

RESOLUTION NO. SCV-05

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SANTA CLARITA VALLEY WATER AGENCY
ADOPTING AN EMPLOYEE MANUAL**


WHEREAS, the Santa Clarita Valley Water Agency will treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations; and

WHEREAS, the Board has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations; and

WHEREAS, the Board recognizes that it is in the best interest of the Agency to have a centralized, coherent and up-to-date employee manual of Agency employees.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. The Employee Manual attached hereto is hereby adopted; and
2. Be it further resolved that the Employee Manual shall apply to all Agency officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and regulations and any Federal or State law, the terms and conditions of the law shall prevail; and
3. Be it further resolved that the provisions of this Manual may be amended and supplemented from time to time without notice and at the sole discretion of the Board; and
4. Be it further resolved that the Agency's General Counsel and General Manager are hereby authorized to make minor changes related to changes in laws and regulations without further action by the Board of Directors.


President

I, the undersigned, hereby certify: That I am the duly appointed and acting Secretary of the Santa Clarita Valley Water Agency, and that at a regular meeting of the Board of Directors of said Agency held on January 2, 2018, the foregoing Resolution No. SCV-05 was duly and regularly adopted by said Board, and that said resolution has not been rescinded or amended since the date of its adoption, and that it is now in full force and effect.

DATED: January 2, 2018




Secretary

DRAFT



**SANTA CLARITA VALLEY WATER AGENCY
EMPLOYEE MANUAL**



SANTA CLARITA VALLEY WATER AGENCY Employee Manual

Welcome to Santa Clarita Valley Water Agency

Dear Employee:

We're very happy to welcome you to Santa Clarita Valley Water Agency. Thank you for joining us! We want you to feel that your association with the Agency will be a mutually beneficial and pleasant one.

You have joined an organization that has established an outstanding reputation for quality service to its customers. Credit for this goes to every one of our employees. We hope you, too, will find satisfaction and take pride in your work here.

This Manual provides answers to most of the questions you may have about the Agency's benefit programs, as well as the policies and procedures we abide by — our responsibilities to you and your responsibilities to the Agency. If anything is unclear, please discuss the matter with your supervisor. You are responsible for reading and understanding this Employee Manual, and your performance evaluations will reflect your adherence to Agency policies. In addition to clarifying responsibilities, we hope this Employee Manual also gives you an indication of the Agency's interest in the welfare of all who work here.

From time to time, the information included in our Employee Manual may change. Every effort will be made to keep you informed through suitable lines of communication, including postings on the employee bulletin boards and/or notices sent directly to you in-house.

Compensation and personal satisfaction gained from doing a job well are only some of the reasons most people work. Most likely, many other factors count among your reasons for working — pleasant relationships and working conditions, career development and promotion opportunities, and benefits are just a few. Santa Clarita Valley Water Agency is committed to doing its part to assure you of a satisfying work experience.

I extend to you my personal best wishes for your success and happiness at Santa Clarita Valley Water Agency.

Sincerely,

General Manager of the
Santa Clarita Valley Water Agency

January, 2018



SANTA CLARITA VALLEY WATER AGENCY

Employee Manual

You're Part of Our Team . . .

As a member of Santa Clarita Valley Water Agency's team, you will be expected to contribute your talents and energies to improve the environment and quality of the Agency's water service. In return, you will be given opportunities to grow and advance in your career.

Santa Clarita Valley Water Agency will make every effort to provide you with wages and benefits comparable to others doing similar work within the industry and within the region.

At the Agency, we always put safety first. We believe it is our duty to provide you with as safe a workplace as we possibly can. For your protection, we have an in-house safety inspection program and we enlist the services of outside safety consulting firms. We also have a substance abuse policy, because you have a right to know you can depend on your co-workers.

The only things we require for employment, compensation, advancement, and benefits are performance and a good team attitude. No one will be denied opportunities or benefits on the basis of age, sex, color, race, creed, ancestry, national origin, religious persuasion, marital status, sexual orientation, gender identity or expression, disability, genetic information, or veteran status that does not prohibit performance of essential job functions; nor will anyone receive special treatment for those reasons.



SANTA CLARITA VALLEY WATER AGENCY

Employee Manual

Purpose of This Manual

This Manual has been prepared to inform you about the Agency's history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee and the conduct expected from you.

No employee manual can answer every question, nor would we want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this Manual will help you feel comfortable with us. We depend on you — your success is our success. Please do not hesitate to ask questions. Your supervisor will gladly answer them. We believe you will enjoy your work and your fellow employees here. We also believe you will find the Agency a good place to work.

We ask that you read this Manual carefully, and refer to it whenever questions arise. We also suggest that you take it home so your family can become familiar with SCVWD and our policies.

Santa Clarita Valley Water Agency's policies, benefits and rules, as explained in this Manual, may be changed from time to time as water Agency management principles, employment legislation, and economic conditions dictate. If and when provisions are changed, you will be given replacement pages for those that have become outdated.

**SANTA CLARITA VALLEY WATER AGENCY
EMPLOYEE MANUAL**

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| EMPLOYEE MANUAL | |
| Policy Title: INTRODUCTION | |
| Policy No.: 1.0 | Section Nos.: 1.0 – 1.4 |
| Approval Date: | Effective Date: January 2018 |
| Approved By: Board of Directors | |

1.0 INTRODUCTION

1.1 Effective Date

This Employee Manual (or "Manual") describes the policies adopted by the Board of Directors of the Santa Clarita Valley Water Agency. Because no fundamental terms and conditions of employment have been altered, this Manual applies to all employees, current and future.

Adopted: January, 2018

1.2 Administrative Policy

The rules set forth herein for the administration of the personnel system of the Santa Clarita Valley Water Agency have as their objectives the provision for a fair and equitable system of personnel management in the Agency and the provision for efficient and economical services to the public. These rules set forth the procedures, which ensure similar treatment of people who compete for original employment and promotion. The rules also define the obligations, rights, privileges, benefits, and prohibitions, which apply to all Agency employees. Unless otherwise specifically provided, this Manual does not apply to the General Manager or to Board members.

This Manual contains general information about our agency intentions and your benefits, and highlights some of the rules and policies under which the Agency operates. Because it is obvious that not every policy, rule or benefit can be explained in this guide, the provisions in this guide are to be considered as a general summary of some of our rules and benefits. To the extent that this Manual contains statements which differ from factual provisions of applicable benefit plan documents, the actual provisions of the benefit plan will govern.

Subject to applicable law and employee rights, the Agency reserves all rights and discretion to add to, modify, or delete provisions of this Manual or of the Management Operating Procedures. This Manual contains the policies and practices in effect at the time of publication. All previously issued manuals and any inconsistent policies (written or verbal), benefit statements or memoranda are expressly superseded.

1.3 Administration

The General Manager is the administering authority responsible for all personnel matters, including, but not limited to, adoption of management operating procedures and interpretation of these rules. The General Manager may delegate as many of these functions to other employees as the General Manager believes appropriate. In the event that the General Manager cannot act, the Assistant General Manager shall act as the administering



| EMPLOYEE MANUAL | |
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| Approved By: Board of Directors | |

authority. Within the limits of administrative feasibility, recognition shall be given to the fact that employees differ and are distinct from one another, and that no two individuals react alike to reward and discipline or to motivation and encouragement.

1.4 The Merit Principle

The personnel system of the Agency is based on the merit principle. Appointments of all employees of the Agency are based upon merit, defined as knowledge, experience, ability, performance and attitude.



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| EMPLOYEE MANUAL | |
| Policy Title: EMPLOYMENT POLICIES | |
| Policy No.: 2.0 | Section Nos.: 2.0 – 2.4 |
| Approval Date: | Effective Date: January 2018 |
| Approved By: Board of Directors | |

2.0 EMPLOYMENT POLICIES

2.1 Administrative Framework

All persons considered for employment with Santa Clarita Valley Water Agency will be qualified to perform the duties of the positions for which they are employed. All persons shall be granted the opportunity to seek, obtain or hold employment without discrimination because of race, religion, religious creed (including religious dress and religious grooming), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity), gender expression, age (40 or over), sexual orientation, military and veteran status, or any other basis protected by federal, state or local laws.

In accordance with Federal and State Immigration and Naturalization laws, all employees must provide the necessary documentation to prove identity and the right to work in the United States within the required period of time. Failure to provide such documentation will result in disqualification from the position and/or shall be grounds for immediate termination.

2.2 Definitions

The words and phrases listed below shall have the meaning throughout this Manual assigned in this Article, unless the context at the point of usage clearly requires a different meaning:

2.2.1 Agency or SCVWD means the Santa Clarita Valley Water Agency, a California Water Agency organized and operating under Division 13 of the California Water Code.

2.2.2 Board means the Board of Directors of the Agency, which are elected by or appointed pursuant to the State of California Government Code and Division 13 of the California Water Code.

2.2.3 General Manager means the General Manager of the Agency, duly appointed by the Board of Directors.

2.3 Notice

The policies in this Manual are to be considered as guidelines. Santa Clarita Valley Water Agency, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Manual at any time without prior notice. Any such action shall apply to existing as well as future employees with continued employment being the consideration



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| EMPLOYEE MANUAL | |
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| Policy No.: 2.0 | Section Nos.: 2.0 – 2.4 |
| Approval Date: | Effective Date: January 2018 |
| Approved By: Board of Directors | |

between the employer and employee. No one other than the Board of Directors of the Agency may alter or modify any of the policies in this manual. No statement or promise by a supervisor, department head, or individual director may be interpreted as a change in policy nor will it constitute an agreement with an employee.

If for any reason any policy or provision of this Manual should be held unenforceable, invalid or in violation of law, then the application of such policy or provision other than that in or to which it is held unenforceable, invalid or in violation of law shall not be affected thereby, and the remaining policies and provisions of this Manual shall nevertheless remain in full force and effect.

2.4 Receipt and Acknowledgment of Manual

Employees are required to sign the Receipt and Acknowledgment form at the back of this Manual and return it to Human Resources after carefully reading this Manual in its entirety. This will provide the Agency with a record stating each employee has received, read and understands the information provided in this Manual.



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| EMPLOYEE MANUAL | |
| Policy Title: EQUAL EMPLOYMENT OPPORTUNITY | |
| Policy No.: 3.0 | Section Nos.: 3.0 – 3.2 |
| Approval Date: | Effective Date: January 2018 |
| Approved By: Board of Directors | |

3.0 EQUAL EMPLOYMENT OPPORTUNITY

The Agency is an equal opportunity employer and hires on the basis of individual qualifications. Agency policy prohibits unlawful discrimination based on race, religion, religious creed (including religious dress and religious grooming), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity), gender expression, age (40 or over), sexual orientation, military and veteran status, or any other basis protected by federal, state or local laws. The Agency is committed to accommodating all applicable laws which provide for equal employment opportunities. This commitment applies to all persons involved in Agency operations and prohibits unlawful discrimination by any Agency employee.

3.1 Policy Against Harassment

As set forth more fully in the Agency's separate Harassment, Discrimination, and Retaliation Reporting Policy, the Agency strictly prohibits unlawful harassment on the basis of protected classes under applicable law as mentioned above. Harassment may consist of verbal, physical, or visual types. This policy applies to all phases of the employment relationship including hiring, promoting, transfers, etc. Management considers this to be an extreme form of personal abuse and will take appropriate disciplinary action, up to and including termination, against any employee exhibiting such misconduct. Any employee or applicant who encounters any form of harassment should immediately report the conduct to the General Manager (or the Board where the General Manager is perceived as biased) and is entitled to a prompt fair review of his or her case.

3.2 Policy Against Retaliation

The Agency similarly strictly prohibits retaliation against any employee for making a good-faith complaint of discrimination or harassment or for cooperating, assisting, testifying, or participating in any of the complaint procedures described in detail in the Agency's separate Harassment, Discrimination, and Retaliation Reporting Policy. Claims of retaliation are taken seriously and are subject to the same complaint procedures.



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| EMPLOYEE MANUAL | |
| Title: AMERICANS WITH DISABILITIES | |
| Policy No.: 4.0 | Section Nos. : 4.0 – 4.0 |
| Approval Date: | Effective Date: January 2018 |
| Approved By: Board of Directors | |

4.0 AMERICANS WITH DISABILITIES

The Agency is committed to promoting employment opportunities and retention for all qualified individuals with disabilities in accordance with the federal Americans with Disabilities Act and the California Fair Employment and Housing Act.

These state and federal laws protect an individual with a physical or mental impairment that limits his/her life activities—such as walking, seeing, hearing, speaking, communicating, and caring for oneself—provided the individual can perform the essential functions of the job safely and efficiently with reasonable accommodation.

In accordance with these laws, the Agency’s policy strictly forbids all forms of discrimination against qualified applicants or employees with disabilities, and requires reasonable accommodation if necessary for otherwise qualified individuals to perform the essential functions of the job safely and efficiently without serious risk to health and safety. In addition, all employees of the Agency are expected to abide by the following basic guidelines:

1. Applicants or employees are asked on the job application if they have the physical and mental ability to perform the essential functions of a particular job. Applicants or employees who indicate they have a physical or mental impairment that could interfere with job performance will be asked to state what the Agency could do to accommodate them.
2. Applicants and employees who have disabilities should come forward and inform the Agency of their needs. In many cases, the Agency will have no way of knowing whether an individual has a disability unless he or she requests accommodation.
3. The law requires only reasonable accommodations, which do not result in an undue hardship to the Agency or a direct threat to health and safety, and the individual must be able to perform the essential functions of the position. Whether a certain accommodation meets these standards must be determined on a case-by-case basis
4. The determination of accommodation is to be made through an interactive process between the Agency and applicant/employee, and perhaps others. An employer is not required to make an accommodation, which would require significant difficulty or expense based on the size, financial resources, and the nature and structure of the business. The Agency must try to identify an accommodation that does not constitute a hardship to it. The employee or applicant must be allowed to provide or pay for the accommodation or a portion of it, which constitutes the hardship. The law does not require an employer to lower quality or operational standards as an accommodation.
5. An employee who believes he/she has not been treated appropriately under this policy may utilize the grievance procedure.



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The Human Resources Supervisor and General Manager may adopt management operating procedures to carry out this policy.



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5.0 DRUG-FREE WORKPLACE POLICY

It is the policy of The Agency to create a drug free work place in keeping with the spirit and intent of the Drug Free Work Place Act of 1988. The use of alcohol, marijuana, and/or controlled substances in the work place is inconsistent with the behavior expected of Agency employees and subjects all employees, residents and visitors to unacceptable safety risks, and undermines the Agency's ability to operate effectively and efficiently.

The Agency has established this Substance Abuse Policy to provide the greatest degree of protection possible to the public and to Agency employees. The purpose of this policy is to ensure worker fitness for duty and protect our employees and the public from risks posed by the use of alcohol and controlled substances, to ensure the safe and efficient performance of employee duties, to reduce absenteeism and tardiness, to promote productivity, and to cooperate with the rehabilitation of those employees who seek such help. The Agency recognizes that drug, alcohol and other controlled substance abuse of employees in the work place is a serious and growing problem of nationwide proportions. The Agency is taking this opportunity to reaffirm its commitment to a drug and alcohol free work place.

This policy is also intended to comply with all applicable Federal regulations governing work place anti-drug programs in the transportation industry. The Department of Transportation Omnibus Transportation Act of 1991 mandates pre-employment, random, reasonable suspicion, post-accident, and follow-up/return to duty alcohol and drug testing of employees performing safety-sensitive functions. A copy of the Department of Transportation Guidelines is available in the Agency office.

5.1 Applicability

As a condition of employment, all employees are required to comply with all applicable personnel policies and rules.

1. This substance abuse policy applies to all Agency employees.
2. This policy applies at all times while Agency employees are on Santa Clarita Valley Water Agency premises, or off-Agency premises but engaged in an activity that is related to or may affect the Agency's business, reputation or public relations, including, but not limited to, the following: activities during work hours, including lunch and other breaks; attendance at seminars as a participant or speaker; and travel on behalf of the Agency. This policy applies to any Agency employee on stand-by duty during the entire period that employee is on stand-by duty.
3. This policy applies to Agency employees while off-duty and off-premises, to the extent that such employees engage in conduct prohibited by this policy and such conduct tends to create a risk to persons or property, or to Agency efficiency upon the employee's return to work.
4. A safety-sensitive position is defined as any position requiring the use of a Class "A" or Class "B" commercial driver's license, or any position involving



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the transport of hazardous materials and requiring a hazardous materials endorsement on their driver's license. A safety-sensitive employee is considered to be performing a safety-sensitive function during any period in which that employee is actually performing, ready to perform, or immediately available to perform any safety sensitive functions.

5.2 Prohibited Substances

As used in this policy, "prohibited substances" include, but are not limited to, the following:

5.2.1 Drugs

Recreational and medical marijuana (regardless of legal status in California), legally prescribed drugs to the extent they are abused, amphetamines, cocaine, opiates, and phencyclidine.

5.2.2 Alcohol

The use of beverages or substances, including any medication, containing alcohol, such that it is present in the body at a level in excess of that stated below while actually performing, ready to perform, or immediately available to perform any Agency business, is prohibited. "Alcohol" is defined as the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl or isopropyl alcohol.

5.3 Prohibited Conduct

5.3.1 Possession, Use, Manufacture and Trafficking

No employee shall engage in the unlawful manufacture, distribution, dispensing, possession, receipt, sale, purchase or use of a controlled substance or alcohol on Agency premises, in Agency vehicles, or while conducting Agency business off the premises.

