11 **Non-Retaliation.** The District strictly prohibits any form of retaliation or discrimination against employees who request or take leave under this policy or who report incidents of domestic violence, sexual assault, or stalking. Employees are encouraged to report any concerns of retaliation immediately to Human Resources or General Manager or his/her designee for investigation.~~

Adopted by Resolution ~~22-043, 12/14/2022~~xx-xx

# Attachment 2

## CURRENT POLICY

**POLICY TITLE: LEAVE FOR CRIME VICTIMS AND FAMILY MEMBERS**  
**POLICY NUMBER: 3111**

3111.1 Pursuant to Labor Code section 230.2, an employee who is a victim of a crime, a member of a crime victim's immediate family (spouse, child, stepchild, sibling, stepsibling, parent, or stepparent), a registered domestic partner of the crime victim, or the child of a registered domestic partner of a crime victim shall be eligible for leave from work in order to attend judicial proceedings related to that crime.

3111.2 "Victim" means a person against whom one of the following crimes has been committed:  
a. A violent felony, as defined in subdivision (c) of Section 667.5 of the Penal Code;  
b. A serious felony, as defined in subdivision (c) of Section 1192.7 of the Penal Code; or  
c. A felony provision of law proscribing theft or embezzlement.

3111.3 In order to be eligible for leave, the employee must provide a copy of the official notice provided to the victim of each scheduled proceeding to Human Resources. When advance notice is not feasible or an unscheduled absence occurs, the employee must, within a reasonable time after the absence, provide the District with documentation evidencing the judicial proceeding from any of the following entities:

- The court or government agency setting the hearing.
- The district attorney or prosecuting attorney's office.
- The victim/witness office that is advocating on behalf of the victim.

3111.4 An employee absent from work to attend a scheduled proceeding may elect to use accrued vacation leave, sick leave, other accrued paid time off, or unpaid leave time.

3111.5 If the court proceeding is completed before the end of the employee's regularly scheduled shift, the employee must report to work if requested by the supervisor.

3111.6 The District shall keep confidential any records regarding an employee's absence from work pursuant to this policy.

## PROPOSED POLICY

**POLICY TITLE: LEAVE FOR CRIME VICTIMS AND FAMILY MEMBERS, AND VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING**  
**POLICY NUMBER: 3111**

3111.1 **Policy.** Pursuant to Labor Code section 230.2, an employee who is a victim of a crime, a member of a crime victim's immediate family (spouse, child, stepchild, sibling, stepsibling, parent, or stepparent), a registered domestic partner of the crime victim, or the child of a registered domestic partner of a crime victim shall be eligible for leave from work in order to attend judicial proceedings related to that crime. All full-time and part-time employees, regardless of tenure, are eligible for leave for certain purposes enumerated in this policy if they or a family member are a victim of a crime, or whose family members are a victim of a crime, are entitled to an immediate family member of a crime victim, including family members are limited to a spouse, domestic partner, child, stepchild, sibling, stepsibling, parent, or stepparent, grandchild, or designated person. This also includes registered domestic partners of the crime victim and the child of a registered domestic partner. Eligible employees who are a victim of a crime, or whose family members are a victim of a crime, are entitled to take leave to attend participate in judicial proceedings, such as court hearings or trials, or hearings for protective orders, as well as to attend medical appointments related to the crime or participate in psychological counseling. Additionally, leave may be taken for safety planning, relocation, or other measures to ensure the health and safety of the employee or their family members. This policy is intended to reflect the requirements of AB 2499 (Government Code section 12945.8), and any conflicts between the policy and the statute shall be resolved in favor of the law. The District does, however, have the discretion to provide a more generous leave policy.

3111.2 **Victim-Defined Reasons for Taking Leave.** An employee who is a victim, or has a family member who is a victim, is entitled to leave from work for any of the following purposes, whether for themselves or the family member. "Victim" means a person against whom one of the following crimes has been committed:

- A violent felony, as defined in subdivision (c) of Section 667.5 of the Penal Code; To obtain relief, including a restraining order or other injunctive relief, or to ensure the health, safety, and welfare of the victim.
  - A serious felony, as defined in subdivision (c) of Section 1192.7 of the Penal Code; To seek or obtain medical attention or to recover from injuries caused by a qualifying act of violence; or
  - A felony provision of law proscribing theft or embezzlement; To seek or obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization as a result of a qualifying act of violence.
- F.
- Sexual Assault or Stalking; To seek or obtain psychological counseling or mental health services related to an experience of a qualifying act of violence.
  - Domestic Violence; To participate in safety planning or to take other measures to increase safety from other future qualifying acts of violence.
  - To relocate or engage in the process of securing a new residence due to a qualifying act of violence, including securing new housing or enrolling children in a new school or daycare.
  - To provide care to a family member who is recovering from a qualifying act of violence.
  - To seek or obtain civil or criminal legal services in relation to a qualifying act of violence.
  - To prepare for, participate in, or attend any administrative, civil, or criminal legal proceeding related to the qualifying act of violence, or to appear in court to testify, under a subpoena or court order if the employee or a family member is a victim of any crime.
  - To seek, obtain, or provide childcare or care to a care-dependent adult, if the care is necessary to provide safety to the child or care-dependent adult as a result of the qualifying act of violence.

3111.3 **Definitions.** For the purposes of this policy, the following terms are defined as follows:  
a. A felony crime is defined as any crime for which the offender may be sentenced to death or



imprisonment in the state prison. Felonies typically involve more severe offenses, including but not limited to violent crimes, significant property damage, or fraud or public offense that is a misdemeanor or felony, or would constitute a misdemeanor or felony if it were committed in California.

b. ~~A domestic violence is defined as abuse or threats of abuse when the person being abused and the abuser are or have been in an intimate relationship including spouses, cohabitants, or individuals who share a child, a spouse or domestic partner, or former spouse or domestic partner, a cohabitant or former cohabitant, a person with whom the victim has or has had a dating or intimate relationship, a person with whom the victim has had a child, a parent (if the victim is a child), or any other person related by blood or affinity within the second degree.~~

c. ~~A sexual assault is defined as any form of non-consensual sexual act or behavior, including rape, sexual battery, or other acts of sexual violence, committed against an individual as proscribed by State, federal, or tribal law, including when the victim lacks the capacity to consent.~~

d. ~~A stalking is defined as willfully, maliciously, and repeatedly following or harassing another person, combined with making a credible threat with the intent to place that person in reasonable fear for their safety or the safety of their immediate family means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others, or suffer substantial emotional distress.~~

e. ~~A child means a biological, adopted, or foster child, a stepchild, a legal ward, the child of a domestic partner, or a person to whom the employee stands in loco parentis.~~

f. ~~A designated person means any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests leave, and is limited to one person designated per 12-month period.~~

g. ~~A parent means a biological, adoptive, or foster parent, a stepparent, a legal guardian, a parent-in-law, or other person who stood in loco parentis to the employee when the employee was a child.~~

h. ~~A grandparent means a parent of the employee's parent.~~

i. ~~A grandchild means a child of the employee's child.~~

j. ~~A sibling means a person related to the employee by blood, adoption, or affinity through a common legal or biological parent.~~

k. ~~A victim is a person against whom a qualifying act of violence has been committed, or, for purposes of appearing in court to testify in a judicial proceeding, a victim of any crime.~~

l. ~~A qualifying act of violence means domestic violence, sexual assault, or stalking, or an act, conduct, or pattern of conduct that includes any of the following: (1) an individual causes bodily injury or death to another individual; (2) an individual draws, brandishes, or uses a firearm or other dangerous weapon with respect to another individual; or (3) an individual uses, or makes a reasonably perceived or actual threat to use, force against another individual to cause bodily injury or death.~~

**3111.4 Leave Time for Crime Victims and Family Members.** ~~The amount of leave is considered "reasonable" and will vary depending on the time necessary for the employee to attend court proceedings, seek treatment or engage in safety planning. Leave time should be limited to the amount necessary to handle matters directly related to the crime. Employees are entitled to up to a total of 12 weeks of leave for the reasons listed in section 3111.2 above, except that for leave taken to assist a family member under 3111.2(f) may be limited to 5 days, and leave taken to assist a family member under 3111.2(g) may be limited to 10 days. Subject to these limitations, the amount of leave should be that amount which is reasonable or required to deal with the particular qualifying reason for leave.~~

