

RESOLUTION 2025-32

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BEAUMONT - CHERRY VALLEY WATER DISTRICT AMENDING THE DISTRICT'S POLICIES AND PROCEDURES MANUAL

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

WHEREAS, upon review and discussion, the Personnel Committee, the ad hoc Board Policies Committee, and the Finance and Audit Committee of the Board of Directors recommended revisions to the Policy and Procedures Manual; and

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

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

The BCVWD Policies and Procedures Manual is revised per the attached exhibits as indicated below:

a.	Policy 2020	Sexual Harassment
b.	Policy 2025	Whistleblower Protection
c.	Policy 3005	Compensation
d.	Policy 5042	Petty Cash

ADOPTED this 11th day of SEPTEMBER, 2025, by the following vote:

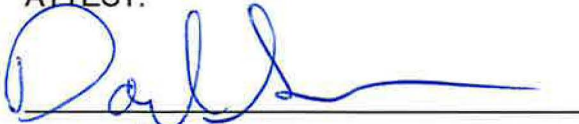
AYES: HOFFMAN RAMIREZ SLAWSON WILLIAMS

NOES:

ABSTAIN:

ABSENT: COVINGTON

ATTEST:



Director Daniel Slawson, President of the
Board of Directors of the
Beaumont-Cherry Valley Water District



Director Andy Ramirez, Secretary to the
Board of Directors of the
Beaumont-Cherry Valley Water District

Attachments: Exhibits A - D

EXHIBIT A

POLICY TITLE: SEXUAL HARASSMENT
POLICY NUMBER: 2020

2020.1 Purpose and Applicability. Acts of sexual harassment by employees, supervisors, or managers, are prohibited and are subject to sanctions and disciplinary measures, up to and including termination of employment. The District is committed to providing a workplace that is free of unlawful discrimination and harassment. The District is committed to providing a workplace that is free of sexual harassment (including harassment based on gender, pregnancy, childbirth or related medical conditions). The District strictly prohibits and will not tolerate harassment of employees by officers, managers, supervisors, or co-workers. Similarly, the District will not tolerate harassment by its employees or non-employees with whom District employees have a business, service, or professional relationship. The District will seek to protect employees from harassment by external individuals in the workplace or in work-related situations.

2020.2 Definition. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct by an individual is used as a term or condition of employment; or
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual; or
- c. Such conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile, or offensive work environment.

2020.2.1 Prohibited conduct may include, but is not limited to:

- a. Verbal conduct such as epithets, derogatory jokes or comments, slurs, unwanted sexual advances, invitations, comments, or graphic commentaries on the person's body; sexually degrading words to describe the person, or propositions of a sexual nature.
- b. Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures.
- c. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race, or any other protected basis, sexually suggestive objects or pictures placed in the work area that may embarrass or offend the person.
- d. Direct or indirect threats or suggestions of sexual relations or sexual contact are made.
- e. Retaliation for having reported or threatened to report harassment.

2020.3 All employees shall be informed of the District's sexual harassment policy and complaint process again when any complaint is filed. Also, the policy and the complaint process set forth herein shall be readily available to all employees and members of the general public utilizing the District's facilities and services.

- a. All new employees shall be given a copy of the sexual harassment policy at the time of hiring and said policy's contents shall be discussed with said employee at that time by Human Resources during new hire orientation.
- b. An annual bulletin shall be prepared distributed and signed by all employees informing them of the District's sexual harassment policy. The Human Resources department is responsible for the communication and tracking of the annual bulletin.
- c. Within 14 working days after any complaint has been filed in accordance with this policy, a bulletin shall be prepared and distributed to all employees re-informing them of the District's sexual harassment policy.

2020.4 Training. All supervisory classifications shall attend two hours of sexual harassment prevention training every two years. All other employees shall attend one hour of sexual harassment prevention training every two years. The training shall be conducted in accordance with the California Civil Rights Department regulations and shall include a component on harassment based on gender, gender identity, gender expression, and sexual orientation, as well as abusive conduct.

2020.5 Complaint Process. Any employee who believes they have experienced sexual harassment should notify the other employee that such behavior is offensive and ask them to immediately stop the behavior. It is important to let fellow employees know when behavior is offensive because the District hires people from a variety of backgrounds. However, employees are not required to confront the offending employee directly if they feel uncomfortable, and may go directly to a supervisor, manager, Human Resources or the General Manager or designee. Complaints of workplace harassment should be reported in writing as soon as possible to any supervisory employee, and/or Human Resources.

