



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, October 21, 2025 - 4:30 p.m.
560 Magnolia Avenue, Beaumont, CA 92223

TELECONFERENCE NOTICE

*The BCVWD Personnel Committee members will attend in person at the
BCVWD Administrative Office*

This meeting is available to the public via Zoom teleconference

To access the Zoom conference, use the link below:

<https://us02web.zoom.us/j/85792068838?pwd=cFArZHZ4aHRSUmJLeTBCZVpnUGRmdz09>

To telephone in, please dial: (669) 900-9128
Enter Meeting ID: 857 9206 8838 • Enter Passcode: 457586

*For Public Comment, use the “**Raise Hand**” feature if on
the video call when prompted. If dialing in, please **dial *9 to**
“**Raise Hand**” when prompted*

Meeting materials will be available on the BCVWD’s website:

<https://bcvwd.gov/document-category/personnel-committee-agendas/>

PERSONNEL COMMITTEE MEETING – OCTOBER 21, 2025

Call to Order: Chair Covington

Roll Call

	John Covington, Chair
	Lona Williams

	Andy Ramirez (alternate)
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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. **Acceptance of Personnel Committee Meeting minutes**

The September 16, 2025 meeting was canceled.

Minutes may be accepted by consensus

- a. August 19, 2025 Regular Meeting (pages 4 - 9)

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

Association Representatives		
Andrew Becerra	Luis Lomeli	Ericka Enriquez

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

5. **Human Resources Department Report** (pages 10 - 12)

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

a.	Policy 3001	Employee Information and Emergency Data	pages 13 - 27
b.	Policy 3020	Health and Welfare Benefits	pages 28 - 39
c.	Policy 3085	Sick Leave	pages 40 - 52

7. **Update on Policy Tracking Matrix** (pages 53 - 58)

- a. Status of Policy Revisions / Updates

8. **2025 Risk Management Report for Third Quarter – July to September** (pages 59 - 63)
9. **BCVWD Fiscal Year 2026** (starting on page 64)
 - a. **Review of 2026 Authorized Positions and Organizational Chart**
 - b. **Review of Fiscal Year 2026 Operating Budget – Proposed FY 2026 Salary Schedule and Staffing Plan**
10. **Action List for Future Meetings**
 - Employee Association topics
11. **Next Meeting Date: November 18, 2025**
12. **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 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 AGENDA
560 Magnolia Avenue, Beaumont, CA 92223

MINUTES OF THE PERSONNEL COMMITTEE MEETING
Tuesday, August 19, 2025, at 4:30 p.m.

CALL TO ORDER

Chair Covington called the meeting to order at 4:37 p.m.

ROLL CALL

<i>Directors present:</i>	<i>John Covington, Lona Williams</i>
<i>Directors absent:</i>	<i>None</i>
<i>Staff present:</i>	<i>General Manager Dan Jagers Director of Finance and Administration Sylvia Molina Director of Information Technology Robert Rasha Director of Operations James Bean Human Resources Manager Ren Berioso Executive Assistant Lynda Kerney</i>
<i>BCVWD Employee Association reps:</i>	<i>Ericka Enriquez</i>
<i>Members of the Public:</i>	<i>None</i>

PUBLIC COMMENT: None.

ACTION ITEMS

- 1. Adjustments to the Agenda:** None.
- 2. Acceptance of Personnel Committee Meeting minutes**
 - a. July 15, 2025 Regular Meeting

The Committee accepted the meeting minutes by the following vote:

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

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

4. **Report / Update from BCVWD Exempt Employees:** None.

5. **Report from Human Resources Department**

Human Resources Manager Ren Berioso presented highlights of the report:

- Currently 48 employees
- Notable anniversaries including Robert Rasha (11 years) and Evan Ward (5 years)
- An Engineering Intern has been hired
- YTD Turnover rate is 8.25 percent (lower than 2024)

Director Williams and Chair Covington both commented positively on employee retention, noting satisfaction in seeing temporary water workers transition to regular staff.

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

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

a.	Policy 2020	Sexual Harassment
b.	Policy 2025	Whistleblower Protection
c.	Policy 7013	Personally Identifiable Information (PII)
d.	Policy 7014	Artificial Intelligence (AI)
e.	Policy 7015	Security Awareness and Training
f.	Policy 7016	Internet of Things (IoT)
g.	Policy 7017	Non-IT Approved Software Purchasing Policy
h.	Policy 3005	Compensation

a. **Policy 2020 Sexual Harassment Prevention**

Mr. Berioso outlined updates adding reporting options for employees uncomfortable confronting offenders, new language for investigations involving the General Manager (to be referred to the Personnel Committee and an outside investigator), and clarification of confidentiality limits, timelines (30 days unless extended), third-party harassment, and non-retaliation provisions. Director Williams asked whether the revisions reflected new law; Mr. Berioso explained they were enhancements recommended by counsel..

The Committee recommended Policy 3000 for consideration by the Board of Directors by the following vote:

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

b. Policy 2025 Whistleblower Protection

Mr. Berioso described refinements to complaint procedures, including timelines and routing of matters involving the General Manager directly to the Board. Director Williams inquired about links to grand jury or District Attorney reporting; staff clarified that the policy addresses retaliation protection, while fraud cases would be handled through criminal channels if warranted.

The Committee recommended Policy 2025 for consideration by the Board of Directors by the following vote:

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

c. Policy 7013 Personally Identifiable Information (PII)

Mr. Berioso presented the new policy defining how IT and Cybersecurity authorize access to systems containing sensitive data, such as Springbrook and benefits platforms, according to job classification and department head approval.

The Committee recommended Policy 7013 for consideration by the Board of Directors by the following vote:

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

d. Policy 7014 Artificial Intelligence (AI) Usage

Mr. Berioso explained the intent to guide responsible AI use. Mr. Rasha added that ChatGPT Enterprise is the only AI tool authorized for District use, emphasizing that staff must not enter personally identifiable data and that IT verifies data security and storage. He discussed NIST's AI Risk Management Framework and the policy's need for periodic revision as technology evolves.

He discussed data security vetting, model training risks, and evolving **NIST** standards, noting AI's potential and the importance of safeguards. Committee members expressed appreciation for the education provided, acknowledging AI as "a living policy" requiring future updates

The Committee recommended Policy 7014 for consideration by the Board of Directors by the following vote:

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

e. Policy 7015 Security Awareness and Training

Mr. Berioso summarized the District's structured training on topics including phishing, password protection, mobile security, insider threats, and malware prevention. Director Williams praised the role-based training approach; Chair Covington agreed.

The Committee recommended Policy 7015 for consideration by the Board of Directors by the following vote:

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

f. Policy 7016 Internet of Things (IoT)

Mr. Berioso outlined the District's new IoT policy, which establishes controls for devices such as smart sensors and mobile technology connected to the District's networks. Mr. Rasha clarified that personal devices (e.g., smartwatches) may connect to the guest Wi-Fi but not to secure internal networks, explaining network segmentation and access control protocols.

The Committee recommended Policy 7016 for consideration by the Board of Directors by the following vote:

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

g. Policy 7017 Non-IT Approved Software Purchasing

Mr. Berioso described requirements for IT authorization before software purchases. Mr. Rasha noted the practice is already followed and the policy formalizes it. Chair Covington remarked that it keeps operations within safe bounds.

The Committee recommended Policy 7017 for consideration by the Board of Directors by the following vote:

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

h. Policy 3005 Compensation (reconsideration)

Mr. Berioso and General Manager Jagers revisited revisions to the Compensation Policy previously tabled by the Board. Discussion centered on **Section 305.7**, regarding the General Manager's authority to approve compensation changes.

Chair Covington expressed concern about broad language granting "any form of compensation at any time," recommending instead:

"The General Manager or designee has authority to approve compensation as set forth in the Board-approved budget and salary schedule, including salary adjustments or differential pay."

General Manager Jagers supported this revision, acknowledging the need for accountability while maintaining operational flexibility. Director Williams questioned why the section had been controversial, leading to a discussion on ensuring adequate "bookends" and avoiding future misuse by less scrupulous administrators. Chair Covington emphasized that the modification would preserve transparency and board oversight without constraining management.

The Committee recommended the amendments to Policy 3005 for consideration by the Board of Directors by the following vote:

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

7. Update on Policy Tracking Matrix

Berioso reviewed the dashboard. He noted there are three more HR policies to review. The Committee asked if the Engineering policies would come to the Personnel Committee.

8. 2025 Annual Engagement Survey Through Great Place to Work Results

Berioso presented the survey results and highlighted:

- Fifth Consecutive Certification:
BCVWD earned its fifth straight *Great Place to Work* certification (August 2025–August 2026), confirming a sustained culture of employee engagement and trust.

- High Participation and Engagement:
86% of employees (40 of 47 eligible) completed the survey. The overall engagement score rose to 88%, up six points from 2024.
- Exceptional Workplace Rating:
The “Great Place to Work” statement score reached 95%, a 15-point increase from the prior year—placing BCVWD well above national benchmarks for small and medium workplaces.
- Top Strengths Identified:
 - Organizational pride and trust in leadership
 - Work-life balance and proactive leadership action
 - Job stability and confidence in management decisions

9. Action List for Future Meetings

- Employee Association topics
- Policy manual updates (ongoing)

10. Next Meeting Date: September 16, 2025. *Director Covington indicated he would not be in attendance.*

ADJOURNMENT: 5:45 p.m.

Attest:

DRAFT UNTIL APPROVED

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



**Beaumont-Cherry Valley Water District
Personnel Committee Meeting
October 21, 2025**

Item 5

HUMAN RESOURCES REPORT

TO: Personnel Committee

FROM: Ren Berioso, Human Resources and Risk Manager

SUBJECT: Human Resources Report for the Month of August and September 2025

Table 1: Personnel

The table below represents the District's current Workforce.

As of August 31, 2025

Total Current Employees (Excluding Board Members)	48
Full-Time Employees	46
Part-Time	1
Temporary	0
Interns	1
Separations	0
Retired Employee(s)	0

As of September 30, 2025

Total Current Employees (Excluding Board Members)	47
Full-Time Employees	45
Part-Time	1
Temporary	0
Interns	1
Separations	1
Retired Employee(s)	0

Table 2: New Hires

The table below represents newly hired employees.

As of August 31, and September 30, 2025

Employee Name	Job Title	Department
None		

Table 3: Anniversaries*

The table below represents BCVWD employee anniversaries.

As of August 31, 2025



Employee Name	Department	Years of Service
Joshua Rogers	Operations	3 years
Melissa Rodriguez-Elizondo	Finance and Administration	1 year

As of September 30, 2025

Employee Name	Department	Years of Service
Taylor Williams	Finance and Administration	10 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 table below represents promotions or Division/Title Changes.

As of August 31, and September 30, 2025

Employee Name	Former Title	Changed to
None	None	None

Table 5: Recruitment

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

As of August 31, 2025

Position	Department	Update
None		

As of September 30, 2025

Position	Department	Update
Temp Water Utility Worker I	Operations	Job Posting Opened 9/9/2025 Job Posting Closed 9/23/2025

Tables 6 to 7: Separation/Retirement

Table 6 below represents employees separating from BVCWD.

As of August 31, 2025

Employee Name	Position Held	Department	Last Day
None			

As of September 30, 2025

Employee Name	Position Held	Department	Last Day
Omar Garcia-Zamora	Water Utility Worker I	Operations	9/18/2025



Table 7 below represents the monthly and year-to-date Turnover Rate comparing 2024 and 2025
As of August 31, 2025

Turnover Rate as of August 31, 2025	0%	No Separation for this month
2025 Turnover Rate Year-to-Date	8.25%	4 Separations as of August 31, 2025
Turnover Rate as of August 31, 2024	0%	No Separation for this month
2024 Turnover Rate Year-to-Date	8.89%	4 Separations as of August 31, 2024

As of September 30, 2025

Turnover Rate as of September 30, 2025	2.15%	1 Separation for this month
2025 Turnover Rate Year-to-Date	10.42%	5 Separations as of September 30, 2025
Turnover Rate as of September 30, 2024	0%	No Separation for this month
2024 Turnover Rate Year-to-Date	8.89%	4 Separations as of September 30, 2025

Table 9: Communications

The table below represents HR communications to BCVWD employees.

As of August 31, 2025

Communication	Topic
HR Memo 25-023 Optional Employee Benefits Self-Service Portal Training via EASE Platform	Benefits
HR Memo 25-024 Dental PPO Employee Survey Results – August 13–14, 2025	Survey
HR Memo 25-025 Water Certification Requirements and Certification Pay	Compliance
HR Memo 25-026 Churros and Ice Cream Day – Celebrating BCVWD's Great Place to Work Certification	Engagement
HR Memo 25-027 Labor Day Holiday Closure and Holiday Pay Reminder	Holiday

As of September 30, 2025

Communication	Topic
HR Memo 25-028 2026 Ameritas Dental PPO Premium New Rate Adjustment	Benefits
HR Memo 25-029 We are Inviting You to the 2025 Annual BCVWD Health Fair - September 9, 2025	Benefits
HR Memo 25-030 Open Enrollment Season – September 15 to October 10, 2025	Benefits
HR Memo 25-032 October is Cancer Awareness Month	Engagement

Staff Report Prepared by Ren Berioso, Human Resources and Risk Manager



**Beaumont-Cherry Valley Water District
Personnel Committee Meeting
October 21, 2025**

Item 6a

STAFF REPORT

TO: Personnel Committee

FROM: Ren Berioso, Human Resources and Risk Manager

SUBJECT: Policies and Procedures Manual Updates / Revisions for Policy 3001 Employee Information and Emergency Data

Staff Recommendation

Review the revisions to Policy 3001 Employee Information and Emergency Data and recommend it to move forward to the next Board of Directors for consideration, or direct staff as desired.

Executive Summary

Staff is proposing updates to Policy 3001 Employee Information and Emergency Data to ensure compliance with California Labor Code Section 1198.5, Government Code Section 1090 and to establish clear guidelines for Department Heads, supervisors, and Board Members regarding access to personnel files. The policy continues to emphasize the District's responsibility to maintain accurate and confidential employee and Board Member records, while protecting individual privacy and ensuring compliance with applicable laws.

The revised policy introduces new sections, namely: *Department Head or Designee Access* and *Board Member Access*, to formally provide procedural guidance and accountability when such requests for personnel file information are made. This addition closes a previous gap, as no section previously existed that offered direction for supervisors or Board Members in this area.

Background

At the October 13, 2021 Regular Board meeting, the Board of Directors adopted Policy Number 3001 Employee Information and Emergency Data through Resolution No. 2021-18. The policy establishes the District's responsibility to maintain accurate and vital personal contact information for each employee and Board Member of the District. It ensures that personnel data, payroll, benefits, and emergency information are properly maintained and safeguarded by the Human Resources and Risk Management Department in accordance with confidentiality laws.

A recent review of the policy identified the absence of specific guidance for Department Heads and supervisors when accessing staff files, and for Board Members when accessing their own personnel file. The revised policy addresses this gap and aligns with California Labor Code Section 1198.5, which defines lawful access to personnel files. It also integrates new procedures under Sections 3001.8 and 3001.9, outlining the process, timelines, and confidentiality requirements for such access. These updates ensure compliance with the California Public Records Act (CPRA) and related privacy provisions, while enhancing internal accountability and consistency in District practice. In addition, Legal Counsel has reviewed the policy to ensure compliance with applicable laws.



Discussion

Table A, Summary of Policy Changes, outlines the proposed changes to the current Employee Information and Emergency Data (policy) that are in reference to the redlined draft version attached herewith.

TABLE A	Policy Section	State / Federal Law requirement	BCVWD current practice	Policy Section and Language to Consider
1	Entire Policy Sections	None	Not Applicable	Refined the policy language and deleted redundant language. Placed titles on major sections. Placed the language "HR and Risk Management Department."
2	No Section	Labor Code §1198.5	The District follows the law.	3001.7(h) Added a period for release of information to 30 calendar days.
3	No Section	Labor Code §1198.5	The District follows the law.	3001.8 Department Head or Designee Access.
4	Section 2020.6	Gov't Code §1090 Brown Act CPRA	The District follows the law.	3001.9 Board Member Access

Fiscal Impact

There is no fiscal impact associated with the revision of this policy.

Attachments

1. Redlined version Policy 3001 Employee Information and Emergency Data
2. Side-by-Side version Policy 3001 Employee Information and Emergency Data
3. Clean version Policy 3001 Employee Information and Emergency Data
4. California Labor Code Section 1198.5
5. California Government Code Section 1090

Staff Report prepared by Ren Berioso, Human Resources and Risk Manager

POLICY TITLE: EMPLOYEE INFORMATION AND EMERGENCY DATA
POLICY NUMBER: 3001

3001.1 **Purpose.** It is the policy of the District to maintain accurate and vital personal contact information for each employee and Director-Board Member of the District. This information is needed to maintain accurate payroll, benefits, and emergency information for all employees and DirectorsBoard Members. All such information shall be maintained as confidential by the District through its Human Resources and Risk Management Department to the extent allowed by law.

3001.32 **Employee Responsibility.** It is important that employees promptly notify the District through Human Resources and Risk Management Department of any changes to their personal information. A Change of Name/Address form may be obtained from Human Resources and Risk Management Department. The following is a non-exhaustive list of information including:

- a. Name
- b. Home and Mailing Address
- c. Home and Cell Phone/Mobile Telephone Numbers
- d. Change of Emergency Contact Information
- e. Educational Accomplishments, such as relevant water-role-specific certifications
- f. Marital or Registered Domestic Partner Status, if necessary for benefits purposes
- g. Any dependents the employee wishes to include for benefits purposes
- h. Driver's License Status (if applicable for a certain role)
- i. Payroll Deductions and Direct Deposit Information
- j. Benefit Plan Beneficiary

~~3001.3—Employees are responsible for notifying the Human Resources Department in the event of a change in vital information as described above or any other District policy or procedure. A Change of Name/Address form may be obtained from Human Resources.~~

3001.4 **Disaster Service Worker and Loyalty Oath.** Per California Government Code §3100-3109, an employee must file a new loyalty oath, also known as a Disaster Service Worker and Loyalty Oath, with the District within 10 calendar days of a change of name.

3001.5 The District shall not be responsible in the event of failure of an employee to provide this information in a timely manner for a loss of benefits or services by the employee or dependents.

3001.6 Each employee is also responsible for providing Human Resources and Risk Management Department ~~the District~~ with records concerning any licenses or certificates required in the performance of their job, as well as any documents showing that education or training relevant to employment has been completed.

3001.7 Release of Information.

- a. Personnel records are considered confidential and are the property of the District.
- b. Except as required by law, no information from an employee's personnel file will be released verbally or in writing other than job title, and dates of employment. Internal inquiries from other District departments and inquiries from law enforcement agencies are exceptions to this policy.
- c. Inquiries from prospective employers should be directed to the Human Resources and

Risk Management Department. The only information to be provided will be the employee's job title, employment dates, employment end date (if no longer employed by the District), and total time of employment with the District.

- d. An employee may authorize the release of salary information (e.g., for purposes of credit evaluation) by providing specific authorization.
- e. Human Resources and Risk Management Department will notify the employee (if currently employed) if a verification of employment request is received.
- f. All subpoenas served to obtain information contained in District personnel files must be directed immediately to Human Resources and Risk Management Department ~~the General Manager or their designee~~ for submission to District legal counsel. It is the District's policy to comply fully with a properly issued subpoena including proof of service to the employee and absent written objection by the employee or document (i.e., Motion to Quash) from the employee's attorney. The General Manager will be notified accordingly.
- g. Employees may examine the allowable contents of their own personnel records by contacting Human Resources and Risk Management Department, and providing a Personnel Records Request form, which is obtainable from Human Resources and Risk Management Department.
 - i. Employees must review their personnel files in the presence of a Human Resources and Risk Management employee, the General Manager, or ~~their~~ his/her designee.
 - ii. Employees may not remove from the office any part of the personnel file.
 - iii. The employee may request copies of the file or portions of the file. Within reason, Human Resources and Risk Management Department will provide copies. For extensive copying, the District's regular Public Records Act copying charges will apply.
 - iv. In the event an employee wishes to dispute a document in their personnel file, in the presence of Human Resources and Risk Management personnel, the employee may write an explanation or clarification and attach it to the disputed document. Under no circumstances will Human Resources and Risk Management Department or the employee alter the original document.
- h. Employees may authorize the release of their own personnel records by executing a written request identifying the records to be released and the person or entity to which they may be released. Ordinarily, no information on past or present employees shall be provided by the District, other than employment dates and job title, unless such requests for information are accompanied by a signed authorization by the employee to release the information requested. The request shall be granted to the Employee within thirty (30) calendar days from the date the request is received by the Human Resources and Risk Management Department. If time is limited, the Human Resources and Risk Management Department may request an extension in writing to the requestor under extenuating circumstances.