**3111.5 Leave Time for Victims of Domestic Violence and Sexual Assault.** ~~Employees who are the victims of domestic violence or sexual assault may take up to twelve (12) weeks of leave in a twelve (12) month period to seek medical attention, to obtain the services of a domestic violence shelter or rape center, to obtain psychological counseling, or to participate in safety. For this type of leave, a year is measured as twelve (12)~~

consecutive months from the date leave begins:

3111.5.1 Leave Interaction with FMLA/CFRA. Leave taken due to domestic violence, sexual assault, or stalking may run concurrently with leave under the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), depending on the circumstances.

a. FMLA/CFRA Eligibility. If the reason for the leave also qualifies as a serious health condition under FMLA or CFRA (such as physical injuries, psychological counseling, or medical treatment resulting from domestic violence, sexual assault, or stalking), the leave may be counted concurrently under both FMLA/CFRA and this policy. Please refer to Policy 3090, Family and Medical Leave for more information.

b. Non-FMLA/CFRA Leave. Leave taken for reasons that do not qualify under FMLA or CFRA such as attending court proceedings, seeking restraining orders, or participating in safety planning will not run concurrently with FMLA or CFRA. These types of leave are covered solely under Section 3111.4, and the employee will retain separate FMLA/CFRA leave entitlement if the employee is eligible for FMLA/CFRA leave. Then leave under this policy shall run concurrently with FMLA/CFRA including provisions of Designated Persons under CFRA. (See Policy 3090, Family and Medical Leave).

3111.5.2 Notice of Concurrent Leave under FMLA/CFRA. If the leave qualifies under FMLA or CFRA, the Human Resources will notify the employee that the time off will be designated and counted against his/her FMLA/CFRA entitlement. The process will then be referred under Policy 3090, Family and Medical Leave.

3111.6 Use of Accrued Leaves. Employees covered by this policy are not obligated to use their accrued sick leave, vacation leave, or administrative leave. However, they may choose to use any available accrued paid time off, such as vacation leave, sick leave, or other forms of paid leave, at their discretion. If said leave is concurrent with FMLA/CFRA as determined by Human Resources, the use of accrued leaves will follow the stipulations of Policy 3090, Family and Medical Leave.

3111.7 Leave Request Process for Victims of Crime and Family Members. In order to be eligible for leave, the employee must provide a copy of the official notice provided to the victim of each scheduled proceeding/documentation to Human Resources with reasonable advance notice, and the amount of leave the employee intends to take. When advance notice is not feasible or an unscheduled absence occurs, the employee must, within a reasonable time after the absence, provide the District with documentation evidencing the judicial proceeding from any of the following entities qualifying need for leave and, if possible, the amount of leave needed. Documentation may include:

- a. The court order or notice from a government agency setting the hearing/conducting a judicial proceeding.
- b. The district attorney or prosecuting attorney's office's police report indicating that the employee or family member is a victim.
- c. The victim/witness office that is advocating on behalf of the victim/Documentation from a licensed medical professional or health care provider (including mental health), domestic violence counselor, sexual assault counselor, victim advocate, or counselor certifying that the employee or family member was a victim and was undergoing or seeking services related to the qualifying act of violence.
- e-d. Any other documentation that reasonably verifies that the employee or a family member was a victim of the qualifying act of violence, including, but not limited to, a written statement signed by the employee or an individual acting on the employee's behalf.

3111.67.1 If the court proceeding under this section is completed before the end of the employee's regularly scheduled shift, the employee must report to work if requested by the supervisor.



~~3111.8 Leave Request Process for Victims of Domestic Violence and Sexual Assault. Employees who need to take leave due to domestic violence, sexual assault, or stalking should notify their immediate supervisor or the Human Resources as soon as possible. The notification should include the reason for the leave, if e-domestic violence, sexual assault, or stalking) and the anticipated duration of the leave. In emergency situations where advance notice is not feasible or an unscheduled absence occurs, the employee or his/her representative should notify the immediate supervisor or Human Resources as soon as reasonably possible. To process the leave request, the employee may be asked to provide one of the following forms of documentation to Human Resources, as seen as practicable:~~

- ~~a. A police report indicating that the employee or their family member is a victim of domestic violence, sexual assault, or stalking;~~
- ~~b. A court order (e.g., a restraining order or other legal document) that protects the employee or their family member from the perpetrator;~~
- ~~c. Documentation from a licensed medical professional, therapist, or counselor confirming that the employee is seeking medical treatment or psychological counseling for injuries related to domestic violence or sexual assault;~~
- ~~d. A written statement from a victim services organization confirming the employee's participation in safety planning, relocation, or other services related to the violence or assault.~~

~~3111.4 An employee absent from work to attend a scheduled proceeding may elect to use accrued vacation leave, sick leave, other accrued paid time off, or unpaid leave time.~~

~~3111.5 If the court proceeding is completed before the end of the employee's regularly scheduled shift, the employee must report to work if requested by the supervisor.~~

~~3111.9 Confidentiality. To the extent allowed by law, The District shall keep confidential any records regarding an employee's absence from work pursuant to leave or request for leave under to this policy.~~

~~3111.9 Reasonable Accommodation. Upon request by the employee, the District will make reasonable accommodation for an employee who is a victim, or whose family member is a victim, of a qualifying act of violence if necessary to ensure the safety of the employee while at work, unless the accommodation would cause the District undue hardship. The District will follow the reasonable accommodation process provided in Government Code section 12945.8, and may require documentation as part of that process.~~

~~3111.10 Return to Work. Before returning to work, the employee should notify Human Resources or his/her supervisor of the expected return date. If the supervisor receives the message first, this must be passed on to Human Resources immediately. If the leave needs to be extended, the employee must provide updated documentation and request additional leave in a timely manner.~~

~~3111.11 Non-Retaliation. The District strictly prohibits any form of retaliation or discrimination against employees who request or take leave under this policy or who report incidents of domestic violence, sexual assault, or stalking. Employees are encouraged to report any concerns of retaliation immediately to Human Resources or General Manager or his/her designee for investigation.~~

**POLICY TITLE: LEAVE FOR CRIME VICTIMS AND FAMILY MEMBERS, AND VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING****POLICY NUMBER: 3111**

3111.1 **Policy.** All full-time and part-time employees, regardless of tenure, are eligible for leave for certain purposes enumerated in this policy if they or a family member are a victim of a qualifying act of violence, domestic violence, sexual assault, or stalking. Family members are limited to: a spouse, domestic partner, child, sibling, parent, grandparent, grandchild, or designated person. Eligible employees who are a victim of a crime, or whose family members are a victim of a crime, are entitled to take leave to participate in judicial proceedings, such as court hearings or trials. This policy is intended to reflect the requirements of AB 2499 (Government Code section 12945.8), and any conflicts between the policy and the statute shall be resolved in favor of the law. The District does, however, have the discretion to provide a more generous leave policy.

3111.2 **Reasons for Taking Leave.** An employee who is a victim, or has a family member who is a victim, is entitled to leave from work for any of the following purposes, whether for themselves or the family member:

- a. To obtain relief, including a restraining order or other injunctive relief, or to ensure the health, safety, and welfare of the victim.
- b. To seek or obtain medical attention or to recover from injuries caused by a qualifying act of violence.
- c. To seek or obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization as a result of a qualifying act of violence.
- d. To seek or obtain psychological counseling or mental health services related to an experience of a qualifying act of violence.
- e. To participate in safety planning or to take other measures to increase safety from other future qualifying acts of violence.
- f. To relocate or engage in the process of securing a new residence due to a qualifying act of violence, including securing new housing or enrolling children in a new school or daycare.
- g. To provide care to a family member who is recovering from a qualifying act of violence.
- h. To seek or obtain civil or criminal legal services in relation to a qualifying act of violence.
- i. To prepare for, participate in, or attend any administrative, civil, or criminal legal proceeding related to the qualifying act of violence, or to appear in court to testify under a subpoena or court order if the employee or a family member is a victim of any crime.
- j. To seek, obtain, or provide childcare or care to a care-dependent adult, if the care is necessary to provide safety to the child or care-dependent adult as a result of the qualifying act of violence.