5.3.2 Drug Paraphernalia

No employee shall engage in the possession, distribution, sale, manufacture or use of paraphernalia normally used for consumption or use of controlled substances or alcohol on Agency premises, in Agency vehicles, or while conducting Agency business off the premises.

5.3.3 Impairment

All employees are prohibited from being under the influence of alcohol, marijuana (regardless of whether prescribed or legally obtained), or other



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prohibited substances during working hours. Any person other than the person for whom they are prescribed is prohibited from using such prescription drugs in the work place. Such drugs will be used only in the manner, combination and quantity prescribed, and the employee shall advise their supervisor prior to operating machinery, vehicles or equipment that they are taking such medication. Any employee who is reasonably suspected of being impaired, under the influence of a prohibited substance, or otherwise not fit for duty due to substance abuse shall be removed from their duties and be required to undergo a reasonable suspicion controlled substance or alcohol test, as hereinafter provided. Employees should be advised that the Agency has zero tolerance for any positive test indicating prior use of controlled substances, including marijuana. A positive test for controlled substances shall be grounds for termination, regardless of the level of impairment.

5.3.4 Alcohol

No employee may report for duty or remain on duty when his or her ability to perform assigned functions is adversely affected by alcohol or when his or her breath alcohol concentration is 0.04% or greater. No employee shall use alcohol while on duty or while performing safety sensitive functions. No safety sensitive employee shall use alcohol within four hours of reporting either for duty or during hours that he/she is standby. Violation of this provision is prohibited and will subject the employee to removal from safety sensitive duty and referral to a Substance Abuse Professional ("SAP").

5.4 Testing for Prohibited Substances

5.4.1 Testing Procedures

Analytical urine controlled substance testing and breath testing for alcohol will be conducted as required under Department of Transportation Guidelines. All employees shall be subject to testing prior to employment (drug testing only), based on reasonable suspicion, and following an accident, consistent with the Department of Transportation Guidelines. All employees will also be tested prior to returning to duty after failing a controlled substance and/or alcohol test. Employees who have returned to duty will be subject to unannounced follow-up tests as determined by a SAP. Safety-sensitive employees who perform safety-sensitive functions shall also be subject to testing on a randomly selected, unannounced basis, in addition to the testing outlined above.

Testing shall be conducted in the manner designed to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities, which meet all applicable standards. All testing will be



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conducted consistent with established procedures, including those in the Department of Transportation ("DOT") guidelines.

The controlled substances that will be tested for include marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP). The Agency may add additional controlled substances for testing consistent with DOT guidelines as they may change from time to time. An initial controlled substance screen will be conducted on each specimen. For those specimens that are positive, a confirmatory gas chromatography/mass spectrometry (GC/MS) test will be performed. The test will be considered positive if the controlled substance levels present are above the minimum thresholds established in the DOT guidelines.

Tests for alcohol concentration will be conducted utilizing an approved Evidential Breath Testing (EBT) device operated by a trained Breath Alcohol Technician (BAT). If the initial test for safety-sensitive employees indicates an alcohol concentration of 0.02% or greater, a confirmation test will be performed to confirm the results of the initial test. An employee, who has a confirmed alcohol concentration of 0.02%, but less than 0.04%, will be removed from his or her position for at least twenty-four hours unless a re-test results in an alcohol concentration of 0.02% or less. However, unless the alcohol concentration is 0.04% or greater, the fact that an employee was removed from duty in the interests of safety shall not form the basis for any discipline. An alcohol concentration of 0.04% or greater will be considered a positive alcohol test and in violation of this policy.

Any employee who has a confirmed positive controlled substance or alcohol test will be removed from his or her position, informed of education and rehabilitation programs available, and evaluated by a SAP. The Agency will make every effort to, and affirms the need to, provide individual employees with dignity, privacy, and confidentiality throughout the testing process.

5.4.2 Pre-employment Screening

All applicants for employment with the Agency shall be subject to a fitness for duty examination, which shall include urine controlled substance testing. Such pre-employment screening practices are designed to prevent the employment of individuals who use illegal drugs or whose use of legal drugs indicates a potential for impaired or unsafe job performance. If the applicant is under the age of 18, a consent form authorizing the examination and testing must be signed by the applicant's parent or guardian. All offers of employment shall be contingent upon the applicant passing the fitness for duty examination.

5.4.3 Reasonable Suspicion Testing

All employees shall be subject to urine and/or breath testing when there is a reason to believe that controlled substances or alcohol use is adversely



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affecting job performance. A reasonable suspicion referral for testing will be made based on documented, objective facts and circumstances, which are consistent with the effects of substance abuse. Examples of reasonable suspicion include, but are not limited to, the following:

- a. Adequate documentation of unsatisfactory work performance or on the job behavior.
- b. Physical signs and symptoms consistent with prohibited substance abuse.
- c. The occurrence of a serious or potentially serious accident caused by human error.
- d. Fights (to mean physical contact), assaults and flagrant disregard or violations of established safety, security, or other operational procedures.

Reasonable suspicion determinations will be made by a supervisor who is trained to detect the signs and symptoms of controlled substance and alcohol use and abuse and who reasonably concludes that an employee may be adversely affected or impaired in his or her work performance due to prohibited substance abuse or misuse.

5.4.4 Post-accident testing

All employees will be required to undergo controlled substance and/or breath alcohol testing if they are involved in an accident with an Agency vehicle or with Agency equipment that results in serious bodily injury requiring transportation to a medical treatment facility, death, or when one or more vehicles incurs disabling damage that requires towing from the site and there is reasonable suspicion that drug and/or alcohol use contributed to the accident. Employees will also be required to undergo controlled substance and/or breath alcohol testing if they are involved in an accident involving damage to Agency property estimated at greater than \$10,000.00, or constituting a threat to the public safety and health and there is reasonable suspicion that drug and/or alcohol use contributed to the accident.

Following an accident where reasonable suspicion has been determined to exist, the employee will be tested as soon as possible, but not to exceed eight hours after the accident for alcohol testing, and 32 hours after the accident for controlled substance testing. An employee involved in an accident shall not consume alcohol until they have undergone testing for alcohol. Any employee who leaves the scene of the accident without the appropriate authorization without submitting to controlled substance or alcohol testing will be considered to



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have refused the test and subject to disciplinary action, up to and including termination. Post-accident testing will include not only the affecting employee, but also any other employees whose performance could have contributed to the accident.

5.4.5 Random Testing

Those employees working in safety-sensitive classifications will be subject to randomly selected, unannounced testing, in accordance with Department of Transportation standards for safety-sensitive employees. The random selection will be performed using a scientifically valid method. Each safety-sensitive employee will have an equal chance of being tested each time selections are made. Safety-sensitive employees will be tested either just before departure, or during duty, or just after the safety sensitive employee has ceased performing his or her duty.

5.4.6 Return-to-Duty Testing

All employees who previously tested positive on a controlled substance or alcohol test must test negative and be evaluated and released for duty by the SAP before being allowed to return to their jobs. Employees will be required to undergo unannounced follow-up controlled substance and/or alcohol breath testing following return to duty, as determined by the SAP. The duration of the period during which the employee is subject to such testing, and the frequency of such testing, will be as determined by the SAP. However, it shall not be less than six tests during the first 12 months following return to duty, nor longer than 60 months total, following return to duty.

5.4.7 Employee Requested Testing

Any employee who questions the result of a controlled substance abuse test may request that an additional test be conducted. The additional test may be conducted at the same laboratory or at a different certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. All costs for such testing are to be paid by the employee, unless the second test invalidates the original test, in which event, the Agency will pay the cost of testing. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in the DOT guidelines.

The employee’s request for a re-test must be made to the doctor responsible for analyzing the original laboratory results within 72 hours of receiving notice of the initial test result. Requests after 72 hours will be accommodated only where the employee can establish that the delay was due to circumstances beyond the control of the employee.



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5.5 Employee Assessment

Any employee who tests positive for the presence of controlled substances or whose breath alcohol concentration is above the minimum threshold set forth in this policy, will be assessed by a Substance Abuse Professional (SAP). A SAP is a licensed physician, psychologist, social worker, employee assistance professional, or addiction counselor with knowledge and clinically experienced in the diagnosis and treatment of alcohol and substance abuse related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substance abuse or misuse.

If an employee is returned to duty following rehabilitation, he or she must agree to and sign a Return-to-Duty Agreement, pass a return-to-duty controlled substance and/or alcohol test, and be subject to unannounced follow-up tests for a period of one to five years, as determined by the SAP. The cost of any rehabilitation and subsequent controlled substance and/or alcohol testing is to be paid by the employee. Employees may use accumulated sick leave, vacation and floating holidays, if any, to participate in a prescribed rehabilitation program.

Employees will be given only one chance for rehabilitation under this policy. The affected employee will be immediately terminated on the occurrence of a second verified positive test result.

5.6 Compliance with Testing Requirements

All employees are subject to controlled substance testing and breath alcohol testing in accordance with this policy. Any employee who refuses to comply with a request for testing, who provides false information in connection with the test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution, shall be removed from duty immediately and be referred to an SAP. Refusal to submit to a test can include an inability to provide a urine specimen or breath sample without a valid, medical explanation, as well as a verbal declaration, obstructive behavior or physical absence resulting in the inability to conduct the test. Failure to comply with testing requirements or failure to comply with a referral to a SAP will result in immediate termination.

5.7 Employee Assistance Program

The Agency encourages any employee who may have a substance abuse problem to seek confidential counseling and assistance of a qualified program or professional, or through the Agency's Employee Assistance Program. The Agency intends to support those employees who voluntarily seek such assistance, but also intends to promptly and firmly identify and discipline those employees who engage in substance abuse, which has a negative effect on job performance. An employee with a



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controlled substance and/or alcohol problem will be afforded an opportunity for treatment in accordance with the following provisions:

5.7.1. Positive controlled substance and/or alcohol test

A rehabilitation program is available for employees who have tested positive for a prohibited substance on a one-time basis only. Employees will be immediately terminated on the occurrence of a second verified positive test result. The employee will pay program costs and subsequent controlled substance and/or alcohol-testing costs. When recommended by the SAP, participation and completion of the rehabilitation program is mandatory. Failure of an employee to attend and/or complete a prescribed program will result in termination from employment.

Prior to return-to-duty testing, an employee must follow the rehabilitation program recommended by the SAP and agree to and sign a Return-To-Duty Agreement. The duration and frequency of follow-up testing will be determined by the SAP but will not be shorter than one year or longer than five years.

5.7.2 Voluntary admittance

Employees who feel they have a problem with controlled substances and/or alcohol may request voluntary admission to a rehabilitation program as long as the problem has not affected their job performance. An employee who tests positive for a controlled substance and/or alcohol *before* requesting voluntary admittance to a rehabilitation program will be disciplined in accordance with the applicable provisions of this policy. The Agency will approve entry into a voluntary program at the sole discretion of the General Manager. The employee will pay program costs and subsequent controlled substance and/or alcohol-testing costs. An employee failing to complete the program will be subject to termination from employment. An employee completing a rehabilitation program must agree to and sign a Return-To-Duty Agreement, pass a return-to-duty controlled substance and/or alcohol test and be subject to unannounced follow-up testing for 36 months following return to duty. A positive result on a return-to-test or on the unannounced follow-up test within a 36-month period will result in termination from employment. Participants in the rehabilitation program may use accumulated sick leave, vacation and floating holidays, if any.

5.8 Notifying the Agency of Criminal Conviction

Any employee convicted of a crime involving the manufacture, distribution, possession or use of a controlled substance or convicted of driving under the influence of alcohol or drugs, shall notify the Agency of such conviction not later than five (5) days after such conviction. A plea of no contest shall constitute a conviction for purposes of this rule, and for purposes of imposing discipline under Agency rules and regulations



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governing employee conduct. Upon conviction of a crime involving alcohol or drugs as specified above, the employee shall be referred to a SAP for rehabilitation assessment. The SAP will evaluate the employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substance abuse or misuse.

If an employee is returned to duty following rehabilitation, he or she must agree and sign a Return-To-Duty Agreement, pass a return-to-duty controlled substance and/or alcohol test, and be subject to unannounced follow-up tests for a period of 36 months. The cost of any rehabilitation and subsequent controlled substance and/or alcohol testing is to be paid by the employee. Employees may use accumulated sick leave, vacation and floating holidays, if any, to participate in a prescribed rehabilitation program.

5.9 Alcohol at Agency Sponsored Events

At Agency sponsored social events where alcohol is present, all employees may consume moderate and responsible amounts of alcohol at their own risk. Any employee misconduct as a result of the consumption of alcohol is subject to disciplinary action. All employees are responsible for maintaining professional and courteous conduct standards consistent with Agency policy regardless of any consumption of alcohol.



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6.0 RECRUITMENT AND HIRING

6.1 Appointment

When a person has been offered and has accepted a position, his/her hiring is referred to as an "appointment" to the position and classification. The date of that appointment is referred to as the appointment date or anniversary date.

6.2 Vacant Positions

Vacant positions may be filled by the General Manager or his/her designee by following any of the following procedures:

- 6.2.1** Appointment of qualified present (or laid off) employees of the Agency without announcement or examination.
- 6.2.2** Appointment of present employees of the Agency following announcement and internal process.
- 6.2.3** Appointment following announcement and open/competitive process.

6.3 Open/Competitive Process

The process is open to any person, employee or non-employee, who meets the minimum qualifications for the classification.

Applications will be solicited by public announcement posted in a manner and at locations to be determined by the General Manager. Such announcement shall specify the vacant position by title, job description, compensation range, required and desirable qualifications, deadlines and procedures for applying, any examinations required, and any other applicable information. The selection techniques used in this process will be impartial and relate to those subjects which fairly measure the relative capacities of the persons to execute the duties and responsibilities of the job to which they seek to be appointed. The process may include, but is not necessarily limited to achievement and aptitude tests, other written tests, personal interview, performance tests, evaluation of daily work performance, work samples, successful completion of prescribed training, or other techniques as determined by the Agency.

6.4 Internal Process

The internal process is open for present qualified employees of the Agency and announcements are disseminated internally.

6.5 Temporary Employment

This section applies to all Agency employees except for those hired on a temporary or intermittent basis. In cases of temporary employment or emergency employment, the General



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Manager is authorized to use simplified procedures for filling vacancies for specific job duties for a limited period of time, as he or she deems appropriate under the given circumstances.

6.6 Eligibility to Work in the United States

As a prerequisite to being hired by the Agency and in compliance with the Immigration Reform and Control Act of 1986, each potential employee is required to present the Agency with a completed Employment Eligibility Verification Form I-9 and proper documentation, which establish the employee's identity as well as the employee's eligibility to work in the United States in accordance with all applicable laws, and be ready to have such information submitted to the federal E-Verify program.

Employees with general questions or seeking general information on immigration law issues are encouraged to contact Human Resources. Employees may raise questions or good faith complaints about immigration law compliance without fear of reprisal.

6.7 Equal Employment Opportunity

The Agency provides equal employment opportunity for all applicants and employees regardless of race, religion, religious creed (including religious dress and religious grooming), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity), gender expression, age (40 or over), sexual orientation, military and veteran status, or any other basis protected by federal, state or local laws.

This is reflected in the entire Agency's practices and policies regarding recruitment, hiring, training, promotions, transfers, and rates of pay, layoff, and other forms of compensation. It is the responsibility of every manager, supervisor and employee to conscientiously follow this policy, and the Agency's policy regarding harassment and discrimination, as set forth in Section 3 (Equal Employment Opportunity) of this Manual and the Agency's separate Harassment, Discrimination, and Retaliation Reporting Policy.

6.8 Pre-Employment Investigation

As part of the selection process, the Agency may conduct investigations of candidates including, but not limited to, reference checks, general background checks, and employment checks, as well as evaluations of experience, personal traits, and character. All applicants for employment may be required to undergo physical and/or medical examinations. Applicants in safety sensitive appointed positions shall include testing for drugs and/or alcohol. In accordance with California law, the Agency will not inquire into an applicant's conviction history or conduct physical and/or medical examinations of an applicant until after a conditional offer of employment has been made to the applicant.



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6.9 Orientation

During an employee's first few days of employment, the employee will participate in an orientation program conducted by the employee's supervisor and Human Resources, during which the employee will receive important information regarding the performance expected and required of the employee, basic Agency policies, compensation and benefit programs, as well as other information necessary to acquaint the employee with Agency policies, including the Agency's Injury and Illness Prevention Program and safety training.

The employee may be asked to complete all necessary paperwork at this time, such as medical benefit plan enrollment forms, beneficiary designation forms, appropriate Federal, State and local tax forms, and other necessary administrative forms.

The Agency strongly encourages new employees to ask any and all questions you may have during the orientation program so that you will understand all guidelines that affect and govern your employment relationship with the Agency.

6.10 Disaster Service Workers

Those employees who are trained under the California Emergency Services Act, are considered Disaster Service Worker Volunteers, and must render such assistance as may be necessary in times of emergency, as declared by the Governor or his or her designee. The Agency has established a disaster preparedness plan, which includes a process for notifying employees of their disaster service assignments and when employees must perform them. Employees must complete the Disaster Service Worker Registration, including the loyalty oath, at the back of this Manual to effectuate this policy. Employees will be compensated for all work performed pursuant to this policy.



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| Policy No.: 7.0 | Section Nos.: 7.0 – 7.12 |
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7.0 EMPLOYMENT STATUS AND WORK POLICY

7.1 Employment Status

Employment Status refers to the nature of the employment relationship and includes such categories as probationary, regular full-time and regular part-time, among others. Changes in employment status may result from reinstatement, transfer, promotion, demotion, or suspension.