3001.8 Department Head or Designee Access. Per Labor Code §1198.5, Department Heads or their designees may request access to specific documents or information contained within an employee's personnel file only when there is a legitimate business reason related to their supervisory responsibilities. The requested information shall be provided within thirty (30) calendar days from the

date the request is received by the Human Resources and Risk Department. Full copies of an employee's personnel file shall not be released to Department Heads. If time is limited, the Human Resources and Risk Management Department may request an extension in writing to the requestor under extenuating circumstances.

3001.9 **Board Member Access.** Board Members do not have unrestricted access to employee personnel files. Personnel files is protected by applicable state and federal laws, including privacy provisions under the California Public Records Act (CPRA) and the California Labor Code.

Requests for information from personnel files by a Board Member must be submitted in writing to the General Manager or his/her designee. The request shall be granted within thirty (30) calendar days from the date the request is received. If time is limited, the General Manager or his/her designee may request an extension in writing to the requestor under extenuating circumstances.

Board Members shall maintain confidentiality of any personnel information obtained and shall not disclose or discuss such information except as required by law. Unauthorized access, use, or disclosure of personnel file information by a Board Member may constitute a violation of confidentiality laws, the Ralph M. Brown Act (Government Code §54957), or Government Code §1090.

3001.~~108~~ For additional information about electronic records see IT Policy 70~~1350~~ Personally Identifiable Information (PII).

CURRENT POLICY

POLICY TITLE: EMPLOYEE INFORMATION AND EMERGENCY DATA
POLICY NUMBER: 3001

3001.1 It is the policy of the District to maintain accurate and vital personal contact information for each employee and Director of the District. This information is needed to maintain accurate payroll, benefits, and emergency information for all employees and Directors. All such information shall be maintained as confidential to the extent allowed by law.

3001.2 It is important that employees promptly notify the District of any changes to their personal information, including:

1. Name
2. Home and Mailing Address
3. Home and Cell Phone Telephone Numbers
4. Change of Emergency Contact Information
5. Educational Accomplishments, such as relevant water certifications
6. Marital or Registered Domestic Partner Status, if necessary for benefits purposes
7. Any dependents the employee wishes to include for benefits purposes
8. Driver's License Status
9. Payroll Deductions and Direct Deposit Information
10. Benefit Plan Beneficiary

3001.3 Employees are responsible for notifying the Human Resources Department in the event of a change in vital information as described above or any other District policy or procedure. A Change of Name/Address form may be obtained from Human Resources.

3001.4 Per California Government Code §3100-3109, an employee must file a new loyalty oath, also known as a Disaster Service Worker and Loyalty Oath, with the District within 10 calendar days of a change of name.

3001.5 The District shall not be responsible in the event of failure of an employee to provide this information in a timely manner for a loss of benefits or services by the employee or dependents.

3001.6 Each employee is also responsible for providing the District with records concerning any licenses or certificates required in the performance of their job, as well as any documents showing that education or training relevant to employment has been completed.

3001.7 Release of Information.

1. Personnel records are considered confidential and are the property of the District.
2. Except as required by law, no information from an employee's personnel file will be released verbally or in writing other than job title, and dates of employment. Internal inquiries from other District departments and inquiries from law enforcement agencies are exceptions to this policy.
3. Inquiries from prospective employers should be directed to the Human Resources Department. The only information to be provided will be the employee's job title, employment dates, employment end date (if no longer employed by the District), and total time of employment with the District.
4. An employee may authorize the release of salary information (e.g., for purposes of credit

PROPOSED POLICY

POLICY TITLE: EMPLOYEE INFORMATION AND EMERGENCY DATA
POLICY NUMBER: 3001

3001.1 **Purpose.** It is the policy of the District to maintain accurate and vital personal contact information for each employee and ~~Director~~Board Member of the District. This information is needed to maintain accurate payroll, benefits, and emergency information for all employees and ~~Directors~~Board Members. All such information shall be maintained as confidential ~~by the District~~through its Human Resources and Risk Management Department to the extent allowed by law.

3001.2 **Employee Responsibility.** It is important that employees promptly notify the District through Human Resources and Risk Management Department of any changes to their personal information. A Change of Name/Address form may be obtained from Human Resources and Risk Management Department. ~~The following is a non-exhaustive list of information:~~including:

- a. Name
- b. Home and Mailing Address
- c. Home and ~~Cell Phone~~Mobile Telephone Numbers
- d. Change of Emergency Contact Information
- e. Educational Accomplishments, such as relevant ~~water~~water role-specific certifications
- f. Marital or Registered Domestic Partner Status, if necessary for benefits purposes
- g. Any dependents the employee wishes to include for benefits purposes
- h. Driver's License Status ~~(if applicable for a certain role)~~
- i. Payroll Deductions and Direct Deposit Information
- j. Benefit Plan Beneficiary

~~3001.3 Employees are responsible for notifying the Human Resources Department in the event of a change in vital information as described above or any other District policy or procedure. A Change of Name/Address form may be obtained from Human Resources.~~

3001.4 **Disaster Service Worker and Loyalty Oath.** Per California Government Code §3100-3109, an employee must file a new loyalty oath, also known as a Disaster Service Worker and Loyalty Oath, with the District within 10 calendar days of a change of name.

3001.5 The District shall not be responsible in the event of failure of an employee to provide this information in a timely manner for a loss of benefits or services by the employee or dependents.

3001.6 Each employee is also responsible for providing Human Resources and Risk Management Department ~~the District~~ with records concerning any licenses or certificates required in the performance of their job, as well as any documents showing that education or training relevant to employment has been completed.

3001.7 Release of Information.

- a. Personnel records are considered confidential and are the property of the District.
- b. Except as required by law, no information from an employee's personnel file will be released verbally or in writing other than job title, and dates of employment. Internal inquiries from other District departments and inquiries from law enforcement agencies are exceptions to this policy.
- c. Inquiries from prospective employers should be directed to the Human Resources ~~and~~

evaluation) by providing specific authorization.

5. Human Resources will notify the employee (if currently employed) if a verification of employment request is received.
6. All subpoenas served to obtain information contained in District personnel files must be directed immediately to the General Manager or their designee for submission to District legal counsel. It is the District's policy to comply fully with a properly issued subpoena including proof of service to the employee and absent written objection by the employee or document (i.e., Motion to Quash) from the employee's attorney.
7. Employees may examine the allowable contents of their own personnel records by contacting Human Resources and providing a Personnel Records Request form, which is obtainable from Human Resources.
 - a. Employees must review their personnel files in the presence of a Human Resources employee, the General Manager, or their designee.
 - b. Employees may not remove from the office any part of the personnel file.
 - c. The employee may request copies of the file or portions of the file. Within reason, Human Resources will provide copies. For extensive copying, the District's regular Public Records Act copying charges will apply.
 - d. In the event an employee wishes to dispute a document in their personnel file, in the presence of Human Resources the employee may write an explanation or clarification and attach it to the disputed document. Under no circumstances will Human Resources or the employee alter the original document.
8. Employees may authorize the release of their own personnel records by executing a written request identifying the records to be released and the person or entity to which they may be released. Ordinarily, no information on past or present employees shall be provided by the District, other than employment dates and job title, unless such requests for information are accompanied by a signed authorization by the employee to release the information requested.

3001.8 For additional information about electronic records see IT Policy 7050 Personally Identifiable Information.

- Risk Management Department. The only information to be provided will be the employee's job title, employment dates, employment end date (if no longer employed by the District), and total time of employment with the District.
- d. An employee may authorize the release of salary information (e.g., for purposes of credit evaluation) by providing specific authorization.
- e. Human Resources and Risk Management Department will notify the employee (if currently employed) if a verification of employment request is received.
- f. All subpoenas served to obtain information contained in District personnel files must be directed immediately to Human Resources and Risk Management Department ~~the General Manager or their designee~~ for submission to District legal counsel. It is the District's policy to comply fully with a properly issued subpoena including proof of service to the employee and absent written objection by the employee or document (i.e., Motion to Quash) from the employee's attorney. The General Manager will be notified accordingly.
- g. Employees may examine the allowable contents of their own personnel records by contacting Human Resources and Risk Management Department, and providing a Personnel Records Request form, which is obtainable from Human Resources and Risk Management Department.
 - i. Employees must review their personnel files in the presence of a Human Resources and Risk Management employee, the General Manager, or ~~their~~ his/her designee.
 - ii. Employees may not remove from the office any part of the personnel file.
 - iii. The employee may request copies of the file or portions of the file. Within reason, Human Resources and Risk Management Department will provide copies. For extensive copying, the District's regular Public Records Act copying charges will apply.
 - iv. In the event an employee wishes to dispute a document in their personnel file, in the presence of Human Resources and Risk Management personnel, the employee may write an explanation or clarification and attach it to the disputed document. Under no circumstances will Human Resources and Risk Management Department or the employee alter the original document.

- h. Employees may authorize the release of their own personnel records by executing a written request identifying the records to be released and the person or entity to which they may be released. Ordinarily, no information on past or present employees shall be provided by the District, other than employment dates and job title, unless such requests for information are accompanied by a signed authorization by the employee to release the information requested. The request shall be granted to the Employee within thirty (30) calendar days from the date the request is received by the Human Resources and Risk Management Department. If time is limited, the Human Resources and Risk Management Department may request an extension in writing to the requestor under extenuating circumstances.

3001.8 **Department Head or Designee Access.** Per Labor Code § 1198.5, Department Heads or their designees may request access to specific documents or information contained within an employee's personnel file only when there is a legitimate business reason related to their supervisory responsibilities. The requested information shall be provided within thirty (30) calendar days from the

date the request is received by the Human Resources and Risk Department. Full copies of an employee's personnel file shall not be released to Department Heads. If time is limited, the Human Resources and Risk Management Department may request an extension in writing to the requestor under extenuating circumstances.

3001.9 **Board Member Access.** Board Members do not have unrestricted access to employee personnel files. Personnel files is protected by applicable state and federal laws, including privacy provisions under the California Public Records Act (CPRA) and the California Labor Code.

Requests for information from personnel files by a Board Member must be submitted in writing to the General Manager or his/her designee. The request shall be granted within thirty (30) calendar days from the date the request is received. If time is limited, the General Manager or his/her designee may request an extension in writing to the requestor under extenuating circumstances.

Board Members shall maintain confidentiality of any personnel information obtained and shall not disclose or discuss such information except as required by law. Unauthorized access, use, or disclosure of personnel file information by a Board Member may constitute a violation of confidentiality laws, the Ralph M. Brown Act (Government Code §54957), or Government Code § 1090.

3001.109 For additional information about electronic records see IT Policy 701360 Personally Identifiable Information (PII).

POLICY TITLE: EMPLOYEE INFORMATION AND EMERGENCY DATA
POLICY NUMBER: 3001

3001.1 Purpose. It is the policy of the District to maintain accurate and vital personal contact information for each employee and Board Member of the District. This information is needed to maintain accurate payroll, benefits, and emergency information for all employees and Board Members. All such information shall be maintained as confidential by the District through its Human Resources and Risk Management Department to the extent allowed by law.

3001.3 Employee Responsibility. It is important that employees promptly notify the District through Human Resources and Risk Management Department of any changes to their personal information. A Change of Name/Address form may be obtained from Human Resources and Risk Management Department. The following is a non-exhaustive list of information::

- a. Name
- b. Home and Mailing Address
- c. Home and Mobile Telephone Numbers
- d. Change of Emergency Contact Information
- e. Educational Accomplishments, such as relevant role-specific certifications
- f. Marital or Registered Domestic Partner Status, if necessary for benefits purposes
- g. Any dependents the employee wishes to include for benefits purposes
- h. Driver's License Status (if applicable for a certain role)
- i. Payroll Deductions and Direct Deposit Information
- j. Benefit Plan Beneficiary

3001.4 Disaster Service Worker and Loyalty Oath. Per California Government Code §3100-3109, an employee must file a new loyalty oath, also known as a Disaster Service Worker and Loyalty Oath, with the District within 10 calendar days of a change of name.

3001.5 The District shall not be responsible in the event of failure of an employee to provide this information in a timely manner for a loss of benefits or services by the employee or dependents.

3001.6 Each employee is also responsible for providing Human Resources and Risk Management Department with records concerning any licenses or certificates required in the performance of their job, as well as any documents showing that education or training relevant to employment has been completed.

3001.7 Release of Information.

- a. Personnel records are considered confidential and are the property of the District.
- b. Except as required by law, no information from an employee's personnel file will be released verbally or in writing other than job title, and dates of employment. Internal inquiries from other District departments and inquiries from law enforcement agencies are exceptions to this policy.
- c. Inquiries from prospective employers should be directed to the Human Resources and Risk Management Department. The only information to be provided will be the employee's job title, employment dates, employment end date (if no longer employed by the District), and total time of employment with the District.
- d. An employee may authorize the release of salary information (e.g., for purposes of credit evaluation) by providing specific authorization.

- e. Human Resources and Risk Management Department will notify the employee (if currently employed) if a verification of employment request is received.
- f. All subpoenas served to obtain information contained in District personnel files must be directed immediately to Human Resources and Risk Management Department for submission to District legal counsel. It is the District's policy to comply fully with a properly issued subpoena including proof of service to the employee and absent written objection by the employee or document (i.e., Motion to Quash) from the employee's attorney. The General Manager will be notified accordingly.
- g. Employees may examine the allowable contents of their own personnel records by contacting Human Resources and Risk Management Department, and providing a Personnel Records Request form, which is obtainable from Human Resources and Risk Management Department.
 - i. Employees must review their personnel files in the presence of a Human Resources and Risk Management employee, the General Manager, or his/her designee.
 - ii. Employees may not remove from the office any part of the personnel file.
 - iii. The employee may request copies of the file or portions of the file. Within reason, Human Resources and Risk Management Department will provide copies. For extensive copying, the District's regular Public Records Act copying charges will apply.
 - iv. In the event an employee wishes to dispute a document in their personnel file, in the presence of Human Resources and Risk Management personnel, the employee may write an explanation or clarification and attach it to the disputed document. Under no circumstances will Human Resources and Risk Management Department or the employee alter the original document.
- h. Employees may authorize the release of their own personnel records by executing a written request identifying the records to be released and the person or entity to which they may be released. Ordinarily, no information on past or present employees shall be provided by the District, other than employment dates and job title, unless such requests for information are accompanied by a signed authorization by the employee to release the information requested. The request shall be granted to the Employee within thirty (30) calendar days from the date the request is received by the Human Resources and Risk Management Department. If time is limited, the Human Resources and Risk Management Department may request an extension in writing to the requestor under extenuating circumstances.

3001.8 Department Head or Designee Access. Per Labor Code §1198.5, Department Heads or their designees may request access to specific documents or information contained within an employee's personnel file only when there is a legitimate business reason related to their supervisory responsibilities. The requested information shall be provided within thirty (30) calendar days from the date the request is received by the Human Resources and Risk Department. Full copies of an employee's personnel file shall not be released to Department Heads. If time is limited, the Human Resources and Risk Management Department may request an extension in writing to the requestor under extenuating circumstances.

BEAUMONT-CHERRY VALLEY WATER DISTRICT

3001.9 **Board Member Access.** Board Members do not have unrestricted access to employee personnel files. Personnel files is protected by applicable state and federal laws, including privacy provisions under the California Public Records Act (CPRA) and the California Labor Code.

Requests for information from personnel files by a Board Member must be submitted in writing to the General Manager or his/her designee. The request shall be granted within thirty (30) calendar days from the date the request is received. If time is limited, the General Manager or his/her designee may request an extension in writing to the requestor under extenuating circumstances.

Board Members shall maintain confidentiality of any personnel information obtained and shall not disclose or discuss such information except as required by law. Unauthorized access, use, or disclosure of personnel file information by a Board Member may constitute a violation of confidentiality laws, the Ralph M. Brown Act (Government Code §54957), or Government Code §1090.

3001.10 For additional information about electronic records see IT Policy 7013 Personally Identifiable Information (PII).

State of California

LABOR CODE

Section 1198.5

1198.5. (a) Every current and former employee, or his or her representative, has the right to inspect and receive a copy of the personnel records that the employer maintains relating to the employee's performance or to any grievance concerning the employee.

(b) (1) The employer shall make the contents of those personnel records available for inspection to the current or former employee, or his or her representative, at reasonable intervals and at reasonable times, but not later than 30 calendar days from the date the employer receives a written request, unless the current or former employee, or his or her representative, and the employer agree in writing to a date beyond 30 calendar days to inspect the records, and the agreed-upon date does not exceed 35 calendar days from the employer's receipt of the written request. Upon a written request from a current or former employee, or his or her representative, the employer shall also provide a copy of the personnel records, at a charge not to exceed the actual cost of reproduction, not later than 30 calendar days from the date the employer receives the request, unless the current or former employee, or his or her representative, and the employer agree in writing to a date beyond 30 calendar days to produce a copy of the records, as long as the agreed-upon date does not exceed 35 calendar days from the employer's receipt of the written request. Except as provided in paragraph (2) of subdivision (c), the employer is not required to make those personnel records or a copy thereof available at a time when the employee is actually required to render service to the employer, if the requester is the employee.

(2) (A) For purposes of this section, a request to inspect or receive a copy of personnel records shall be made in either of the following ways:

(i) Written and submitted by the current or former employee or his or her representative.

(ii) Written and submitted by the current or former employee or his or her representative by completing an employer-provided form.

(B) An employer-provided form shall be made available to the employee or his or her representative upon verbal request to the employee's supervisor or, if known to the employee or his or her representative at the time of the request, to the individual the employer designates under this section to receive a verbal request for the form.

(c) The employer shall do all of the following:

(1) With regard to all employees, maintain a copy of each employee's personnel records for a period of not less than three years after termination of employment.

(2) With regard to current employees, make a current employee's personnel records available for inspection, and, if requested by the employee or his or her representative, provide a copy thereof, at the place where the employee reports to work, or at another

location agreeable to the employer and the requester. If the employee is required to inspect or receive a copy at a location other than the place where he or she reports to work, no loss of compensation to the employee is permitted.

(3) (A) With regard to former employees, make a former employee's personnel records available for inspection, and, if requested by the employee or his or her representative, provide a copy thereof, at the location where the employer stores the records, unless the parties mutually agree in writing to a different location. A former employee may receive a copy by mail if he or she reimburses the employer for actual postal expenses.

(B) (i) Notwithstanding subparagraph (A), if a former employee seeking to inspect his or her personnel records was terminated for a violation of law, or an employment-related policy, involving harassment or workplace violence, the employer may comply with the request by doing one of the following:

(I) Making the personnel records available to the former employee for inspection at a location other than the workplace that is within a reasonable driving distance of the former employee's residence.

(II) Providing a copy of the personnel records by mail.

(ii) Nothing in this subparagraph shall limit a former employee's right to receive a copy of his or her personnel records.

(d) An employer is required to comply with only one request per year by a former employee to inspect or receive a copy of his or her personnel records.

(e) The employer may take reasonable steps to verify the identity of a current or former employee or his or her authorized representative. For purposes of this section, "representative" means a person authorized in writing by the employee to inspect, or receive a copy of, his or her personnel records.

(f) The employer may designate the person to whom a request is made.

(g) Prior to making records specified in subdivision (a) available for inspection or providing a copy of those records, the employer may redact the name of any nonsupervisory employee contained therein.

(h) The requirements of this section do not apply to:

(1) Records relating to the investigation of a possible criminal offense.

(2) Letters of reference.

(3) Ratings, reports, or records that were:

(A) Obtained prior to the employee's employment.

(B) Prepared by identifiable examination committee members.

(C) Obtained in connection with a promotional examination.