3111.3 **Definitions.** For the purposes of this policy, the following terms are defined as follows:

- a. A *crime* is defined as any crime or public offense that is a misdemeanor or felony, or would constitute a misdemeanor or felony if it were committed in California.
- b. *Domestic violence* is defined as abuse by a spouse or domestic partner, or former spouse or domestic partner, a cohabitant or former cohabitant, a person with whom the victim has or has had a dating or intimate relationship, a person with whom the victim has had a child, a parent (if the victim is a child), or any other person related by blood or affinity within the second degree.
- c. *Sexual assault* is defined as any form of non-consensual sexual act or behavior, including rape, sexual battery, or other acts of sexual violence as proscribed by State, federal, or tribal law, including when the victim lacks the capacity to consent.
- d. *Stalking* means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others, or suffer substantial emotional distress.
- e. A *child* means a biological, adopted, or foster child, a stepchild, a legal ward, the child of a domestic

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## BEAUMONT-CHERRY VALLEY WATER DISTRICT

partner, or a person to whom the employee stands in loco parentis.

f. A *designated person* means any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests leave, and is limited to one person designated per 12-month period.

g. A *parent* means a biological, adoptive, or foster parent, a stepparent, a legal guardian, a parent-in-law, or other person who stood in loco parentis to the employee when the employee was a child.

h. A *grandparent* means a parent of the employee's parent.

i. A *grandchild* means a child of the employee's child.

j. A *sibling* means a person related to the employee by blood, adoption, or affinity through a common legal or biological parent.

k. A *victim* is a person against whom a qualifying act of violence has been committed; or, for purposes of appearing in court to testify in a judicial proceeding, a victim of any crime.

l. A *qualifying act of violence* means domestic violence, sexual assault, or stalking; or an act, conduct, or pattern of conduct that includes any of the following: (1) an individual causes bodily injury or death to another individual; (2) an individual draws, brandishes, or uses a firearm or other dangerous weapon with respect to another individual; or (3) an individual uses, or makes a reasonably perceived or actual threat to use, force against another individual to cause bodily injury or death.

**3111.4 Leave Time for Crime Victims and Family Members.** Employees are entitled to up to a total of 12 weeks of leave for the reasons listed in section 3111.2 above, except that for leave taken to assist a family member under 3111.2(f) may be limited to 5 days, and leave taken to assist a family member under 3111.2(j) may be limited to 10 days. Subject to these limitations, the amount of leave should be that amount which is reasonable or required to deal with the particular qualifying reason for leave.

**3111.5 Leave Interaction with FMLA/CFRA.** If the employee is eligible for FMLA/CFRA leave, then leave under this policy shall run concurrently with FMLA/CFRA including provisions of Designated Persons under CFRA (See Policy 3090 Family and Medical Leave).

**3111.5.1 Notice of Concurrent Leave under FMLA/CFRA.** If the leave qualifies under FMLA or CFRA, the Human Resources will notify the employee that the time off will be designated and counted against his/her FMLA/CFRA entitlement. The process will then be referred under Policy 3090 Family and Medical Leave.

**3111.6 Use of Accrued Leaves.** Employees covered by this policy are not obligated to use their accrued sick leave, vacation leave, or administrative leave. However, they may choose to use any available accrued paid time off, such as vacation leave, sick leave, or other forms of paid leave, at their discretion. If said leave is concurrent with FMLA/CFRA as determined by Human Resources, the use of accrued leaves will follow the stipulations of Policy 3090 Family and Medical Leave.

**3111.7 Leave Request Process.** In order to be eligible for leave, the employee must provide documentation to Human Resources, with reasonable advance notice, and the amount of leave the employee intends to take. When advance notice is not feasible or an unscheduled absence occurs, the employee must, within a reasonable time after the absence, provide the District with documentation evidencing the qualifying need for leave and, if possible, the amount of leave needed. Documentation may include:

- a. The court order or notice from a government agency conducting a judicial proceeding.
- b. A police report indicating that the employee or family member is a victim.
- c. Documentation from a licensed medical professional or health care provider (including mental health), domestic violence counselor, sexual assault counselor, victim advocate, or counselor certifying that the employee or family member was a victim and was undergoing or seeking services

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related to the qualifying act of violence.

- d. Any other documentation that reasonably verifies that the employee or a family member was a victim of the qualifying act of violence, including, but not limited to, a written statement signed by the employee or an individual acting on the employee's behalf.

3111.7.1 If a court proceeding under this section is completed before the end of the employee's regularly scheduled shift, the employee must report to work if requested by the supervisor.

3111.8 **Confidentiality.** To the extent allowed by law, the District shall keep confidential any records regarding an employee's leave or request for leave under this policy.

3111.9 **Reasonable Accommodation.** Upon request by the employee, the District will make reasonable accommodation for an employee who is a victim, or whose family member is a victim, of a qualifying act of violence if necessary to ensure the safety of the employee while at work, unless the accommodation would cause the District undue hardship. The District will follow the reasonable accommodation process provided in Government Code section 12945.8, and may require documentation as part of that process.

3111.10 **Return to Work.** Before returning to work, the employee should notify Human Resources or his/her supervisor of the expected return date. If the supervisor receives the message first, this must be passed on to Human Resources immediately. If the leave needs to be extended, the employee must provide updated documentation and request additional leave in a timely manner.

3111.11 **Non-Retaliation.** The District strictly prohibits any form of retaliation or discrimination against employees who request or take leave under this policy or who report incidents of domestic violence, sexual assault, or stalking. Employees are encouraged to report any concerns of retaliation immediately to Human Resources or General Manager or his/her designee.

**Attachment 4**

## Gov. Newsom Signs AB 1041: Expands Family Leave to Include Non-Family

[californiaglobe.com/fr/gov-newsom-signs-ab-1041-expands-family-leave-to-include-non-family/](https://californiaglobe.com/fr/gov-newsom-signs-ab-1041-expands-family-leave-to-include-non-family/)

Chris Micheli

On September 29, 2022, Governor Gavin Newsom signed into law Assembly Bill 1041, by Assembly Member Buffy Wicks (D-Oakland). AB 1041 amends Government Code Section 12945.2 and Labor Code Section 245.5 relating to expansion of the California Family Rights Act (CFRA).

CFRA makes it an unlawful employment practice for a California public employer or a private sector employer with 5 or more employees to refuse to grant a request from an employee who meets specified requirements to take up to a total of 12 workweeks in any 12-month period for family care and medical leave.

AB 1041 expands the class of people for whom an employee may take leave to care for to include a designated person, who would be identified at the time the employee requests the leave. An employer would be allowed to limit an employee to one designated person per 12-month period.

Existing state law, the Healthy Workplaces, Healthy Families Act of 2014, generally entitles an employee who works in California for the same employer for 30 or more days within a year to paid sick days, including to care for an employee's family member. AB 1041 expands the definition of the term "family member" to include a designated person.

Section 1 of the bill amends Government Code Section 12945.2 to add a definition of the term "designated person" to mean "any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests the leave. An employer may limit an employee to one designated person per 12-month period for family care and medical leave." It would also expand the leave to care for a designated person who has a serious health condition.

Section 2 of the bill amends Labor Code Section 245.5 to add a designated person, which means "a person identified by the employee at the time the employee requests paid sick days. An employer may limit an employee to one designated person per 12-month period for paid sick days."

## Attachment 5

### News - Human Resources, Legal, Legislative, Wage & Hour

December 12, 2024

# New Protections for Victims of Violence Under AB 2499: What Employers Need to Know



By: Jason Resnick

California employers must prepare for significant changes under AB 2499, effective **January 1, 2025**. This law expands employee protections for victims of “qualifying acts of violence” (QAV) and their family members, aligning these rights with the Fair Employment and Housing Act (FEHA). Here’s a summary of key changes:

#### Expanded Definition of “Qualifying Acts of Violence”

AB 2499 introduces the term QAV, which encompasses domestic violence, sexual assault, stalking, or other harmful acts such as:

- Causing bodily injury or death.
- Brandishing or using a weapon.
- Threatening force to cause injury or death.

These acts qualify regardless of criminal charges or convictions.

#### Broadened Employee Protections

The law prohibits employers of any size from retaliating against or discriminating against employees who:

- Serve on a jury or appear as witnesses in court.

Seek legal relief, such as restraining orders, for themselves or family members.

Take time off to address safety, health, or recovery needs stemming from a QAV.

Protections now extend to employees caring for family members who are victims, defined broadly to include children, parents, spouses, domestic partners, and even designated individuals.

### **Reasonable Accommodations for Safety**

Employers must reasonably accommodate employees who are victims—or have family members who are victims—of QAV. Accommodations may include:

Modified work schedules or locations.

Safety measures, such as changes to workstations or access controls.

Assistance with relocation.

Interactive processes must be timely and in good faith, considering any immediate dangers to the employee or their family.

