

RESOLUTION 2026-03

**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 Policies and Procedures Manual applicable to Board of Directors and District staff; and

WHEREAS, upon review and discussion, the Personnel Committee of the Board of Directors recommended two new policies for addition to the Policy and Procedures Manual; and

WHEREAS, the Board of Directors has reviewed and considered the subject policies attached hereto and listed below, finds the new 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 to include the policies as indicated below:

a.	Policy 3001	Employee Access and Emergency Data
b.	Policy 3020	Health and Welfare Benefits
c.	Policy 3085	Sick Leave

ADOPTED this 14th day of JANUARY, 2026, by the following vote:

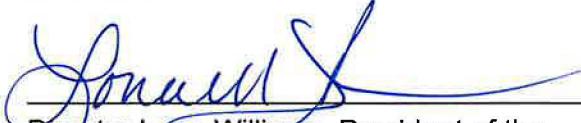
AYES: COVINGTON, HOFFMAN, WILLIAMS

NOES:

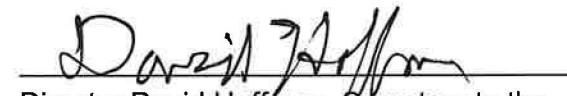
ABSTAIN:

ABSENT: RAMIREZ, SLAWSON

ATTEST:



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



Director David Hoffman, Secretary to the
Board of Directors of the
Beaumont-Cherry Valley Water District

Attachments: Exhibits A to C

EXHIBIT A

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 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 of any changes to their personal information. A Change of Name/Address form may be obtained from Human Resources and Risk Management. 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 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 titles, 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 Human Resources and Risk Management. 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 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 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, and providing a Personnel Records Request form, which is obtainable from Human Resources and Risk Management.
 - 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 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 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 Human Resources and Risk Management. If time is limited, Human Resources and Risk Management 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 Human Resources and Risk Management. Full copies of an employee's personnel file shall not be released to Department Heads. If time is limited, Human Resources and Risk Management 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.

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

EXHIBIT B

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.

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.

EXHIBIT C

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 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 stepparent.
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 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 circumstances 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.

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.