7.2 Probationary

The first twelve (12) months of employment with the Agency are worked in a probationary status. Probation is an introductory period during which newly hired or reinstated employees can demonstrate that they can meet the requirements of their positions. This period may be extended upon written approval by the General Manager for up to an additional six (6) months. This probationary period will automatically extend during the period of any authorized leave for the period of the leave. In other words, the probationary period only counts down for actual time worked. During the probationary period, the employee's supervisor and management staff will review work habits, performance, and attendance in order to assess the employee's ability to meet job expectations.

During the probationary period, an employee may be dismissed at any time with or without cause by the General Manager without any requirement for notice, hearing, grievance, or any other form of due process set forth in the Personnel Rules, including Section 27 herein. With the exception of due process rights and procedures, a probationary employee is bound to uphold all other Agency Personnel Rules.

7.3 Regular Full-Time Employees

An employee who has completed probation and is regularly scheduled to work at least thirty (30) hours per week in an established position is normally considered a regular, full-time employee, unless otherwise expressly noted. Such an employee is eligible for health and other benefits at rates as may be determined from time to time by the Agency in its sole discretion.

7.4 Regular Part-Time Employees

An employee who has completed probation and is regularly scheduled to work fewer than thirty (30) hours per week in an established position is normally considered a regular, part-time employee, unless otherwise expressly noted. Part-time employees are not eligible for any benefits other than those mandated by law or as otherwise provided in this Manual.



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7.5 Temporary Employees

A Temporary Employee is one who is hired for an expressly limited duration, or to work on a specific project. The job assignment, work schedule, compensation and duration of the employment will be determined on an individual basis, usually not to exceed six (6) months. Temporary Employees are generally not eligible for benefits, except to the extent required by law or established by special agreement.

7.6 Reinstatement

“Reinstatement” is the reappointment, with or without limited examination, of an employee who has resigned in good standing. The employee may be reinstated provided there is a vacancy and there is prior written approval of the General Manager.

7.7 Reclassification

If an employee is in a position that is reclassified to a higher salary range, the employee will maintain his or her current salary rate unless the employee’s current salary rate is below the minimum within the new salary range. In that case, the employee will receive the beginning, or lowest, salary in the new range.

Except as otherwise provided by policy or law, if an employee is in a position that is reclassified to a lower salary range, he or she shall retain the same salary until such time as the employee’s salary is within the new range.

7.8 Reduction in Personnel/ Request of Employee

Notwithstanding any other provision of these rules, nothing provided herein shall prohibit the Agency from layoffs or reductions in force for administrative, organizational, or economic reasons. Layoff or reduction in force is not disciplinary in nature and is not subject to disciplinary appeal. Where feasible, the Agency will provide thirty (30) working days of notice before the effective day of any regular or temporary reassignment or layoff. Upon the employee’s written request, an employee may be placed in a lower classification with a lower salary if possible.

7.9 Acting Out of Class Assignment

With the prior written approval of the General Manager, regular or probationary employees may be temporarily assigned to a higher level of classification where there is an actual or anticipated temporary vacancy of at least thirty (30) consecutive calendar days. The assignment must last for a minimum of thirty (30) consecutive calendar days to a maximum of six (6) consecutive months. The General Manager may approve extending the length of an assignment. Employees appointed to an Out of Class Assignment will be compensated by a five percent (5%) increase over their current salary. Benefits levels will remain unchanged for the duration of the Out of Class Assignment. Compensation changes will be effective with the first day of the Out of Class Assignment.



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7.10 Interim

An interim assignment differs from Acting Out of Class Assignments and will be governed by the rules for salary treatment for promotions. The interim designation indicates the Agency's intent to continue to assess candidates for permanent assignment to the position.

7.11 Promotion

"Promotion" is the appointment of an employee to a vacant position in a higher classification. Promotions are not automatic. Promotions are given when available, applied for, and awarded because of demonstrated merit. The award of a promotion is at the sole discretion of the Agency. The Agency reserves the right to recruit and hire outside applicants if it is deemed to be in the Agency's best interest.

A promoted employee is subject to a six (6) month probationary period during which he or she must demonstrate the ability to perform the duties of the new position. This time may be extended for an additional three (3) months by the General Manager. This time period will extend automatically during the period of any authorized leave. The employee will become regular in the promoted position upon successful completion of the probationary period. Any employee who fails satisfactorily to complete the probationary period following a promotion shall be reinstated to the regular position from which the employee was promoted.

7.12 Demotion/"Y" Rated

7.12.1 Demotion

Employees may be demoted in the event of a reduction in personnel due to lack of work, funds, in the case of an employee's inability to perform his or her required duties, or for disciplinary purposes, at the discretion of the General Manager.

7.12.2 "Y" Rated

The term "Y" Rated refers to the Agency paying an employee above the maximum of the salary range assigned to the position's class. When a position is reallocated to a class with a lower salary range, the Agency may consider the employee's salary to be "Y" Rated.

A "Y" Rating may be given to employees by the Agency when they are classified downward, for considering an employee's merit, or lack thereof, or demotion. Employees, who are "Y" Rated, will continue to receive cost of living adjustments.



| EMPLOYEE MANUAL | |
|-----------------------------------|------------------------------|
| Title: CLASSIFICATION PLAN | |
| Policy No.: 8.0 | Section Nos.: 8.0 – 8.0 |
| Approval Date: | Effective Date: January 2018 |
| Approved By: Board of Directors | |

8.0 CLASSIFICATION PLAN

The General Manager shall define the duties and responsibilities of each position by preparing classification specifications and shall recommend a classification plan to the Board of Directors. The plan shall include specifications and a salary range for each classification. Each position shall be allocated to a classification.

The classification plan shall be approved by the Board of Directors. Changes to the classification plan may be amended or revised from time to time by the Board of Directors.



| EMPLOYEE MANUAL | |
|---------------------------------|------------------------------|
| Title: PAY PLAN | |
| Policy No.: 9.0 | Section Nos. : 9.0 – 9.9 |
| Approval Date: | Effective Date: January 2018 |
| Approved By: Board of Directors | |

9.0 PAY PLAN

The pay plan consists of monthly salary ranges of nine (9) pay steps each. There is a five percent (5%) salary differential between each monthly salary classification. There is a two and one-half percent (2-1/2%) salary differential between each of the nine (9) pay steps in each monthly salary classification. All classifications of employment, except the General Manager, shall be allocated to one (1) of the salary ranges of the pay plan. Temporary employees may be employed at hourly rates within the salary range of their classification.

The General Manager shall approve and grant all appointments and advancements under the pay plan.

9.1 Pay Day

Agency employees shall be paid by check every other Friday. The pay period closes at the conclusion of the Friday night shift preceding the payday, except for those employees assigned to a special shift schedule. Deductions from the salary paycheck shall be made for:

- 9.2.1 State Income Tax
- 9.2.2 Federal Income Tax
- 9.2.3 State Disability Insurance
- 9.2.4 Medicare Tax (for employees hired after March 31, 1986 and who were not hired while on unemployment)
- 9.2.5 Social Security for employees not a member of PERS or not participating in the FICA-Substitute Retirement Plan Deferred Compensation Option
- 9.2.6 Flexible Benefits Spending Plan
- 9.2.7 Any other deduction required by law
- 9.2.8 Voluntary deductions may be made for other programs approved by the Board of Directors or authorized in writing by the employee.

9.2 Computation of Pay Rates

The hourly rate of pay shall generally be an even amount determined by multiplying the monthly salary by 12 and dividing the product by 2080. The number 2080 represents the normal hours of employment in a year - i.e., 26 pay periods comprising 80 hours each. Individual classifications, such as, water treatment plant operators may be calculated differently. Contact Human Resources for more information.

9.3 Job Class Descriptions

The Agency has adopted a Job Class Description for each position within the Agency, setting forth the duties and requirements of that position. A copy of the current Job Class Descriptions for the Agency may be obtained from the Human Resources Department.



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9.4 Initial Appointment

The first step is the minimum rate and shall normally be the hiring rate for the classification.

In certain circumstances, the General Manager may authorize compensation at any step above the minimum salary rate. In general, hiring above the minimum step will be to address recruitment difficulties, to obtain an employee with special qualifications or other such business purposes. To hire someone above the minimum step, the Department Manager must obtain written approval from the General Manager, in advance of the job and salary offer. The written request must demonstrate how the initial appointment above the minimum salary rate would benefit the Agency.

9.5 Wage Rate Classifications

The Board has established Wage Rate Classifications for each job class, which classifications establish a range of pay for job classes within the Agency. The Board may revise the Wage Rate Classifications at any time, with or without notice to the employees.

9.6 Anniversary, Performance Review Dates and Salary Step Advancement

An employee's appointment date is his/her anniversary and review date to determine permanent status. Promotions and other employment activity then may change the initial anniversary date to a new date.

The Agency Personnel Manual provides that after each year of service, the employee will receive a written performance evaluation. Based on the evaluation, the employee is eligible for salary step advancement, until the employee reaches the top step of the range.

Notwithstanding their anniversary date, employees will be reviewed in April/May of each year, recommendations for pay increases will be made in June, and merit increases will be effective the first complete pay period of July.

Notwithstanding any probationary period and without an employee completing probation, new employees hired between July 1st and December 31st of the year may be eligible for a merit increase, accompanied by a performance evaluation, on July of the following year. New employees hired between January 1st and June 30th of the year may be considered for a one-step merit increase, accompanied by a performance review, on the first complete pay period of July of the same year. A performance evaluation will be completed for every new employee before the end of the probationary period.

Supervisors will recommend a two, one or no step increase, based upon the performance evaluation, for employees with one or more years of service.

The supervisor shall forward the completed performance evaluation and a recommended pay treatment to the Department Manager for review and approval. The evaluation then is sent to the Human Resources Office for authorization. After the Human



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Resources Office authorizes the pay treatment, the supervisor will be notified so he/she can share the recommendation with the employee.

9.7 Promotion

A promotion is defined as the movement of an employee from one classification to another classification that is in a higher salary range. If an employee moves to a classification at the same salary range, this is a lateral transfer, not a promotion. An example of a lateral transfer would be the movement of an employee from one Department to another in the same classification. Another example would be the movement of an employee to an equivalent classification, where the title is different and the salary range is the same.

A promotion is generally to a vacant position, and must be approved by the General Manager in advance.

9.8 Salary Treatment for Promotions

When an employee is promoted, he or she will be placed into the salary range for the higher classification, at the first step that is at least 5% greater (two steps) than the current step or pay rate. Employees promoted between July 1st and December 31st would become eligible for a merit increase, accompanied by a performance review, on the first complete pay period of July the following year. Employees promoted between January 1st and June 30th may be considered for a one-step merit increase, accompanied by a performance review, on the first complete pay period of July of the same year. A performance evaluation will be completed for every promoted employee when he or she successfully passes the probationary period.

9.9 Cost of Living Adjustments and General Wage Increases

Cost of living adjustments (COLA) and general wage increases are granted only at the discretion of the Board of Directors.

Past practice has been for the Board of Directors to grant a COLA effective the first pay period of each calendar year. The Agency uses a program of market surveys for general wages increases every other year, with interim cost of living adjustments. The results of the market survey have been effective in July of each year.

At the time that the Board of Directors considers a COLA, staff will provide the Board for its consideration information on the Los Angeles – Riverside – Orange County area Consumer Price Index (CPI) and any other requested information that will assist in the decision making process.

Any general wage increase or COLA adjustment to the salaries, if any, will normally take effect the first complete pay period of the month for which it is granted.



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| Policy Title: OVERTIME POLICY | |
| Policy No.: 10.0 | Section Nos.: 10.0 – 10.3 |
| Approval Date: | Effective Date: January 2018 |
| Approved By: Board of Directors | |

10.0 OVERTIME POLICY

The overtime policy shall be in compliance with the requirements of the Fair Labor Standards Act (FLSA) as those may be revised from time-to-time and with Board adopted policy and shall be applied to all employees. Because the Agency is a public entity, it is not subject to the California state overtime rules and laws.

Any employee may be requested to work in excess of the regular workday by the General Manager or his or her supervisor. The Agency will pay all non-exempt employees at the rate of one and a half times the regular rate of pay for all hours in excess of 40 in a workweek, except as otherwise provided by FLSA. Paid leave hours (vacation, holiday, sick leave, bereavement leave, jury duty, military leave, etc.) will be included in the calculation for determination of a 40-hour workweek.

In addition, the Agency pays time and a half overtime for the first 4 hours of daily overtime and 2.0 times the base hourly salary for all consecutive overtime hours worked in excess of 4 hours even when spanning more than one workday. Daily overtime is hours worked in excess of the normal workday (generally an 8-hour shift).

It will be the employee’s immediate supervisor’s responsibility to determine if an employee should work his or her regularly scheduled work shift after working overtime. Employees are not permitted to work overtime without the express prior approval of their supervisor. Employees in violation of this policy will be subject to discipline, up to and including termination. Nonetheless, the Agency will pay employees for all hours actually worked in a given workweek in accordance with applicable federal law. Paid holidays, as an example, do not count as “hours worked” for purposes of overtime calculations unless an employee actually worked on the holiday.

10.1 Scheduled Overtime

Scheduled overtime work is announced in advance and generally will involve an entire department or operation. This type of overtime becomes part of the required workweek of the people who are members of the department or operation. Employees that need to be excused from performing scheduled overtime should speak with their supervisor, who will consider each situation and the requirements of the department or operation in deciding whether an employee may be excused from performing the scheduled overtime.

10.2 Incidental Overtime

Incidental overtime is not scheduled; it becomes necessary in response to extenuating circumstances, such as responding to service calls or other problems that may arise in the evenings or on holidays or weekends. Extra time may be needed to complete work normally completed during regular hours. Incidental overtime may also become necessary when an illness or emergency keeps co-workers from being at work as anticipated. It may require that an employee return to the workplace for emergency work. The opportunity to work incidental overtime will be given first to the employee who normally performs the task. If that employee cannot work the overtime, the supervisor will offer the overtime to a suitably qualified person who is available to perform the overtime work. In the event that no employee voluntarily



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agrees to work the necessary incidental overtime, the Agency may require an employee to work incidental overtime regardless of whether the employee volunteered. An employee's refusal to work mandatory overtime will subject an employee to discipline, up to and including termination.

10.3 Holiday Compensation

Full-time "non-exempt" employees who work on an Agency holiday will be paid for the holiday and two times their normal hourly rate for each hour actually worked on the holiday in accordance with Policy 13.4.



| EMPLOYEE MANUAL | |
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| Policy Title: ON-CALL PAY | |
| Policy No.: 11.0 | Section Nos.: 11.0 – 11.3 |
| Approval Date: | Effective Date: January 2018 |
| Approved By: Board of Directors | |

11.0 ON-CALL PAY

This on-call policy confirms that such time is not working time but acknowledges that employees deserve compensation for being available during otherwise personal time.

Some employees, because of the nature of their work, may be required to be on-call and available to handle situations outside of their regularly scheduled work hours. Employees qualified to serve in an on-call capacity will be assigned to the schedule on a rotating basis for purposes of serving weekday, weekend and holiday on-call duty. There is no entitlement to be assigned to the on-call schedule. On-call time is not considered working time because the employee is not overly restricted in his/her ability to engage in personal time. An Agency vehicle will be provided while the employee is on-call. This vehicle is to be used for Agency use only. The employee also will be provided a cell phone or radio so that he/she can be reached when called. Use of the vehicle, cell phone, or radio is subject to the other applicable provisions of this policy. The rules for on-call work are provided to employees separately.

11.1 Weekday On-Call Compensation

Employees serving on-call duty on weekdays will receive a minimum of two hours of overtime pay each weekday, regardless of the work performed responding to calls.

11.2 Weekend and Holiday On-Call Compensation

In addition to overtime for time worked, employees assigned to on-call duty will be paid at a flat rate each weekend scheduled day off and any paid holidays while on-call. An on-call employee required to report to work will receive a minimum of one hour of pay.

This rate will be adjusted with any general wage increase, such as a cost-of-living adjustment, market survey or any other such adjustment and is sent out annually.



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| Title: SHIFT WORK POLICY | |
| Policy No.: 12.0 | Section Nos.: 12.0 – 12.4 |
| Approval Date: | Effective Date: January 2018 |
| Approved By: Board of Directors | |

12.0 SHIFT WORK POLICY

Employees may be assigned Shift Work to ensure coverage on critical Agency operations. Employees assigned Shift Work may be required to work Regular Schedules, 9/80 Schedules, or Treatment Plant Schedules, as discussed below. Employees assigned Shift Work may also be required to work on a rotating assignment of shifts, including shifts with evening hours. No sleeping is permitted during Shift Work.

12.1 Regular and 9/80 Schedules

In addition to a customary 5/40 schedule (five work days constituting forty work hours), an employee on Shift Work may be placed on a 9/80 schedule (nine work days constituting eighty work hours). A 9/80 schedule is a schedule in which four days per week an employee works nine (9) hours and on the fifth day (the “flex day”) that employee either works an eight (8) hour shift, which is split between workweeks (four hours in each workweek) or have the day off. The Fair Labor Standards Act (FLSA) workweek need not coincide with the calendar week nor will it necessarily align with Agency pay periods. The FLSA workweek may begin on any day and at any hour. During a 9/80 schedule, the FLSA workweek begins midway through the employee’s “flex day.” The result is forty (40) hours worked in each FLSA workweek while eighty (80) hours of work is compressed into nine (9) working days. However, the duration of any Shift Work shift may change as necessary for Agency operations.