### **Leave and Paid Sick Time**

Employees may use paid sick leave and take protected leave for various purposes, such as medical care, counseling, legal proceedings, or securing new housing. Employers may limit leave to 12 weeks for employee victims and 10 days for family-related leave, though exceptions apply in cases of death due to QAV. Leave must run concurrently with Family and Medical Leave Act (FMLA) or California Family Rights Act (CFRA) leave if applicable.

### **Notice Requirements**

Employers must notify employees of their rights under AB 2499 upon hire, annually, and when an employee identifies as a victim. By July 1, 2025, the Civil Rights Department (CRD) will publish a model notice that employers can use.

### **Certification Requests**

Employers may require documentation, such as police reports or statements from licensed professionals, to verify the occurrence of a QAV.

### **Action Steps for Employers**

To comply with AB 2499, employers should:

- 1 Update policies to reflect the expanded protections.
- 2 Train HR personnel and managers on the interactive process and accommodation requirements.
- 3 Prepare to distribute notices once the CRD publishes the official form.





**Beaumont-Cherry Valley Water District  
Personnel Committee Meeting  
February 18, 2025**

**Item 6**

**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
Board Administration <sup>1</sup>	26	23	1	1	3.85%
Engineering <sup>2</sup>	8	8	1	1	12.50%
Finance	15	15	8	8	53.33%
<b>Human Resources</b>	<b>70</b>	<b>70</b>	<b>69</b>	<b>69</b>	<b>98.57%</b>
Information Technology <sup>3</sup>	17	17	3	0	0.00%
TOTALS	<b>136</b>	<b>132</b>	<b>78</b>	<b>74</b>	<b>58.09%</b>

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

Item	Policy Subject	Policy Contents
None		

<sup>1</sup> Previously titled “Administration” but added clarifier that is specific to the Board of Directors.

<sup>2</sup> Includes four (4) policies identified previously as “Operations”

<sup>3</sup> 17 Policies were identified by IT to go to the Personnel Committee.



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

Item	Policy No.	Priorities Listed	Draft Size	Selected for Processing	Estimated Committee Presentation
1	7003	Cloud Computing (policy)	2 pages	February	March
2	7007	Remote Access	2 pages	February	March
3	7018	Wireless Network Security	2 pages	February	March

*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	Section	Policy Name	HR's Recommendation	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
1000	General	Definitions	Human Resources	Yes	6/28/2021	7/19/2021	7/20/2021	10/13/2021	10/13/2021	10/13/2021
1005	General	Contractual Provisions	Human Resources	Yes	2/16/2021	2/22/2021	2/22/2021	4/14/2021	4/14/2021	4/14/2021
1010	General	Policy Manual	Human Resources	Yes	N/A	N/A	N/A	1/8/2025	1/8/2025	1/8/2025
2000	Administration	Equal Opportunity	Human Resources	Yes	3/15/2021	3/22/2021	3/22/2021	4/14/2021	4/14/2021	4/14/2021
2010	Administration	Access to Personnel Records	Human Resources	Yes	3/15/2021	3/22/2021	3/22/2021	4/14/2021	4/14/2021	4/14/2021
2015	Personnel	Harassment	Human Resources	Yes	1/2/2024	1/16/2024	1/16/2024	2/14/2024	2/14/2024	2/14/2024
2020	Administration	Sexual Harassment	Human Resources	Yes	3/15/2021	3/22/2021	3/22/2021	4/14/2021	4/14/2021	4/14/2021
2025	Administration	Whistleblower Protection	Human Resources	Yes	3/15/2021	3/22/2021	3/22/2021	4/14/2021	4/14/2021	4/14/2021
3000	Personnel	Employee Status	Human Resources	Yes	4/12/2021	7/19/2021	7/20/2021	10/13/2021	10/13/2021	10/13/2021
3001	Personnel	Employee Information and Emergency	Human Resources	Yes	4/12/2021	6/21/2021	6/21/2021	10/13/2021	10/13/2021	10/13/2021
3002	Personnel	Employee Groups	Human Resources	Yes	4/12/2021	5/17/2021	5/17/2021	10/13/2021	10/13/2021	10/13/2021
3005	Personnel	Compensation	Human Resources	Yes	7/13/2021	7/19/2021	7/19/2021	10/13/2021	10/13/2021	10/13/2021
3006	Personnel	Prevailing-Wage-Public Works Contractor-	Human Resources	Yes	7/13/2021	9/20/2021	9/20/2021	10/13/2021	10/13/2021	10/13/2021
3010	Personnel	Employee Performance Evaluation	Human Resources	Yes	7/13/2021	9/20/2021	9/20/2021	10/13/2021	10/13/2021	10/13/2021
3015	Personnel	Performance Evaluation-General	Human Resources	Yes	8/3/2021	9/20/2021	9/20/2021	10/13/2021	10/13/2021	10/13/2021
3020	Personnel	Health and Welfare Benefits	Human Resources	Yes	5/10/2022	5/17/2022	5/17/2022	6/8/2022	6/8/2022	6/8/2022
3025	Personnel	Pay Periods	Human Resources	Yes	11/12/2021	11/15/2021	11/15/2021	5/11/2022	5/11/2022	5/11/2022
3030	Personnel	Gift Acceptance Guidelines	Human Resources	Yes	12/10/2021	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022
3035	Personnel	Outside Employment	Human Resources	Yes	10/12/2021	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022
3040	Personnel	Letters of Recommendation	Human Resources	Yes	6/28/2024	7/16/2024	7/16/2024	8/14/2024	8/14/2024	8/14/2024
3045	Personnel	Executive Officer	Human Resources	Yes	7/29/2024	8/20/2024	11/21/2024	1/8/2025	1/8/2025	1/8/2025
3050	Personnel	Volunteer Personnel Workers'	Human Resources	Yes	5/2/2024	6/18/2024	7/16/2024	8/14/2024	8/14/2024	8/14/2024
3055	Personnel	Work Hours, Overtime, and Standby	Human Resources	Yes	6/14/2022	7/19/2022	7/19/2022	9/14/2022	9/14/2022	9/14/2022
3060	Personnel	Continuity of Service	Human Resources	Yes	4/8/2024	4/16/2024	4/16/2024	5/16/2024	5/16/2024	5/16/2024
3065	Personnel	Reduction in Force	Human Resources	Yes	5/2/2024	6/18/2024	6/18/2024	7/10/2024	7/10/2024	7/10/2024
3070	Personnel	Holidays	Human Resources	Yes	1/2/2024	1/16/2024	1/16/2024	2/14/2024	2/14/2024	2/14/2024
3075	Personnel	Vacation	Human Resources	Yes	11/8/2022	1/17/2023	1/17/2023	2/8/2023	2/8/2023	2/8/2023
3085	Personnel	Sick Leave	Human Resources	Yes	4/8/2024	1/16/2024	4/16/2024	5/16/2024	5/16/2024	5/16/2024
3090	Personnel	Family and Medical Leave	Human Resources	Yes	10/2/2024	11/21/2024	11/21/2024	1/8/2025	1/8/2025	1/8/2025
3095	Personnel	Pregnancy Disability Leave	Human Resources	Yes	9/1/2022	9/20/2022	9/20/2022	12/14/2022	12/14/2022	12/14/2022
3100	Personnel	Lactation Accommodation	Human Resources	Yes	8/25/2022	9/20/2022	9/20/2022	12/14/2022	12/14/2022	12/14/2022
3105	Personnel	Bereavement Leave	Human Resources	Yes	5/10/2022	5/17/2022	5/17/2022	6/8/2022	6/8/2022	6/8/2022
3205	Personnel	Personal Leave of Absence	Human Resources	Yes	6/28/2024	7/16/2024	7/16/2024	8/14/2024	8/14/2024	8/14/2024
3210	Personnel	Jury and Witness Duty	Human Resources	Yes	10/5/2023	10/17/2023	11/21/2023	12/13/2023	12/13/2023	12/13/2023
3211	Personnel	Leave for Crime Victims and Family	Human Resources	Yes	12/6/2024	2/18/2025				
3215	Personnel	Return to Work Policy	Human Resources	Yes	1/11/2023	1/17/2023	1/17/2023	2/8/2023	2/8/2023	2/8/2023
3220	Personnel	Occupational Injury and Illness	Human Resources	Yes	1/11/2023	1/17/2023	1/17/2023	2/8/2023	2/8/2023	2/8/2023
3221	Personnel	Infectious Disease Control	Human Resources	Yes	2/2/2023	2/21/2023	2/21/2023	3/15/2023	3/15/2023	3/15/2023
3222	Personnel	Workplace Violence	Human Resources	Yes	1/2/2024	1/16/2024	1/16/2024	2/14/2024	2/14/2024	2/14/2024
3225	Personnel	Uniforms and Protective Clothing	Human Resources	Yes	3/14/2023	3/21/2023	4/18/2023	5/10/2023	5/10/2023	5/10/2023
3230	Personnel	Employee Training, Education and	Human Resources	Yes	6/29/2024	7/16/2024	8/20/2024	9/17/2024	9/17/2024	9/17/2024
3235	Personnel	Occupational Certification and	Human Resources	Yes	6/14/2022	8/16/2022	8/16/2022	9/17/2022	9/17/2022	9/17/2022
3136	Personnel	Succession and Workforce Planning	Human Resources	Yes	9/10/2024	9/18/2024	9/18/2024	10/9/2024	10/9/2024	10/9/2024
3140	Personnel	Respiratory Protection Program	Human Resources	Yes	6/29/2024	7/16/2024	7/16/2024	8/14/2024	8/14/2024	8/14/2024
3145	Personnel	Driver Training and Record Review	Human Resources	Yes	10/2/2024	11/19/2024	1/21/2025	2/12/2025	2/12/2025	2/12/2025
3150	Personnel	District Vehicle Usage	Human Resources	Yes	2/5/2024	3/19/2024	4/16/2024	5/16/2024	5/16/2024	5/16/2024
3151	Personnel	Personal Vehicle Usage	Human Resources	Yes	2/5/2024	3/19/2024	3/19/2024	4/10/2024	4/10/2024	4/10/2024
3160	Personnel	HIPAA Compliance and Security Officer	Human Resources	Yes	5/2/2024	6/18/2024	6/18/2024	7/10/2024	7/10/2024	7/10/2024
3170	Personnel	Smoke Free Workplace and Tobacco	Human Resources	Yes	2/5/2024	3/19/2024	3/19/2024	4/10/2024	4/10/2024	4/10/2024
3175	Personnel	Disciplinary Action or Terminations	Human Resources	Yes	6/29/2024	7/16/2024	8/20/2024	9/17/2024	9/17/2024	9/17/2024
3176	Personnel	Transfers and Voluntary Demotion	Human Resources	Yes	9/10/2024	9/18/2024	9/18/2024	10/9/2024	10/9/2024	10/9/2024
3180	Personnel	Nepotism-Employment of Relatives	Human Resources	Yes	4/8/2024	4/16/2024	4/16/2024	5/16/2024	5/16/2024	5/16/2024
3185	Personnel	Employee Separation	Human Resources	Yes	5/2/2024	6/18/2024	6/18/2024	7/10/2024	7/10/2024	7/10/2024
3200	Personnel	Grievance Procedures	Human Resources	Yes	5/2/2024	6/18/2024	6/18/2024	7/10/2024	7/10/2024	7/10/2024
3205	Personnel	Substance Abuse	Human Resources	Yes	12/6/2021	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022
3206	Personnel	FMCSA Clearinghouse Registration	Human Resources	No	12/6/2021	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022