(4) Employees who are subject to the Public Safety Officers Procedural Bill of Rights (Chapter 9.7 (commencing with Section 3300) of Division 4 of Title 1 of the Government Code).

(5) Employees of agencies subject to the Information Practices Act of 1977 (Title 1.8 (commencing with Section 1798) of Part 4 of Division 3 of the Civil Code).

(i) If a public agency has established an independent employee relations board or commission, an employee shall first seek relief regarding any matter or dispute relating

to this section from that board or commission before pursuing any available judicial remedy.

(j) In enacting this section, it is the intent of the Legislature to establish minimum standards for the inspection and the receipt of a copy of personnel records by employees. Nothing in this section shall be construed to prevent the establishment of additional rules for the inspection and the receipt of a copy of personnel records that are established as the result of agreements between an employer and a recognized employee organization.

(k) If an employer fails to permit a current or former employee, or his or her representative, to inspect or copy personnel records within the times specified in this section, or times agreed to by mutual agreement as provided in this section, the current or former employee or the Labor Commissioner may recover a penalty of seven hundred fifty dollars (\$750) from the employer.

(l) A current or former employee may also bring an action for injunctive relief to obtain compliance with this section, and may recover costs and reasonable attorney's fees in such an action.

(m) Notwithstanding Section 1199, a violation of this section is an infraction. Impossibility of performance, not caused by or resulting from a violation of law, may be asserted as an affirmative defense by an employer in any action alleging a violation of this section.

(n) If an employee or former employee files a lawsuit that relates to a personnel matter against his or her employer or former employer, the right of the employee, former employee, or his or her representative to inspect or copy personnel records under this section ceases during the pendency of the lawsuit in the court with original jurisdiction.

(o) For purposes of this section, a lawsuit "relates to a personnel matter" if a current or former employee's personnel records are relevant to the lawsuit.

(p) An employer is not required to comply with more than 50 requests under this section to inspect and receive a copy of personnel records filed by a representative or representatives of employees in one calendar month.

(q) This section does not apply to an employee covered by a valid collective bargaining agreement if the agreement expressly provides for all of the following:

- (1) The wages, hours of work, and working conditions of employees.
- (2) A procedure for the inspection and copying of personnel records.
- (3) Premium wage rates for all overtime hours worked.
- (4) A regular rate of pay of not less than 30 percent more than the state minimum wage rate.

(Amended by Stats. 2012, Ch. 842, Sec. 2. (AB 2674) Effective January 1, 2013.)

State of California

GOVERNMENT CODE

Section 1090

1090. (a) Members of the Legislature, state, county, district, judicial district, and city officers or employees shall not be financially interested in any contract made by them in their official capacity, or by any body or board of which they are members. Nor shall state, county, district, judicial district, and city officers or employees be purchasers at any sale or vendors at any purchase made by them in their official capacity.

(b) An individual shall not aid or abet a Member of the Legislature or a state, county, district, judicial district, or city officer or employee in violating subdivision (a).

(c) As used in this article, “district” means any agency of the state formed pursuant to general law or special act, for the local performance of governmental or proprietary functions within limited boundaries.

(Amended by Stats. 2014, Ch. 483, Sec. 1. (SB 952) Effective January 1, 2015.)



**Beaumont-Cherry Valley Water District
Personnel Committee Meeting
October 21, 2025**

Item 6b

STAFF REPORT

TO: Personnel Committee

FROM: Ren Berioso, Human Resources and Risk Manager

SUBJECT: Policies and Procedures Manual Updates / Revisions for Policy 3020 Health and Welfare Benefits

Staff Recommendation

Review the revisions to Policy 3020 Health and Welfare Benefits and recommend it to move forward to the next Board of Directors for consideration, or direct staff as desired.

Executive Summary

Staff is proposing revisions to Policy 3020 Health and Welfare Benefits to provide a comprehensive and updated overview of all District benefits available to eligible employees, Board Members, and their eligible dependents. The current policy does not include all active benefits or specify the benefits applicable to the Board of Directors. The proposed revisions consolidate all benefit programs under one policy, ensuring clarity in eligibility, consistency in administration, and alignment with District practices. These updates also ensure compliance with applicable federal and state regulations, including the Affordable Care Act (ACA), Internal Revenue Code Section 125, and California Public Employees' Retirement Law.

Background

At the June 8, 2022 Regular Board meeting, the Board of Directors adopted Policy Number 3020 Health and Welfare Benefits through Resolution No. 2022-19. Upon review of the current policy, the Human Resources and Risk Management staff identified the need to revise and expand the policy to ensure that all active benefits provided by the District are accurately documented and available to all eligible participants, including Board Members and their eligible dependents. The previous version did not include a complete list of benefits currently offered or specific provisions outlining eligibility and participation for the Board of Directors. Additionally, Resolution No. 2020-25, adopted on December 3, 2020, authorizes the District to provide health and welfare benefits to the Board of Directors, which has been incorporated into this revised policy to ensure consistency and alignment with the governing resolution. The revised policy consolidates and clearly defines all benefit programs administered by the District, ensuring that employees and Board Members understand their available options and responsibilities.

The updated policy provides a comprehensive overview of all District-offered benefits, including CalPERS health insurance, life and accidental death insurance, flexible spending accounts, employee assistance programs, voluntary benefit plans, deferred compensation options, workers' compensation, and COBRA continuation coverage. It standardizes program descriptions for clarity, includes all eligible dependents where applicable, and aligns each section with federal and state regulatory requirements. These updates reinforce the District's commitment to equitable and transparent benefits administration, ensure ongoing compliance with governing laws, and support the overall well-being and retention of its workforce and leadership. Legal Counsel has reviewed the policy to ensure consistency and compliance with all applicable laws and regulations.



Discussion

Table A, Summary of Policy Changes, outlines the proposed changes to the current Health and Welfare Benefits (policy) that are in reference to the redlined draft version attached herewith.

Table A – Summary of Policy Changes

TABLE A	Policy Section	State / Federal Law requirement	BCVWD current practice	Policy Section and Language to Consider
1	Entire Policy Sections	None	Not Applicable	Refined the policy language. Placed the language “Board Members, and their eligible dependents.”
2	No Section	None	Not Applicable	3020.1 Purpose
3	No Section	PEHMCA ACA	The District follows the law.	3020.2 Eligibility for Benefits
4	Section 2020.6	PEHMCA ACA IRS Section 125	The District follows the law.	3020.3 Enrollment and Changes in Coverage
5	No Section	None	The District has Flexible Spending Account (FSA) plans in place.	3020.8 Flexible Spending Account (FSA) Plans
6	No Section	IRS	The District follows the law in offering 457(b) Deferred Compensation plan.	3020.12 Deferred Compensation Plan (457)
7	No Section	None	The District offers Voluntary Life and other Ancillary Benefits paid for by the employee.	3020.13 Voluntary Life Insurance and Ancillary Benefits.
8	No Section	PEHMCA ACA IRS	The District follows the law.	3020.16 Benefit Programs Compliance



Fiscal Impact

There is no fiscal impact associated with the adoption of the revised Policy 3020. The policy reflects current District practice and existing budgeted benefit programs.

Attachments

1. Redlined version Policy 3020 Health and Welfare Benefits
2. Side-by-Side version Policy 3020 Health and Welfare Benefits
3. Clean version Policy 3020 Health and Welfare Benefits
4. Resolution 2020-25, Adopted December 3, 2020

Staff Report prepared by Ren Berioso, Human Resources and Risk Manager

POLICY TITLE: HEALTH AND WELFARE BENEFITS
POLICY NUMBER: 3020

3020.1 Purpose. The purpose of this policy is to establish and maintain a comprehensive framework for administering the District's health and welfare benefits to ensure equitable access, compliance with applicable laws, and proper delivery of benefits to all eligible employees, Board Members, and their dependents. The Human Resources and Risk Management Department administers all employee benefits of the District, including enrollment, maintenance, reconciliation, and coordination with benefit providers to ensure compliance and proper delivery of benefits programs.

3020.2 Eligibility for Benefits. All regular full-time employees are eligible for full benefits unless otherwise stated in an applicable Memorandum of Understanding (MOU) or employment agreement. Part-time and temporary employees may be eligible for limited benefits as defined by law or District policy. Board Members may be eligible for benefits if adopted by a Board Resolution.

3020.3 Enrollment and Changes in Coverage. Eligible employees may enroll in benefit programs during initial employment or during the District's designated open enrollment period. Mid-year changes to benefits are permitted only in accordance with qualifying life events (e.g., marriage, divorce, birth, adoption, or loss of other coverage) as defined by Section 125 of the Internal Revenue Service (IRS) and CalPERS regulations. All changes must be reported to the Human Resources and Risk Management Department within 30 days (or 60 days for certain CalPERS events) of the qualifying event.

3020.44 Health Insurance. The District will provide health insurance coverage through the Public Employees Retirement System (CalPERS) for all eligible employees, Board Members and their eligible dependents.

3020.25 State Disability Insurance. Eligible employees shall pay the cost of the premiums associated with State Disability Insurance.

3020.36 Life Insurance. Life Insurance shall be provided to eligible employees, Board Members and their eligible dependents at his/her current regular rate of pay, at the time of death, equal to one year's salary. ~~For hourly (non-exempt) employees, a year's salary is equal to 2,080 hours.~~

3020.47 Accidental Death and Dismemberment Insurance. Accidental Death and Dismemberment Insurance (AD&D Insurance) shall be provided to all eligible employees at his/her current regular rate of pay, at the time of the eligible incident, equal to one year's salary. ~~For hourly (non-exempt) employees, a year's salary is equal to 2,080 hours.~~

3020.8 Flexible Spending Account (FSA) Plans. Flexible Spending Account (FSA) programs, offered under Section 125 of the Internal Revenue Code, allow eligible employees and Board Members to use pre-tax earnings for eligible medical and dependent care expenses, including out-of-pocket health costs and dependent daycare.

3020.59 Employee Assistance Program (EAP). The Employee Assistance Program (EAP) is provided to all ~~regular, part-time, and temporary~~eligible employees and Board Members, and their eligible dependents.

3020.610 Dental Benefits. Dental benefits are available to all ~~eligible regular and part-time~~ employees, Board Members, and their eligible dependents at their own option and cost.

3020.711 **Vision Benefits.** Vision benefits are available to all eligible regular and part-time employees, Board Members and their eligible dependents at their own option and cost.

3020.12 **Deferred Compensation Plan (457b).** The District offers a voluntary 457(b) Deferred Compensation Plan that allows eligible employees and Board Members to contribute a portion of their salary on a pre-tax or post-tax (Roth) basis to supplement future retirement income. Participation is entirely voluntary, and the District does not provide an employer matching contribution, except as otherwise stated in an applicable employment contract, Memorandum of Understanding (MOU) or Board Resolution.

3020.13 **Voluntary Life Insurance and Ancillary Benefits.** Voluntary Life Insurance and ancillary benefit programs that provide additional financial protection such as Accident Insurance, Cancer Insurance, and Critical Illness coverage, are available to eligible employees and Board members at their own option and cost.

3020.14. **Benefit Programs Compliance.** All benefit programs shall comply with applicable federal and state regulations, including but not limited to the Affordable Care Act (ACA), Internal Revenue Code (IRC) Section 125, California Public Employees' Retirement Law, and other governing statutes.

CURRENT POLICY

POLICY TITLE: HEALTH AND WELFARE BENEFITS
POLICY NUMBER: 3020

3020.1 **Health Insurance.** The District will provide health insurance coverage through the Public Employees Retirement System (CalPERS) for all eligible employees and their eligible dependents.

3020.2 **State Disability Insurance.** Employees shall pay the cost of the premiums associated with State Disability Insurance.

3020.3 **Life Insurance.** Life Insurance shall be provided to eligible employees at his/her current regular rate of pay, at the time of death, equal to one year's salary. For hourly (non-exempt) employees, a year's salary is equal to 2,080 hours.

3020.4 **Accidental Death and Dismemberment Insurance.** Accidental Death and Dismemberment Insurance (AD&D Insurance) shall be provided to eligible employees at his/her current regular rate of pay, at the time of the eligible incident, equal to one year's salary. For hourly (non-exempt) employees, a year's salary is equal to 2,080 hours.

3020.5 **Employee Assistance Program.** The Employee Assistance Program (EAP) is provided to all regular, part-time, and temporary employees.

3020.6 **Dental Benefits.** Dental benefits are available to all regular and part-time employees at their own option and cost.

3020.7 **Vision Benefits.** Vision benefits are available to all regular and part-time employees at their own option and cost.

PROPOSED POLICY

POLICY TITLE: HEALTH AND WELFARE BENEFITS
POLICY NUMBER: 3020

3020.1 **Purpose.** The purpose of this policy is to establish and maintain a comprehensive framework for administering the District's health and welfare benefits to ensure equitable access, compliance with applicable laws, and proper delivery of benefits to all eligible employees, Board Members, and their dependents. The Human Resources and Risk Management Department administers all employee benefits of the District, including enrollment, maintenance, reconciliation, and coordination with benefit providers to ensure compliance and proper delivery of benefits programs.

3020.2 **Eligibility for Benefits.** All regular full-time employees are eligible for full benefits unless otherwise stated in an applicable Memorandum of Understanding (MOU) or employment agreement. Part-time and temporary employees may be eligible for limited benefits as defined by law or District policy. Board Members may be eligible for benefits if adopted by a Board Resolution.

3020.3 **Enrollment and Changes in Coverage.** Eligible employees may enroll in benefit programs during initial employment or during the District's designated open enrollment period. Mid-year changes to benefits are permitted only in accordance with qualifying life events (e.g., marriage, divorce, birth, adoption, or loss of other coverage) as defined by Section 125 of the Internal Revenue Service (IRS) and CalPERS regulations. All changes must be reported to the Human Resources and Risk Management Department within 30 days (or 60 days for certain CalPERS events) of the qualifying event.

3020.4 **Health Insurance.** The District will provide health insurance coverage through the Public Employees Retirement System (CalPERS) for all eligible employees, Board Members and their eligible dependents.

3020.5 **State Disability Insurance.** Eligible employees shall pay the cost of the premiums associated with State Disability Insurance.

3020.6 **Life Insurance.** Life Insurance shall be provided to eligible employees, Board Members and their eligible dependents at his/her current regular rate of pay, at the time of death, equal to one year's salary. For hourly (non-exempt) employees, a year's salary is equal to 2,080 hours.

3020.7 **Accidental Death and Dismemberment Insurance.** Accidental Death and Dismemberment Insurance (AD&D Insurance) shall be provided to all eligible employees at his/her current regular rate of pay, at the time of the eligible incident, equal to one year's salary. For hourly (non-exempt) employees, a year's salary is equal to 2,080 hours.

3020.8 **Flexible Spending Account (FSA) Plans.** Flexible Spending Account (FSA) programs, offered under Section 125 of the Internal Revenue Code, allow eligible employees and Board Members to use pre-tax earnings for eligible medical and dependent care expenses, including out-of-pocket health costs and dependent day care.

3020.9 **Employee Assistance Program (EAP).** The Employee Assistance Program (EAP) is provided to all regular, part-time, and temporary eligible employees and Board Members, and their eligible dependents.

3020.10 **Dental Benefits.** Dental benefits are available to all eligible regular and part-time

employees, Board Members, and their eligible dependents at their own option and cost.

3020.71 **Vision Benefits.** Vision benefits are available to all eligible regular and part-time employees. Board Members and their eligible dependents at their own option and cost.

3020.12 **Deferred Compensation Plan (457b).** The District offers a voluntary 457(b) Deferred Compensation Plan that allows eligible employees and Board Members to contribute a portion of their salary on a pre-tax or post-tax (Roth) basis to supplement future retirement income. Participation is entirely voluntary, and the District does not provide an employer matching contribution, except as otherwise stated in an applicable employment contract, Memorandum of Understanding (MOU) or Board Resolution.

3020.13 **Voluntary Life Insurance and Ancillary Benefits.** Voluntary Life Insurance and ancillary benefit programs that provide additional financial protection such as Accident Insurance, Cancer Insurance, and Critical Illness coverage, are available to eligible employees and Board Members at their own option and cost.

3020.14. **Benefit Programs Compliance.** All benefit programs shall comply with applicable federal and state regulations, including but not limited to the Affordable Care Act (ACA), Internal Revenue Code (IRC) Section 125, California Public Employees' Retirement Law, and other governing statutes.

POLICY TITLE: HEALTH AND WELFARE BENEFITS
POLICY NUMBER: 3020

3020.1 Purpose. The purpose of this policy is to establish and maintain a comprehensive framework for administering the District's health and welfare benefits to ensure equitable access, compliance with applicable laws, and proper delivery of benefits to all eligible employees, Board Members, and their dependents. The Human Resources and Risk Management Department administers all employee benefits of the District, including enrollment, maintenance, reconciliation, and coordination with benefit providers to ensure compliance and proper delivery of benefits programs.

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3020.3 Enrollment and Changes in Coverage. Eligible employees may enroll in benefit programs during initial employment or during the District's designated open enrollment period. Mid-year changes to benefits are permitted only in accordance with qualifying life events (e.g., marriage, divorce, birth, adoption, or loss of other coverage) as defined by Section 125 of the Internal Revenue Service (IRS) and CalPERS regulations. All changes must be reported to the Human Resources and Risk Management Department within 30 days (or 60 days for certain CalPERS events) of the qualifying event.

3020.4 Health Insurance. The District will provide health insurance coverage through the Public Employees Retirement System (CalPERS) for all eligible employees, Board Members and their eligible dependents.

3020.5 State Disability Insurance. Eligible employees shall pay the cost of the premiums associated with State Disability Insurance.

3020.6 Life Insurance. Life Insurance shall be provided to eligible employees, Board Members and their eligible dependents at his/her current regular rate of pay, at the time of death, equal to one year's salary.

3020.7 Accidental Death and Dismemberment Insurance. Accidental Death and Dismemberment Insurance (AD&D Insurance) shall be provided to all eligible employees at his/her current regular rate of pay, at the time of the eligible incident, equal to one year's salary.

3020.8 Flexible Spending Account (FSA) Plans. Flexible Spending Account (FSA) programs, offered under Section 125 of the Internal Revenue Code, allow eligible employees and Board Members to use pre-tax earnings for eligible medical and dependent care expenses, including out-of-pocket health costs and dependent daycare.

3020.9 Employee Assistance Program (EAP). The Employee Assistance Program (EAP) is provided to all eligible employees and Board Members, and their eligible dependents.

3020.10 Dental Benefits. Dental benefits are available to all eligible employees, Board Members, and their eligible dependents at their own option and cost.

3020.11 Vision Benefits. Vision benefits are available to all eligible employees, Board Members and

their eligible dependents at their own option and cost.

3020.12 **Deferred Compensation Plan (457b).** The District offers a voluntary 457(b) Deferred Compensation Plan that allows eligible employees and Board Members to contribute a portion of their salary on a pre-tax or post-tax (Roth) basis to supplement future retirement income. Participation is entirely voluntary, and the District does not provide an employer matching contribution, except as otherwise stated in an applicable employment contract, Memorandum of Understanding (MOU) or Board Resolution.

3020.13 **Voluntary Life Insurance and Ancillary Benefits.** Voluntary Life Insurance and ancillary benefit programs that provide additional financial protection such as Accident Insurance, Cancer Insurance, and Critical Illness coverage, are available to eligible employees and Board members at their own option and cost.

3020.14. **Benefit Programs Compliance.** All benefit programs shall comply with applicable federal and state regulations, including but not limited to the Affordable Care Act (ACA), Internal Revenue Code (IRC) Section 125, California Public Employees' Retirement Law, and other governing statutes.

RESOLUTION 2020-25

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BEAUMONT-CHERRY VALLEY WATER DISTRICT FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE EMPLOYEES MEDICAL AND HOSPITAL CARE ACT (PEMHCA) WITH RESPECT TO NON-CALPERS ELECTED DIRECTORS, AND REVIEW OF DIRECTOR BENEFITS.