12.2 Treatment Plant Schedules

Employees assigned to Shift Work operating Treatment Plants will typically work alternating weeks. These employees will work twelve (12) hour shifts each day for seven (7) consecutive days and will be off-duty for the following seven (7) consecutive days.

While Treatment Plant Operators assigned to Shift Work do not receive time off for holidays, they are paid twelve (12) hours of holiday pay if they are assigned to work during a holiday and eight (8) hours of holiday pay if not assigned.

In all cases, non-exempt Agency employees on Shift Work are paid overtime consistent with the FLSA requirements.

12.3 Shift Differential – Treatment Plant Operator

A 5% shift differential is applied to the rate for employees performing the duties of Senior Treatment Plant Operator and Treatment Plant Operator assigned to shift work will be applied to straight time and overtime hours. If the Agency changes its shift work practice, the shift differential will be reviewed at that time.



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12.4 Shift Differential – Field Employees

Periodically, the Operations field crew or designated field employees may be scheduled to work the night shift. An employee working the night shift is entitled to lunch and breaks the same as for daytime work within the nine-hour shift. Scheduled night shift hours will be worked in lieu of working the following day. An employee scheduled to work a night shift will receive an hourly shift differential pay of 10% added to the employee's regular pay rate; this shift differential pay is not applied to overtime rate.



| EMPLOYEE MANUAL | |
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| Title: HOLIDAYS | |
| Policy No.: 13.0 | Section Nos.: 13.0 – 13.4 |
| Approval Date: | Effective Date: January 2018 |
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13.0 HOLIDAYS

The following are paid holidays, which shall be observed by paid time off for all full-time probationary and full-time regular employees of the Agency other than employees working shift assignments. Employees on scheduled shift assignments must work assigned shifts on paid holidays. In order to be eligible for holiday pay, an employee must be scheduled to work on the actual holiday and be in an active status on both the day immediately preceding and following the holiday, (i.e. employees on an unpaid leave or other unpaid status are not eligible for holiday pay). No part-time or temporary employees shall receive paid holidays.

13.1 Paid Holidays

1. New Year's Day (January 1)
2. Martin Luther King's Birthday (Third Monday in January)
3. Presidents Day (Third Monday in February)
4. Memorial Day (Last Monday in May)
5. Independence Day (July 4)
6. Labor Day (First Monday in September)
7. Veteran's Day (November 11)
8. Thanksgiving Day (Fourth Thursday in November)
9. Day after Thanksgiving
10. Christmas Day (December 25)

13.2 Holiday Schedule

At the closing of each calendar year, the General Manager shall release the holiday schedule for the next calendar year, specifying the dates on which the Agency office shall be closed in observance of holidays. Those holidays falling on a Saturday will be observed on the prior Friday; those falling on a Sunday will be observed the following Monday. This schedule may be amended at the discretion of the Board. In order to be eligible for holiday pay, the employee must work his or her regularly scheduled workdays preceding and following the holiday unless the employee's absence on either of these days is an excusable absence. When an assigned holiday falls on a scheduled workday under the 9/80 Work Plan, the holiday will be observed the day before the holiday.

13.3 Personal Time Off (PTO)

In addition, each calendar year, all full-time probationary and full-time regular employees will be entitled to two PTO days, which may be selected, at the beginning of the year, by the General Manager. A PTO day is treated as any other holiday; if the day taken is Friday the employee will be paid for 8 hours; if it is any other day the employee will be paid for 9 hours. If at the end of a calendar year an employee has not taken all of his or her PTO time, the employee will be paid out for the remaining unused PTO hours an employee has at the employee's regular hourly rate. Employees who do not use their full two PTO days by the end of the calendar year may be subject to discipline.



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| Title: HOLIDAYS | |
| Policy No.: 13.0 | Section Nos.: 13.0 – 13.4 |
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13.4 Holiday Overtime

Full-time “non-exempt” employees who work on an Agency holiday will be paid for the holiday and two times their normal hourly rate for each hour actually worked on the holiday, if eligible for overtime pay as defined in the Overtime Policy No. 10.



| EMPLOYEE MANUAL | |
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| Title: TEMPORARY STAFFING OF AGENCY WORKERS | |
| Policy No.: 14.0 | Section Nos.: 14.0 – 14.0 |
| Approval Date: | Effective Date: January 2018 |
| Approved By: Board of Directors | |

14.0 TEMPORARY STAFFING OF AGENCY WORKERS

The Santa Clarita Valley Water Agency (Agency) occasionally uses temporary staffing agency workers (sometimes referred to as “temps”) to address specific short-term projects that cannot adequately be staffed by Agency personnel. When such use is required, the Agency will follow these guidelines:

1. Worker Assignment. The temporary worker’s assignment shall be governed by the following guidelines and limitations:
 - (a) Temporary workers should only be used when management determines the use necessary and proper, such as coverage of employee absence necessitated by protected leave, short-term coverage of ancillary services necessitated by employee absences, as-needed coverage for newly established programs while the Agency determines appropriate permanent staffing needs, and as-needed short-term ancillary service projects.
 - (b) Temporary workers should not be utilized in a way that will necessarily result in the elimination of Agency employee positions.
 - (c) For non-intermittent assignments, the temporary staffing agency worker shall be assigned to a task or duty for no more than six (6) months. The Agency shall have discretion to extend the worker’s assignment upon good cause, for one additional six-month period. Compensation for the worker shall not exceed salary ranges for comparable Agency positions.
 - (d) The six-month limitation does not apply to intermittent assignments, such as occasional relief of reception desk or customer service activities.
 - (e) Temporary employees shall not be entitled to any benefits or rights of any nature whatsoever, except as provided and specifically required by applicable law.
 - (f) Temporary employees shall be paid at the rate of one and one-half times the regular rate for overtime worked or when they are entitled to overtime pay.

2. Staffing Agency Agreement. The temporary worker shall be assigned from a staffing agency that has been previously approved by the Agency. The staffing agency shall be well established and economically viable. The approval shall be contingent on legal review of a temporary staffing agreement that provides:



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- (a) The staffing agency's full obligation as to all federal and state wage-and-hour and employment-related laws, including but not limited to payment of employment taxes; compliance with the California Fair Employment and Housing Act; compliance with the Patient Protection and Affordable Care Act; and compliance and apportionment of paid sick leave pursuant to the California Healthy Workplaces, Healthy Families Act.
- (b) The staffing agency's obligation to subject its employees to pre-employment screening consistent with or exceeding those standards set by the Agency for employment.
- (c) The staffing agency's express requirement to list the Agency as an additional insured at levels as deemed appropriate by Agency management on all employment-related insurance maintained by the staffing agency.
- (d) The staffing agency's duty to defend and indemnify the Agency as to any claim raised by a staffing agency employee assigned to the Agency based on employment-related claims.
- (e) An obligation for the staffing agency to request any assigned workers to sign an arbitration agreement, binding said workers to arbitrate any work-related dispute and waiving entitlement to any employment-related class action.



| EMPLOYEE MANUAL | |
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| Title: VACATION | |
| Policy No.: 15.0 | Section Nos.: 15.0 – 15.7 |
| Approval Date: | Effective Date: January 2018 |
| Approved By: Board of Directors | |

15.0 VACATION

Paid vacations are granted to allow employees a period of rest and relaxation away from the job. Employees are encouraged to utilize their vacation time to provide themselves an extended period away from the job so that they can enjoy the full benefit of the time off. No employee may take vacation longer than the period he or she has accumulated. Vacation hours will be charged according to the number of hours the employee is scheduled to work on the day(s) the employee is on vacation.

15.1 Vacation Entitlement

Temporary and part-time employees are not entitled to vacation benefits. All full-time employees shall be eligible for vacation accrual on the first day of the first pay period after employment begins.

Scheduling of vacation time will be at the discretion of the appropriate supervisor. Every effort will be made to accommodate the employee's wishes within the constraints imposed by the Agency's operational requirements.

15.2 Vacation Accrual

Eligible employees accrue vacation only during periods of active duty. Employees do not accrue vacation during unpaid leaves of absence or other periods of inactive service. Vacation accruals recommence when the employee returns to work. Thus, an employee will accrue vacation on a pro-rata basis for a year in which a full-time employee is in an unpaid status for a portion of the year.

| Length of Service | Vacation Allowance per Year | Vacation Cap | Bi-weekly Accrual Rate |
|--------------------------|------------------------------------|---------------------|-------------------------------|
| 0 through 5 years | 80 hours | 200 hours | 3.08 hours |
| 6 years through 10 years | 120 hours | 300 hours | 4.62 hours |
| 11 years and greater | 160 hours | 400 hours | 6.15 hours |

15.3 Mandatory Vacation Cash Outs

Accrued but unused vacation will carry over into the subsequent year. Employees shall make good faith effort to use sufficient vacation hours such that accruals do not exceed the caps of two-and-a-half (2.5) times annual accrual. Continued failure to use vacation, without good cause, may be grounds for discipline. As of June 30 of any year, any amount of accrual over two (2.0) times the annual accrual will be cashed out as a non-discretionary cash disbursement. This disbursement shall be based on leave balances on June 30 of a year and will be paid out as soon as practicable, such that each employee's accrual balance will be no more than two (2.0) times annual accrual at the beginning of the new fiscal year.



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15.4 Coordination with Leave

Employees are required to substitute accrued vacation time for unpaid Family and Medical Leave, and to the extent such leaves apply, Temporary Disability Leave, Workers' Compensation Leave and Military Leave. Employees are permitted but not required to use accrued vacation time for unpaid pregnancy disability leave.

15.5 Paid Personal Leave

In addition, full-time employees upon employment accrue two days of personal leave per calendar year to be accrued at the rate of .62 hours per pay period to be taken at the discretion of the employee, subject to approval of his/her supervisor.

15.6 Vacation and Paid Personal Leave at Separation

When an employee is separated from service, his or her remaining accrued but unused vacation and personal leave, if any, shall be added to his or her final compensation.

15.7 Holiday during Vacation

An employee on vacation when he or she would otherwise be entitled to a paid holiday will not be charged a vacation day for that holiday.



| EMPLOYEE MANUAL | |
|---|------------------------------|
| Title: Medical, Dental and Vision Coverage | |
| Policy No.: 16.0 | Section Nos. : 16.1 – 16.3 |
| Approval Date: | Effective Date: January 2018 |
| Approved By: Board of Directors | |

16.0 MEDICAL, DENTAL AND VISION COVERAGE

The Agency provides group medical, dental, and vision insurance coverage for its probationary full-time and regular full-time employees only; the date of coverage is determined by each plan. In the event this Manual contains statements, which differ from factual provisions of applicable benefit plan documents, the actual provisions of the benefit plan documents of CalPERS or any future provider will govern.

The medical insurance program furnished shall be a plan of Hospital-Medical-Surgical and Major Medical Expense Coverage for all insurance plans. Medical insurance benefits shall not be provided to regular part-time or temporary employees. If a covered employee provides proof of other Medical Health Insurance coverage and at the employee's request, the Agency may provide such employee a monthly cash payment in lieu of medical coverage. The cash payment shall be equal to 90% of the PERS Choice PPO Premium.

The Agency presently pays a specific amount of the cost of medical insurance and all of the cost of the dental and vision premiums. The Agency reserves the right to determine the provider, terms, and amount of Agency and/or employee contribution.

A copy of each type of benefit, health insurance policy or a certificate summarizing its terms will be maintained in the Agency's Human Resources Department, and will be available for inspection by any probationary full-time and regular full-time employees during business hours.

The Agency shall not be responsible to insure, reimburse or otherwise indemnify any employee for costs or expenses not covered by any policy, and the Agency reserves the right at any time or times to change the carrier and policy by which the Agency and its probationary full-time and regular full-time employees are insured.

16.1 Continuation of Coverage

Medical, dental and vision coverage may be continued if an individual's group health benefits end due to a "qualifying event" and if the employee elects to continue coverage under the plan. In order to continue coverage, the individual will be required to pay the total monthly premium payment plus two percent for administrative costs.

16.2 Qualifying Event

For an employee:

1. Termination of employment or reduction of hours worked so as to render the employee ineligible for coverage.

For dependents:

1. Death of the employee.
2. Divorce or legal separation.
3. Loss of coverage due to the employee becoming entitled for Medicare, or
4. For a dependent child, ceasing to qualify as a dependent under the plan.



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The Human Resources Department can provide specific information regarding insurance.

16.3 Notification of Election to Continue Coverage

The affected employee must assume the responsibility of notifying the Human Resources Department of a qualifying event for themselves or dependents. The Agency will then begin the appropriate notification procedure.

An eligible person must provide an election notice and premium payment to the plan administrator within 60 days of notification of their right to continue coverage.



| EMPLOYEE MANUAL | |
|----------------------------------|------------------------------|
| Title: RETIRED ANNUITANTS | |
| Policy No.: 17.0 | Section Nos.: 17.0 – 17.0 |
| Approval Date: | Effective Date: January 2018 |
| Approved By: Board of Directors | |

17.0 RETIRED ANNUITANTS

A retired annuitant is a retiree who receives California Public Employees' Retirement System (CalPERS) retirement benefits. By law, retired annuitants may engage in employment for a CalPERS-covered entity only in very limited circumstances. Generally, the employment must be temporary and necessary due to the individual's specialized skills or during an emergency to prevent stoppage of public business. When this kind of employment occurs, the retired annuitant's work may also not exceed nine hundred and sixty (960) hours per fiscal year. There are serious consequences, including assessment of back contributions and financial penalties, for violations of these restrictions. As such, the Agency will generally not hire retired annuitants without reinstatement from retirement. In the event this Manual contains statements, which differ from factual provisions of applicable benefit plan documents, the actual provisions of the benefit plan documents of CalPERS or any future provider will govern.



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18.0 OTHER BENEFITS

The Agency provides its employees with a variety of benefits. A copy of each type of benefit, insurance policy or a certificate summarizing its terms will be maintained in the Agency's Human Resources Department, and will be available for inspection by any probationary full-time and regular full-time employees during business hours. The benefits, terms and limitations of such coverage shall be as set forth in the actual policies carried by the Agency, and are subject to change at the Agency's discretion. In the event this Manual contains statements, which differ from factual provisions of applicable benefit plan documents, the actual provisions of the benefit plan documents will govern.

The Agency shall not be responsible to insure, reimburse or otherwise indemnify any employee for costs or expenses not covered by any policy, and the Agency reserves the right at any time or times to change the carrier and policy by which the Agency and its full-time employees are insured. No coverage is provided to temporary or part-time employees.

18.1 Life Insurance

Group life insurance, which includes death and dismemberment benefits, presently is provided by the Agency for probationary full-time and regular full-time employees, and the premium is paid by the Agency. This benefit becomes effective on the first day of the month following 60 days of service.

18.2 Deferred Compensation Plan

A voluntary non-qualified deferred compensation Section 457 plan, (currently Lincoln Financial Services) is available to any eligible employee (generally probationary and regular full-time) who elects, pursuant to the Plan, to defer a portion of his/her compensation and who fulfills the requirements for participation in the Plan. The Agency will match 50% of employee contributions up to a maximum of 3% of employee salary (up to the IRS yearly maximum) for all participating employees.

Part-time employees who are not members of PERS may elect to also participate in Deferred Compensation under the FICA-Substitute Retirement Plan. Deferred Compensation contributions of at least 7.5% of salary (including both employee and employer contributions) are counted as a substitute for Social Security participation.

Information on the Plans is available from the Human Resources Department.

18.3 Flexible Benefits Spending Plan

The Flexible Benefits Spending Plan (cafeteria plan) is a voluntary program and is available to all full-time probationary and regular full-time employees pursuant to plan terms. The plan allows participants the opportunity to defer a portion of their compensation to pay for certain health-related and dependent care expenses on a pre-tax basis. The plan also allows for employee contributions for Agency group health insurance premiums to be deducted from earnings on a pre-tax basis. The Human Resources Department will provide the Information



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about this plan together with enrollment forms. The plan is administered by an outside consultant.

18.4 Employee Assistance Program (EAP)

The Agency cares about employees' well-being. As part of that concern, it has established an Employee Assistance Program (EAP) that provides confidential, professional assistance when personal or relationship problems affect life and work. The program offers information, consultation and counseling for employees, their dependents and domestic partners. More information is available from the Human Resources Department or call the EAP at (800) 535-4985.

18.5 Employee Longevity Policy

The purpose of this policy is to recognize employees who are at the top of his/her established Salary Range and to encourage employees with little opportunity for advancement to stay with the Agency.

An employee who has remained at the top of his or her Salary Range for a minimum of 18 months and who has received an overall performance rating of at least "Expected Performance" will be considered for longevity pay. The longevity pay will be in a lump sum amount as a percentage of his/her annual salary. The longevity pay percentage amount will be determined on a fiscal year basis in accordance with budgetary guidelines.

If the employee does not receive a promotion or range adjustment, but remains at the top of his or her range, he or she will be considered for the longevity pay every 18 months from the date of his or her first lump sum payment.

The employee's supervisor and Human Resources must confirm eligibility. After eligibility is confirmed, the General Manager must approve the lump sum amount. If an employee does not qualify for longevity pay at the time of eligibility, then the employee will not be eligible again for at least 6 months, or their next review, whichever comes first.

18.6 Mileage Reimbursement

Employees who use their private automobile in the performance of duties shall be reimbursed for such mileage at the standard rate permitted by the IRS at the time. Mileage reimbursement shall automatically be adjusted whenever the IRS adjusts their rate. Employees are required to keep current proof of insurance on file with Human Resources.