**Policy Approval Tracking  
BCVWD Policy Manual Project**

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
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
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
3225	Personnel	Employee Leave Donation Program and Workers' Compensation	Human Resources	Yes	2019	2019	2019	10/9/2019	10/9/2019	10/9/2019
3230	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
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
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
3255	Personnel	Other Mandated Leaves of Absence	Human Resources	No	9/10/2024	9/18/2024	9/18/2024	10/9/2024	10/9/2024	10/9/2024
4015	Board of Directors	Basis of Authority	Administration	Yes	N/A	N/A	Direct to Board (Ad Hoc?)			
4020	Board of Directors	Members of the Board of Directors	Administration	Yes	N/A	N/A	Direct to Board (Ad Hoc?)			
4015	Board of Directors	Committees of the Board of Directors	Administration	Yes	N/A	N/A	Direct to Board (Ad Hoc?)			
4020	Board of Directors	Board President	Administration	Yes	Verbal Review during	N/A	Direct to Board (Ad Hoc?)	12/8/2021	12/8/2021	1/11/2023
4025	Board of Directors	Board Meetings	Administration	Yes	N/A	N/A	Direct to Board (Ad Hoc?)			
4030	Board of Directors	Board Meeting Agendas	Administration	Yes	N/A	1/13/2025	1/13/2025	1/23/2025	1/23/2025	1/23/2025
4035	Board of Directors	Board Meeting Conduct and Decorum	Administration	Yes	N/A	N/A	Direct to Board (Ad Hoc?)			
4040	Board of Directors	Board Actions and Decisions	Administration	Yes	N/A	N/A	Direct to Board (Ad Hoc?)			
4015	Board of Directors	Attendance at Meetings	Administration	Yes	N/A	N/A	Direct to Board (Ad Hoc?)			
4050	Board of Directors	Minutes of Board Meetings	Administration	Yes	N/A	N/A	Direct to Board (Ad Hoc?)			
4055	Board of Directors	Rules of Order for Board and Training, Education and Conferences	Administration	Yes	N/A	N/A	Direct to Board (Ad Hoc?)			
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
4065	Board of Directors	Payment of Expenses Incurred on Expenditure Reimbursement	Administration	Yes	6/30/2021	N/A	Directed to Full Board	7/14/2021	Revisions Requested on 7/14/2021	7/14/2021
4075	Board of Directors	Membership in Associations	Administration	Yes	N/A	N/A	Direct to Board (Ad Hoc?)			
4080	Board of Directors	Ethics Training	Administration	Yes	N/A	N/A	Direct to Board (Ad Hoc?)			
4085	Board of Directors	Code of Ethics	Administration	Yes	N/A	N/A	Direct to Board (Ad Hoc?)			
4090	Board of Directors	Ethics Policy	Administration	Yes	N/A	N/A	Direct to Board (Ad Hoc?)			
4095	Board of Directors	Electronic Communications and Data Devices at Dais	Administration	Yes	6/28/2021	N/A	Directed to Full Board	7/14/2021	7/14/2021	7/14/2021
4100	Board of Directors	Communications, Social Media and PR	Administration	Yes						
4110	Board of Directors	Legislative Advocacy	Administration	Yes						
4120	Board of Directors	Candidate Statement Fees	Administration	Yes						
4130	Board of Directors	Emergency Preparedness	Human Resources	Yes	7/29/2024	8/20/2024	8/20/2024	9/17/2024	9/17/2024	9/17/2024
5005	Personnel	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
5010	Operations	Environmental Health and Safety	Human Resources	Yes	7/29/2024	8/20/2024	8/20/2024	9/17/2024	9/17/2024	9/17/2024
5020	Personnel	Illness and Injury Prevention Program	Human Resources	Yes	9/10/2024	9/18/2024	9/18/2024	10/9/2024	10/9/2024	10/9/2024
5025	Operations	Budget Preparation	Finance	Yes	11/8/2022	11/15/2022	11/15/2022	12/14/2022	12/14/2022	12/14/2022
5030	Operations	User Fee Cost Recovery	Finance	Yes	11/15/2022	N/A	N/A	12/14/2022	12/14/2022	12/14/2022
5031	Operations	Fixed-Asset Accounting Control	Finance	Yes	N/A	N/A	Direct to Full Board			
5035	Operations	Fixed-Asset Capitalization	Finance	Yes	N/A	N/A	Direct to Full Board			
5040	Operations	Investment of District Funds	Finance	Yes	11/15/2023	12/5/2024	12/5/2024	12/11/2024	12/11/2024	12/11/2024
5045	Operations	Other Post-Employment Benefits	Finance	Yes	5/10/2022	N/A	N/A	8/14/2024	8/14/2024	8/14/2024
5046	Operations	Pension Funding	Finance	Yes	8/10/2023	8/1/2024	8/1/2024	8/14/2024	8/14/2024	8/14/2024
5047	Operations	Issuance and Management of Long-Term Debt	Finance	No						
5048	Operations	Alternative Payment Plans	Finance	Yes	11/25/2024	12/5/2024	1/2/2025	1/8/2025	1/8/2025	1/8/2025
5050	Operations	Employment of Consultants and	Finance	Yes						
5055	Operations	Employment of Outside Contractors	Finance	Yes						
5060	Operations	Easement Abandonment	Engineering	Yes		N/A	Direct to Full Board			
5065	Engineering	Easement Acceptance	Engineering	No		N/A	Direct to Full Board			
5066	Engineering	Encroachment Permits	Engineering	Yes		N/A	Direct to Full Board			
5070	Engineering	Credit Card Usage	Finance	Yes		8/1/2024				