- a. An employee is never required to make a complaint to a supervisor or manager who is alleged to be responsible for the harassment. The complaint may be made to an uninvolved supervisor or manager, Human Resources or General Manager or designee.
- b. The complaint should include details of the incident, names of individuals involved, and names of any witnesses.
- c. A complaint should be made in writing. Said form should be submitted by the employee to any supervisory employee, preferably the immediate supervisor. While written complaints are strongly encouraged, the District will investigate all complaints, including verbal complaints.
- d. An employee may file a complaint without fear of reprisal. While the District will make reasonable efforts to keep complaints confidential, there may be circumstances under which the District cannot maintain complete confidentiality, in order to investigate or remedy the situation.
- e. The investigation will be conducted in as confidential a manner as possible, consistent with a full, fair, and proper investigation.
- f. An employee who has experienced sexual harassment is entitled to report the incident(s) directly to the California Civil Rights Department or the Equal Employment Opportunity Commission, regardless of whether the employee has filed a complaint with the District. Contact Information are as follows:

California Civil Rights Department: (800) 884-1684
<https://calcivilrights.ca.gov/contactus/>

Equal Employment Opportunity Commission: (213) 785-3090
<https://www.eeoc.gov/filing-charge-discrimination>

2020.6 Complaint Response Process. Any supervisory employee who receives a sexual harassment complaint shall at all times maintain strict confidentiality and shall personally deliver said complaint immediately and directly to Human Resources, the General Manager, or the General Manager's designee.

- a. Within thirty (30) hours of the filing of a complaint, an investigation shall commence and be conducted by Human Resources, the General Manager, or the General Manager's designee, regarding the alleged harassment.
- b. The District shall aim to complete the investigation within thirty (30) working days, unless extenuating circumstances exist. All investigations shall be conducted in compliance with the Fair Employment and Housing Act and applicable regulations.
- c. The investigation may include a written statement from the alleged harasser.
- d. A written record of any investigation of an alleged sexual harassment shall be maintained by Human Resources. Findings will be sent to the General Manager, or designee. The General Manager, or designee, shall immediately inform, in total confidentiality, the Personnel Committee of the Board of Directors.
- e. All discussions resulting from said investigation shall be kept confidential by all informed of said investigation.
- f. The person initiating the complaint 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.
- g. All parties concerned will be advised of the results of the investigation to the extent permitted by District policy and applicable law.

2020.7 Disciplinary Procedures and Sanctions. Upon conclusion of the investigation of an alleged sexual harassment, appropriate action shall be taken by the General Manager against the harasser where sexual harassment is found, including mandatory sexual harassment training to prevent future incidents. The complainant will be advised once the investigation is complete and will be provided with a summary of the findings of the investigation. 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.

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

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

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 complaint to the Personnel Committee within thirty (30) working hours from the time the complaint is received.

- a. 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.
- b. The complainant shall not be required to report the conduct to the General Manager at any time.
- c. 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.
- d. 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 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.

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:

- a. Reporting sexual harassment or any violation of this policy;
- b. Participating in any investigation, proceeding, or hearing conducted by the District or a state or federal agency;
- c. 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.

EXHIBIT B

POLICY TITLE: WHISTLEBLOWER PROTECTION
POLICY NUMBER: 2025

2025.1 Policy Statement. The District is committed to the highest standards of financial reporting and lawful and ethical behavior. Protecting the integrity of the District is of paramount importance. Additionally, the District is committed to full compliance with all state and federal statutes, rules, and regulations by all employees and members of the Board of Directors. This policy is intended to be consistent with California Labor Code Section 1102.5.

2025.2 Purpose. The purpose of this policy is to encourage and enable Board members, employees, temporary employees, consultants, vendors, and others affiliated with the District to report any action or suspected action taken within the District that is illegal, fraudulent, or in violation of any adopted policy of the District, to a source within the District before turning to outside parties for resolution.

2025.3 Definition. A "Whistleblower" is an employee who discloses information to a government or law enforcement agency, person with authority over the employee, or to another employee with authority to investigate, discover, or correct the violation or noncompliance, or who provides information to or testifies before a public body conducting an investigation, hearing, or inquiry, where the employee has reasonable cause to believe that the information discloses violations of state or federal statute, violation or noncompliance with a local, state, or federal rule or regulation, or unsafe working conditions or work practices in the employee's employment or place of employment. A whistleblower can also be an employee who refuses to participate in an activity that would result in a violation of a state or federal statute, or a violation of or noncompliance with a local, state, or federal rule or regulation.

2025.4 Scope. This policy applies to any matter which is related to the District's business and does not relate to private acts of an individual not connected to the business of the District. This policy is intended to supplement but not replace the District's other related policies such as harassment and discrimination (Policies 2000, 2005, 2015, and 2020), any grievance procedure, or to any applicable state and federal laws governing whistleblowing. This policy is also designed to support employee awareness through training and posting requirements under applicable California law.