An employee receiving a vehicle allowance shall not be entitled to additional remuneration for the cost of gasoline, repairs, maintenance or insurance on his/her vehicle, except that if the employee travels more than 300 miles in a single day, he/she may submit a request for mileage reimbursement for the excess miles.



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18.7 California Public Employee's Retirees' Retirement System (PERS)

The Agency is a member of the California Public Employee's Retirees' Retirement System (PERS), and each full-time probationary and regular full-time employee, who works a minimum of one thousand (1,000) hours/fiscal year, automatically becomes a member upon his/her entry into employment. Eligible employees who are considered "classic" members of CalPERS will be enrolled in the PERS Local Miscellaneous 2% at 55 Plan. The Agency and employee contribution for this retirement plan is paid by the Agency. Employees who become "new" members of PERS on or after January 1, 2013 will be enrolled in the PERS Local Miscellaneous 2% at 62 Plan in accordance with the Public Employees' Pension Reform Act of 2013 (PEPRA). New members for this retirement plan will be required to contribute at least 50% of the expected normal cost. The PERS membership booklets (available from PERS) describe the retirement programs and their benefits.

18.8 Benefits of the Retired Employee – Employees Hired Before January 1, 2009

At present, a retired employee and eligible dependents shall be entitled to the same health and dental insurance premium payments as a regular employee. This may be modified in the future by the Agency, subject to the regulations of State law.

Upon retirement, an employee's remaining vacation and personal leave benefits shall be added to his/her final compensation. Unused sick leave may be:

1. Converted to additional retirement credit at the rate of 0.004 year for each day of unused sick leave (8 hour day/2080 hour year);
2. Converted to cash at the rate of 50% of the employee's hourly rate; or
3. A combination of retirement credit and cash.

Notwithstanding anything to the contrary, the Agency reserves the right to modify, terminate, or otherwise change the manner or type of provision of these or other benefits, subject to the requirements of applicable law.

18.9 Benefits of the Retired Employee – Employees Hired On or After January 1, 2009

A retired employee and eligible dependents shall be entitled to the same dental insurance premiums as a regular employee. This may be modified in the future by the Agency, subject to regulations of State Law.

A retired employee and eligible dependents shall be eligible for Agency contributions to medical insurance premiums, subject to a vesting schedule, as regulated by Government Code 22893. The vesting benefit package for retiree medical provides for employer paid retiree medical benefits based on years of "CalPERS" credited years or service.

1. A minimum of ten years of CalPERS service credit is required to receive 50% of the employer contribution.



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2. Five of the ten years of service credit must be performed at the Santa Clarita Valley Water Agency.
3. Each additional service credit year after ten years increases the employer contribution percentage by 5% until twenty years, at which time the retiring employee is eligible for 100% of the employer contribution, as follows:

| Years of Service | % of Employer Contribution |
|------------------|----------------------------|
| 10 | 50 |
| 11 | 55 |
| 12 | 60 |
| 13 | 65 |
| 14 | 70 |
| 15 | 75 |
| 16 | 80 |
| 17 | 85 |
| 18 | 90 |
| 19 | 95 |
| 20 or more | 100 |

4. The employer contribution would be the same amount that the State contributes each year.
5. While this vesting schedule requires five years of service time with the Agency, the calculation for years of service is calculated based on all CalPERS service time. That is, for an employee with fifteen years of CalPERS service with another organization and five years of CalPERS service with the Agency, the employee would have twenty years of service time and would receive the 100% of the monthly amount.
6. Exceptions to the vesting requirements who are eligible for the full employer contribution are:
 - a. An employee who retires on disability retirement
 - b. An employee who performs 20 years of service credit solely with the Agency

Upon retirement, an employee’s remaining vacation and personal leave benefits shall be added to his/her final compensation. Unused sick leave may be:

1. Converted to additional retirement credit at the rate of 0.004 year for each day of unused sick leave (8 hour day/2080 hour year);
2. Converted to cash at the rate of 50% of the employee’s hourly rate; or
3. A combination of retirement credit and cash.



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Notwithstanding anything to the contrary, the Agency reserves the right to modify, terminate, or otherwise change the manner or type of provision of these or other benefits, subject to the requirements of applicable law.

18.10 Medicare Eligible Retirees

The Agency contribution toward coverage for eligible retirees shall not exceed the basic rate the Agency pays for its then-current employees. When an eligible retiree qualifies for coverage under Medicare or other equivalent program, the retiree will be converted to a CalPERS Medicare Plan, or such equivalent plan as may exist at the time.



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19.0 CATASTROPHIC LEAVE PROGRAM

This policy allows for unsolicited donation of sick leave accrual when approved by the Agency in its discretion.

Solicitation Prohibited. Solicitation of sick leave donations is strictly prohibited. This policy, however, shall not be construed to prohibit Human Resources from communicating that a leave donation program has been established for an employee in need. Any coercion or intimidation designed to spur donation is strictly prohibited and may be grounds for disciplinary action up to and including termination. Any donation of sick leave to the recipient employee is done strictly on a voluntary basis.

Donations Are Confidential. In order to encourage participation and avoid any allegations of favoritism, the names of the donors and the amount of the donations are to remain anonymous, even to the recipient. The donating employee shall not receive any remuneration from the recipient or a representative of the recipient for the donation.

19.1 Eligibility

Donor Eligibility. A regular employee may voluntarily elect to donate accrued sick leave provided:

1. The donor employee is in good standing and without a disciplinary history related to attendance.
2. The donor employee must be able to maintain a minimum of forty (40) hours of accrued sick leave after the proposed donation. The amount of sick leave that may be donated is a minimum of eight (8) hours and a maximum of twenty (20) hours. Sick leave donations, once authorized by the donor employee, may not be rescinded.
3. The donor employee must have received approval by Human Resources to donate in writing.

Recipient Eligibility. A regular employee experiencing an event qualifying for the use of sick leave is eligible to be nominated for receipt of leave donation provided:

1. The recipient employee must have completed his or her probationary period.



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2. The recipient employee must have personally suffered, or is providing primary care to an immediate family member who has suffered a serious, long-term catastrophic illness or injury resulting in the employee's absence for at least fifteen (15) consecutive working days.
3. The recipient employee must provide Human Resources written verification from his or her attending physician that there is a continuing medical necessity.
4. The recipient employee must have exhausted all available sick leave accrued.
5. The recipient employee must have received approval from Human Resources to participate in the program.

19.2 Implementation

In order to utilize the donation of sick leave, an employee must comply with the following procedures:

1. As soon as it becomes apparent to an employee that he or she will need to request the donation of sick leave because of a continuing medical necessity, he or she may contact Human Resources to initiate the donation process.
2. Prior to requesting the donation of sick leave, the receiving employee, or legally authorized agent, submits written verification to the Human Resources representative that there is a medical necessity.
3. After written verification is received from the employee's attending physician, Human Resources checks to verify that the employee has nearly depleted his or her reserve of sick leave.
4. Management ensures that the employee's request is responded to in a timely manner after the Human Resources and Payroll have verified the balance of hours in the employees account and estimated the rate of depletion for leave.
5. Sick leave donations must be authorized by the donor employee in writing. Sick leave donations are subject to approval by Human Resources and acceptance by the recipient employee or his or her designee.
6. Donated hours are converted to cash at the donating employee's hourly rate and then used to compensate the receiving employee at his or her wage rate. All applicable benefit deductions and taxes related to the donated hours converted to



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cash will be the recipient's sole responsibility and will be deducted from his or her paycheck accordingly.

7. An employee may donate sick leave once every twelve (12) months to a specific colleague or supervisor.
8. Donated hours given to the recipient employee may not be converted to vacation or exceed the maximum sick accrual of 250 hours.



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| Policy No.: 20.0 | Section Nos.: 20.0 – 20.6 |
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20.0 LEAVE (NON-VACATION)

20.1 Sick Leave

Paid sick leave is granted as a benefit to full-time employees to be used for illness or injury. Sick leave is not considered vacation and abuse of sick leave will not be tolerated. Sick leave pay is issued from the employee's bank of accrued sick leave hours.

Permitted Uses of Sick Leave. Sick leave may be applied to the following:

(1) the diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employee's family member; or (2) to attend legal proceedings, or to obtain medical treatment, counseling or other victims' services for domestic violence, sexual assault, or stalking.

A "family member" for these purposes is defined as a child (a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis), a parent (a biological, adoptive or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child), a spouse or registered domestic partner, a grandparent, grandchild and sibling. Additionally, paid sick leave may be used for an employee who is a victim of domestic violence, sexual assault or stalking.

Method of Accrual: Commencing upon employment, full-time employees who are regularly scheduled to work forty (40) hours per shall accrue 3.70 hours of sick leave with pay for each biweekly pay period (equivalent to twelve (12) working days per year or ninety-six (96) hours total). Employees working at least thirty-two (32) but fewer than forty (40) hours per week shall accrue sick leave on a prorated basis. Employees working less than sixty-four (64) hours in any pay period (or on average less than thirty-two (32) hours a week) shall also accrue sick leave on a prorated basis. An employee on leave of absence without pay shall earn no sick leave credit.

Non-Discretionary Sick Leave Pay Out/ Bonus. In the event that an employee has a sick leave accrual of more than four hundred and eighty (480) hours of sick leave in any calendar year, the Agency will pay the employee fifty percent (50%) of the value of any unused sick leave in excess of four hundred and eighty (480) hours as a cash bonus. This bonus shall be based on leave balances on December 31 of a year and is typically paid within three (3) months of that date. The employee's sick leave balance will thereafter be reduced to four hundred and eighty (480) hours of sick leave following the payout at the beginning of the new calendar year.



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Requests for Sick Leave. If the need for paid sick leave is foreseeable (e.g., scheduled routine medical appointments), employees must provide reasonable advance notice. If the leave is not foreseeable, employees must provide notice of the leave as soon as practicable. When requesting sick leave, employees should not disclose any private medical information or any other confidential personal information.

For employees who have accrued sick leave over six hundred (600) hours as of December 31, 2014, half of balance over four hundred and eighty (480) hours would converted to cash at a rate of fifty percent (50%) of the hourly rate in 2015, and the remaining balance over 480 hours will be converted to cash at a rate of fifty percent (50%) of the hourly rate in 2016. If any of these employees leave Agency employment prior to January 1, 2016, the normal personnel policies would apply. For an employee resigning, no sick leave would be converted to cash. For an employee retiring, the sick leave will be converted to PERS retirement credit.

Employees with a sick leave accrual of less-than four hundred and eighty (480) hours may also elect to receive a non-discretionary payout bonus of a maximum of 96 hours of unused sick leave earned during the calendar year so long as (1) the employee maintains a minimum amount of sick leave to cover the employee’s salary until disability insurance programs provide full salary coverage and (2) if the employee irrevocably elects, in writing, to do so in the year prior. This bonus shall be paid at a rate of fifty percent of the value of the sick leave. This bonus shall be based on leave balances on December 31 of a year and is typically paid within three (3) months of that date. The employee’s sick leave balance will thereafter be reduced by the number of hours of sick leave paid out at the beginning of the new calendar year.

The Agency strictly prohibits any form of retaliation or discrimination against an employee for attempting to use or using paid sick leave under this policy, and for any other reason prohibited by applicable law.

20.2 Minimum Paid Sick Leave for Part Time Employees

Eligibility. Any employee not otherwise provided paid leave sufficient to cover at least twenty four (24) hours of absence on an annual basis for the reasons set forth in this policy (e.g., sick leave or paid time off) shall be eligible for this Minimum Paid Sick Leave. An employee who, on or after July 1, 2015, works thirty (30) or more days within a year from the commencement of employment is eligible for Minimum Paid Sick Leave. This policy is intended to comply with the requirements of the Healthy



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Workplaces, Healthy Families Act of 2014 at Labor Code Section 246(e)(2) and should be interpreted consistently.

Annual Grant of 24-hours of Minimum Paid Sick Leave. Employees who are eligible as of July 1, 2015, will be granted twenty-four (24) hours Minimum Paid Sick Leave on July 1, 2015 for use during the remainder of that calendar year. Employees who are hired after July 1, 2015, shall be granted twenty-four (24) hours Minimum Paid Sick Leave upon hire for use during the calendar year of their hire. Every year thereafter, on January 1st, each covered employee shall receive an annual grant of twenty-four (24) hours of Minimum Paid Sick Leave for use during that calendar year. This annual grant does not roll over to the next calendar year and is not paid out upon termination of employment. The Minimum Paid Sick Leave entitlement and its use shall be reflected on the covered employee's regular pay stubs.

Use of Minimum Paid Sick Leave. Leave may be used for any purpose sick leave is otherwise typically used pursuant to policy and consistent with those uses set forth in the Healthy Workplaces, Healthy Families Act of 2014 (AB 1522). These uses include, but are not limited to, use by a covered employee for preventative care or diagnosis, care, or treatment of an existing health condition for the covered employee or his or her family member; and use by a covered employee who is a victim of domestic violence, sexual assault, or stalking. A covered employee may not be required to find a replacement worker to utilize Minimum Paid Sick Leave.

Procedural Requirements. Procedural requirements, including those requirements related to notice, request of use, acceptable uses, and prohibited uses are the same as referenced for full-time employees.

20.3 Bereavement Leave

In the event of death of a member of an employee's immediate family, full-time employees are eligible to take up to a total of five days with pay to deal with bereavement-related matters. Immediate family is defined as parent, stepparent, spouse, child, grandchild, grandparent, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, stepchild, or adopted child. Requests for bereavement leave not covered above must be approved by the General Manager

20.4 Jury or Witness Duty Leave

Full-time employees required to serve as jurors are granted unlimited jury duty leave with pay. This benefit is effective immediately upon employment. An employee serving jury duty must obtain an attendance slip from the court to be submitted to accounting with the affected timesheet in order to be eligible for pay for those hours.



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An employee should notify his or her supervisor immediately upon notice of jury duty or being subpoenaed to testify as a witness on non-Agency business. Although an employee will be granted leave to serve as a court witness, this leave shall be unpaid.

20.5 Military Leave

Under the California Family Military Leave Act, employees whose spouses or domestic partners are deployed servicemen or servicewomen may take up to ten (10) days of unpaid leave when the military spouse or domestic partner is on leave from deployment during a time of military conflict.

To be eligible for this leave, the employee must provide the Agency with (i) notice of intention to take family military leave within two (2) business days of receiving official notice the employee’s military spouse or domestic partner will be on leave from deployment, and (ii) documentation certifying the employee’s military spouse or domestic partner will be on leave during the time the employee requests leave. The leave afforded under this policy is in addition to any other leave provided by law or this Manual. Employees may use any accrued vacation leave to receive pay while on family military leave. Military leave shall be granted in accordance with State and Federal law.

20.6 Personal Leave of Absence without Pay

Upon written request, approved by the General Manager, a full-time employee may be granted a personal leave of absence without pay not to exceed 90 days. The Board of Directors must approve requests for personal leaves of absence longer than 90 consecutive days’ duration. The General Manager, based on the Agency’s needs and requirements, shall determine conditions of such leave of absence.

No sick leave or vacation will be accrued during any pay period in which the employee is on non-paid status for the entire pay period. No vacation credit will be earned during any pay period an employee is absent without pay in excess of five consecutive full working days.

The Agency will continue to pay its share of the premiums for disability, medical, dental, vision, and life insurance for employees on authorized personal leave of absence without pay for up to 30 days on such leave. Should coverage be terminated under the Agency’s long-term disability plan, coverage may be converted to an individual plan at the expense of the employee. Upon return to work, employees become eligible for reinstatement in accordance with the terms of the agreement with the insurance carrier then in effect.

An employee on leave without pay from the Agency will not be eligible to accrue vacation or sick leave and shall not be eligible for any paid leaves or pension plan contributions.



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| Policy No.: 21.0 | Section Nos.: 21.0 – 21.2 |
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21.0 DISABILITY LEAVE (NON-WORK RELATED)

All employees are covered for short-term disability under State Disability Insurance (“SDI”). Long-term disability insurance is also provided for full-time employees.

21.1 Short-Term Disability Program

The Agency offers a short-term disability program through the State Disability Insurance Fund for all full- and part-time employees immediately upon hire with the premiums currently being paid by the Agency. Any available sick leave accruals will be coordinated with SDI to offset the difference between disability benefits and an employee's regular pay. In cases where there is not sufficient sick leave to make up the difference, an employee must use vacation and personal leave to supplement the difference.

Employee Filing Requirements: It is the employee's obligation to file for disability insurance benefits as soon as possible in order to eliminate undue delay in the receipt of their disability pay. State disability forms can be obtained from EDD, your doctor or hospital.

Verification of Disability: Employees are required to provide their immediate supervisor with a certification of disability from a licensed physician within five working days of the commencement of a period of claimed disability leave. The employee shall provide a renewed certification at intervals not exceeding 30 calendar days.

21.2 Long-Term Disability Program

All full-time employees are eligible for long-term disability on the first of the month following 30 days of continuous employment with the premiums paid by the Agency. The program goes into effect on the 91st day of disability based on the requirements of the Program.