**Policy Approval Tracking  
BCVWD Policy Manual Project**

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
5080	Operations	Purchasing	Finance	Yes	11/27/2024	12/5/2024	Direct to Full Board	1/8/2025	1/8/2025	1/8/2025
5085	Operations	Disposal of Surplus Property or Records Retention	Finance	Yes	4/28/2023	4/18/2023	5/16/2023	6/14/2023	6/14/2023	6/14/2023
5090	Operations	District Residences and Facility	Administration	Yes	7/21/2020	6/21/2021	Requested edits, sent to	10/28/2021	10/28/2021	10/28/2021
6015	Miscellaneous	Public Complaints	Human Resources	Yes	N/A	N/A	N/A	1/8/2025	1/8/2025	1/8/2025
5110	Miscellaneous	Claims Against the District	Finance	Yes	11/15/2023	11/7/2024	11/7/2024	1/8/2025	1/8/2025	1/8/2025
5115	Engineering	District Standards for the Furnishing of Environmental Review Guidelines	Engineering	Yes	N/A	N/A	Direct to Full Board			
5120	Miscellaneous	Annexation	Engineering	Yes	N/A	N/A	Direct to Full Board			
5125	Miscellaneous	Construction Requirements	Engineering	Yes	N/A	N/A	Direct to Full Board			
5130	Miscellaneous	Public Documents and Public Records	Engineering	Yes	4/28/2023	4/18/2023	5/16/2023	6/14/2023	6/14/2023	6/14/2023
6025	Miscellaneous	Copying Public Documents	Administration	Yes	N/A	N/A	Direct to Full Board			
7001	Miscellaneous	Acceptable Use Policy	Administration	Yes	1/26/2025	1/21/2025	1/21/2025			6/14/2023
7002	Information Technology	Bring Your Own Device (BYOD) Policy	IT/Personnel	Yes	1/26/2025	1/21/2025	1/21/2025			6/14/2023
7003	Information Technology	Cloud Computing Policy	IT/Personnel	Yes	1/26/2025	1/21/2025	1/21/2025			6/14/2023
7004	Information Technology	Email and Communication Policy	IT/Personnel	Yes	1/26/2025	1/21/2025	1/21/2025			6/14/2023
7005	Information Technology	Internet and Social Media Policy	IT/Personnel	Yes	1/26/2025	1/21/2025	1/21/2025			6/14/2023
7006	Information Technology	Password Policy	IT/Personnel	Yes	1/26/2025	1/21/2025	1/21/2025			6/14/2023
7007	Information Technology	Remote Access Policy	IT/Personnel	Yes	1/26/2025	1/21/2025	1/21/2025			6/14/2023
7008	Information Technology	Wireless Network Security Policy	IT/Personnel	Yes	1/26/2025	1/21/2025	1/21/2025			6/14/2023
7009	Information Technology	Drone Use Policy	IT/Personnel	Yes	1/26/2025	1/21/2025	1/21/2025			6/14/2023
7010	Information Technology	Electronic Signature Policy	IT/Personnel	Yes	1/26/2025	1/21/2025	1/21/2025			6/14/2023
7011	Information Technology	Cellular Telephone Usage Policy	IT/Personnel	Yes	1/26/2025	1/21/2025	1/21/2025			6/14/2023
7012	Information Technology	Accessibility Policy	IT/Personnel	Yes	1/26/2025	1/21/2025	1/21/2025			6/14/2023
7013	Information Technology	Personally Identifiable Information (PII)	IT/Personnel	Yes	1/26/2025	1/21/2025	1/21/2025			6/14/2023
7014	Information Technology	Artificial Intelligence (AI) Policy	IT/Personnel	Yes	1/26/2025	1/21/2025	1/21/2025			6/14/2023
7015	Information Technology	Security Awareness and Training Policy	IT/Personnel	Yes	1/26/2025	1/21/2025	1/21/2025			6/14/2023
7016	Information Technology	IoT (Internet of Things) Security Policy	IT/Personnel	Yes	1/26/2025	1/21/2025	1/21/2025			6/14/2023
7017	Miscellaneous	District Responsibility for Soil	Engineering	No	N/A	N/A	Direct to Full Board			
7018	Information Technology	Non-IT Approved Software Purchasing	IT/Personnel	Yes	1/26/2025	1/21/2025	1/21/2025			



**Beaumont-Cherry Valley Water District  
Personnel Committee Meeting  
February 18, 2025**

**Item 7**

**STAFF REPORT**

**TO:** Personnel Committee  
**FROM:** Ren Berioso, Human Resources Manager  
**SUBJECT:** Human Resources and Risk Management Report for Fiscal Year 2024

**Staff Recommendation**

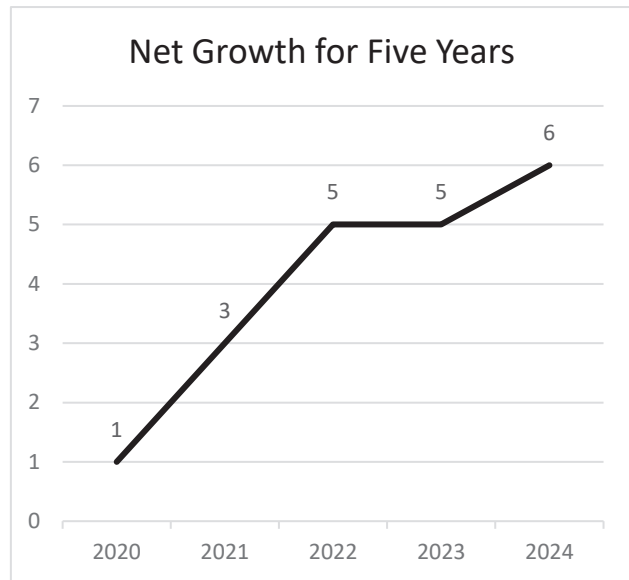
Receive and file, or direct staff as desired.

**Item 1: Workforce Overview\***

The below table and chart represent the District’s Workforce Overview from January 1 to December 31, 2024.

Total Employee Count Beginning January 1, 2024 (excluding Board of Directors)	43
Total Employee Count Ending December 31, 2024 (excluding Board of Directors)	45
New Hires (including temporary employees)	13
New Placements (including department/division transfers)	10
Separations (including temp and retiring employees)	7
Net Growth	3
Turnover Rate	15.09%

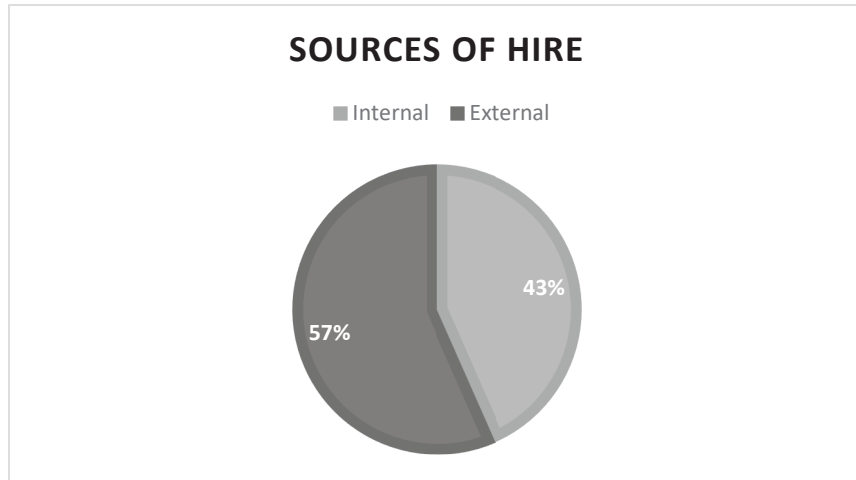
*\*Employee count includes full-time, part-time, interns and direct-hired temporary employees.*





**Item 2: Recruitment**

In 2024, the District successfully filled a total of 15 positions, with 10 employees hired internally—including those promoted—and 13 talented individuals recruited externally. With the internal and external hiring percentages closely aligned, this balance highlights the District’s strong commitment to employee development and succession planning. On average, positions were filled within 17 days, with a cost-per-hire of approximately \$1,750, demonstrating efficiency in the hiring process.