WHEREAS, it is recognized that each member of the Board of Directors expends a considerable amount of time and effort serving on committees and attending meetings including, but not limited to, meetings of the Board of Directors; and

WHEREAS, the office of Director is a public service position and should not be considered an employment position for the purpose of generating income for the Director. This Resolution seeks to establish a reasonable and equitable package of benefits for the time and effort put forward by Board members; and

WHEREAS, under Government Code sections 53201 and 53205.1, a special district may provide benefits to its Board members and their families, including medical, dental, vision and life insurance; and

WHEREAS, Government Code section 22850 provides the benefits of the Public Employees' Medical and Hospital Care Act to employees and annuitants of local agencies contracting with the Public Employees' Retirement System on proper application by a local agency; and

WHEREAS, the Beaumont-Cherry Valley Water District, hereafter referred to as Public Agency, is a local agency contracting with the Public Employees' Retirement System; and

WHEREAS, the Public Agency desires to obtain for its employees, annuitants, and Directors the benefit of the Act and to accept the liabilities and obligations of an employer under the Act and regulations; and

WHEREAS, the California Public Employees' Retirement System will set the minimum contribution for employers by the authority of the Public Employees' Medical and Hospital Care Act each year,

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

1. Members of the Board of Directors are eligible to enroll in District-sponsored group plans available to eligible employees for health (previously established in Ordinance 1999-8), dental, vision, life insurance, employee assistance program (EAP), Flexible Spending Account (FSA), CalPERS 457 Plan, and other Ancillary benefits equal to those offered to the management employee group of the Beaumont-Cherry Valley Water District. The benefits allowed to the members of the Board of Directors shall not be greater than the most generous schedule of benefits being received by any District Employee Group. Available benefits are defined in Exhibit A.
2. The District may, subject to the same terms and conditions as may be established by the Board, contribute to the cost of health and welfare insurance coverage to current Board

members, their spouses, and dependents. Such contribution will be equal to or greater than the PEMHCA Minimum as established by CalPERS by the authority of the Public Employees' Medical and Hospital Care Act.

3. The benefits attached hereto as Exhibit A, are made a part of this Resolution and are hereby available to the elected Directors of the Beaumont-Cherry Valley Water District, effective January 1, 2021.

ADOPTED this 3rd day of December 2020, by the following vote:

W.C.

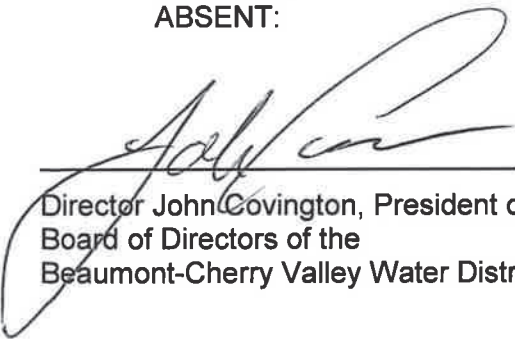
AYES: Covington, Hoffman, Slawson, Williams, Ramirez

NOES:

ABSTAIN:

ABSENT:

ATTEST:



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



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

Attachments: Exhibit A – Benefits of the Board of Directors



BEAUMONT-CHERRY VALLEY WATER DISTRICT

EXHIBIT A

Benefits of the Board of Directors

Resolution 2020-25 adopted December 3, 2020.

The following is an example of the schedule of benefits available to members of the Board of Directors. Members of the Board of Directors are eligible to enroll in District-sponsored group plans available to eligible employees for health (previously established in Ordinance 1999-8), dental, vision, life insurance, employee assistance program (EAP), Flexible Spending Account (FSA), CalPERS 457 Plan, and other Ancillary benefits equal to those offered to the management employee group of the Beaumont-Cherry Valley Water District. The benefits allowed to the members of the Board of Directors shall not be greater than the most generous schedule of benefits being received by any District Employee Group.

Type of Benefit	
Life Insurance (1x annual rate, calculated for an average of three (3) per diems / month)	Provided by District
AD&D insurance (1x annual rate, same as above)	Provided by District
Employee Assistance Program (EAP)	Provided by District
Voluntary Life Insurance for Spouse and Child(ren)	Available for purchase
Vision insurance plan	Available for purchase
Dental DHMO or DPPO (choice)	Available for purchase
Supplemental Life Insurance	Available for purchase
Flexible Spending Account (FSA)	Available for purchase
CalPERS 457 Savings Plan	Available for purchase
Medical Insurance Benefits through CalPERS Health Program for Director and all dependents (choice of Plan)	District pays 100% of premium for Employee and eligible dependents
Benefits Upon Retirement	District does not provide benefits upon retirement unless required by Resolution, Code, or Law



**Beaumont-Cherry Valley Water District
Personnel Committee
October 21, 2025**

Item 6c

STAFF REPORT

TO: Personnel Committee

FROM: Sylvia Molina, Director of Finance and Administration

SUBJECT: Policies and Procedures Manual Updates / Revisions for Policy 3085 Sick Leave

Staff Recommendation

Approve the revision of Policy 3085 Sick Leave to move forward to the next Board of Directors meeting with the revisions stated in Table A, Summary of Policy Changes, or direct staff as desired.

Executive Summary

Staff is proposing updates to the current Sick Leave policy to allow the General Manager (GM), or designee, to approve partial increments of sick leave on a case-by-case basis. This revision aligns with current District practice and addresses extenuating circumstances where an employee may become ill or encounter an emergency near the end of their shift.

Without this revision, employees may feel compelled to remain at work to avoid losing pay due to the one-hour increment rule, potentially worsening their health or creating unnecessary hardship. This policy revision provides flexibility while ensuring compliance with applicable laws.

Background

At the May 10, 2024, Regular Board Meeting, the Board of Directors adopted Policy 3085 Sick Leave through Resolution 2024-07 with revisions that aligned with AB 1041 (Designated Persons, effective January 1, 2024) and SB 616 (extension of sick leave to 40 hours upon 200 days of tenure, effective January 1, 2025).

Upon further audit by Payroll, staff identified that the policy currently states, "*sick leave shall be used in hourly increments*" but does not provide language authorizing the GM to approve increments smaller than one hour. This omission limits flexibility when an employee requires only a partial increment, such as a half-hour, at the end of their shift.

Staff consulted with Legal Counsel, who confirmed that adding language to allow GM approval of partial increments is consistent with applicable law. Therefore, staff is recommending a minor revision to address this gap.

Discussion

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



Table A – Summary of Policy Change(s)

TABLE A	Policy Section	State / Federal Law requirement	BCVWD current practice	Policy Section and Language to Consider
1	Section 3085.7	None	Sick leave shall be used in hourly increments.	Add the language: "The General Manager, or his/her designee, may approve partial increments of sick leave on a case-by-case basis."

To illustrate the proposed revision, consider the following example:

- If employee schedules leave in advance, such as for a medical appointment, the one-hour increment should continue to apply.
- However, if an employee becomes ill at 4:00 p.m. and is scheduled until 5:30 p.m., the GM will have discretion to approve 1.5 hours of sick leave.

Under the current policy, the employee must either use 1 hour (resulting in a half-hour underpaid) or 2 hours (resulting in overpayment for 10.5 hours worked that day). This lack of flexibility may encourage employees to remain at work while unwell or during family emergencies, contrary to the District's goals of employee wellness and operational fairness.

The proposed revision would allow the General Manager, or designee, to approve less than one-hour increments in exceptional cases, while maintaining the general rule of one-hour increments for pre-planned absences.

Fiscal Impact: None

Attachments

1. Redlined version Policy 3085 Sick Leave
2. Side-by-Side version Policy 3085 Sick Leave
3. Clean version Policy 3085 Sick Leave

Staff Report prepared by Ren Berioso, Human Resources and Risk Manager

POLICY TITLE: SICK LEAVE
POLICY NUMBER: 3085

3085.1 Application. This policy shall apply to employees in all classifications who work at least 30 days within a year in accordance with the Healthy Workplaces, Healthy Families Act.

3085.2 Definition. Sick leave is defined as absence from work due to mental or physical illness; non-industrial injury or health condition; or quarantine due to exposure to a contagious disease any of which prevents the employee from working; to obtain medical diagnoses, care, or treatment, as well as preventative medical, vision and dental care for the employee, employee's family member, or designated person, as defined by the Labor Code; or for specified purposes for victims of domestic violence, sexual abuse, or stalking, as defined by the Labor Code.

3085.3 Accrual for Regular, Full-Time Employees. Employees shall accumulate sick leave at the rate of one (1) day, or ten (10) hours per month. There are no established limits for sick leave accruals, and employees may carry over from one (1) year of employment to the next any unused balance.

3085.4 Accrual for Temporary and Part-Time Employees. A temporary or part-time employee will accrue sick leave at the rate of one (1) hour for every thirty (30) hours worked. The District shall provide a minimum of three (3) days, or twenty-four (24) hours of paid sick leave by the employee's 120th calendar day of employment, and a minimum of five (5) days, or forty (40) hours of paid sick leave by the employee's 200th calendar day of employment. A temporary or part-time employee may accrue a maximum of ten (10) days or eighty (80) hours. Part-time employees may carry over from one (1) year of employment to the next up to five (5) days or forty (40) hours.

3085.5. Payout. The District is not required to pay-out unused sick leaves upon separation from employment, with the exception of retirement. The sick leave accrual shall also reset at the time of rehire, unless the employee is rehired within one year of separation, in which case all previously accrued and unused sick leave will be restored to the employee upon rehire.

3085.6 Waiting Period. There is no waiting period before regular, full-time new hires are eligible to use accrued sick leave. Temporary and Part-time employees have a ninety (90) day waiting period.

3085.7 Use. Sick leave shall be used in hourly increments. The General Manager, or his/her designee, may approve partial increments of sick leave on a case-by-case basis. Each employee may use up to fifty percent (50%) of their accrued sick leave as kin care leave. It is also provided for those circumstances where the employee must take time off to care for a family member, regardless of the seriousness of the illness. Employees should notify their supervisor in advance to the extent feasible, or as soon as practicable, in order to avoid disruptions in the work schedule as a result of the use of sick leave and kin care time. Family members covered include parents, children, spouses, registered domestic partners, grandparents, grandchildren, siblings, and designated persons for whom the employee provides care.

1. A "child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child for whom an employee stands in loco parentis, regardless of age or dependency status.
2. A "parent" means a biological, foster, or adoptive parent, a stepparent, legal guardian, or person who stood in loco parentis when the employee was a minor

child. Mothers-in-law and fathers-in-law are also considered “parents” for the purposes of this definition.

3. The term “spouse” applies only to an individual to whom the employee is legally married.
4. A “registered domestic partnership” shall be established in California when both persons file a Declaration of Domestic Partnership and are registered with the Secretary of State.
5. A “sibling” includes any person with whom the employee shares a biological, foster, adoptive, or step parent.
6. Any other definition of “family member” that in the future the Legislature deems covered by paid sick leave law.
7. A “designated person” shall be the person for which the employee provides care. This is any individual related by blood or whose association with the employee is the equivalent of a family member.

3085.8 Designated Person. An employee can only designate one “designated person” in a 12-month period, with the roll-over commencing at the time a person was designated. Supervisors are not allowed to inquire as to the nature of the employee’s relationship to the designated person a paid sick leave is to be used for.

3085.9 Other Use. An employee may also use sick leave to seek relief or services as a victim of domestic violence, sexual assault, or stalking, as described under Labor Code sections 230(c) and 230.1(a).

3085.10 Notice. In order to receive compensation while on sick leave, the employee shall notify a supervisor prior to the time for beginning the regular workday, or as soon thereafter as practicable.

3085.11 Medical Certification. For absence in excess of three (3) workdays due to the employee’s physical or mental illness, the District shall require a medical certification from a licensed medical provider prior to returning to work and must be submitted to Human Resources Department and subject to review by the Management. The District may, in its discretion, require medical certification for absences of more than three (3) workdays if the District reasonably suspects abuse of sick leave.

3085.12 No Retaliation or Discrimination. Retaliation or discrimination against employees for use of sick leave is prohibited. The District shall not treat sick leave usage as an absence to support an employee’s discipline, discharge, demotion, or suspension, unless such use is found to have been an inappropriate use or abuse of the granted paid time off.

3085.13. Excused Absence. Excused absence occurs when all the following conditions are met:

1. The employee provides to his or her supervisor sufficient notice in advance of the absence.
2. The absence request is approved by the employee’s supervisor.
3. The employee has sufficient accrued sick leave to cover the absence.

3085.14 Unexcused Absence. Employees who are unable to report to work without prior approval from their supervisor and fail to communicate the circumstance of their absence within a reasonable time shall be deemed as unexcused absence. Employees who leave their post without prior notice and approval from their direct supervisor are considered an unexcused absence.

3085.15 Disciplinary Action. Excessive absenteeism is defined as two or more occurrences of unexcused absence in a 30-day period and may result in disciplinary action.

3085.16 Buy-Back.

1. Incentive Plan A. An employee not using any sick leave for twelve (12) consecutive months may convert his/her accrued sick hours to cash at a rate of half (.5) times his/her regular hourly rate. Sick hours may be "cashed out" at the employee's request no more than two (2) times per calendar year. Employees must maintain a balance of at least forty (40) hours of sick leave.
2. Incentive Plan B. Upon retirement or death, an employee, or his/her beneficiary, shall be entitled to receive fifty percent (50%) of all accumulated sick leave not compensated for in Incentive Plan A above. The beneficiary shall be the individual indicated on the employee's Life Insurance Beneficiary Form.

CURRENT POLICY

POLICY TITLE: SICK LEAVE
POLICY NUMBER: 3085

3085.1 Application. This policy shall apply to employees in all classifications who work at least 30 days within a year in accordance with the Healthy Workplaces, Healthy Families Act.

3085.2 Definition. Sick leave is defined as absence from work due to mental or physical illness; non-industrial injury or health condition; or quarantine due to exposure to a contagious disease any of which prevents the employee from working, to obtain medical diagnoses, care, or treatment, as well as preventative medical, vision and dental care for the employee, employee's family member, or designated person, as defined by the Labor Code; or for specified purposes for victims of domestic violence, sexual abuse, or stalking, as defined by the Labor Code.

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3085.4 Accrual for Temporary and Part-Time Employees. A temporary or part-time employee will accrue sick leave at the rate of one (1) hour for every thirty (30) hours worked. The District shall provide a minimum of three (3) days, or twenty-four (24) hours of paid sick leave by the employee's 120th calendar day of employment, and a minimum of five (5) days, or forty (40) hours of paid sick leave by the employee's 200th calendar day of employment. A temporary or part-time employee may accrue a maximum of ten (10) days or eighty (80) hours. Part-time employees may carry over from one (1) year of employment to the next up to five (5) days or forty (40) hours.

3085.5. Payout. The District is not required to pay-out unused sick leaves upon separation from employment, with the exception of retirement. The sick leave accrual shall also reset at the time of rehire, unless the employee is rehired within one year of separation, in which case all previously accrued and unused sick leave will be restored to the employee upon rehire.

3085.6 Waiting Period. There is no waiting period before regular, full-time new hires are eligible to use accrued sick leave. Temporary and Part-time employees have a ninety (90) day waiting period.

3085.7 Use. Sick leave shall be used in hourly increments. The General Manager, or his/her designee, may approve partial increments of sick leave on a case-by-case basis. Each employee may use up to fifty percent (50%) of their accrued sick leave as kin care leave. It is also provided for those circumstances where the employee must take time off to care for a family member, regardless of the seriousness of the illness. Employees should notify their supervisor in advance to the extent feasible, or as soon as practicable, in order to avoid disruptions in the work schedule as a result of the use of sick leave and kin care time. Family members covered include parents, children, spouses, registered domestic partners, grandparents, grandchildren, siblings, and designated persons for whom the employee provides care.

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2. A "parent" means a biological, foster, or adoptive parent, a stepparent, legal guardian, or person who stood in loco parentis when the employee was a minor

PROPOSED POLICY

POLICY TITLE: SICK LEAVE
POLICY NUMBER: 3085

3085.1 Application. This policy shall apply to employees in all classifications who work at least 30 days within a year in accordance with the Healthy Workplaces, Healthy Families Act.

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2. A "parent" means a biological, foster, or adoptive parent, a stepparent, legal guardian, or person who stood in loco parentis when the employee was a minor

- child. Mothers-in-law and fathers-in-law are also considered "parents" for the purposes of this definition.
3. The term "spouse" applies only to an individual to whom the employee is legally married.
 4. A "registered domestic partnership" shall be established in California when both persons file a Declaration of Domestic Partnership and are registered with the Secretary of State.
 5. A "sibling" includes any person with whom the employee shares a biological, foster, adoptive, or step parent.
 6. Any other definition of "family member" that in the future the Legislature deems covered by paid sick leave law.
 7. A "designated person" shall be the person for which the employee provides care. This is any individual related by blood or whose association with the employee is the equivalent of a family member.

3085.8 Designated Person. An employee can only designate one "designated person" in a 12-month period, with the roll-over commencing at the time a person was designated. Supervisors are not allowed to inquire as to the nature of the employee's relationship to the designated person a paid sick leave is to be used for.

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3085.10 Notice. In order to receive compensation while on sick leave, the employee shall notify a supervisor prior to the time for beginning the regular workday, or as soon thereafter as practicable.

3085.11 Medical Certification. For absence in excess of three (3) workdays due to the employee's physical or mental illness, the District shall require a medical certification from a licensed medical provider prior to returning to work and must be submitted to Human Resources Department and subject to review by the Management. The District may, in its discretion, require medical certification for absences of more than three (3) workdays if the District reasonably suspects abuse of sick leave.

3085.12 No Retaliation or Discrimination. Retaliation or discrimination against employees for use of sick leave is prohibited. The District shall not treat sick leave usage as an absence to support an employee's discipline, discharge, demotion, or suspension, unless such use is found to have been an inappropriate use or abuse of the granted paid time off.

3085.13. Excused Absence. Excused absence occurs when all the following conditions are met:

1. The employee provides to his or her supervisor sufficient notice in advance of the absence.
2. The absence request is approved by the employee's supervisor.
3. The employee has sufficient accrued sick leave to cover the absence.

3085.14 Unexcused Absence. Employees who are unable to report to work without prior approval from their supervisor and fail to communicate the circumstance of their absence within a reasonable time shall be deemed as unexcused absence. Employees who leave their post without prior notice and approval from their direct supervisor are considered an unexcused absence.

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6. Any other definition of "family member" that in the future the Legislature deems covered by paid sick leave law.
7. A "designated person" shall be the person for which the employee provides care. This is any individual related by blood or whose association with the employee is the equivalent of a family member.

3085.8 Designated Person. An employee can only designate one "designated person" in a 12-month period, with the roll-over commencing at the time a person was designated. Supervisors are not allowed to inquire as to the nature of the employee's relationship to the designated person a paid sick leave is to be used for.

3085.9 Other Use. An employee may also use sick leave to seek relief or services as a victim of domestic violence, sexual assault, or stalking, as described under Labor Code sections 230(c) and 230.1(a).

3085.10 Notice. In order to receive compensation while on sick leave, the employee shall notify a supervisor prior to the time for beginning the regular workday, or as soon thereafter as practicable.

3085.11 Medical Certification. For absence in excess of three (3) workdays due to the employee's physical or mental illness, the District shall require a medical certification from a licensed medical provider prior to returning to work and must be submitted to Human Resources Department and subject to review by the Management. The District may, in its discretion, require medical certification for absences of more than three (3) workdays if the District reasonably suspects abuse of sick leave.

3085.12 No Retaliation or Discrimination. Retaliation or discrimination against employees for use of sick leave is prohibited. The District shall not treat sick leave usage as an absence to support an employee's discipline, discharge, demotion, or suspension, unless such use is found to have been an inappropriate use or abuse of the granted paid time off.

3085.13. Excused Absence. Excused absence occurs when all the following conditions are met:

1. The employee provides to his or her supervisor sufficient notice in advance of the absence.
2. The absence request is approved by the employee's supervisor.
3. The employee has sufficient accrued sick leave to cover the absence.

3085.14 Unexcused Absence. Employees who are unable to report to work without prior approval from their supervisor and fail to communicate the circumstance of their absence within a reasonable time shall be deemed as unexcused absence. Employees who leave their post without prior notice and approval from their direct supervisor are considered an unexcused absence.

3085.15 Disciplinary Action. Excessive absenteeism is defined as two or more occurrences of unexcused absence in a 30-day period and may result in disciplinary action.