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| Title: FAMILY/MEDICAL LEAVE OF ABSENCE (FMLA/CFRA); PREGNANCY DISABILITY LEAVE; FAMILY ILLNESS LEAVE | |
| Policy No.: 22.0 | Section Nos.: 22.0 – 22.5 |
| Approval Date: | Effective Date: January 2018 |
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22.0 FAMILY/MEDICAL LEAVE OF ABSENCE (FMLA/CFRA); PREGNANCY DISABILITY LEAVE; FAMILY ILLNESS LEAVE

22.1 Family/Medical Leave of Absence (FMLA/CFRA)

This covers leaves of absence for (1) an employee's own serious health condition; (2) the care of newborn or newly adopted children within one year after birth or placement; or (3) the care of an employee's spouse, domestic partner, parent, foster or adoptive parent, child, stepchild, stepparent, child of domestic partner, or legal guardian with a serious health condition. This leave category applies to all full-time and part-time employees who have more than 12 months of service, have worked at least 1,250 hours during the 12-month period immediately prior to the date the leave is to begin, and of the date of a leave request, the Agency employs at least 50 full- and/or part-time employees at the employee's worksite or within 75 road miles of the worksite.

A serious health condition is generally defined as an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment or supervision at home by a health care provider.

Requests for family/medical leaves of absence should be accompanied by the Physician Certification Form available from the Human Resources Department.

Terms of Family/Medical Leave: Unpaid family/medical leaves of absence will be granted for a maximum total of 12 workweeks in a 12-month period. Leave taken intermittently will be aggregated and counted toward the 12 workweek total maximum. The 12-month period is a "rolling" 12-month period measured forward from the first date the employee uses such leave. There is no carryover of unused leave from one period to the next.

Pay/Benefits During Family/Medical Leaves: Family/medical leaves of absence are unpaid. The employee is required to use all available accrued sick, compensatory time off and vacation hours before using unpaid leave. All time off, paid or unpaid is counted toward the 12-week period. Group insurance benefits will be continued for up to twelve weeks while a covered employee is on such leave of absence. During such period, the Agency will continue to contribute its portion of the premiums; the employee's portion of the premium contributions, if any, must continue to be paid by the employee. If an employee does not pay his/her portion of the premium while on such leave, coverage under the benefit plan will cease. The employee shall continue to accrue vacation and sick leave during any period of unpaid leave only until the end of the month in which the unpaid leave began.



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Return From Family/Medical Leave of Absence: Unless otherwise required by law, an employee's original position or a comparable position will be made available upon return from a family/medical leave unless no such position is available due to business necessity as defined under the family leave laws. If the employees original position or a similar position is offered at the conclusion of such leave and the employee does not accept the position, the employee will be considered to have voluntarily resigned employment effective the day such refusal is made.

No employee may return to work from an approved family/medical leave of absence due to his/her own serious medical condition without a physician's release. Where the health care provider's written statement provides for an indefinite period of disability, periodic written updates at least every 30 days concerning the employee's status, expected date of return, and continued intent to return to work at the end of the leave are required. If the employee fails to return to work at the end of the leave, the employee will be considered to have voluntarily resigned his/her employment, effective on the date the approved leave has ended.

22.2 Pregnancy Disability Leave

All full and part-time female employees who are temporarily disabled due to pregnancy, childbirth or related medical conditions shall be eligible for leave totaling up to four months (123 calendar days maximum; pro-rated for part-time employees) in accordance with federal and state law. An employee who returns to work within the four-month pregnancy disability leave shall be reinstated in the same or in a substantially similar job unless no such position is available due to business necessity as defined by the pregnancy disability leave law. The employee is required to provide the immediate supervisor with a written notice that states the beginning and estimated duration of the leave, at least five working days prior to beginning of the leave. In addition, the employee is required to notify the immediate supervisor, at least five working days prior to return to work of the actual date of return to work. The first twelve weeks of a pregnancy disability leave may also qualify as family leave. In all other respects, an employee on pregnancy disability leave is subject to the same provisions and requirements of the Agency's disability leave policy.

22.3 CFRA Baby Bonding Leave

The right to take CFRA leave is separate and distinct from the right to take a pregnancy disability leave (PDL). In other words, leave taken by an employee disabled by pregnancy, childbirth or related medical conditions is not family leave under the CFRA, even though it may be FMLA leave.

The maximum combined leave entitlement for pregnancy disability, FMLA and CFRA leave for the birth of a child is four (4) months and 12 workweeks. This assumes that the employee has exhausted all four (4) months of pregnancy disability leave, exhausted all entitlement of up to 12 weeks of FMLA leave during the period of pregnancy disability leave,



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| Title: FAMILY/MEDICAL LEAVE OF ABSENCE (FMLA/CFRA); PREGNANCY DISABILITY LEAVE; FAMILIY ILLNESS LEAVE | |
| Policy No.: 22.0 | Section Nos.: 22.0 – 22.5 |
| Approval Date: | Effective Date: January 2018 |
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and the employee requested and was eligible for a 12-week CFRA leave following the birth of a child for baby bonding purposes.

22.4 No Retaliation

The Agency’s policy and state and federal laws forbid any form of discrimination, harassment, or retaliation against employees because they have exercised their rights under law, protested any violation of law, or participated in any proceeding under law. The U.S. Department of Labor and the California Department of Fair Employment and Housing are authorized to investigate and resolve complaints of any violation of the PDL, FMLA, CFRA, and other laws. Employees also have the right to bring a civil action for violations of the PDL, FMLA, CFRA, and other laws.

22.5 Serious Family Illness Leave

Following completion of 30 days of employment, at the discretion of the General Manager, full-time employees are eligible to take up to three days with pay in any one calendar year for serious family illness to attend the birth of an employee’s child, operation on an immediate family member, to attend to the serious illness or injury of an immediate family member, or where death of an immediate family member has occurred or appears imminent. Immediate family shall include those mentioned in this Section. This form of leave does not extend the leave period provided under the family leave laws and becomes ineffective when the employee is eligible for FMLA/CFRA.



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| EMPLOYEE MANUAL | |
| Title: WORKERS' COMPENSATION COVERAGE | |
| Policy No.: 23.0 | Section Nos.: 23.0 – 23.0 |
| Approval Date: | Effective Date: January 2018 |
| Approved By: Board of Directors | |

23.0 WORKERS' COMPENSATION COVERAGE

Each employee is expected to take every necessary precaution to work safely and to avoid industrial injury to himself/herself and to other employees.

An employee shall report in writing any observed unsafe conditions to his/her supervisor. An employee injured on the job must report the injury, regardless of extent, to his/her supervisor immediately. The injured employee's supervisor shall file a written report of all such injuries to the Human Resources Department within one (1) business day. Failure to comply with the reporting requirements of this policy will subject an employee to discipline, up to and including termination. Arrangements will be made for first aid or a doctor's attention unless the employee expresses a preference for his/her personal physician.

The Agency carries Workers' Compensation Insurance. The conditions of the Agency's insurance policy shall prevail as posted



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| EMPLOYEE MANUAL | |
| Title: PERSONNEL FILES | |
| Policy No.: 24.0 | Section Nos.: 24.0 – 24.0 |
| Approval Date: | Effective Date: January 2018 |
| Approved By: Board of Directors | |

24.0 PERSONNEL FILES

Pursuant to laws related to confidentiality and privacy of personnel files, access to personnel files is strictly controlled. Access is limited to the official custodian of personnel files, the employee, supervisors and managers who have a legitimate "need and right to know", and those possessing legal authority for access to particular information, such as by written approval of the employee or court order. Every current and former employee has a right to inspect and receive a copy of his or her personnel files, including payroll records, at a mutually convenient time, within 21 calendar days of the request. An employee may inspect only his or her personnel file and only in the presence of the custodian of personnel files or other supervisor. Personnel files are the property of the Agency and are kept in a secure location and may not be removed from Agency.



| EMPLOYEE MANUAL | |
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| Title: EDUCATIONAL REIMBURSEMENT POLICY | |
| Policy No.: 25.0 | Section Nos.: 25.0 – 25.6 |
| Approval Date: | Effective Date: January 2018 |
| Approved By: Board of Directors | |

25.0 EDUCATIONAL REIMBURSEMENT POLICY

It is the policy of the Santa Clarita Valley Water Agency to encourage the continued education of its employees relative to their respective careers. This policy is set forth to enhance the employee’s value to the Agency, and to assist the employee in achieving his/her career objectives, consistent with the mission of the Agency. Therefore, the Santa Clarita Valley Water Agency has adopted the following Education Reimbursement Policy for all of its full-time and part-time regular employees.

Each employee of the Santa Clarita Valley Water Agency may be reimbursed for any college-level course from an accredited institution, subject to the limitations noted in this policy. To be eligible for such reimbursement, the employee must obtain the prior approval of his/her supervisor and the Human Resources Supervisor by completing an Application for Education Assistance Program form (DMS 18976) prior to enrolling in a class.

Eligible courses must have relevance to the employee’s job duties or career advancement at the Agency. For example, any class related to water science, life science, physical science, chemistry, biology, or mathematics would likely qualify. Likewise, classes required by an educational institution for completion of an Associate, Bachelor’s, Graduate, or Doctoral degree in a field related to water supply could be eligible as well. Examples of major fields of study relevant to water supply include: Environmental Health; Biology; Chemistry; Public and Business Administration; Computer Science; Engineering (various disciplines); Water Science; or any other similar field of study.

25.1 Approval Process

An employee wishing to attend a course must have prior written approval from his/her supervisor and the Human Resources Supervisor, through the completed Application for Education Assistance Program form (DMS 18976).

25.2 Limit of Funds Available

A maximum of \$5,000 per fiscal year will be available to each Agency employee for educational reimbursement purposes, with a maximum education reimbursement of \$30,000 per employee. Funds may be applied to tuition, online courses, books, college fees, or other legitimate costs incurred, related to pre-approved college-level educational activities by the employee.

A course may be denied for reimbursement if in the judgment of the General Manger, the cost of the course exceeds the normal cost for similar courses.

25.3 Payment for Wages for Educational Activities

Employees will not be paid wages for the time spent in educational pursuits. If the educational activity occurs during the employee's normal work hours, the supervisor, at his/her discretion may approve an alternate work schedule to accommodate course attendance; there is no implication intended here that such accommodations are automatic.



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25.4 Reimbursement Policy

Once an employee has completed an approved course, he or she should then submit to the Human Resources Supervisor written proof of completion of the course with a grade of C (or equivalent). The proof will be reviewed by and approved by the Human Resources Supervisor. Funds approved will be disbursed to the employee in the form of a check.

If an employee resigns within 12 months of incurred educational expense, he/she is obligated to repay the Agency at a pro-rated rate.

The reimbursement program is intended for college attendance only. Seminar, webinar, and other requests for professional development and continuing education courses to obtain a license, or recertification do not need to be approved by Human Resources.

25.5 Seminar Attendance

Permission for seminar attendance will be requested by a completed "Request for Seminar Attendance" form. This form will be first submitted by the employee to the appropriate immediate supervisor and Department Manager and then to the General Manager for final approval.

25.6 Licenses, Fees and Dues

The Agency will pay for maintaining professional work-related certifications, licenses, dues, and publications. Fees for application and testing for new licenses or certifications shall be paid for by the employee and will be reimbursed upon notice of successful completion.



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| Policy No.: 26.0 | Section Nos.: 26.0 – 26.14 |
| Approval Date: | Effective Date: January 2018 |
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26.0 EMPLOYEE PERSONAL CONDUCT AND RESPONSIBILITIES

Agency employees are expected to conduct themselves at all times in a manner which will reflect favorably on the Agency, and which engenders the respect of the public.

26.1 Attention to Duty

An employee is expected to be prompt in reporting to work, to carry out his/her duties conscientiously until quitting time, and to guard against unnecessary absences from the job.

26.2 Accounting for Absence

If an employee must be absent from work he/she shall advise his/her supervisor by telephone at least two (2) hours prior to normal reporting time. Notice shall preferably be made in person and may not be made by text message or email. If the supervisor cannot be reached, then an employee shall report the absence to the Department Head. This reporting procedure may be revised only by separate written Department policies, which specifically supersede it. Absence from duty without reasonable cause or without due notice is cause for discipline up to and including dismissal. Absence related to proper use of sick leave is not grounds for discipline. Absence without approval for more than four (4) consecutive days shall be considered resignation.

26.3 Care of Equipment

Agency employees must guard against waste, misuse, and abuse of the Agency's supplies, equipment and furniture. Proper care and maintenance of equipment must be observed. Unauthorized or personal use of Agency equipment is forbidden.

26.4 Personal Information

The employee shall keep the Human Resources Department informed of any change in his/her personnel record, such as name, address, marital status, names of dependents, and whom to notify in case of emergency.

26.5 Outside Employment

Full-time employees of the Agency are expected to devote to the Agency the hard work and commitment that their position demands. As such, the Agency expects its employees to limit their employment efforts to the Agency alone, and not to seek or accept outside employment. Employees shall not engage in any employment, activity, or enterprise, which is inconsistent, incompatible, or in conflict with that employee's duties at the Agency.

Those employees wishing employment with another employer concurrently with their employment with the Agency may petition the General Manager for permission to accept outside employment, so long as that employment does not violate this policy. Such employment must not be with any other organization that could constitute a potential conflict of interest.



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If the General Manager determines that the outside employment will not interfere with the employee's ability to carry out his or her Agency responsibilities, and that such employment will not impact negatively on the employee's efficiency or commitment to the Agency, the General Manager may grant written approval for such outside employment. Additionally, the General Manager will determine whether the outside employment presents a conflict of interest for the employee, and must deny permission for outside employment should a conflict of interest arise.

In the event that approval is given, the Agency may at any time revoke that approval if it becomes evident that the outside employment is affecting the employee's job performance with the Agency.

26.6 Appearance

Employees are expected to dress and groom themselves in accordance with accepted standards, and depending on the employee's particular job responsibilities. Those employees whose duties include dealing with customers or visitors in person may be subject to a greater expectation with respect to personal appearance than a field worker. Each supervisor is responsible for ensuring that those employees working under him or her are suitably attired and groomed during working hours or when representing the Agency. If a supervisor feels an employee's attire is inappropriate, that employee may be asked to return home to dress appropriately. Subsequent instances of inappropriate attire may, at the discretion of the supervisor, result in the employee being sent home without pay to dress appropriately. Repeated violations of Agency standards regarding personal appearance may subject the employee to discipline, up to and including dismissal.

26.6.1 Uniforms

All employees issued uniforms at Agency expense shall wear those uniforms during working hours. Employees shall maintain uniforms in as neat and presentable a condition as possible under working conditions.

26.6.2 Casual Day

From time to time, Agency management may designate a "casual day." While employees are encouraged to dress casually (e.g., jeans, polo shirts, slacks, etc.), their attire must be presentable and consistent with their duties.

26.6.3 Religious Dress Practices

Employees are permitted to dress in accordance with their personal religious practices and to engage in specific grooming practices as part of their religious practices provided that such practices comply with all Agency safety requirements and policies. Requests for religious accommodations in dress should be made in writing to Human Resources.



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26.7 Confidential Information

The Agency is entrusted with important and confidential information relating to its customers and the contractors that work with the Agency. By safeguarding that information, the Agency earns the respect and further trust of the customers and contractors. Employees of the Agency are therefore expected to support that obligation to maintain confidentiality, even after leaving their employment with the Agency. Any violation of that confidentiality seriously injures the Agency’s reputation and effectiveness.

Employees are therefore advised not to discuss customer accounts with anyone who does not work for the Agency, and not to discuss Agency transactions with anyone who is not involved in those transactions. Even casual remarks can be misinterpreted and repeated, so employees are expected to develop the personal discipline necessary to maintain confidentiality. Any employees hearing, seeing, or becoming aware of any other employees breaking this trust, are advised to report such incidences to their supervisor.

Employees are prohibited from removing, or making copies of, any confidential or proprietary Agency records, reports or documents without prior management approval. Violation of this policy could lead to discipline, up to and including dismissal.

26.8 Meetings

On occasion, the Agency may request that an employee attend a company sponsored meeting, or other outside meeting at which the employee’s attendance is deemed beneficial to the Agency.

26.8.1 Optional Meetings

If such meeting is scheduled during regular working hours, the employee’s attendance is required. If the meeting is held after hours or on a weekend, holiday or other day off, non-exempt employees electing to attend will be paid for the time spent traveling to and from the meeting as well as for the time spent at the meeting. Exempt employees may be required to attend such meetings as part of their job duties.

26.8.2 Mandatory Meetings

On occasion, supervisors will schedule meetings. Every effort will be made to schedule such meetings during work, or immediately before or after work. If attendance at such a meeting is mandatory, employees will be informed in writing. Failure to attend may result in disciplinary action, up to and including dismissal. All non-exempt employees will be compensated for their attendance at any meeting held before or after regular working hours.

26.9 Entering Agency Property after Hours

Employees are not allowed to enter Agency property after normal working hours except when required by their shift assignment, on occasion of Agency emergency or other



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exigent circumstance without the express approval of their supervisor or other Agency management.

26.10 Conflicts of Interest

Situations that could create a conflict of interest are to be avoided by all employees. Involvement with a competitor, supplier or subordinate employee of the Agency can impair an employee's ability to exercise good judgment on behalf of the Agency, and may create an actual or potential conflict of interest. Supervisors should be cognizant of the negative aspects of supervisor-subordinate relationships so that potential conflicts can be avoided. If an actual conflict is determined, the Agency may take whatever corrective action appears appropriate according to the circumstances.

If an Agency employee discovers that he/she has a conflict or potential conflict, to include but not limited to, substantial financial interest in any action of the Agency which is reasonably foreseeable to confer benefit to that individual employee (as distinguished from the general public), access to information, participation in community activities, consulting opportunities, endorsements, giving/receiving of gifts and/or hospitality that leads or may lead to a conflict of interest or a perceived conflict of interest, the individual should discuss the matter with his/her immediate supervisor, or the General Manager as soon as the employee discovers the conflict or potential for the conflict.