2025.5 Board members and employees are prohibited from taking adverse action against another employee who has engaged in protected activity.

2025.6 Protected employees. An employee, or a person acting on behalf of the employee, who reports or is about to report, or is perceived to have reported or be about to report, verbally or in writing, a violation or suspected violation of this policy, unless the employee knows the report is false. Additionally, employees are protected when the employee is requested by the District or any agency or officer thereof, to participate in an investigation, hearing, or inquiry held by the District, agency, or official, are protected under this policy. Employees who submit false or malicious reports may be subject to disciplinary action. However, employees shall not be disciplined solely because a report made in good faith is later found to be incorrect.

2025.7 Retaliation Prohibited. No District Board member or employee may take the following actions against any other employee or Board member because the latter employee or Board member in good faith engaged in certain kinds of protected activity:

- a. Terminate, demote, suspend, or take other similar adverse employment action.
- b. Threaten, or otherwise discriminate against an employee regarding the employee's

compensation, terms, conditions of employment, work location assignment, or privileges.

- c. Subject to coercion or disciplinary action.

2025.8 To protect the District's integrity and the public's trust, the District may take official action to enforce and punish violations of standards of this policy.

2025.9 Protected Activity.

- a. Disclosure of information to a government or law enforcement agency, person with authority over the employee, or to another employee with authority to investigate.
- b. Refusal to participate in an activity that would result in violation of a state or federal statute, or a violation of noncompliance with local, state, or federal rule or regulation.
- c. Filing a complaint for investigation with the California Office of the Controller's Whistleblower Program, the District Attorney, the Grand Jury, Cal/OSHA, or any other agency or District department or person with authority to receive or process whistleblower complaints alleging:
 - i. Improper governmental activity
 - ii. Misuse of funds
 - iii. Deficiencies in quality and delivery of services
 - iv. Wasteful or inefficient practices
 - v. Unlawful activity in connection with a District contract
 - vi. Abuse of authority
 - vii. Specified or substantial danger to public health or safety
 - viii. Use of a District office, position, or resource for personal gain
 - ix. Any other similar type of complaint
- d. This protection extends to those whose allegations that are made in good faith but prove to be mistaken.
- e. The District reserves the right to discipline employees who make bad faith, knowingly false, or vexatious complaints, reports, or inquiries or who otherwise abuse this policy.
- f. Complaints or concerns expressed to co-workers who do not have the authority to act on whistleblower complaints are not protected activity under this policy.

2028.10 Reporting.

- a. All employees who witness or experience improper activity of the type enumerated by this policy shall report the activity in order to facilitate early, effective, and impartial investigation and intervention by the District.
- b. Any whistleblower who believes they are being retaliated against must contact the Human Resources department, the General Manager, or the General Manager's designee immediately.
- c. Matters reported internally will be investigated by Human Resources, the General Manager or his/her designee. An investigation shall commence within twenty (20) calendar days of the filing of informal or formal complaint and be completed within sixty (60) calendar days unless circumstances reasonably require more time.
- d. If the complaint involves the General Manager, the matter shall be forwarded by Human Resources to the Board of Directors who shall consider engaging an external entity to conduct the investigation. The external investigation should also be completed within sixty (60) calendar days, unless circumstances reasonably require more time.
- e. Complaints, reports, or inquiries may be made under this policy on a confidential or anonymous basis. The report should provide sufficient information and specific facts. The District will conduct a prompt and objective review and investigation of the allegation.
- f. Upon completion of the investigation, the whistleblower will receive a general summary

of findings within seven (7) calendar days, to the extent permissible by law and confidentiality standards. If dissatisfied, the whistleblower may submit a written appeal to the President of the Board of Directors within fifteen (15) calendar days of receiving notice of findings.

- g. Employees may report violations of this policy to the Labor Commissioner, regardless of whether they have filed an internal complaint. The contact information is as follows:
Labor Commissioner's Office: (833) 526-4636
<https://www.dir.ca.gov/dlse/HowToFileRetaliationComplaint.htm>

EXHIBIT C

POLICY TITLE: COMPENSATION
POLICY NUMBER: 3005

3005.1 Applicability. This policy shall apply to all District employees.

3005.2 New Employees. All newly appointed employees shall be paid at the first step of the salary range for the position to which the employee is appointed except as provided in this policy. Changes to the salary schedule must be approved by the Board of Directors. Employees may request a copy of the salary schedule from Human Resources or from their supervisor, and the salary schedule shall be made available on the District website.