3085.16 Buy-Back.

1. Incentive Plan A. An employee not using any sick leave for twelve (12) consecutive months may convert his/her accrued sick hours to cash at a rate of half (5) times his/her regular hourly rate. Sick hours may be "cashed out" at the employee's request no more than two (2) times per calendar year. Employees must maintain a balance of at least forty (40) hours of sick leave.
2. Incentive Plan B. Upon retirement or death, an employee, or his/her beneficiary, shall be entitled to receive fifty percent (50%) of all accumulated sick leave not compensated for in Incentive Plan A above. The beneficiary shall be the individual indicated on the employee's Life Insurance Beneficiary Form.

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2. Incentive Plan B. Upon retirement or death, an employee, or his/her beneficiary, shall be entitled to receive fifty percent (50%) of all accumulated sick leave not compensated for in Incentive Plan A above. The beneficiary shall be the individual indicated on the employee's Life Insurance Beneficiary Form.

corrective action was taken and the general nature of that action. The complainant will not be entitled to a copy of the confidential investigation report or the specific details of corrective action, consistent with employee privacy and confidential personnel matters. Others involved in the investigation may also be advised once the investigation is complete and provided with a summary of other information appropriate to their involvement.

4. ~~Appropriate action shall be taken to remedy the victim's loss, if any, resulting from the harassment. Making the employee whole may involve reinstatement, back pay, etc.~~

1. Action taken to remedy a sexual harassment situation shall be done in a manner to protect potential future victims. ~~Where appropriate, an employee involved in a confirmed incident who experiences sexual harassment shall be removed from supervision of a person verified to have committed a harassment activity engaged in sexual harassment against that employee.~~

2. ~~Disciplinary action, up to and including termination, may be taken against an employee found to have committed sexual harassment.~~

~~Employees complaining of sexual harassment shall be protected thereafter from any form of reprisal and/or retaliation.~~

2020.8. **Allegations Involving the General Manager.** If the General Manager is alleged to be the subject of the complaint, the matter shall be referred directly to the Personnel Committee of the Board of Directors. The Human Resources Department shall forward the ~~formal or informal~~ complaint to the Personnel Committee within thirty (30) working hours from the time the complaint is received.

1. The Personnel Committee shall then be responsible for initiating the investigation process in accordance with the procedures set forth in this policy and ensuring the matter is handled promptly, fairly, and confidentially. The Personnel Committee shall conduct the investigation through a qualified external investigator or legal counsel, independent of the District's internal chain of command, to ensure impartiality and integrity in the process.

2. The complainant shall not be required to report the conduct to the General Manager at any time.

3. The complainant has the right to be accompanied by an advocate when discussing alleged incidents. Said person shall be advised of this right prior to the commencement of such discussions.

4. If the allegations are substantiated, any disciplinary action shall be determined by the full Board of Directors in accordance with applicable laws and procedures, and such determination shall occur in a ~~closed-session meeting~~ manner consistent with the Brown Act and other relevant public agency requirements.

2020.9. **Third-Party Sexual Harassment.** Consistent with California law, the District prohibits sexual harassment ~~against employees~~ by third parties, including vendors, customers, contractors, volunteers, and members of the public. Employees who experience or witness such harassment should report the conduct to Human Resources. The District will take steps to address and prevent further misconduct, including terminating relationships or restricting access as appropriate.

2020.10 False or Malicious Complaints. The District encourages good-faith reporting of all incidents covered under this policy. Employees who knowingly make false allegations or provide knowingly false statements during an investigation may be subject to disciplinary action. However, no adverse action will be taken against individuals whose complaints are made in good faith ~~but are unsubstantiated~~.

2020.11 No Retaliation. The District strictly prohibits retaliation in any form against any applicant, employee, intern, volunteer, or contractor who engages in any of the following protected activities:

1. Reporting sexual harassment or any violation of this policy;
2. Participating in any investigation, proceeding, or hearing conducted by the District or a state or federal agency;
3. Assisting others in asserting rights protected by the California Fair Employment and Housing Act (FEHA), Title VII of the Civil Rights Act, or other applicable law.

Prohibited retaliation includes but is not limited to: adverse employment actions such as termination, demotion, denial of benefits, negative performance evaluations, threats, intimidation, harassment, or other conduct that could reasonably deter a person from engaging in protected activity. ~~These actions are not considered retaliation if the reason for the action was unrelated to the employee's engagement in protected activity.~~

Any employee who believes he/she has been retaliated against should promptly report the conduct to Human Resources General Manager or an uninvolved manager or supervisor. The District will investigate all claims of retaliation and take remedial action if appropriate. Violators may be subject to disciplinary action, up to and including termination of employment.

6.

POLICY TITLE: SICK LEAVE
POLICY NUMBER: 3085

3085.1 Application. This policy shall apply to employees in all classifications who work at least 30 days within a year in accordance with the Healthy Workplaces, Healthy Families Act.

3085.2 Definition. Sick leave is defined as absence from work due to mental or physical illness; non-industrial injury or health condition; or quarantine due to exposure to a contagious disease any of which prevents the employee from working; to obtain medical diagnoses, care, or treatment, as well as preventative medical, vision and dental care for the employee, employee's family member, or designated person, as defined by the Labor Code; or for specified purposes for victims of domestic violence, sexual abuse, or stalking, as defined by the Labor Code.

3085.3 Accrual for Regular, Full-Time Employees. Employees shall accumulate sick leave at the rate of one (1) day, or ten (10) hours per month. There are no established limits for sick leave accruals, and employees may carry over from one (1) year of employment to the next any unused balance.

3085.4 Accrual for Temporary and Part-Time Employees. A temporary or part-time employee will accrue sick leave at the rate of one (1) hour for every thirty (30) hours worked. The District shall provide a minimum of three (3) days, or twenty-four (24) hours of paid sick leave by the employee's 120th calendar day of employment, and a minimum of five (5) days, or forty (40) hours of paid sick leave by the employee's 200th calendar day of employment. A temporary or part-time employee may accrue a maximum of ten (10) days or eighty (80) hours. Part-time employees may carry over from one (1) year of employment to the next up to five (5) days or forty (40) hours.

3085.5. Payout. The District is not required to pay-out unused sick leaves upon separation from employment, with the exception of retirement. The sick leave accrual shall also reset at the time of rehire, unless the employee is rehired within one year of separation, in which case all previously accrued and unused sick leave will be restored to the employee upon rehire.

3085.6 Waiting Period. There is no waiting period before regular, full-time new hires are eligible to use accrued sick leave. Temporary and Part-time employees have a ninety (90) day waiting period.

3085.7 Use. Sick leave shall be used in hourly increments. The General Manager, or his/her designee, may approve partial increments of sick leave on a case-by-case basis. Each employee may use up to fifty percent (50%) of their accrued sick leave as kin care leave. It is also provided for those circumstances where the employee must take time off to care for a family member, regardless of the seriousness of the illness. Employees should notify their supervisor in advance to the extent feasible, or as soon as practicable, in order to avoid disruptions in the work schedule as a result of the use of sick leave and kin care time. Family members covered include parents, children, spouses, registered domestic partners, grandparents, grandchildren, siblings, and designated persons for whom the employee provides care.

1. A "child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child for whom an employee stands in loco parentis, regardless of age or dependency status.
2. A "parent" means a biological, foster, or adoptive parent, a stepparent, legal guardian, or person who stood in loco parentis when the employee was a minor

child. Mothers-in-law and fathers-in-law are also considered "parents" for the purposes of this definition.

3. The term "spouse" applies only to an individual to whom the employee is legally married.
4. A "registered domestic partnership" shall be established in California when both persons file a Declaration of Domestic Partnership and are registered with the Secretary of State.
5. A "sibling" includes any person with whom the employee shares a biological, foster, adoptive, or step parent.
6. Any other definition of "family member" that in the future the Legislature deems covered by paid sick leave law.
7. A "designated person" shall be the person for which the employee provides care. This is any individual related by blood or whose association with the employee is the equivalent of a family member.

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**Beaumont-Cherry Valley Water District
Personnel Committee Meeting
October 21, 2025**

Item 7

STAFF REPORT

TO: Personnel Committee

FROM: Ren Berioso, Human Resources and Risk 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.

At the March 18, 2025 meeting, HR staff reported to the Personnel Committee that all personnel-related policies had reached 100 percent completion following the adoption of the final set of policies by the Board of Directors at the March 12, 2025 Regular Board Meeting. However, HR staff recognize that policies must evolve in response to ongoing developments within the District. Following a comprehensive audit, HR staff identified that certain policies require further refinement to ensure staff and leadership have clear, complete, and practical guidance.

Discussion:

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

Department	On Matrix	Draft Created	Committee / Board Reviewed Drafts	Board Approved	% Complete
Board Administration	26	26	26	26	100%
Engineering	8	8	1	1	12.50%
Finance	15	15	9	11	73.33%
Human Resources	69	69	69	67 ¹	97.10%
Information Technology (Personnel-Related)	18	18	18	18	100%
TOTALS	136	136	123	123	90.44%

¹ Human Resources identified Personnel policies that are outdated based on current District practices and applicable laws.



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

Item	Policy Subject	Policy Contents
None		

Table 3 – Policies To Work on for Subsequent Meetings

Item	Policy No.	Priorities Listed	Draft Size	Selected for Processing	Estimated Committee Presentation
1	3225	Employee Leave Donation Program and Policy	6 pages	January	February

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 and Risk Manager

Attachment 1

Policy Approval Tracking BCVWD Policy Manual Project

Policy Number	New Policy Number	Section	Policy Name <i>Definitions</i>	HR's Recommendation Responsible Department	Drafted by BCVWD Staff	Approved by Legal Counsel	Presented to Committee	Provisionally Approved by Committee	Presented to Board of Directors	Approved by Board of Directors	Adoption Date	Resolution Number
2	1000	General	Contractual Provisions	Human Resources	Yes	6/28/2021	7/2/2021	7/20/2021	10/13/2021	10/13/2021	10/13/2021	2021-18
N/A	1005	General	Policy Manual	Human Resources	Yes	N/A	2/21/2021	N/A	4/14/2021	4/14/2021	4/14/2021	2021-06
N/A	1010	General	Legislative Advocacy	Human Resources	Yes	6/17/2025	9/21/2025	9/21/2025	10/8/2025	10/8/2025	10/8/2025	2025-01
3	1055	Board of Directors	Equal Opportunity	Human Resources	Yes	3/15/2021	3/22/2021	3/22/2021	4/14/2021	4/14/2021	4/14/2021	2025-33
5	2000	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	2021-06
6	2015	Personnel	Harassment	Human Resources	Yes	1/2/2024	1/16/2024	1/16/2024	2/14/2024	2/14/2024	2/14/2024	2024-06
7	2020	Administration	Sexual Harassment	Human Resources	Yes	8/16/2025	8/19/2025	8/19/2025	9/11/2025	9/11/2025	9/11/2025	2025-32
N/A	2035	Administration	Whistleblower Protection	Human Resources	Yes	8/16/2025	8/19/2025	8/19/2025	9/11/2025	9/11/2025	9/11/2025	2025-32
8	3000	Personnel	Employee Status	Human Resources	Yes	5/29/2025	7/15/2025	7/15/2025	8/13/2025	8/13/2025	8/13/2025	2025-28
N/A	3001	Personnel	Employee Information and Emergency	Human Resources	Yes	9/21/2025	10/21/2025	10/21/2025	10/13/2021	10/13/2021	10/13/2021	2025-32
N/A	3002	Personnel	Employee Groups	Human Resources	Yes	4/12/2021	5/17/2021	5/17/2021	9/11/2025	9/11/2025	9/11/2025	2025-32
9	3005	Personnel	Compensation	Human Resources	Yes	5/29/2025	7/15/2025	7/15/2025	9/11/2025	9/11/2025	9/11/2025	2025-32
N/A	3006	Personnel	Prevailing Wage-Public Works Contractor-	Human Resources	Yes	7/13/2021	9/20/2021	9/20/2021	10/13/2021	10/13/2021	10/13/2021	2021-18
10 & 49	3010	Personnel	Employee Performance Evaluation	Human Resources	Yes	5/29/2025	7/15/2025	7/15/2025	8/13/2025	8/13/2025	8/13/2025	2025-28
11	3015	Personnel	Performance Evaluation-General	Human Resources	Yes	8/3/2021	9/20/2021	9/20/2021	10/13/2021	10/13/2021	10/13/2021	2021-18
12	3020	Personnel	Health and Welfare Benefits	Human Resources	Yes	9/21/2025	10/21/2025	10/21/2025	5/11/2022	5/11/2022	5/11/2022	2022-16
13	3025	Personnel	Pay Periods	Human Resources	Yes	10/12/2021	11/15/2021	11/15/2021	8/13/2025	8/13/2025	8/13/2025	2025-28
14	3030	Personnel	Gift Acceptance Guidelines	Human Resources	Yes	6/3/2025	6/17/2025	6/17/2025	5/11/2022	5/11/2022	5/11/2022	2022-16
15	3035	Personnel	Outside Employment	Human Resources	Yes	10/12/2021	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022	2022-16
16	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	2024-12
17	3045	Personnel	Executive Officer	Human Resources	Yes	5/29/2024	8/20/2024	8/20/2024	1/8/2025	1/8/2025	1/8/2025	2025-01
18	3050	Personnel	Volunteer Personnel Workers'	Human Resources	Yes	7/2/2024	7/16/2024	7/16/2024	8/14/2024	8/14/2024	8/14/2024	2024-12
19	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	2022-28
20	3060	Personnel	Continuity of Service	Human Resources	Yes	4/18/2024	4/18/2024	4/18/2024	5/16/2024	5/16/2024	5/16/2024	2024-07
20 (incorrect)	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	2024-10
21	3070	Personnel	Holidays	Human Resources	Yes	1/2/2024	1/16/2024	1/16/2024	2/14/2024	2/14/2024	2/14/2024	2024-02
22	3075	Personnel	Vacation	Human Resources	Yes	1/18/2022	1/17/2023	1/17/2023	2/18/2023	2/18/2023	2/18/2023	2023-05
24	3085	Personnel	Sick Leave	Human Resources	Yes	9/21/2025	10/21/2025	10/21/2025	1/8/2025	1/8/2025	1/8/2025	2025-01
25	3090	Personnel	Family and Medical Leave	Human Resources	Yes	10/2/2024	11/21/2024	11/21/2024	12/14/2022	12/14/2022	12/14/2022	2022-43
26	3095	Personnel	Pregnancy Disability Leave	Human Resources	Yes	9/1/2022	9/20/2022	9/20/2022	12/14/2022	12/14/2022	12/14/2022	2022-43
N/A	3096	Personnel	Lactation Accommodation	Human Resources	Yes	8/25/2022	9/20/2022	9/20/2022	6/8/2022	6/8/2022	6/8/2022	2022-19
27	3100	Personnel	Bereavement Leave	Human Resources	Yes	5/10/2022	5/17/2022	5/17/2022	8/14/2024	8/14/2024	8/14/2024	2024-12
28	3105	Personnel	Personal Leave of Absence	Human Resources	Yes	6/28/2024	7/16/2024	7/16/2024	12/13/2023	12/13/2023	12/13/2023	2023-31
29	3110	Personnel	Jury and Witness Duty	Human Resources	Yes	10/5/2023	10/17/2023	10/17/2023	3/11/2025	3/11/2025	3/11/2025	2025-08
N/A	3111	Personnel	Leave for Crime Victims and Family	Human Resources	Yes	12/6/2024	2/18/2025	2/18/2025	2/18/2023	2/18/2023	2/18/2023	2023-05
30	3115	Personnel	Return to Work Policy	Human Resources	Yes	1/11/2023	1/17/2023	1/17/2023	3/15/2023	3/15/2023	3/15/2023	2023-09
N/A	3121	Personnel	Infectious Disease Control	Human Resources	Yes	2/2/2023	2/21/2023	2/21/2023	2/14/2024	2/14/2024	2/14/2024	2024-02
N/A	3122	Personnel	Workplace Violence	Human Resources	Yes	1/2/2024	1/16/2024	1/16/2024	5/10/2023	5/10/2023	5/10/2023	2023-13
32	3125	Personnel	Uniforms and Protective Clothing	Human Resources	Yes	3/14/2023	3/21/2023	3/21/2023	9/17/2024	9/17/2024	9/17/2024	2024-14
33	3130	Personnel	Employee Training, Education and	Human Resources	Yes	6/29/2024	7/16/2024	7/16/2024	9/17/2022	9/17/2022	9/17/2022	2022-28
34	3135	Personnel	Occupational Certification and	Human Resources	Yes	6/14/2022	8/16/2022	8/16/2022	10/9/2024	10/9/2024	10/9/2024	2024-18
N/A	3136	Personnel	Succession and Workforce Planning	Human Resources	Yes	9/10/2024	9/18/2024	9/18/2024	8/14/2024	8/14/2024	8/14/2024	2024-12
35	3140	Personnel	Respiratory Protection Program	Human Resources	Yes	6/29/2024	7/16/2024	7/16/2024	2/12/2025	2/12/2025	2/12/2025	2025-04
36	3145	Personnel	Driver Training and Record Review	Human Resources	Yes	11/19/2024	1/21/2025	1/21/2025	5/16/2024	5/16/2024	5/16/2024	2024-07
37	3150	Personnel	District Vehicle Usage	Human Resources	Yes	2/5/2024	3/19/2024	3/19/2024	4/10/2024	4/10/2024	4/10/2024	2024-06
38	3151	Personnel	Personal Vehicle Usage	Human Resources	Yes	2/5/2024	3/19/2024	3/19/2024	7/10/2024	7/10/2024	7/10/2024	2024-10
39	3160	Personnel	HIPAA Compliance and Security Officer	Human Resources	Yes	5/2/2024	6/18/2024	6/18/2024	4/10/2024	4/10/2024	4/10/2024	2024-06
41	3170	Personnel	Smoke Free Workplace and Tobacco	Human Resources	Yes	2/5/2024	3/19/2024	3/19/2024	9/17/2024	9/17/2024	9/17/2024	2024-18
42	3175	Personnel	Disciplinary Action or Terminations	Human Resources	Yes	6/29/2024	8/20/2024	8/20/2024	10/9/2024	10/9/2024	10/9/2024	2024-18
Proposed	3176	Personnel	Transfers and Voluntary Demotion	Human Resources	Yes	9/10/2024	9/18/2024	9/18/2024	8/13/2025	8/13/2025	8/13/2025	2025-28
43	3180	Personnel	Nepotism-Employee of Relatives	Human Resources	Yes	7/2/2025	7/15/2025	7/15/2025	7/10/2024	7/10/2024	7/10/2024	2024-10
44	3185	Personnel	Employee Separation	Human Resources	Yes	5/2/2024	6/18/2024	6/18/2024	6/18/2024	6/18/2024	6/18/2024	2024-10
47	3200	Personnel	Grievance Procedures	Human Resources	Yes	5/2/2024	6/18/2024	6/18/2024	5/11/2022	5/11/2022	5/11/2022	2022-16
48	3205	Personnel	Substance Abuse	Human Resources	Yes	12/6/2021	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022	2022-16
N/A	3206	Personnel	FMCSA Clearinghouse Registration	Human Resources	No	12/6/2021	4/19/2022	4/19/2022	5/11/2022	5/11/2022	5/11/2022	2022-16