26.11 Safety

Employee safety is a top priority at the Agency. All employees are expected to take every necessary precaution to ensure a safe work environment and to avoid injury both to themselves as well as to other employees. Any unsafe working conditions or accidents on the job must be reported to a supervisor immediately, regardless of extent.

The Agency shall furnish each employee appropriate personal safety equipment, which shall be used by the employee when conditions warrant, or when directed by a superior.

26.11.1 General Rules

It is up to each employee to take all necessary safety precautions, in order to avoid injury to themselves or others. For more specific rules regarding safety, see the current version of the Agency Injury and Illness Prevention Program.

26.11.2 First Aid

The Agency has first-aid kits located throughout the premises, and in Agency vehicles. The Agency has made arrangements with a local provider, which is posted on the employee bulletin boards, to provide first aid in medical emergencies.



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26.12 Time Cards

The Agency is obligated by law to keep accurate records of the time worked by non-exempt employees and required to complete time cards for accounting or planning purposes only. All employees are required to keep the office advised of their departures from and return to Agency premises during the workday.

Each employee is individually responsible for their time card, and is required to record their time on a daily basis. In the event an employee forgets to sign in or makes an error on their time card, their supervisor must make the correction to the time card and both the employee and the supervisor must initial that correction. Employees shall not tamper or otherwise make inappropriate or false entries on their own or any other employee's time card. Tampering with time cards is cause for disciplinary action, up to and including dismissal of both affected employees, depending on the circumstances.

26.13 Tools, Uniforms and other Agency Property

Agency employees may be issued tools, uniforms or other Agency property as part of their employment duties with the Agency. Any such property provided to Agency employees must be returned to the Agency at the time of their separation from employment with the Agency, or whenever requested by their supervisor or other Agency manager. Employees are responsible for any lost or damaged Agency property.

26.14 Compliance with Laws

All employees shall comply with applicable provisions of local, State and Federal laws and regulations.



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| EMPLOYEE MANUAL | |
| Title: SEPARATION FROM SERVICE | |
| Policy No.: 27.0 | Section Nos.: 27.0 – 27.4 |
| Approval Date: | Effective Date: January 2018 |
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27.0 SEPARATION FROM SERVICE

27.1 Lay-Off/Elimination of Position

Subject to any applicable provisions of State law, employment may be terminated, without cause on the part of the employee, in the event of the elimination of his/her position or if a shortage of work or funds requires a reduction in personnel. Lay-off as needed shall be made in order of seniority. The General Manager may also eliminate one or more positions as the result of a need for reorganization. An employee who is being laid off or whose job is being eliminated may elect to displace an employee in a lower classification if he/she has the qualifications and greater seniority than that employee does in the lower classification.

Regular employees shall receive notice of lay-off or position elimination two (2) weeks prior to the effective date. Should the position be reinstated within one (1) year of the effective date of lay-off or position elimination, or if a new position is created within said year requiring substantially the same duties, a regular employee who has been laid off, or whose position has been eliminated, shall be considered to be appointed thereto, provided that the employee left the company in good standing and has on file with the Agency a written application for re-employment listing a current address and phone number where he/she may be reached.

27.2 Resignation/Job Abandonment

An employee wishing to leave the Agency's service in good standing shall file a written resignation stating his/her reasons at least two (2) weeks before the effective date.

Absence without notice or without approval for four (4) consecutive days, or failure to return to work or notify the Agency and get approval within four (4) consecutive working days following an authorized leave, shall be considered resignation or job abandonment and is not subject to the disciplinary appeal process. Neither discipline nor an assessment of job abandonment shall apply to proper use of sick leave or any other protected leave.

27.3 Final Compensation

Upon separation from service, an employee's remaining vacation and personal leave benefits, but not sick leave, shall be added to his/her final compensation and paid at the employee's final rate of pay.

27.4 Non-Vesting Separation

When an employee separates from service, except as otherwise explicitly provided, that employee no longer is entitled to benefits provided to current employees, unless specifically provided otherwise by a provision of this Manual, other Board action, or contract.



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| Title: DISCIPLINARY ACTION AND APPEAL PROCESS | |
| Policy No.: 28.0 | Section Nos.: 28.0 – 28.8 |
| Approval Date: | Effective Date: January 2018 |
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28.0 DISCIPLINARY ACTION AND APPEAL PROCESS

28.1 Section 1 - General Provisions:

Discipline is intended to be imposed primarily to help correct problematic work performance, maintain proper decorum and professionalism, and to address misconduct in the workplace. Discipline may be applied to any Santa Clarita Valley Water Agency (“Agency”) employee. Prior to completion of an employee’s probationary period the Agency may, in its discretion, choose simply not to retain the employee rather than to impose discipline. Notice, hearing and appeal rights provided in Section 5 are provided only to regular employees and other employees provided due process rights pursuant to law.

Unless otherwise agreed by the employee and the Agency, documents relating to the above disciplinary action(s) will become a permanent part of an employee’s personnel file. The term Department Manager as used in the policy is defined as the Assistant General Manager, Administrative Services Manager, Engineering and Operations Manager, Retail Manager and Water Resources Manager.

28.2 Section 2 - Causes for Disciplinary Action:

28.2.1 The following is a non-exclusive list of the more common reasons for disciplinary action and subject to progressive discipline outlined herein:

1. Unsatisfactory Performance – a pattern of below standard work performance and/or the inability to perform the assigned duties of the position promptly, including repeated, negligent violation of the provisions of this Employee Manual.
2. Insubordination – knowingly refusing to perform reasonably assigned duties or defying the proper instructions of a supervisor.
3. Inattention to or Dereliction of Duty – a pattern of continued negligence or failure in the performance of assigned duties.
4. Actions contrary to the rules and policies of the Agency, including but not limited to the safety rules set forth in the Agency’s Illness Injury Prevention Program (“IIPP”).
5. Frequent or habitual tardiness, unexcused absences or unsatisfactory attendance.
6. Abuse of Leave.



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7. Accepting gratuities or tips.
8. Conducting non-Agency business activities during working hours and authorized use of Agency assets or property.
9. Discourteous treatment of the public or other Agency employees.
10. Misrepresentations in obtaining employment with or promotion within the Agency.

28.2.2 The following is a non-exclusive list of the more serious violations and shall be grounds for immediate disciplinary action, up to and including termination. Due to the severity of the misconduct, these causes shall not be subject to the full progressive discipline procedures outlined herein.

1. Consumption of alcoholic beverages or performance-altering drugs (including medical marijuana, whether prescribed or not) while on duty or on Agency premises.
2. Being under the influence of alcohol or performance-altering drugs (including medical marijuana, whether prescribed or not) while on duty.
3. Use of, possession of, and/or transfer or sale of, non-prescribed drugs or narcotics (including marijuana, whether prescribed or not) while on duty or on Agency premises.
4. Disorderly, indecent or immoral conduct while on duty, while driving a Agency vehicle, in Agency uniform, or when representing the Agency in any capacity.
5. Conviction of any felony or of a misdemeanor involving moral turpitude, dishonesty or immoral conduct.
6. Dishonesty.
7. Theft or unauthorized use of Agency property.
8. Fighting while on duty or on Agency premises.
9. Harassment and/or discrimination in any form.



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10. Actions incompatible with, inimical to, or offensive to the image or the goals of the Agency.
11. Failure to follow safe working practices.
12. Failure to report an injury promptly.
13. Failure to report significant unsafe working practices.
14. Misuse of Agency monies.
15. Falsification of forms, records, or reports; including, but not limited to, time sheets, employment applications and Agency documents.
16. Possessing or bringing firearms or weapons of any kind onto Agency property.
17. Destroying or willfully damaging Agency or employee property, records, or other materials.
18. Unauthorized opening or tampering with locks in desks, doors, cabinets, etc., or unauthorized use or duplication of keys.
19. Failure to immediately report the loss of a California driver's license due to suspension, withdrawal, forfeiture or confiscation by any court of law or by the California Department of Motor Vehicles by employees who must maintain such a license as a condition of employment.
20. Failure to maintain any license or certification required pursuant an employee's job description or for the performance of an employee's regular duties.
21. Severe violation of any established Agency rule, policy or procedure that will put at risk the Agency employees, Board members and the public.

28.3 Section 3 - Progressive Discipline:

The Agency values fairness and strives to give employees every opportunity to identify and correct problem behavior. Ideally, problem behavior is identified by informal counseling, oral reprimand and then a written reprimand and performance improvement plan prior to the imposition of more serious discipline. Progressive discipline is not required but is the Agency's preferred method of discipline. The Agency expressly reserves the right to impose



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any level of discipline appropriate to the severity of the offense, regardless of the absence of progressive discipline.

28.4 Section 4 - Disciplinary Actions Not Subject to Notice, Hearing, and Appeal Procedures:

Except for regular employees and other employees provided due process rights by law, the Agency may impose any level of discipline, up to and including termination, without notice or hearing. With regard to regular employees, the following disciplinary actions may be taken against any employee by the General Manager, Department Manager or such management personnel as he or she may designate without notice or hearing procedures:

1. Oral counseling
2. Oral reprimand
3. Written reprimand and Performance Improvement Plan
4. Suspension for up to three (3) days without pay.
5. Change in working hours.
6. Reassignment not entailing a salary reduction or demotion.

All discipline, even informal counseling or oral reprimand, should be documented by the party imposing the discipline. Documentation should include specific facts constituting the basis for the discipline. Periodic evaluations of performance are not disciplinary in nature and are not subject to grievance or disciplinary notice, hearing, or appeal rights.

28.5 Section 5 - Disciplinary Actions Subject to Notice and Response:

Only regular employees or other employees provided due process rights by law are afforded Notice, Hearing, and Appeal rights provided herein and in Section 6. This Section does not apply to employees expressly hired as “at will” employees, probationary employees, temporary employees, casual employees, seasonal employees, interns, or volunteers. The Agency may impose discipline by suspension for four (4) working days or more, salary reduction, demotion or termination from employment upon compliance with the notice and response provisions provided herein.

28.5.1 Notice of Intent to Discipline:

Prior to recommending the imposition of any such disciplinary action the Agency shall issue a written Notice of Intent to the employee setting forth the nature of the proposed disciplinary action, any specific charges against the



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employee, and the facts supporting the proposed disciplinary action. The Notice of Intent shall be personally served on the employee or sent by mail to the employee's last known residence. The Notice of Intent shall be served not less than seven (7) calendar days prior to the date the proposed discipline is to be imposed and shall contain the following:

1. Notice of the type of discipline proposed.
2. The charges upon which and reasons why such action is being taken.
3. Reference to the evidence supporting the charges or reasons and the right to receive such documentation.
4. A time and date by which the employee may respond to the charges or reasons, either orally or in writing, not less than seven (7) calendar days after the Notice of Intent is served on or mailed to the employee, whichever occurs first.

28.5.2 Response by Employee:

The employee shall have the right to respond, either orally or in writing, no later than the time and date provided in the notice to the employee. The time for response may be extended by the General Manager in his or her discretion if the General Manager determines it to be necessary to provide the employee with a fair opportunity to answer the charges made. Any response shall be delivered to the General Manager within the time allowed or said right shall be waived. If the employee desires a *Skelly* conference in order to make an oral response, the employee shall schedule the conference with the General Manager at least two (2) calendar days before the time and date stated in the notice. Failure of the employee to timely request a *Skelly* conference shall constitute a waiver by the employee of any right to present an oral response.

28.5.3 Notice of Discipline:

Upon expiration of the period of time set forth in the Agency's notice to the employee, the General Manager shall review the matter, including the response of the employee, if any, and shall make a determination regarding the proposed discipline. The General Manager shall notify the employee in writing of his or her determination. Such Notice of Discipline shall be personally served on the employee or shall be sent by mail to the employee's last known address.



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The Notice of Discipline shall contain the same information as the Notice of Intent and shall state the discipline, if any, imposed by the Agency and the reasons therefore and reference to the employee's right to appeal the discipline under Section 28.6, below. In the event the Agency determines not to proceed with discipline, or mitigates the discipline imposed, that shall be stated in the Notice of Discipline.

28.6 Section 6 - Appeal Procedures:

Only regular employees or other employees provided due process rights by law are afforded Appeal rights provided herein. This Section does not apply to employees expressly hired as "at will" employees, probationary employees, temporary employees, casual employees, seasonal employees, interns, or volunteers.

28.6.1 Request for Appeal:

An employee or former employee dissatisfied with the discipline determination made by the General Manager may make a written request for an appeal. The request shall be written, signed, and presented to the Human Resources/Risk Management Supervisor ("Human Resources") within ten (10) working days after the date of the Notice of Discipline if personally served, or fifteen (15) calendar days if served by mail, whichever occurs first. Any such request shall be addressed to the Human Resources and shall identify the subject matter of the appeal, the grounds for the appeal, and the relief desired by the employee. If the employee fails to issue a written request for an appeal within the prescribed time, the employee shall have waived the right to a hearing and all rights to appeal of the disciplinary action.

28.6.2 Scheduling of Appeal Hearing:

Human Resources shall schedule the appeal hearing within a reasonable time after receipt of the employee's request, considering the availability of a Hearing Officer and the convenience of the employee and relevant witnesses. Human Resources will thereafter provide the employee with written notice of the fixed time and date of the hearing.

28.6.3 Hearing Officer:

The Agency Finance and Administration Committee ("FAC") shall be the Hearing Officer for appeal hearings unless FAC designates another unbiased Hearing Officer.



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28.6.4 Conduct of Appeal Hearing:

All appeal hearings shall be conducted in private unless a public hearing is requested by the employee in writing. The conduct of the appeal hearing shall be under the control of the Hearing Officer with due regard for the rights and privileges of the parties:

1. The employee shall have the right to formal representation and to present evidence on his or her behalf. If the employee desires to have any other available employee present at the time of the hearing in order to present evidence or to examine adverse witnesses, the employee shall make a written request to Human Resources at least two (2) days before the scheduled hearing, requesting the presence of such persons. If such persons can be made available without unduly interfering with the operations of the Agency, the Agency shall cause such person to be available to provide testimony at the hearing.

2. Technical rules of evidence shall not apply. Any relevant evidence shall be admitted if it is the sort of evidence, which parties may reasonably rely when reviewing serious affairs. Hearsay evidence may be allowed, in the Hearing Officer's discretion, to supplement or explain other evidence. The Hearing Officer may exclude evidence that is irrelevant, unnecessarily burdensome, or where its probative value is outweighed by prejudice. During the examination of a witness, the Hearing Officer may exclude from the hearing any and all other witnesses.

3. Both parties shall have the right to introduce evidence. The Hearing Officer shall have the power to require the production of documents from either the Agency or the employee where the Hearing Officer deems such documents material and relevant to the disciplinary action and not otherwise privileged under Federal or State law.

28.6.5 Hearing Officer's Decision:

Upon conclusion of the appeal hearing, the Hearing Officer shall review the record and issue a written decision. The decision shall be issued within a reasonable time following appeal hearing's conclusion. The Hearing Officer shall have the authority to affirm, revoke or reduce the disciplinary action imposed against the employee. The Hearing Officer's decision constitutes a final resolution of any disciplinary action and no further appeal shall be permitted within the Agency's administrative process. Such decision shall refer



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to the employee's right to seek a writ under CCP Section 1094.5 and the time frame for such process.

28.6.6 Resolution before Hearing:

If the employee requests a Disciplinary Hearing and prior to or at that hearing the employee and the Finance and Administration Committee agree on an alternative course of action, this agreement shall be set forth in writing and signed by the employee and the General Manager.

28.7 Section 7 - Layoff or Reduction in Force:

Notwithstanding any other provision in this policy, nothing provided herein shall prohibit the Agency from discharging employees due to an elimination of position(s). Decisions of the Agency under this Section are not subject to any grievance or appeal procedure.

28.8 Section 8 - Paid Administrative Leave:

The Agency has the authority to place any employee on paid administrative leave at any time. Paid administrative leave is not considered discipline and shall not trigger any right to Notice, Hearing or Discipline as set forth in this policy.



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| Title: GRIEVANCE PROCEDURE | |
| Policy No.: 29.0 | Section Nos.: 29.0 – 29.3 |
| Approval Date: | Effective Date: January 2018 |
| Approved By: Board of Directors | |

29.0 GRIEVANCE PROCEDURE

29.1 General Open Door Policy:

The Santa Clarita Valley Water Agency (“Agency”) encourages employee input on matters affecting employees and their job duties. Employees who have job-related concerns should discuss them with their supervisor(s) or any other management representative with whom they feel comfortable. The Agency believes that employee concerns are best addressed through this type of informal and open communication before they become grievances.

29.2 Purpose of Grievance Procedure:

The purpose of this grievance procedure is to provide a means for settling grievances or complaints that arise over the application of this manual as quickly as possible and at the lowest possible level of authority. Each step in the procedure must be completed before the next step may be taken. Failure to take the next step within the timeframes allotted herein will result in the conclusion that the prior step resolved the grievance and result in waiver of the right to continue the grievance. This procedure shall not be used to contest disciplinary actions described in Section 28, subjective performance assessments, or salary determinations. The term Department Manager as used in the policy is defined as the Assistant General Manager, Administrative Services Manager, Engineering and Operations Manager, Retail Manager and Water Resources Manager.