**Table 1 – List of Positions Posted and Filled for FY 2024\***

	<b>Positions Hired / Promoted</b>	<b>Talent Acquired</b>	<b>Number of Placement/s</b>	<b>Department</b>	<b>Posting Time Frame</b>
<b>1</b>	Engineering Assistant	External	1	Engineering	1/2/2024 – 1/19/2024
<b>2</b>	Senior Water Utility Worker (Meter Reading and Customer Service)	Internal	1	Operations	1/2/2024 – 1/19/2024
<b>3</b>	Customer Service Representative I	External	2	Finance and Admin	1/11/2024 – 1/26/2024
<b>4</b>	Water Production Operator I	Internal	1	Operations	1/22/2024 – 2/2/2024
<b>5</b>	Water Utility Worker II	Internal	2	Operations	1/22/2024 – 2/2/2024
<b>6</b>	Water Utility Worker I (Temp)	External	3	Operations	2/5/2024 – 2/18/2024
<b>7</b>	Management Analyst I	External	1	Finance and Admin	2/7/2024 – 2/23/2024



	Positions Hired / Promoted	Talent Acquired	Number of Placement/s	Department	Posting Time Frame
8	Customer Service Representative II	Internal	1	Finance and Admin	3/27/2024 – 4/12/2024
9	Water Utility Worker I	Internal	1	Operations	5/9/2024 – 5/23/2024
10	Management Analyst II	External	1	Finance and Admin	5/21/2024 – 6/13/2024
11	Water Utility Worker I	Internal	1	Operations	6/13/2024 – 6/20/2024
12	Water Utility Worker II	Internal	1	Operations	7/22/2024 – 8/2/2024
13	Water Utility Worker I	Internal	1	Operations	10/31/2024 – 11/14/2024
14	Water Utility Worker I (Temp)	External	5	Operations	11/1/2024 – 11/22/2024
15	Associate Civil Engineer I	Internal	1	Engineering	12/3/2024 – 12/12/2024

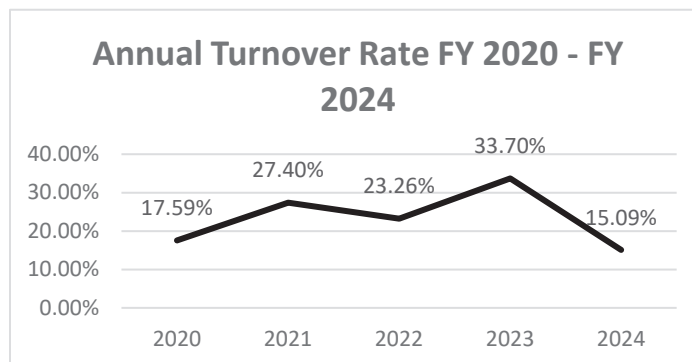
\*Table is organized by posting time frame.

### **Item 3: Employee Retention and Turnover**

The overall turnover rate for FY 2024 was 15.09%, with the following information:

2024 Employee Turnover Breakdown	
Voluntary	5
Involuntary	2
Retirement	0

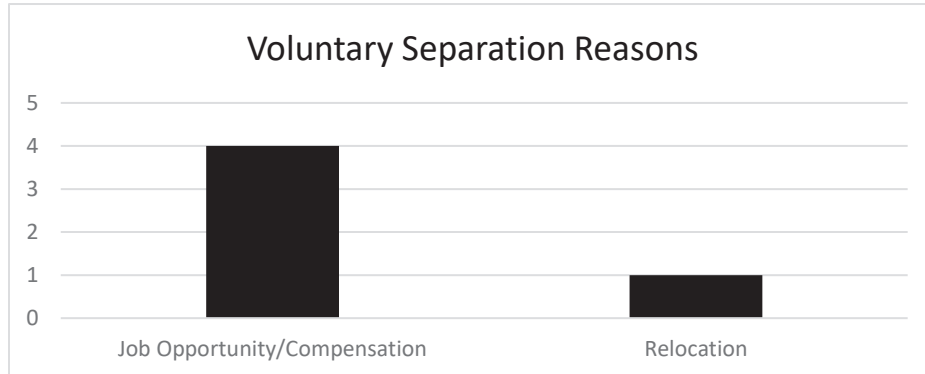
For the past five years, the District has significantly reduced its turnover rate, demonstrating the success of its proactive retention strategies. This improvement reflects the District’s commitment to fostering a positive work environment, providing career growth opportunities, and supporting employee well-being, all of which contribute to a long-term workforce stability.







The chart below shows that the top reasons for voluntary departures included career advancement opportunities and compensation concerns.



#### **Item 4: Compensation and Benefits**

In compliance with Article 39 of the Memorandum of Understanding (MOU), the District conducted a comprehensive salary survey of comparable agencies to benchmark employee salaries against market and industry standards. As part of this effort, the market-based adjustments incorporated a 2.5% cost-of-living adjustment (COLA), based on the August-to-August Consumer Price Index (CPI) for U.S. Cities. This adjustment was included in the 2025 salary schedule, which was adopted by the Board on December 11, 2024, and took effect on January 1, 2025.

This market-based adjustment reinforces the District’s commitment to wage competitiveness and employee retention, ensuring salaries remain aligned with industry standards and economic conditions.

Furthermore, benefits enrollment decreased by 2%, with majority of the employees still opting into health plans, deferred compensation programs, and retirement plans, reflecting an emphasis on long-term financial security and well-being. Healthcare benefits remain the District’s largest expense with medical insurance premiums increasing an average of 6% in 2024.

#### **Item 5: Training and Development**

The District is committed to investing in the training and development of its staff to ensure they are well-equipped to perform their duties effectively, respond to emergencies, and mitigate health and safety risks. These training programs are also conducted in compliance with State and Federal requirements, reinforcing the District’s commitment to regulatory adherence and workplace safety.

In FY 2024, District employees completed a total of 84 training hours. Additionally, leadership development initiatives were conducted from June to October 2024 for directors, managers, and supervisors, further strengthening the District’s commitment to fostering strong leadership and professional growth.



**Table 1 – List of Trainings Conducted for FY 2024**

	<b>Training</b>	<b>Department/s</b>	<b>Hours</b>	<b>Date/s</b>
<b>1</b>	Monthly Safety Training	All Departments	6	Every 1 <sup>st</sup> Wednesdays of the month
<b>2</b>	Monthly Operations Safety Training	Operations	6	Every 3 <sup>rd</sup> Thursdays of the month
<b>3</b>	Online Sexual Harassment Training	All Departments	4	February 2024
<b>4</b>	Microsoft Excel Workshop (conducted by the Assistant Director of Finance)	All Departments (Optional)	10	Every Mondays, 7-7:30am from January to May 2024
<b>5</b>	CA Local Agency Ethics Training	All Departments	2	March 2024
<b>6</b>	10-Hours Cal-OSHA Training	Operations	20	March 12 and 14, 2024
<b>7</b>	CPR, AED and First Aid Training	All Departments	8	April 11, 2024
<b>8</b>	Fire Extinguisher Training	All Departments	2	April 16, 2024
<b>9</b>	Snake Awareness Training	All Departments	3	May 15, 2024
<b>10</b>	Online Cybersecurity Training	All Departments	1	April 22, 2024
<b>11</b>	Leadership Development Training	All Department Directors, Managers and Supervisors	12	Every other Tuesdays from June to October 2024
<b>12</b>	Snake Handling Training	Operations	4	June 27, 2024
<b>13</b>	Workplace Violence Prevention Training	All Departments	1	July 3, 2024
<b>14</b>	Great Shakeout Earthquake Drill	All Departments	2	October 28, 2024
<b>15</b>	Unannounced Earthquake Drill	All Departments	2	December 12, 2024
<b>16</b>	Performance Evaluation Workshop	All Leadership	1	December 17, 2024
		<b>TOTAL HOURS</b>	<b>84</b>	



**Item 6: Performance Management**

In 2024, employee performance reviews were conducted for 88% of staff. 100% of employees reviewed met or exceeded expectations, and 9.3% of the employees reviewed received promotions based on performance evaluations.