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

**Policy Approval Tracking
BCVWD Policy Manual Project**

Policy Number	New Policy Number	Section	Policy Name	HR's Recommendation Responsible Department	Drafted by BCVWD Staff	Approved by Legal Counsel	Presented to Committee	Provisionally Approved by Committee	Presented to Board of Directors	Approved by Board of Directors	Adoption Date	Resolution Number
50	3215	Personnel	Personnel Action Form (PAF)	Human Resources	Yes	4/8/2024	3/19/2024	3/19/2024	5/16/2024	5/16/2024	5/16/2024	2024-07
51	3220	Personnel	Recruitment, Selection and Onboarding	Human Resources	Yes	2/5/2024	3/19/2024	3/19/2024	4/10/2024	4/10/2024	4/10/2024	2024-06
N/A	3225	Personnel	Employee Leave Donation Program and Workers' Compensation	Human Resources	Yes	5/29/2025	5/16/2023	5/16/2023	6/14/2023	6/14/2023	6/14/2023	2023-17
N/A	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	2023-17
N/A	3231	Personnel	Military Leave	Human Resources	Yes	6/14/2023	8/15/2023	11/21/2023	12/13/2023	12/13/2023	1/10/2024	2023-31
N/A	3235	Personnel	Dress Code and Personal Standards	Human Resources	Yes	4/18/2024	4/16/2024	4/16/2024	5/16/2024	5/16/2024	5/16/2024	2024-07
N/A	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	2024-18
1	4005	Board of Directors	Basis of Authority	Administration	Yes	1/25/2025	2/17/2025	2/17/2025	4/12/2025	4/12/2025	4/12/2025	2025-10
2	4010	Board of Directors	Members of the Board of Directors	Administration	Yes	1/25/2025	2/17/2025	2/17/2025	4/12/2025	4/12/2025	4/12/2025	2025-10
3	4015	Board of Directors	Committees of the Board of Directors	Administration	Yes	3/5/2025	3/17/2025	3/17/2025	4/12/2025	4/12/2025	4/12/2025	2025-10
4	4020	Board of Directors	Duties of Board President and Officers	Administration	Yes	1/25/2025	2/17/2025	2/17/2025	4/12/2025	4/12/2025	4/12/2025	2025-10
5	4025	Board of Directors	Board Meetings	Administration	Yes	3/5/2025	3/17/2025	3/17/2025	4/12/2025	4/12/2025	4/12/2025	2025-10
6	4030	Board of Directors	Board Meeting Agendas	Administration	Yes	1/25/2025	2/18/2025	2/18/2025	4/12/2025	4/12/2025	4/12/2025	2025-10
7	4035	Board of Directors	Board Meeting Conduct and Decorum	Administration	Yes	N/A	2/18/2025	3/17/2025	4/12/2025	4/12/2025	1/23/2025	2025-02
8	4040	Board of Directors	Board Actions and Decisions	Administration	Yes	1/25/2025	2/17/2025	2/17/2025	4/12/2025	4/12/2025	4/12/2025	2025-10
9	4045	Board of Directors	Attendance at Meetings	Administration	Yes	4/30/2025	5/13/2025	5/13/2025	6/11/2025	6/11/2025	6/11/2025	2025-18
10	4050	Board of Directors	Minutes of Board Meetings	Administration	Yes	4/30/2025	5/13/2025	5/13/2025	6/11/2025	6/11/2025	6/11/2025	2025-18
11	4055	Board of Directors	Rules of Order for Board and	Administration	Yes	3/5/2025	3/17/2025	3/17/2025	4/12/2025	4/12/2025	4/12/2025	2025-10
12	4060	Board of Directors	Training, Education and Conferences	Administration	Yes	4/10/2025	4/16/2025	4/16/2025	5/14/2025	5/15/2025	5/15/2025	2025-14
13 & 16	4065	Board of Directors	Remuneration / Director Per Diem Fees	Administration	Yes	4/10/2025	4/16/2025	4/16/2025	5/14/2025	5/15/2025	5/15/2025	2025-14
14	4070	Board of Directors	Payment or Reimbursement of	Administration	Yes	4/10/2025	9/21/2025	9/21/2025	9/25/2025	9/25/2025	9/25/2025	2025-32
15	4075	Board of Directors	Expenditure Reimbursement Procedure	Administration	Yes	4/10/2025	4/16/2025	4/16/2025	5/14/2025	5/15/2025	5/15/2025	2025-14
17	4080	Board of Directors	Membership in Associations	Administration	Yes	4/30/2025	5/13/2025	5/13/2025	6/11/2025	6/11/2025	6/11/2025	2025-18
18	4085	Board of Directors	Ethics Training	Administration	Yes	4/30/2025	5/13/2025	5/13/2025	6/11/2025	6/11/2025	6/11/2025	2025-18
19	4090	Board of Directors	Code of Ethics	Administration	Yes	5/20/2025	7/21/2025	7/21/2025	8/13/2025	8/13/2025	8/13/2025	2025-28
20	4095	Board of Directors	Ethics Policy	Administration	Yes	5/20/2025	6/10/2025	7/21/2025	8/13/2025	8/13/2025	8/13/2025	2025-28
N/A	4096	Board of Directors	Governance	Administration	Yes	N/A	7/21/2025	7/21/2025	8/13/2025	8/13/2025	8/13/2025	2025-28
N/A	4100	Board of Directors	Devices at Dais	Administration	Yes	6/17/2025	7/21/2025	7/21/2025	8/13/2025	8/13/2025	8/13/2025	2025-28
N/A	4200	Board of Directors	Candidate Statement Fees	Administration	Yes	6/17/2025	9/21/2025	9/21/2025	10/8/2025	10/8/2025	10/8/2025	2025-33
1	5005	Personnel	Emergency Preparedness	Human Resources	Yes	7/29/2024	8/20/2024	8/20/2024	9/17/2024	9/17/2024	9/17/2024	2024-14
2	5010	Operations	Emergency Response Guideline for Hostile or Violent Incidents	Human Resources	Yes	11/8/2022	11/15/2022	11/15/2022	12/14/2022	12/14/2022	12/14/2022	2022-43
4	5020	Personnel	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	2024-14
5	5025	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	2024-18
6	5030	Operations	Budget Preparation	Finance	Yes	11/8/2022	11/15/2022	11/15/2022	12/14/2022	12/14/2022	12/14/2022	2022-43
N/A	5031	Operations	User Fee Cost Recovery	Finance	Yes	11/15/2022	N/A	N/A	12/14/2022	12/14/2022	12/14/2022	2022-39
8	5040	Operations	Capital Assets	Finance	Yes	3/26/2025	5/12/2025	5/12/2025	5/14/2025	5/15/2025	5/15/2025	2025-14
N/A	5042	Operations	Petty Cash	Finance	No							
9	5045	Operations	Investment of District Funds	Finance	Yes	11/15/2022	12/5/2024	12/5/2024	12/11/2024	12/11/2024	12/11/2024	2024-21
N/A	5046	Operations	Other Post-Employment Benefits	Finance	Yes	5/10/2022	N/A	8/1/2024	8/14/2024	8/14/2024	8/14/2024	2024-12
N/A	5047	Operations	Pension Funding	Finance	Yes	8/10/2023	8/1/2024	8/1/2024	8/14/2024	8/14/2024	8/14/2024	2024-12
N/A	5048	Operations	Issuance and Management of Long-Term Debt	Finance	No	6/15/2025	7/21/2025	7/21/2025	8/13/2025	8/13/2025	8/13/2025	2025-28
10	5050	Operations	Alternative Payment Plans	Finance	Yes	11/25/2024	12/5/2024	1/2/2025	1/8/2025	1/8/2025	1/8/2025	2025-01
11	5055	Operations	Employment of Consultants and	Finance	Yes							
12	5060	Operations	Employment of Outside Contractors	Finance	Yes							
13	5065	Engineering	Easement Abandonment	Engineering	Yes	N/A	N/A	Direct to Full Board				
14	5066	Engineering	Easement Acceptance	Engineering	No	N/A	N/A	Direct to Full Board				
15	5070	Engineering	Encroachment Permits	Engineering	Yes							
16	5075	Operations	Credit Card Usage	Finance	Yes							
17	5080	Operations	Purchasing	Finance	Yes							
18	5085	Operations	Disposal of Surplus Property or	Finance	Yes	11/27/2024	12/5/2024	12/5/2024	1/8/2025	1/8/2025	1/8/2025	2025-01
19	5090	Operations	Records Retention	Administration	Yes	4/28/2023	5/16/2023	5/16/2023	6/14/2023	6/14/2023	6/14/2023	2023-17
N/A	5095	Operations	District Residences and Facility	Human Resources	Yes	7/21/2020	6/21/2021	6/21/2021	Requested Edits	10/28/2021	10/28/2021	2021-19

Priority Legend:
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Light Blue Highlight = Lowest Priority

Policy Approval Tracking BCVWD Policy Manual Project

Policy Number	New Policy Number	Section	Policy Name	HR's Recommendation Responsible Department	Drafted by BCVWD Staff	Approved by Legal Counsel	Presented to Committee	Provisionally Approved by Committee	Presented to Board of Directors	Approved by Board of Directors	Adoption Date	Resolution Number
N/A	5100	Operations	Press Relations and District Social Claims Against the District	IT/Personnel	Yes	3/5/2025	3/18/2025	4/15/2025	5/14/2025	5/15/2025	5/15/2025	2025-14
4	5110	Miscellaneous	District Standards for the Furnishing of Environmental Review Guidelines	Finance	Yes	11/15/2023	11/17/2024	11/17/2024	1/8/2025	1/8/2025	1/8/2025	2025-01
6	5115	Engineering	Annexation	Engineering	Yes		N/A	Direct to Full Board				
7	5120	Miscellaneous	Construction Requirements	Engineering	Yes		N/A	Direct to Full Board				
8	5125	Miscellaneous	District Responsibility for Soil	Engineering	Yes		N/A	Direct to Full Board				
10	5135	Miscellaneous	Public Complaints	Engineering	No		N/A	Direct to Full Board				
3	6015	Miscellaneous	Public Documents and Public Records	Human Resources	Yes	N/A	N/A	N/A	1/8/2025	1/8/2025	1/8/2025	2025-01
N/A	6025	Miscellaneous	Copying Public Documents	Administration	Yes	4/28/2023	4/18/2023	5/16/2023	6/14/2023	6/14/2023	6/14/2023	2023-17
N/A	7001	Information Technology	Acceptable Use Policy	IT/Personnel	Yes	1/26/2025	3/11/2025	3/19/2025	3/27/2025	3/27/2025	3/27/2025	2025-09
N/A	7002	Information Technology	Bring Your Own Device (BYOD) Policy	IT/Personnel	Yes	3/10/2025	4/15/2025	3/19/2025	3/27/2025	3/27/2025	3/27/2025	2025-09
N/A	7003	Information Technology	Cloud Computing Policy	IT/Personnel	Yes	1/2/2025	1/21/2025	4/15/2025	5/14/2025	5/15/2025	5/15/2025	2025-14
N/A	7004	Information Technology	Email and Communication Policy	IT/Personnel	Yes	1/26/2025	3/11/2025	1/21/2025	2/27/2025	2/27/2025	2/27/2025	2025-07
N/A	7005	Information Technology	Internet and Social Media Ethics Policy	IT/Personnel	Yes	1/2/2025	1/21/2025	4/15/2025	5/14/2025	5/15/2025	5/15/2025	2025-14
N/A	7006	Information Technology	Password Policy	IT/Personnel	Yes	3/10/2025	5/20/2025	1/21/2025	2/27/2025	2/27/2025	2/27/2025	2025-07
N/A	7007	Information Technology	Remote Access Policy	IT/Personnel	Yes	3/10/2025	5/20/2025	5/20/2025	6/11/2025	6/11/2025	6/11/2025	2025-18
N/A	7008	Information Technology	Wireless Network Security Policy	IT/Personnel	Yes	5/15/2025	6/17/2025	5/20/2025	7/9/2025	7/9/2025	7/9/2025	2025-26
N/A	7009	Information Technology	Drone Use Policy	IT/Personnel	Yes	5/15/2025	6/17/2025	7/9/2025	7/9/2025	7/9/2025	7/9/2025	2025-26
N/A	7010	Information Technology	Electronic Signature Policy	IT/Personnel	Yes	5/15/2025	6/17/2025	7/9/2025	7/9/2025	7/9/2025	7/9/2025	2025-26
N/A	7011	Information Technology	Cellular Telephone Usage Policy	IT/Personnel	Yes	5/15/2025	6/17/2025	7/9/2025	7/9/2025	7/9/2025	7/9/2025	2025-26
N/A	7012	Information Technology	Accessibility Policy	IT/Personnel	Yes	6/27/2025	8/19/2025	7/9/2025	8/28/2025	8/28/2025	8/28/2025	2025-31
N/A	7013	Information Technology	Personally Identifiable Information (PII)	IT/Personnel	Yes	6/27/2025	8/19/2025	8/19/2025	8/28/2025	8/28/2025	8/28/2025	2025-31
N/A	7014	Information Technology	Artificial Intelligence (AI) Policy	IT/Personnel	Yes	6/27/2025	8/19/2025	8/19/2025	8/28/2025	8/28/2025	8/28/2025	2025-31
N/A	7015	Information Technology	Security Awareness and Training Policy	IT/Personnel	Yes	6/27/2025	8/19/2025	8/19/2025	8/28/2025	8/28/2025	8/28/2025	2025-31
N/A	7016	Information Technology	Internet of Things (IoT) Security Policy	IT/Personnel	Yes	6/27/2025	8/19/2025	8/19/2025	8/28/2025	8/28/2025	8/28/2025	2025-31
N/A	7017	Information Technology	Non-IT Approved Software Purchasing	IT/Personnel	Yes	6/27/2025	8/19/2025	8/19/2025	8/28/2025	8/28/2025	8/28/2025	2025-31
N/A	8001	Information Technology	Access Control Policy	Information Technology	Yes			Board Closed Session				
N/A	8002	Information Technology	IT Hardware and Software Procurement	Information Technology	Yes			Board Closed Session				
N/A	8003	Information Technology	Workstations, Servers, and Network	Information Technology	Yes			Board Closed Session				
N/A	8004	Information Technology	Asset Management Policy	Information Technology	Yes			Board Closed Session				
N/A	8005	Information Technology	Backup and Disaster Recovery Policy	Information Technology	Yes			Board Closed Session				
N/A	8006	Information Technology	Charge Management Policy	Information Technology	Yes			Board Closed Session				
N/A	8007	Information Technology	Third-Party Risk Assessment Policy	Information Technology	Yes			Board Closed Session				
N/A	8008	Information Technology	Configuration Management Policy	Information Technology	Yes			Board Closed Session				
N/A	8009	Information Technology	Cybersecurity Policy	Information Technology	Yes			Board Closed Session				
N/A	8010	Information Technology	Data Breach Notification Policy	Information Technology	Yes			Board Closed Session				
N/A	8011	Information Technology	Data Classification Policy	Information Technology	Yes			Board Closed Session				
N/A	8012	Information Technology	Encryption Policy	Information Technology	Yes			Board Closed Session				
N/A	8013	Information Technology	Incident Response Policy	Information Technology	Yes			Board Closed Session				
N/A	8014	Information Technology	Information Security Policy	Information Technology	Yes			Board Closed Session				
N/A	8015	Information Technology	Mobile Device Management Policy	Information Technology	Yes			Board Closed Session				
N/A	8016	Information Technology	Network Security Policy	Information Technology	Yes			Board Closed Session				
N/A	8017	Information Technology	Patch Management Policy	Information Technology	Yes			Board Closed Session				
N/A	8018	Information Technology	Physical Security Policy	Information Technology	Yes			Board Closed Session				
N/A	8019	Information Technology	Privacy Policy	Information Technology	Yes			Board Closed Session				
N/A	8020	Information Technology	Risk Management Policy	Information Technology	Yes			Board Closed Session				
N/A	8021	Information Technology	Server Management Policy	Information Technology	Yes			Board Closed Session				
N/A	8022	Information Technology	Software Development Policy	Information Technology	Yes			Board Closed Session				
N/A	8023	Information Technology	Third-Party Vendor Management Policy	Information Technology	Yes			Board Closed Session				
N/A	8024	Information Technology	IT Asset Disposal (ITAD) or Electronic	Information Technology	Yes			Board Closed Session				
N/A	8025	Information Technology	Asset Protection and Fraud Policy	Information Technology	Yes			Board Closed Session				
N/A	8026	Information Technology	Electronic Communications and Data	Information Technology	Yes			Board Closed Session				
N/A	8027	Information Technology	Computer and Business Continuity	Information Technology	Yes			Board Closed Session				
N/A	8028	Information Technology	Security and Technology Access for	Information Technology	Yes			Board Closed Session				
N/A	8029	Information Technology	Data Ethics Policy	Information Technology	Yes			Board Closed Session				
N/A	8030	Information Technology	Data Loss Prevention (DLP) Policy	Information Technology	Yes			Board Closed Session				

Priority Legend:
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Policy Approval Tracking
BCVWD Policy Manual Project

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**Beaumont-Cherry Valley Water District
Personnel Committee
October 21, 2025**

Item 8

RISK MANAGEMENT REPORT

TO: Personnel Committee

FROM: Ren Berioso, Human Resources and Risk Manager

SUBJECT: 2025 Risk Management Report for Third Quarter – July to September

Staff Recommendation

Receive and file, or direct staff as desired. This does not need to go to the Full Board unless further directions are given.

Executive Summary

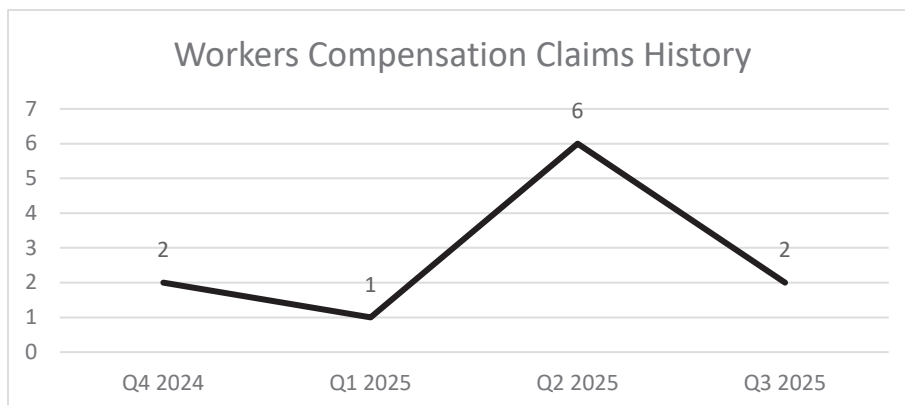
At its February 18, 2025 meeting, the Personnel Committee received the Fiscal Year (FY) 2025 Human Resources (HR) and Risk Management Report and directed staff to begin providing quarterly updates on risk management trends and mitigation efforts.

Discussion

HR and Risk Management staff, 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 and Risk Management Department continue to mitigate risks while fostering a culture of safety and accountability.

Table A – Second Quarter 2025 Workers Compensation Claims

	Case	Department/s	Status	Date
1	Near Miss - Body Trauma	Operations	First Aid Only	July 10, 2025
2	Near Miss – Heat Stress	Operations	First Aid Only	August 2, 2025





Occupational Injury Mitigation Efforts:

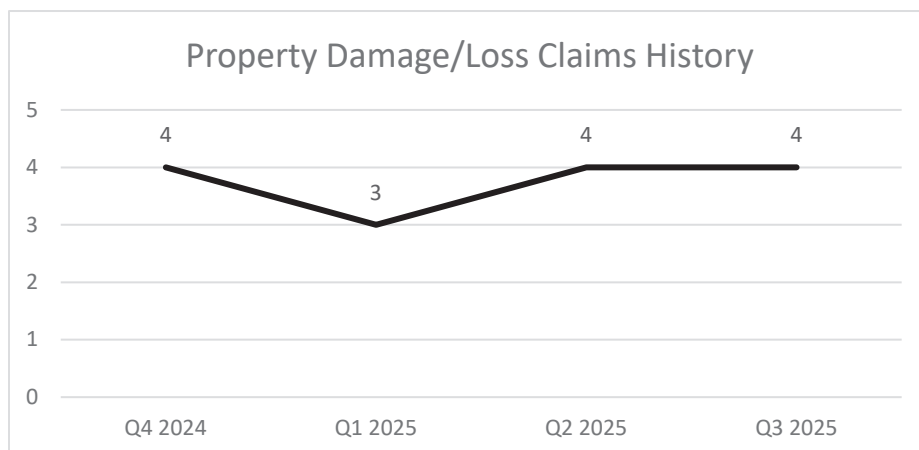
In response to recent incidents involving ankle and lower back injuries, the Human Resources (HR) Department implemented an in-house safety training focused on Field Ergonomics for Safety-Sensitive Staff. These sessions will continue to be offered on a quarterly basis to increase awareness, encourage safe movement techniques, and strengthen a culture of safety across field operations.

As the summer season ends, Operations Management continues to emphasize the importance of recognizing and preventing heat-related illnesses. Staff are reminded to remain vigilant during warm conditions, as exposure risks can persist into the fall months. Training and reminders highlight key prevention strategies such as proper hydration, frequent breaks in shaded areas, and early recognition of symptoms including dizziness, headaches, nausea, or muscle cramps. By reinforcing these practices, the District aims to safeguard employee health and maintain a culture of safety throughout the year.