- A. The General Manager, or his/her designee, may authorize a starting rate for a new employee at a higher step within the classification range based on a candidate's experience and eligibility, which should be:
 - a. Written justification from the Department Head
 - b. Concurrence by Human Resources for policy compliance, and
 - c. Confirmation of budget availability by the Director of Finance and Administration

This action shall be noted in the employment agreement or conditional offer letter, to be maintained in the employee's personnel file.

3005.3 Step Increases Based on Performance Evaluation. Employees who are below Step 5 within their classification salary range shall be eligible for advancement to the next step based on the results of their annual individual performance evaluation (See Policy 3010). Individual performance evaluations shall be conducted at 12-month intervals for all employees, based on anniversary date of either hire, transition to "Regular" status, transfer, position reclassification or promotion to their current position. Employees are not eligible for increases upon completing a 6-month probationary period.

3005.4 Promotion. When the District has an opening in a classification above the entry level, notice shall be posted in the break room(s), or similar employee notice areas for all work locations, prior to filling the position. The District may give preference to internal candidates, if desired. All candidates, whether internal or external, shall be evaluated equally with the most qualified candidate being selected for the position. Regular employees elevated in classification shall serve a 6-month probationary period in their newly acquired position. Regular status will be dependent on the job performance evaluation which will occur at the end of the probationary period (see Policy 3000 for more information).

3005.5 Performing Work Out of Classification. Employees required to work a normal shift in a temporary classification higher than their current classification will be paid a shift differential equivalent to 5% of their base pay rate. Should an employee be required to work temporarily in a classification paying less than their established rate, he/she will be paid at his/her regular rate. Employees may not perform work out of classification for longer than six (6) months.

3005.6 Overtime. See Policy 3055 for more information

3005.7 Authority for Compensation Approval. The General Manager or his/her designee has the sole authority to approve compensation, including salary adjustments or differential pay. Such approval must be supported by:

- a. A written justification from the Department Head
- b. Concurrence by Human Resources to ensure policy compliance and equity, and
- c. Confirmation of budget availability by the Director of Finance and Administration

No compensation shall be granted without the final approval by the General Manager or his/her designee. The General Manager or his/her designee may also authorize advancement by more than one step within the salary range under certain circumstances, including but not limited to exceptional work performance, organizational need, market-related factors, or other justifiable reasons. While such decisions should generally be supported by performance evaluations and justification from the Department Head, the General Manager or his/her designee retains discretion to consider broader or extenuating factors. Consideration should include concurrence by Human Resources for policy compliance and equity, and the Director of Finance and Administration for budget availability.

EXHIBIT D

POLICY TITLE: PETTY CASH
POLICY NUMBER: 5042

5042.1 Purpose. The purpose of this policy is to establish clear procedures and internal controls governing the use, management, and replenishment of petty cash funds for minor and incidental expenses. This ensures transparency, accountability, and compliance with generally accepted accounting principles and public agency best practices.

5042.2 Scope. This policy applies to all departments and employees of Beaumont-Cherry Valley Water District who request or manage petty cash.

5042.3 Definition. Petty Cash is a small amount of readily accessible cash maintained for minor purchases such as emergency office supply needs, or reimbursement of employee expenses where issuing a check or using a purchasing card is impractical.

5042.4 Establishment of Funds.

1. The General Manager or designee shall authorize the creation of one or more petty cash funds.
2. The General Manager shall designate a Custodian or a designee for each petty cash fund.

5042.5 Authorized Uses:

Petty Cash may be used for:

1. Office supplies under \$50
2. Local transportation fares
3. Emergency repairs or materials under \$50
4. Reimbursement of minor, non-recurring employee purchases

Petty Cash shall not be used for:

1. Payroll advances
2. Travel advances (unless authorized)
3. Personal loans
4. Alcohol or entertainment expenses
5. Split purchases to circumvent dollar limits

5042.6 Fund Limits.

The following limits over Petty Cash are in place:

1. Individual petty cash purchases must not exceed \$50 per transaction.
2. The maximum balance of any petty cash fund shall not exceed \$300, unless otherwise approved by the General Manager.
3. Receipts for purchase reimbursements must be submitted within two (2) business days of expenditure.

5042.7 Custodian Responsibilities.

The Custodian shall:

1. Securely maintain the petty cash fund.
2. Maintain a log of all disbursements and receipts.
3. Ensure the total of cash on hand plus receipts equals the authorized fund amount.
4. Report any discrepancies immediately to the Director of Finance and Administration.

5042.8 Auditing and Monitoring.

1. The Finance and Administration Department shall perform unannounced audits at least semi-annually.
2. Any misuse or discrepancies may result in disciplinary action and possible legal recourse.

5042.9 Policy Review and Updates. This policy shall be reviewed every two years by the Finance Manager and updated as necessary with Board approval.