**Item 7: Employee and Labor Relations**

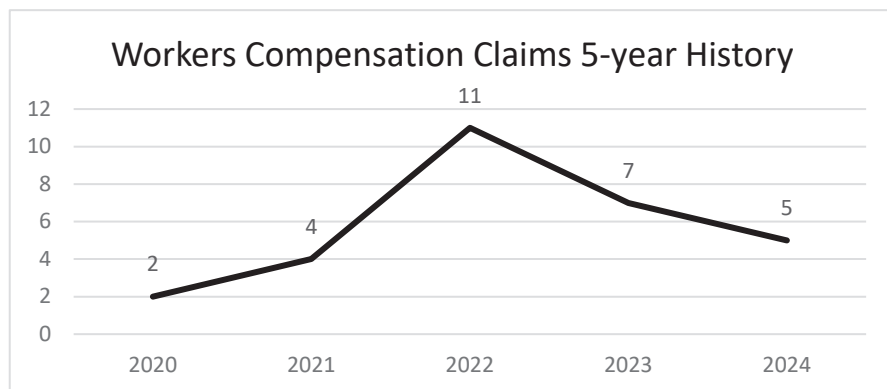
In 2024, Human Resources in collaboration with the General Manager and the Department Heads handled six documented employee and labor relations cases, all of which were resolved within an average of 17.6 days. The most common issues addressed in these cases included employee conflicts and payroll discrepancies. Through a proactive and structured approach, HR ensured timely resolutions while fostering a fair and supportive work environment.

**Item 8: Risk Management**

Human Resources, in collaboration with District Legal Counsel and ACWA-JPIA, plays a pivotal role in risk management at the District, proactively addressing potential challenges to ensure a safe and compliant work environment. Key risk areas include workers' compensation claims, property loss and damage claims, and liability claims against the District. Through strategic oversight and preventive measures, HR continues to mitigate risks while fostering a culture of safety and accountability.

**Table 1 – 2024 Workers Compensation Claims**

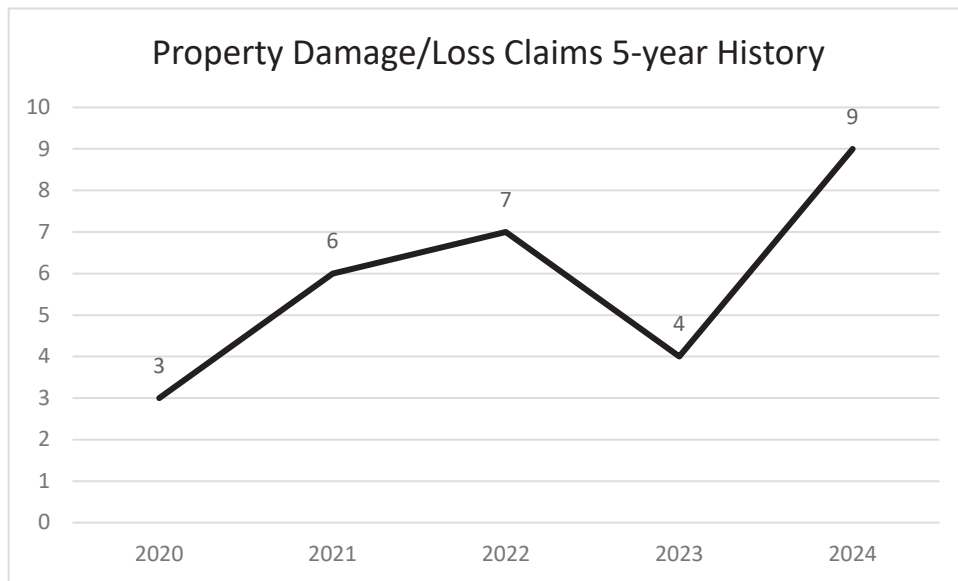
	<b>Case</b>	<b>Department/s</b>	<b>Status</b>	<b>Date</b>
<b>1</b>	Eye Injury	Operations	First Aid	March 6, 2024
<b>2</b>	Minor Car Accident	Operations	Near Miss	March 7, 2024
<b>3</b>	Strained Lower Back	Operations	Medical Treatment	April 23, 2024
<b>4</b>	Minor Car Accident	Finance and Admin	Near Miss	June 6, 2024
<b>5</b>	Leg Injury (Trench Fall)	Operations	First Aid	December 9, 2024





**Table 2 – 2024 Property Loss or Damage Claims**

	<b>Case</b>	<b>Involved Party</b>	<b>Incident Location</b>	<b>Date</b>
<b>1</b>	Property Damage	Employee	Hannon Tank	March 7, 2024
<b>2</b>	Property Damage	Employee	Hannon Tank	March 12, 2024
<b>3</b>	Damaged Fire Hydrant	External	6 <sup>th</sup> Street	March 31, 2024
<b>4</b>	District Vehicle Damage	Employee and External	Van Buren Ave	June 6, 2024
<b>5</b>	Damaged Pipe	External	5 <sup>th</sup> Street	June 12, 2024
<b>6</b>	Stolen Equipment	Employee	12 <sup>th</sup> and Palm Ave	August 8, 2024
<b>7</b>	District Vehicle Damage	Employee	District Warehouse	October 8, 2024
<b>8</b>	Property Damage	Employee	Edgar Canyon	October 8, 2024
<b>9</b>	District Vehicle Damage	Employee	District Warehouse	November 14, 2024



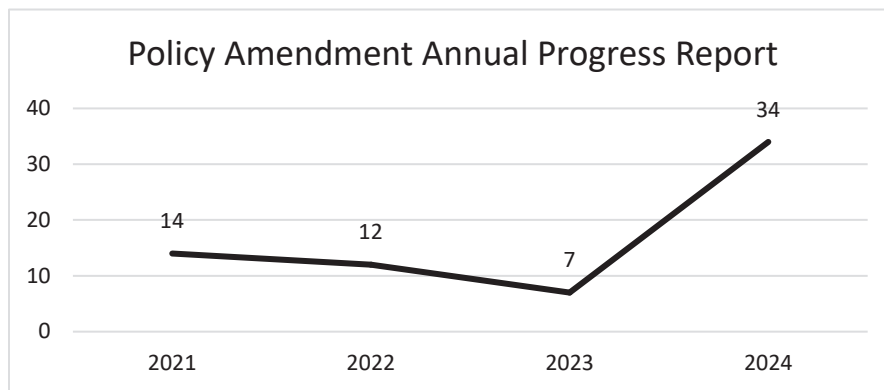


**Table 3 – Claims Against the District and Litigations**

	Type of Case	Case Status	Date
1	CalOSHA Citation	Ongoing with District Legal Counsel	March 11, 2024
2	Claim for Physical Injuries	Ongoing with ACWA JPIA Legal Counsel	June 20, 2024
3	Writ of Mandate	Ongoing, but District was indemnified	June 29, 2024
4	Claim for Property Damages due to Midges	Ongoing with ACWA JPIA Legal Counsel	March 13, 2024
5	Claims for Financial Loss	Ongoing with District Legal Counsel	December 30, 2024

**Item 9: Policy Amendments and Legal Compliance**

In 2024, Human Resources successfully amended and established 34 personnel-related policies through a collaborative partnership with staff and the Personnel Committee. As a result of these efforts, the District's personnel policies are now 98.57% complete, reflecting a strong commitment to compliance, clarity, and organizational effectiveness. The chart below illustrates the progress of personnel-related policy revisions since FY 2021.



A few sections of the District Personnel Policies Manual were amended to align with the legislative updates introduced in 2023 and 2024, ensuring compliance with the latest labor laws and regulatory requirements. These amendments reflect the District's commitment to maintaining a fair, legally compliant, and up-to-date workplace framework.



**Table 1 – Policy Revision for 2023/2024 Legislative Compliance**

	<b>Legal Statute</b>	<b>Nature</b>	<b>Effective Date</b>	<b>Policies Amended</b>
<b>1</b>	AB 1041	Designated Person for Sick Leave and CFRA	January 1, 2023	3085 Sick Leave 3090 Family and Medical Leave
<b>2</b>	AB 616	Expanded Sick Leave	January 1, 2024	3085 Sick Leave
<b>3</b>	SB 848	Reproductive Loss Leave	January 1, 2024	3255 Other Mandated Leaves of Absence
<b>4</b>	AB 700	Cannabis Use Protections	January 1, 2024	3220 Recruitment, Selection and Onboarding
<b>5</b>	SB 553	Workplace Violence Prevention	July 1, 2024	3122 Workplace Violence

**Item 10: Future Goals and Initiatives**

In 2025, the Human Resources Division is focused on completing a comprehensive Workforce and Succession Planning Program to ensure long-term organizational stability and growth. Collaborating with the Department of Information Technology, Human Resources is also developing a refined and streamlined approach to enhance safety inspections, reinforcing workplace security and compliance. Additionally, HR is designing a robust, department-specific onboarding program that integrates safety training and ergonomics, fostering a well-prepared and resilient workforce.

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