To reinforce safe work practices and reduce the risk of occupational injuries, HR also conducted refresher training sessions with the employees involved in the prior incidents. These sessions emphasized the importance of adhering to safety protocols. Each training course was documented with acknowledgment forms signed by the trainees and affirmed by their respective Department Heads.

Table B – Second Quarter 2025 Property Loss or Damage Claims

	Case	Involved Party	Incident Location	Date
1	Well 24	External	Brookside Avenue	July 6, 2025
2	District Vehicle No. 54	Employee	Beaumont Ave.	July 9, 2025
3	District Vehicle No. 52	Employee	Live Oak Ave.	August 2, 2025
4	Hit Fire Hydrant	External	Palm Ave., 11 th Street	August 12, 2025





Property Damage Mitigation Efforts:

Due to the alarming rise in incidents involving employees operating District vehicles, the District has implemented a series of enhanced driver safety measures. In addition to the upcoming in-house Defensive Driving training scheduled for October 2025, employees involved in these incidents were required to attend refresher training sessions facilitated by the Human Resources Department. These sessions reinforce safe driving practices and emphasize the importance of adherence to District policies.

To ensure accountability and further reduce risks, the District has increased the monitoring of employee driving behavior. The objective of these initiatives is to foster responsible vehicle operation, minimize preventable accidents, and protect the safety of both employees and the public.

The District will also continue to enhance situational awareness by identifying and mapping frequent incident locations. These areas will be marked as high-risk zones in GIS systems or flagged in work orders to alert field staff. Additionally, a brief safety assessment will be reinforced to all staff members before moving vehicles or starting work at a site.

Table C – Claims Against the District and Litigations

	Type of Case	Case Status	Case Progress	Cost Associated with Claims
1	Claim for Financial Loss (Litigation)	Ongoing with District Legal Counsel and Risk Manager partnership.	Mid 2026 trial per Legal Counsel	Pending Court Decision
2	Midge Infestation	The District rejected the claim. ACWA JPIA denied the insurance claim. No feedback to date.	This claim was closed on 8/14/2025 due to no response from Claimant	None
3	Claim for Financial Loss	Claimant did not return calls or emails despite staff contacting 6 times.	Case Ongoing. RM will close if no response after 6 months from 6/25/2025.	None, but potential \$250-\$500
4	Claim for Property Damage (Tree Damage)	District removed the trees on 7/15/2025. Claimant signed the release waiver on 8/18/2025.	Case closed on 8/18/2025.	\$4,900
5	Claim for Property Damage (Driveway Cracks)	District paid the claimant \$1,500 for the damage, and claimant signed release waiver on 6/21/2025.	Case closed on 6/21/2025.	\$1,500



	Type of Case	Case Status	Case Progress	Cost Associated with Claims
6	Claim for Financial Loss	District Risk Manager investigated the claim. Staff error. GM approved \$70 payment to Claimant due to Financial Loss.	Case closed on 9/25/2025.	\$70
7	Claim for Property Damage (Vehicle Damage)	District Risk Manager investigated the claim. District is responsible for the damage. GM approved \$2,500 settlement.	Case closed on 9/30/2025.	\$2,500

Emergency Response Team Report:

As of September 31, 2025, the Emergency Response Team (ERT) is conducting workshops on the Emergency Response Plan (ERP), as modified by the HR and Risk Manager and jointly reviewed by the team. At the April 15, 2025 Personnel Committee meeting, the Committee recommended that the General Manager and HR and Risk Manager coordinate Federal Emergency Management Agency (FEMA) training for key members of the ERT. The purpose of this training is to strengthen their knowledge and understanding of emergency and non-emergency protocols as required by the State and Federal government.

To identify the most applicable courses, the HR and Risk Manager consulted with the Chief of Fire Department for the City of Idyllwild. Based on this guide, thirteen (13) members of the Emergency Response Team are required to complete the designated FEMA courses by February 10, 2026.

Table D – FEMA Virtual Courses Progress At-a-Glance

	Virtual FEMA Courses	Hours	Completion Percentage	Individuals Completed
1	IS-00100(c): Introduction to Incident Command System (ICS-100)	2 hours	85%	11/13
2	IS-00200(c): Basic Incident Command System for Initial Response (ICS-200)	4 hours	85%	11/13
3	IS-00700(b): An Introduction to the National Incident Management System (ICS-700)	3.5 hours	62%	8/13
4	IS-00800(d): National Response Framework, An Introduction (ICS-800)	3 hours	62%	8/13



Fiscal Impact

There is no fiscal impact to the District's Workers' Compensation program, as all associated costs are fully covered under the ACWA JPIA blanket policy. Furthermore, the incident did not result in any lost time, aside from the employee attending follow-up medical appointments, thereby avoiding any significant disruption to operations or increase in operating costs. The employee involved in the Workers' Compensation claim was placed on a restricted duty schedule and remained actively at work with minimal interruption.

The fiscal impact of property damage claims involving District employees is determined by the cost per incident, provided it falls below the \$10,000 deductible established by ACWA JPIA or if not included in the Memorandum of Coverage (MOC). For District vehicle repairs, expenses for this quarter were estimated to be an aggregate cost of \$2,500. These repair costs are accounted for within the District's annual budget. The cost of the incident not involving the employee is estimated at \$12,720.00 and will be submitted as a claim to the insurance carrier of the individual responsible for the accident involving the District's fire hydrant. For the Well 24 incident on Brookside Avenue, the repair carries a fiscal impact of \$250,000, which was approved by the Board at the July 9, 2025 Regular Board meeting, and does not involve District employees.

The fiscal impact of claims filed against the District reflects the total amount approved for corrective actions, as recommended by Legal Counsel. The aggregate cost associated with the year-to-date resolved cases amounts to \$8,970.

There is no direct fiscal impact associated with the FEMA training, as the courses are offered at no cost. The only fiscal consideration is staff time to complete the training, estimated at 12.5 hours for the entire 4 courses, which has already been accounted for within the annual operating budget.

Attachments: None

Staff Report Prepared by Ren Berioso, Human Resources and Risk Manager



**Beaumont-Cherry Valley Water District
Personnel Committee
October 21, 2025**

Item 9a

STAFF REPORT

TO: Personnel Committee

FROM: Ren Berioso, Human Resources and Risk Manager

SUBJECT: Review of 2026 Authorized Positions and Organizational Chart

Staff Recommendation

Direct staff as desired.

Executive Summary

As part of developing the proposed 2026 Operating Budget, which includes anticipated personnel adjustments, staff is presenting the position requests aimed at enhancing operational efficiency and workforce planning, the recommended number of authorized positions for fiscal year 2026, and the updated 2026 Organizational Chart.

Background

Each year, prior to the presentation of the proposed Operating Budget effective January 1, staff presents to the Personnel Committee the recommended personnel adjustments and position requests that may result in updates to the District's organizational chart. These requests originate from Department Heads and undergo a thorough review process led by the General Manager, in consultation with the Human Resources and Risk Manager for workforce planning, job analysis, and compensation evaluation, and with the Director of Finance and Administration for budgetary oversight. This collaborative process ensures that proposed staffing changes are strategically aligned with the District's operational objectives, fiscal responsibility, and long-term workforce sustainability. All recommended adjustments are incorporated into the proposed 2026 Operating Budget, which the Department of Finance and Administration will present to the Board of Directors for review and approval prior to December 31.

Discussion

For Fiscal Year 2026, the Operating Budget includes establishing a full-time Administrative Clerk position to provide shared support for the Engineering (25%) and Operations (75%) Departments. This new position will replace the current temporary staffing arrangement, which has proven less effective over time, and will help strengthen stability, coordination, and efficiency for both departments. A classification and compensation review was conducted to identify a salary range that aligns with market standards and internal equity. With the General Manager's approval, the recommended placement has been incorporated into the 2026 Salary Schedule and included in the proposed 2026 Operating Budget, pending Board review and consideration.

Additionally, the Operating Budget includes a a part-time Executive Assistant within the General Administration, to support succession planning initiatives.

The content of the Organizational Chart has been updated to reflect these changes. The revised chart is provided as Attachments 1 to 3 for review. Table A provides the count of all authorized



positions/classifications for fiscal year 2026, which will be incorporated into the 2026 Operating Budget under the personnel section. The table format aligns with the structure and presentation of the budget document.

Table A – Proposed 2026 Authorized Positions/Classifications

Department	Division	2026 Authorized Positions/ Classifications
Finance and Administration	General Administration	General Manager
		Assistant General Manager
		Executive Assistant (FT)
		<i>Executive Assistant (PT)*</i>
		Administrative Assistant
	Finance and Accounting	Director of Finance and Administration
		Senior Management Analyst
		Finance Manager
		Management Analyst II
		Management Analyst I
	Human Resources and Risk Management	Accounting Technician
		Human Resources and Risk Manager
		Human Resources Coordinator
	Customer Service and Utility Billing	Customer Service and Utility Billing Manager
		Senior Customer Service Representative
		Customer Service Representative II
		Customer Service Representative I
Operations		Director of Operations
		<i>Administrative Clerk (75%)*</i>
	Source of Supply	Water Production Supervisor
		Water Production Operator II
		Water Production Operator I
	Cross Connection / Non-Potable Water	Cross Connection / Non-Potable Water Supervisor
	Transmission and Distribution	Water Utility Superintendent
		Water Utility Supervisor



Department	Division	2026 Authorized Positions/ Classifications
		Senior Water Utility Worker
		Water Utility Worker II
		Water Utility Worker I
	Maintenance and General Plant	Maintenance Technician II
		Maintenance Technician I
Engineering		Director of Engineering
		<i>Administrative Clerk (25%)*</i>
	Engineering	Senior Civil Engineer
		Associate Civil Engineer II
		Associate Civil Engineer I
		Engineering Assistant
	Development Services	Development Services Technician
Information Technology and Cybersecurity		Director of Information Technology and Cybersecurity
	TOTAL	37 Positions/Classifications**

*Classifications added in the authorized positions for 2026

**Total Authorized Positions/Classifications are not the same as the total employee count.

Fiscal Impact

The fiscal impact associated with the new positions will be addressed as part of the 2026 Personnel Budget presentation, which will include the proposed 2026 Salary Schedule and related financial considerations.

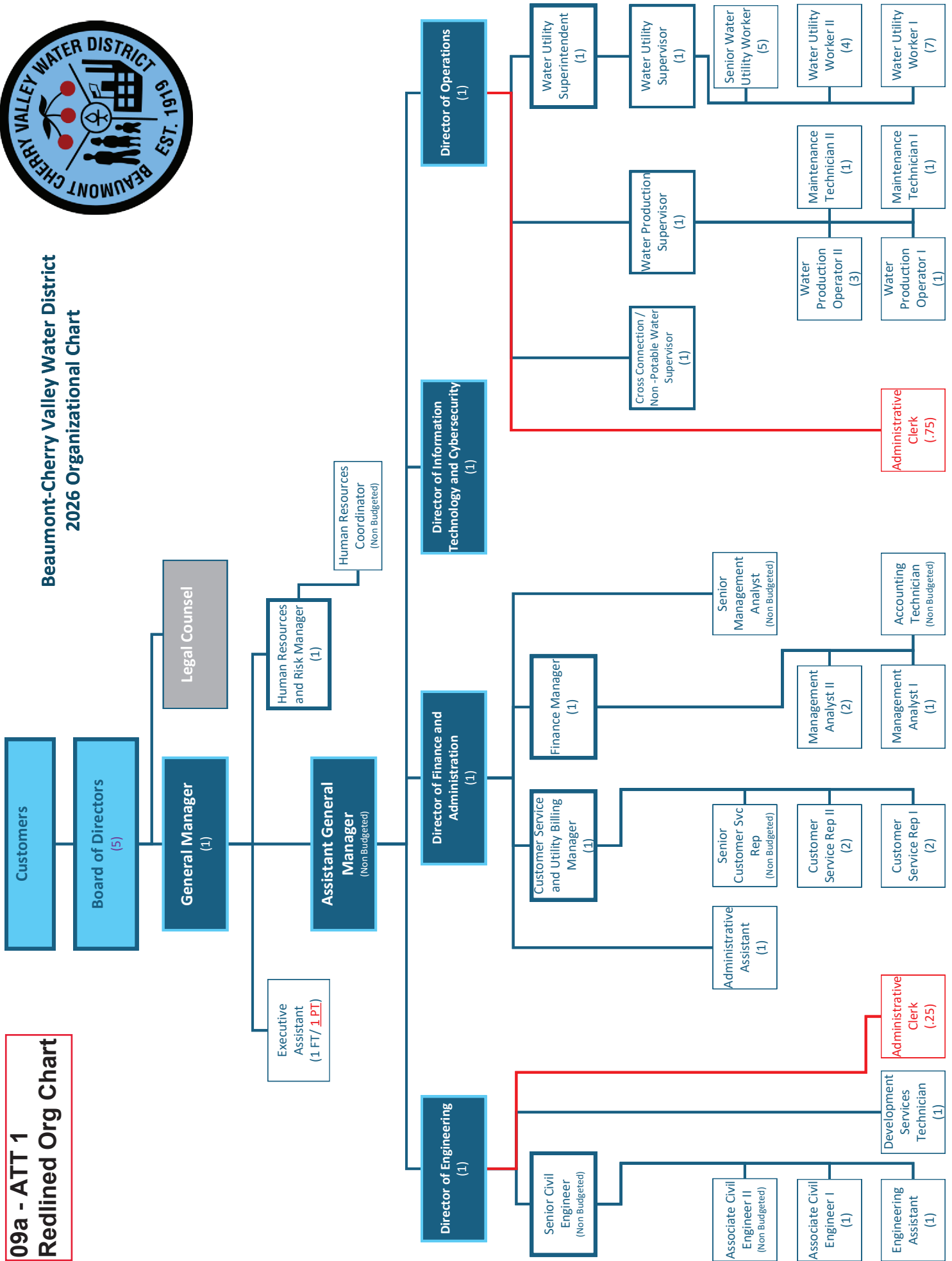
Attachments

1. 2026 Organizational Chart - Redlined
2. 2026 Organizational Chart - Side-by-Side
3. 2026 Organizational Chart - Clean

Staff Report prepared by Ren Berioso, Human Resources and Risk Manager

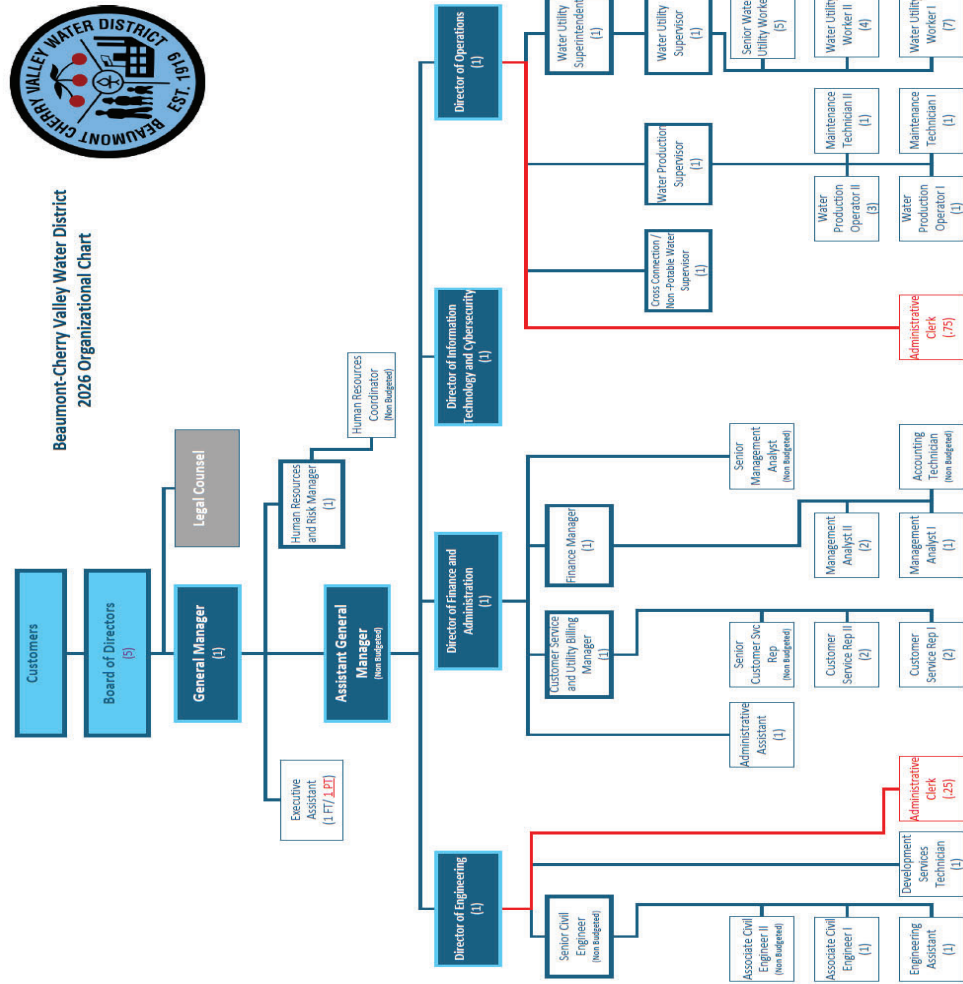
09a - ATT 1
Redlined Org Chart

Beaumont-Cherry Valley Water District
2026 Organizational Chart

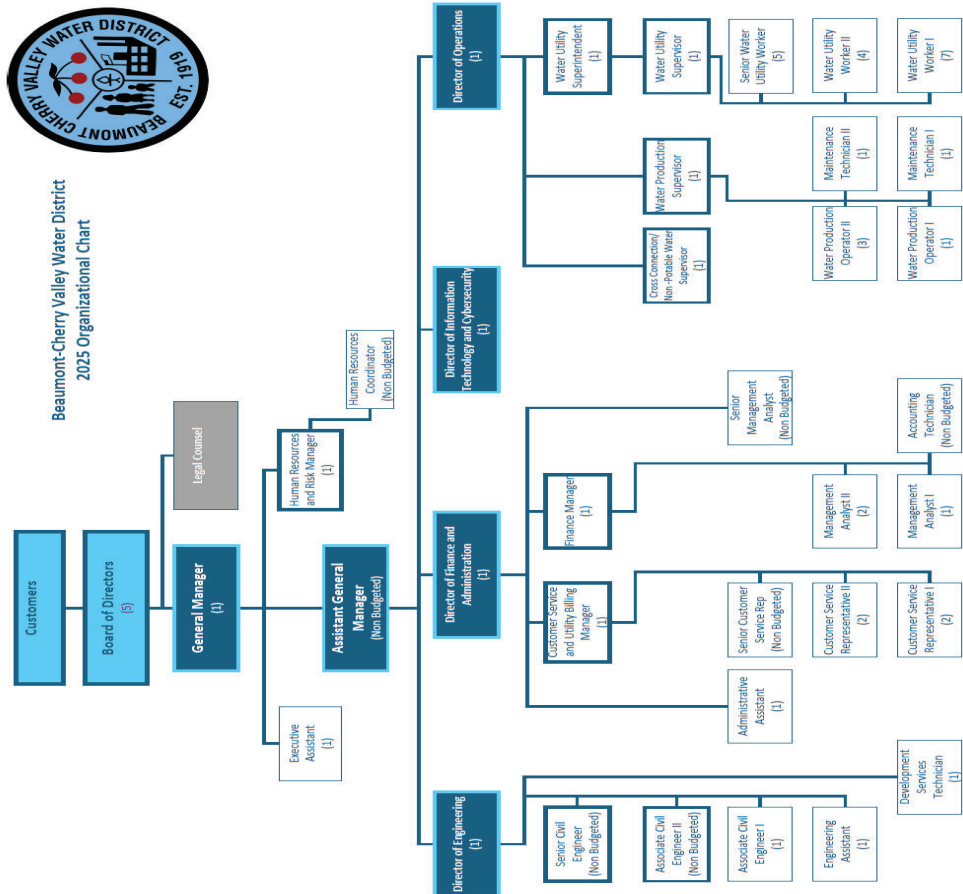


09a - ATT 2
Side-by-Side Org Chart

PROPOSED ORG CHART

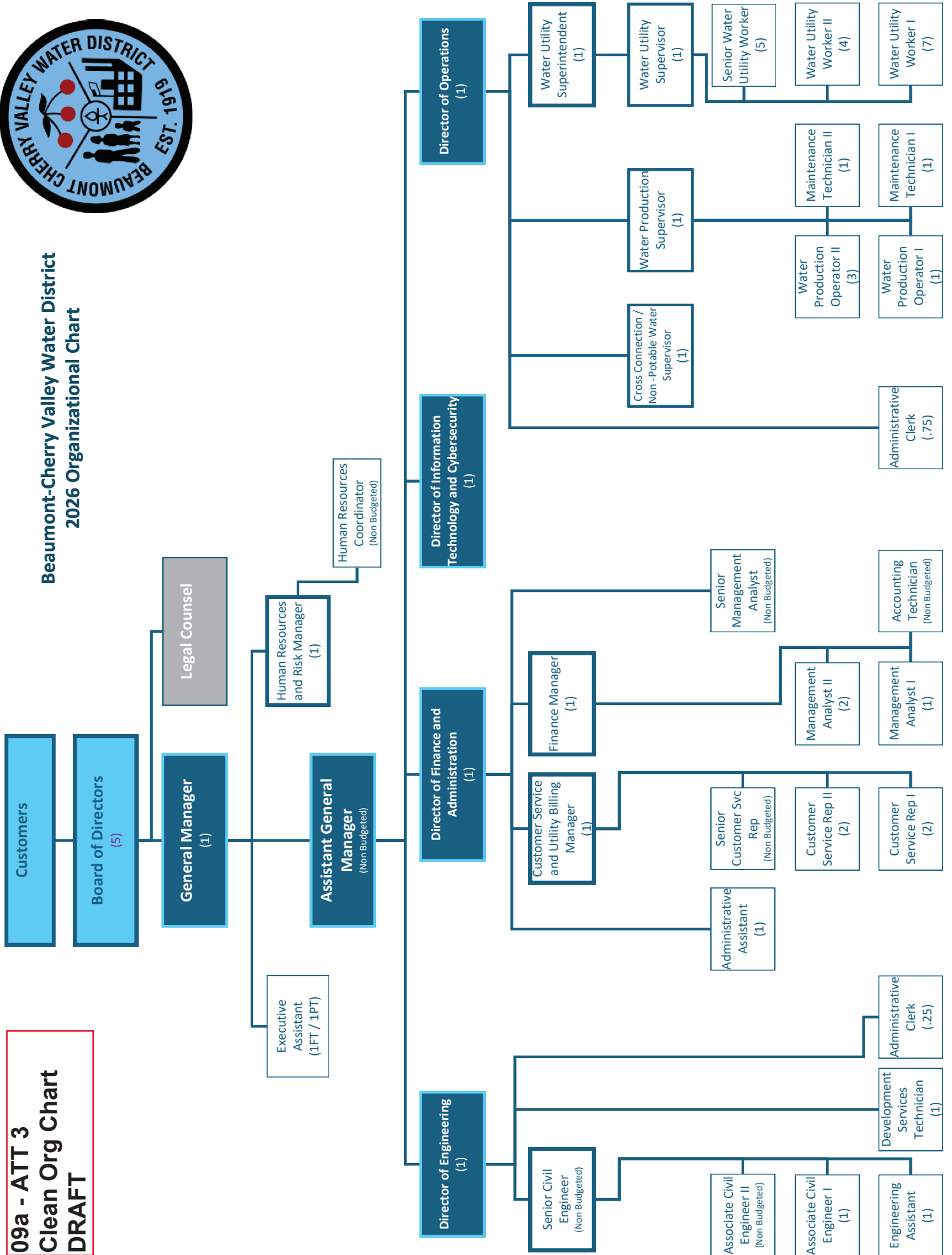


CURRENT ORG CHART



**09a - ATT 3
Clean Org Chart
DRAFT**

**Beaumont-Cherry Valley Water District
2026 Organizational Chart**





**Beaumont-Cherry Valley Water District
Personnel Committee Meeting
October 21, 2025**

Item 9b

STAFF REPORT

TO: Personnel Committee

FROM: Finance and Administration Department

SUBJECT: Review of FY 2026 Operating Budget Update and Proposed FY 2026 Salary Schedule

Staff Recommendation

Approve the revised Salary Schedule to move forward to the next Board of Directors meeting and be included in the 2026 Operating Budget, or direct staff as desired.

Executive Summary

Staff is in the process of drafting the proposed 2026 Operating Budget, which will include personnel changes that incorporate the 2.9% Cost of Living Adjustment (COLA), open enrollment changes, a review of the number of recorded meetings, and potential position requests to encourage professional development and succession planning.

Background

District policy requires the Board of Directors to approve the Operations budget for the new year by December 31 of the current year. Before the budget document can be presented to the Board of Directors for approval, several steps need to be taken, including presentations of information to the Board, the Finance and Audit Committee, and the Personnel Committee. Table 1 presents the updated estimated schedule of future events for the operating budget.

Table 1 – Estimated operational budget meeting timeline

Date	Legislative Body	Topic(s)
10/21/2025	Personnel Committee	Organization Chart, Salary Schedule
11/06/2025	Finance and Audit Committee	Budget document review
11/12/2025	Board of Directors	Budget Workshop (<i>presentation, draft document</i>)
11/20/2025	Board of Directors (<i>Optional</i>)	Budget document review (<i>if major updates needed</i>)
12/04/2025	Finance and Audit Committee	Budget document review
12/10/2025	Board of Directors	Budget submission for approval

The budget that will be presented to the Board of Directors at the regular meeting in November will be a balanced budget. As of the date of this report, the Net Revenues proposed total \$23,563,500 and the Net Expenses total \$22,425,900. This is a Net Increase of \$1,137,600 (Net Revenues less Net Expenses) and is pending review by the Finance and Audit Committee.



The Operating Budget includes an increase of \$890,400, or 9.65%, in personnel related expenses. The increase to the personnel expenses not only reflects the anticipated merit increases of eligible staff members (\$330,600 or 36.98%), but changes in benefit rates such health insurance (\$34,500 or 3.86%) and retirement (\$116,300 or 13.01%), as well as two new positions (\$165,000 or 18.53%).

Discussion

The proposed 2026 Operating Budget includes the August-to-August Unadjusted Consumer Price Index, U.S. Cities average, as a Cost of Living Adjustment (COLA) of 2.9%. The COLA was applied to all regular staff members, with the 5% merit increase applied, if the employee is eligible.

In addition to the COLA and merit application, the proposed 2026 Operating Budget includes 4 proposed staffing changes. These changes are reflected in Table 2 - Employee Counts for Proposed 2026 Operating Budget.

1. Board meetings increased from 421 to 442 meetings
2. New Administrative Clerk
 - a. Hours and expenses split between Engineering (25%) and Operations 75%)
 - b. Fully burdened cost of \$105,100 offset by reduction of Temporary Labor, saving \$84,400 between the two departments, as well as \$38,600 reduction for Temporary Water Utility Worker (item #5)
3. Split Executive Assistant position from 1 full time position to 1 full time **and** 1 part time position, to account for succession planning and an overlap of training (\$60,046 impact)
4. Reduce Temporary Water Utility Workers from 2 to 1

Table 2 – Employee Counts for Proposed 2026 Operating Budget

Department	2021 Budget FTE	2021 Actual FTE	2022 Budget FTE	2022 Actual FTE	2023 Budget FTE	2023 Actual FTE	2024 Budget FTE	2024 Actual FTE	2025 Budget FTE	2025 Actual FTE as of 9/30	2026 Budget FTE
Engineering ⁽¹⁾	5.5	4.5	5.5	4.5	5.5	4.5	5.5	4.5	5.5	5	5.75
Finance and Administration ⁽²⁾	14.5	13.5	15	13	14	11.5	14	14	14	14	14.5
Information Technology	1	1	1	1	1	1	1	1	1	1	1
Operations ⁽³⁾	24	21	26	24	28	23.5	28	25.5	28	26	28.25
	45	40	47.5	42.5	48.5	40.5	48.5	45	48.5	46	49.5

- (1) 4 full-time, 3 part-time or temporary (1.5) , added 0.25 for portion of Administration Clerk
 (2) 14 full-time, added .5 to account for transition of Executive Assistant position
 (3) 27 full time, 1 part-time or temporary (0.5), added 0.75 for portion of Administration Clerk

Fiscal Impact

The fiscal impact of the personnel changes, as reflected in the proposed Salary Schedule totals \$10,121,400, an increase of \$890,400, or 9.65%, compared to 2025.



Although the personnel budget is 45.13% of the Proposed Net Expenses for 2026, an increase from 42.18% the prior year, the proposed 2026 Operating Budget is projected to be balanced, with a Net Increase (Net Revenues over Net Expenses) by \$1,137,600.

Attachments

1. Proposed Salary Schedule, effective January 1, 2026
2. Side-by-side comparison of Approved 2025 and Proposed 2026 Salary Schedules

Staff Report prepared by Sylvia Molina, Director of Finance and Administration

Beaumont-Cherry Valley Water District Salary Schedule by Classification

DRAFT

Effective: January 1, 2026 Classification	Salary Range*	Hourly rates (per step)					Annual Range (based on 2080 hrs.; rounded to nearest dollar)	
		Step 1	Step 2	Step 3	Step 4	Step 5		
Accounting Technician	26	33.23	34.89	36.63	38.46	40.38	69,118	83,990
Administrative Assistant	25	32.42	34.04	35.74	37.53	39.41	67,434	81,973
Administrative Clerk	18	27.29	28.65	30.08	31.58	33.16	56,763	68,973
Assistant General Manager	73	106.00	111.30	116.87	122.71	128.85	220,480	268,008
Associate Civil Engineer I	42	49.32	51.79	54.38	57.09	59.94	102,586	124,675
Associate Civil Engineer II	47	55.79	58.58	61.51	64.59	67.82	116,043	141,066
Cross Connection/Non-Potable Water Supervisor	42	49.32	51.79	54.38	57.09	59.94	102,586	124,675
Customer Service & Utility Billing Manager	46	54.42	57.14	60.00	63.00	66.15	113,194	137,592
Customer Service Representative I	20	28.66	30.09	31.59	33.17	34.83	59,613	72,446
Customer Service Representative II	25	32.42	34.04	35.74	37.53	39.41	67,434	81,973
Development Services Technician	22	30.10	31.61	33.19	34.85	36.59	62,608	76,107
Director of Engineering	62	80.80	84.84	89.08	93.53	98.21	168,064	204,277
Director of Finance and Administration	67	91.41	95.98	100.78	105.82	111.11	190,133	231,109
Director of Information Technology and Cybersecurity	61	78.84	82.78	86.92	91.27	95.83	163,987	199,326
Director of Operations	61	78.84	82.78	86.92	91.27	95.83	163,987	199,326
Engineering Assistant	37	43.60	45.78	48.07	50.47	52.99	90,688	110,219
Engineering Intern	4	19.32	20.29	21.30	22.36	23.48	40,186	48,838
Executive Assistant	43	50.54	53.07	55.72	58.51	61.44	105,123	127,795
Finance Manager	50	60.08	63.08	66.23	69.54	73.02	124,966	151,882
General Manager	Contract					143.33	-	298,126
Human Resources & Risk Manager	50	60.08	63.08	66.23	69.54	73.02	124,966	151,882
Human Resources Coordinator	33	39.49	41.46	43.53	45.71	48.00	82,139	99,840
Maintenance Technician I	24	31.63	33.21	34.87	36.61	38.44	65,790	79,955
Maintenance Technician II	28	34.91	36.66	38.49	40.41	42.43	72,613	88,254
Management Analyst I	31	37.60	39.48	41.45	43.51	45.69	78,208	95,035
Management Analyst II	38	44.68	46.91	49.26	51.72	54.31	92,934	112,965
Senior Civil Engineer	53	64.70	67.93	71.33	74.90	78.64	134,576	163,571
Senior Customer Service Rep	30	36.67	38.50	40.43	42.45	44.57	76,274	92,706
Senior Management Analyst	45	53.10	55.75	58.54	61.47	64.54	110,448	134,243
Senior Water Utility Worker	32	38.52	40.45	42.47	44.59	46.82	80,122	97,386
Water Production Operator I	28	34.91	36.66	38.49	40.41	42.43	72,613	88,254
Water Production Operator II	33	39.49	41.46	43.53	45.71	48.00	82,139	99,840
Water Production Supervisor	47	55.79	58.58	61.51	64.59	67.82	116,043	141,066
Water Utility Superintendent	51	61.59	64.67	67.90	71.29	74.85	128,107	155,688
Water Utility Supervisor	44	51.83	54.42	57.14	59.99	62.99	107,806	131,019
Water Utility Worker I	24	31.63	33.21	34.87	36.61	38.44	65,790	79,955
Water Utility Worker II	28	34.91	36.66	38.49	40.41	42.43	72,613	88,254

Board of Directors

\$296.40 per day for meeting attendance in accordance with District rules and regulations

* Positions highlighted in yellow are new to the salary schedule and require Board approval

**Positions highlighted in grey are non-budget positions not intended to be filled in 2026

Beaumont-Cherry Valley Water District Salary Schedule by Classifier

Effective: July 1, 2025											
Classification	Salary Range*	Hourly rates (per step)					Annual Range (based on 2080 hrs., rounded to nearest dollar)				
		Step 1	Step 2	Step 3	Step 4	Step 5					
Accounting Technician	26	32.29	33.90	35.59	37.37	39.24	67,163	81,619			
Administrative Assistant	25	31.50	33.08	34.73	36.47	38.29	65,520	79,643			
Assistant General Manager	73	103.01	108.16	113.57	119.25	125.21	214,261	260,437			
Associate Civil Engineer I	42	47.92	50.32	52.84	55.48	58.25	99,674	121,160			
Associate Civil Engineer II	47	54.21	56.92	59.77	62.76	65.90	112,757	137,072			
Cross Connection/Non-Potable Water Supervisor	42	47.92	50.32	52.84	55.48	58.25	99,674	121,160			
Customer Service & Utility Billing Manager	46	52.88	55.52	58.30	61.22	64.28	109,990	133,702			
Customer Service Representative I	20	27.85	29.24	30.70	32.23	33.84	57,928	70,387			
Customer Service Representative II	25	31.50	33.08	34.73	36.47	38.29	65,520	79,643			
Development Services Technician	22	29.25	30.71	32.25	33.86	35.55	60,840	73,944			
Director of Engineering	62	78.52	82.45	86.57	90.90	95.44	163,322	198,515			
Director of Finance and Administration	67	88.83	93.27	97.93	102.83	107.97	184,766	224,578			
Director of Information Technology and Cybersecurity	61	76.62	80.45	84.47	88.69	93.12	159,370	193,690			
Director of Operations	61	76.62	80.45	84.47	88.69	93.12	159,370	193,690			
Engineering Assistant	37	42.36	44.48	46.70	49.04	51.49	88,109	107,099			
Engineering Intern	4	18.76	19.70	20.69	21.72	22.81	39,021	47,445			
Executive Assistant	43	49.11	51.57	54.15	56.86	59.70	102,149	124,176			
Finance Manager	50	58.38	61.30	64.36	67.58	70.96	121,430	147,597			
General Manager	Contract						-	275,962			
Human Resources & Risk Manager	50	58.38	61.30	64.36	67.58	70.96	121,430	147,597			
Human Resources Coordinator	33	38.37	40.29	42.30	44.42	46.64	79,810	97,011			
Maintenance Technician I	24	30.73	32.27	33.88	35.57	37.35	63,918	77,688			
Maintenance Technician II	28	33.92	35.62	37.40	39.27	41.23	70,554	85,758			
Management Analyst I	31	36.53	38.36	40.28	42.29	44.40	75,982	92,352			
Management Analyst II	38	43.42	45.59	47.87	50.26	52.77	90,314	109,762			
Senior Civil Engineer	53	62.87	66.01	69.31	72.78	76.42	130,770	158,954			
Senior Customer Service Rep	30	35.64	37.42	39.29	41.25	43.31	74,131	90,085			
Senior Management Analyst	45	51.60	54.18	56.89	59.73	62.72	107,328	130,458			
Senior Water Utility Worker	32	37.43	39.30	41.27	43.33	45.50	77,854	94,640			
Water Production Operator I	28	33.92	35.62	37.40	39.27	41.23	70,554	85,758			
Water Production Operator II	33	38.37	40.29	42.30	44.42	46.64	79,810	97,011			
Water Production Supervisor	47	54.21	56.92	59.77	62.76	65.90	112,757	137,072			
Water Utility Superintendent	51	59.85	62.84	65.98	69.28	72.74	124,488	151,299			
Water Utility Supervisor	44	50.36	52.88	55.52	58.30	61.21	104,749	127,317			
Water Utility Worker I	24	30.73	32.27	33.88	35.57	37.35	63,918	77,688			
Water Utility Worker II	28	33.92	35.62	37.40	39.27	41.23	70,554	85,758			

Board of Directors \$296.40 per day for meeting attendance in accordance with District rules and regulations

**Positions highlighted in grey are non-budget positions not intended to be filled in 2025

Beaumont-Cherry Valley Water District Salary Schedule by Classifier

Effective: January 1, 2026											
Classification	Salary Range*	Hourly rates (per step)					Annual Range (based on 2080 hrs.; rounded to nearest dollar)				
		Step 1	Step 2	Step 3	Step 4	Step 5					
Accounting Technician	26	33.23	34.89	36.63	38.46	40.38	69,118	83,990			
Administrative Assistant	25	32.42	34.04	35.74	37.53	39.41	67,434	81,973			
Administrative Clerk	18	27.29	28.65	30.08	31.58	33.16	56,763	68,973			
Assistant General Manager	73	106.00	111.30	116.87	122.71	128.85	220,480	268,008			
Associate Civil Engineer I	42	49.32	51.79	54.38	57.09	59.94	102,586	124,675			
Associate Civil Engineer II	47	55.79	58.58	61.51	64.59	67.82	116,043	141,066			
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Development Services Technician	22	30.10	31.61	33.19	34.85	36.59	62,608	76,107			
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Engineering Assistant	37	43.60	45.78	48.07	50.47	52.99	90,688	110,219			
Engineering Intern	4	19.32	20.29	21.30	22.36	23.48	40,186	48,838			
Executive Assistant	43	50.54	53.07	55.72	58.51	61.44	105,123	127,795			
Finance Manager	50	60.08	63.08	66.23	69.54	73.02	124,966	151,882			
General Manager	Contract						298,126	365,126			
Human Resources & Risk Manager	50	60.08	63.08	66.23	69.54	73.02	124,966	151,882			
Human Resources Coordinator	33	39.49	41.46	43.53	45.71	48.00	82,139	99,840			
Maintenance Technician I	24	31.63	33.21	34.87	36.61	38.44	65,790	79,955			
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Senior Civil Engineer	53	64.70	67.93	71.33	74.90	78.64	134,576	163,571			
Senior Customer Service Rep	30	36.67	38.50	40.43	42.45	44.57	76,274	92,706			
Senior Management Analyst	45	53.10	55.75	58.54	61.47	64.54	110,448	134,243			
Senior Water Utility Worker	32	38.52	40.45	42.47	44.59	46.82	80,122	97,386			
Water Production Operator I	28	34.91	36.66	38.49	40.41	42.43	72,613	88,254			
Water Production Operator II	33	39.49	41.46	43.53	45.71	48.00	82,139	99,840			
Water Production Supervisor	47	55.79	58.58	61.51	64.59	67.82	116,043	141,066			
Water Utility Superintendent	51	61.59	64.67	67.90	71.29	74.85	128,107	155,688			
Water Utility Supervisor	44	51.83	54.42	57.14	59.99	62.99	107,806	131,019			
Water Utility Worker I	24	31.63	33.21	34.87	36.61	38.44	65,790	79,955			
Water Utility Worker II	28	34.91	36.66	38.49	40.41	42.43	72,613	88,254			

Board of Directors \$296.40 per day for meeting attendance in accordance with District rules and regulations

* Positions highlighted in yellow are new to the salary schedule and require Board approval

**Positions highlighted in grey are non-budget positions not intended to be filled in 2026