A grievance must be filed within ten (10) calendar days of the occurrence of the event or within ten (10) calendar days following the date the grieving party could have reasonably known of the occurrence of the act or omission giving rise to the grievance.

29.3 Grievance Steps:

29.3.1 Step 1 - Informal:

The employee should initially try to resolve any item of concern informally with his or her direct supervisor and request a conference. The direct supervisor should hold a conference with the employee as soon as reasonably practicable following the employee’s request and attempt to informally resolve the issue. If the grievance is against the direct supervisor, the matter shall be taken directly to Step 2.

29.3.2 Step 2 - Formal Written Grievance:

If successful resolution is not reached in Step 1, the employee shall reduce his or her concern to writing and submit it to the Human Resources Manager/Risk Management Supervisor (“Human Resources”). The formal written grievance must be submitted to the Human Resources within ten (10) calendar days of



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the date of the conclusion of Step 1 or the right to file a grievance is waived. Human Resources, or his or her designee, shall meet with the grievant, and after the initial meeting Human Resources or his or her designee will investigate the complaint. This investigation may involve separate conversations or meeting of all parties at Human Resources' discretion. Human Resources shall attempt to provide his or her written decision with ten (10) calendar days of the date of the first meeting with the employee. In the event that the Human Resources/Risk Management Supervisor handled the first step of the grievance, the Assistant General Manager will handle the second step of the grievance.

29.3.3 Step 3 - Department Manager:

If the employee believes the decision of Human Resources does not adequately resolve the issue, the employee may request reconsideration by the Department Manager. This request must be submitted within ten (10) calendar days of Human Resource's decision. The Department Manager will be furnished with the then-existing written record. The Department Manager has full authority to conduct any further investigation that he or she deems appropriate under the circumstances, but he or she may rely on the record as established. The Department Manager shall attempt to provide his or her written decision within ten (10) calendar days of the date the grievance was received.

29.3.4 Step 4 - General Manager:

If the employee believes the decision of the Department Manager does not adequately resolve the issue, the employee may request reconsideration by the General Manager. This request must be submitted within ten (10) calendar days of the Department Manager's decision. The General Manager will be furnished with the then-existing written record. The General Manager has full authority to conduct any further investigation that he or she deems appropriate under the circumstances, but he or she may rely on the record as established. The decision of the General Manager shall attempt to provide his or her written decision with ten (10) calendar days of the date the grievance was received.

29.3.5 Step 5 - Finance & Administration Committee:

The ultimate authority of all Agency matters is the Finance & Administration Committee ("FAC"). If the employee disagrees with the decision of General Manager, the employee may submit a written request for a hearing before the FAC. This request must be submitted within ten (10) calendar days of the General Manager's decision. If a timely hearing request is received, the FAC



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shall hold a grievance hearing to hear witnesses, take evidence, and permit the submission of oral and written arguments in the case. This hearing shall be held in closed session unless otherwise requested by the employee in writing. Any deliberations by the FAC shall be held in closed session without the employee present. The FAC shall attempt to provide its written decision within thirty (30) calendar days after receiving the record. The FAC decision shall be final and binding on all parties.

A copy of the Agency’s Grievance Form is available upon request.

SANTA CLARITA VALLEY WATER AGENCY
EMPLOYEE GRIEVANCE FORM

Statement of grievance, including specific reference to any law, policy, rule, regulation or instruction deemed to be violated, misapplied or misinterpreted:

Circumstances involved:

Initial supervisor response:

Employee suggested remedy:

Date: _____

Employee Name: _____

Employee Signature: _____



| EMPLOYEE MANUAL | |
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| Title: PROHIBITION OF NEPOTISM | |
| Policy No.: 30.0 | Section Nos.: 30.0 – 30.7 |
| Approval Date: | Effective Date: January 2018 |
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30.0 PROHIBITION OF NEPOTISM

It is the policy of the Agency to seek the best possible candidates through appropriate search procedures. The Agency seeks to eliminate or limit even the appearance of impropriety where possible. As such, the Agency has adopted the following policy regarding application or hiring of employee relatives.

30.1 Definitions

For the purpose of the Agency's policies, the following definitions shall apply:

1. Relative - For purposes of this Section, "relative" shall mean a spouse, domestic partner, parent, parent-in-law, step-parent, legal guardian, sibling, step-sibling, sibling-in-law, child, step-child, child-in-law, legal ward, niece, nephew, grandchild, or grandparent.
2. Current Employee - For purposes of this Section, "current employee" means a person who is presently an Agency employee or member of the Agency's Board of Directors. Current employee shall mean all types of Agency employees, including but not limited to, regular employees, probationary employees, part-time employees, temporary employees, student interns, rehired annuitants, or contract workers.
3. Applicant - For purposes of this Section, an "applicant" is a person who applies for any type of employment position at the Agency and is not a current employee.

30.2 Nepotism - Rules for Applicants

1. Disclosure - Each applicant is required to disclose the identity of any relative who is a current employee. An applicant's failure to disclose a relative who is a current employee may result in the rejection of the applicant or future disciplinary action against the applicant after employment, up to and including termination.
2. Prohibited Hiring
 - a. Relatives of current employees shall not be hired into positions in which one relative may supervise, directly or indirectly, any other relative. One or more of the following roles, undertaken on a regular, acting, overtime, or other basis shall constitute direct or indirect supervision:
 - i. Occupying a position in an employee's direct line of supervision;
 - ii. Functional supervision, such as a lead worker, crew leader, or shift supervisor; or



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- iii. Participating in personnel actions including, but not limited to, appointment, transfer, promotion, demotion, layoff, suspension, termination, assignments, approval of merit increases, evaluations, and grievance adjustments.
 - b. Relatives of current employees shall not be hired into positions in which one relative may work in a capacity, which would allow a current employee to evaluate or control the terms, conditions or performance circumstances of employment of a relative.
 - c. Relatives of current employees shall not be hired into any position in which the employment of such relative has the potential for adversely impacting the supervision, safety, security, or morale of other employees.
3. Nepotism - Determination by Human Resources Manager

The Human Resources Manager shall review each applicant who is a relative of a current employee to determine whether hiring the applicant would result in any of the prohibited situations. If, in the opinion of the Human Resources Manager finds that any of those situations exists, then the applicant may be rejected, or may be considered for employment in a position that does not present the above situations.

30.3 Nepotism - Rules for Current Employees

- 1. Current employees shall not participate, directly or indirectly, in the recruitment or selection process for a position for which a relative is an applicant.
- 2. Current employees having hiring powers or authority to recommend hires shall not, either directly or indirectly, seek to influence or assist in the hiring of any relative to any position within the Agency.
- 3. Current employees shall not participate or interfere in, or otherwise attempt to influence, any personnel actions affecting his or her relative including, but not limited to, transfer, promotion, demotion, layoff, suspension, termination, assignments, approval of merit increases, evaluations, and grievance adjustments.

30.4 Nepotism - Prohibited Job Assignments

- 1. Relatives of current employees shall not be promoted, assigned, or transferred into positions in which one relative may supervise, directly or indirectly, any other relative.



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One or more of the following roles, undertaken on a regular, acting, overtime, or other basis shall constitute direct or indirect supervision:

- a. Occupying a position in an employee's direct line of supervision
 - b. Functional supervision, such as a lead worker, crew leader, or shift supervisor or
 - c. Participating in personnel actions including, but not limited to, appointment, transfer, promotion, demotion, layoff, suspension, termination, assignments, approval of merit increases, evaluations, and grievance adjustments
 - d. Participating in decision-making or management that would allow evaluation or control of the terms, conditions, or performance of the employment
2. Relatives of current employees shall not be promoted, assigned or transferred into any position where the employment of such relative has the potential for adversely impacting the supervision, safety, security, or morale of other employees.

30.5 Nepotism - Change of Status

1. Current employees must report a change of status to the Human Resources Manager in advance of the effective date where feasible, but in no event later than thirty (30) days after the effective date of the change of status. For purposes of this policy, "a change of status" is the change in the legal status or personnel status of one or more current employees.

Changes in legal status include but are not limited to marriage, divorce, separation, or any such change through which a current employee becomes a relative or ceases to be a relative of another current employee.

Changes in personnel status include but are not limited to promotion, demotion, transfer, re-assignment, resignation, retirement or termination of a current employee who is a relative of another current employee.

2. Within thirty (30) days from receipt of notice, the Human Resources Manager shall undertake a case-by-case consideration and individualized assessment of the particular work situation to determine whether the change of status has the potential for creating an adverse impact on supervision, safety, security, or morale.



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3. The Human Resources Manager shall consult with the affected Department Head(s) to make a good faith effort to regulate, transfer, condition or assign duties in such a way as to minimize problems of supervision, safety, security, or morale. Notwithstanding this, the Agency retains the right to exercise its discretion to refuse to implement a change in personnel status due to its potential for creating an adverse impact on supervision, safety, security, or morale.
4. The Department Head(s) shall reasonably monitor and regulate both relatives' conduct and performance for a period of one (1) year from the date of the Human Resources Manager's determination. If a Department Head determines, subject to any applicable requirements of due process, that a change of status has caused potential for creating an adverse impact on supervision, safety, security, or morale, the Department Head shall re-visit the Human Resources Manager's determination.
5. Depending on the nature and severity of the situation, the Human Resources Manager may transfer one of the relatives to a similar position that would not be in violation of this policy. The transfer will be granted provided the relative qualifies and there is an opening to be filled. There can be no guarantee that the new position will be within the same classification or at the same salary level. If the situation cannot be resolved by transfer or by good faith efforts to regulate, transfer, condition or assign duties in such a reasonable way that would not be in violation of this policy, one of the relatives must separate from Agency employment.

30.6 Nepotism - Pre-existing Relationships

Where situations exist prior to the effective date of this policy that may be in conflict with these rules, reasonable efforts shall be made to address the situation so as to minimize potential problems of supervision, safety, security or morale and to avoid future conflict.

30.7 Nepotism - Appeal of Decisions

Current employees affected by the application of these rules may appeal the action to the Human Resources Manager within ten (10) days of the action. The Human Resources Manager shall hear the current employee's concerns and issue a written decision within twenty (20) days of receipt of the appeal. A current employee who is dissatisfied with the Human Resources Manager's decision may appeal to the General Manager within five (5) days of notification of the Human Resources Manager's decision. The General Manager shall hear the current employee's concerns and issue a written decision within twenty (20) days of receipt of the appeal. The decision of the General Manager is final, and no other appeal may be had unless the employee is entitled to further administrative appeal.



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| EMPLOYEE MANUAL | |
| Title: SMOKING AND TOBACCO PROHIBITIONS | |
| Policy No.: 31.0 | Section Nos.: 31.0 – 31.4 |
| Approval Date: | Effective Date: January 2018 |
| Approved By: Board of Directors | |

31.0 SMOKING AND TOBACCO PROHIBITIONS

31.1 Smoking and Tobacco Prohibitions Policy

Employees are prohibited from smoking in all buildings, structures, facilities, establishments, conference rooms, trailers, meeting areas, hallways, lobbies, storage room, shops, garages, bays, shelters, vehicles, job sites, and equipment that are rented, leased, owned, or operated by the Agency. In conformity with California Government Code section 7597, no smoking shall be allowed on any main entrance, exit, or window of any Agency building. The term “smoking” as used in this policy includes use of any inhalable product, whether made inhalable by burning, vaporization, or any other means. This policy prohibits use of any cigarettes, e-cigarettes, cigars, pipes, or vaporizer, regardless of the substance being inhaled, including but not limited to any marijuana-based product whether or not obtained by a prescription. This policy excludes medically prescribed inhalers required to treat illnesses (i.e. inhalers used for asthma). Smoking shall also be prohibited within fifty (50) feet of all confined spaces (i.e., sewer manholes, sewer lift stations, vaults, reservoirs, etc.).

31.2 Posting

The Agency facilities shall post “No Smoking” signs that are legible and clearly visible.

31.3 Vehicles and Equipment

Smoking is prohibited in Agency vehicles and equipment. This policy shall apply to all Agency employees, associates, visitors, or any passengers in Agency vehicles or equipment.

31.4 Responsibilities

It shall be the responsibility of the employees to follow this policy. Failure to do so will result in disciplinary action up to and including termination.



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| EMPLOYEE MANUAL | |
| Title: AGENCY WEBSITE AND SOCIAL MEDIA POLICY | |
| Policy No.: 32.0 | Section Nos.: 32.0 – 32.4 |
| Approval Date: | Effective Date: January 2018 |
| Approved By: Board of Directors | |

32.0 AGENCY WEBSITE AND SOCIAL MEDIA POLICY

The Agency uses its websites (primarily, but not limited to www.scvwa.org) and social media as components of the Agency’s public outreach activities and to assist in the conduct of and to promote Agency business. Social media programs include, but are not limited to, Facebook, Pinterest, Twitter, Instagram, blogs and other such programs that exist now or will be developed in the future. The Agency’s websites and social media programs and data used for the social media programs are property of the Agency.

The purpose of the Agency’s website and social media programs is effective communication that ensures the Agency is recognized as a credible, effective and reliable authority for water infrastructure, management and policy. The Agency’s use of websites and social media programs should be to:

1. Maintain and enhance credibility and public trust.
2. Inform the public of what services the Agency provides.
3. Promote the Agency’s programs and activities.
4. Promote community partnerships and community events.
5. Provide accurate information to the public regarding incidents and public service announcements.

Any and all information posted on behalf of the Agency must pertain to the Agency and its operations, programs and activities.

32.1 Authorized Users

Agency staff posting on Agency websites and social media networks on behalf of the Agency must be authorized in advance by Agency Management. Additionally, the content of proposed posts to Agency websites or social media must be approved prior to posting by an appropriate supervisor. Agency staff posting on behalf of the Agency must be identified as being part of the Agency. Agency staff posting on behalf of the Agency shall at all times conduct themselves in an appropriate and professional manner.

32.2 Content Guidelines

Content posted on Agency websites and social media networks is public record and subject to State of California Public Records laws. Sharing or posting content owned by others shall be performed in accordance with copyright, fair use and established laws pertaining to materials owned by others. This includes, but is not limited to, quotes, images, documents and links. Content that is allowed to be posted is factual and informational material related to the five purposes listed above.



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Content that is not allowed to be posted includes:

1. Confidential information such as the personal information of employees, Directors, customers or information related to actual or potential legal claims, lawsuits or other legal issues.
2. Photographs or images of anyone who can be identified without first obtaining a signed release, except for publically obtained pictures/videos involving public social events.
3. Customer information without written permission.
4. Language, photos, images or other content that is sexually explicit, lewd or obscene, racist, political, religious or that expresses an opinion.
5. Profane language and content or content that may cast the Agency in a negative light.
6. Disparaging comments about the Agency, Directors or staff.
7. Any content that negatively impacts the reputation of the Agency.
8. Any content that actively engages any person posting in an argumentative or offensive manner.
9. Solicitations of charitable contributions or commerce.
10. Conduct or encouragement of illegal activity.
11. Information that may tend to compromise the safety or security of the public or Agency facilities or operations.
12. Content that violates legal ownership of another party.
13. Content that inappropriately promotes an outcome for an election or campaign (refer to the California Fair Political Practices Commission for additional guidance).

32.3 Employee Responsibilities

Employees should refrain for posting to *personal* social media sites during working hours. While the Agency does not regulate employee's personal posts, this section sets forth suggested guidelines for appropriate online behavior when referring to the Agency. These guidelines inform employees about what is recommended should they choose to discuss Agency-related business through personal social media activities. Employees should remember that information posted on social media is not private and remains available on-line for a long time.

Outside the workplace, employees should understand that material published on personal social media networks should not be misattributed to the Agency. Specifically:

1. Employees should not attribute personal social media activity to the Agency.
2. Employees should not make social media postings that appear to be from the Agency.



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3. Employees should not use or reference Agency job titles in a non-official capacity (note that listing an Agency job title and basic work experience on a professional work platform such as Linked In is acceptable).
4. If employees post personal social media activity related to the Agency or its programs, the employee should state: "The posting on this site is my own and does not represent the position of the Agency."

Employees should note that personal social media postings are not private and may be used in administrative or legal proceedings to the extent permitted under California and Federal law.

32.4 Policy Violations

The General Manager and/or the Assistant General Manager will act as the first contact for suspected violations of this policy, and will use his/her discretion regarding the "need to know" of any other individuals. This will restrict the number of persons involved during the investigation process.

In the event an employee suspects another employee of violating the guidelines presented in this policy, the employee shall immediately report the incident to one of the following people:

1. The Employee's Supervisor
2. The Assistant General Manager
3. The General Manager of the Agency

Information furnished should be as factual, complete and as relevant as possible. In the event the individual wishes to remain anonymous, document your facts and submit it to the first contact.

A thorough investigation will ensue and may include other officials and outside sources as deemed necessary. Upon completion of the investigation, the General Manager will determine what action, if any, is to be taken and once a violation of this policy has been determined and documented, the employee may be subject to discipline, up to and including dismissal.



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| EMPLOYEE MANUAL | |
| Title: WORKPLACE VIOLENCE | |
| Policy No.: 33.0 | Section Nos.: 33.0 – 33.5 |
| Approval Date: | Effective Date: January 2018 |
| Approved By: Board of Directors | |

33.0 WORKPLACE VIOLENCE

The Agency recognizes workplace violence is a common concern among employers and employees. The Agency is committed to providing a safe, violence-free workplace. In this regard, the Agency strictly prohibits employees, consultants, customers, visitors, or anyone else on Agency premises or engaging in a Agency-related activity from behaving in a violent or threatening manner.

Moreover, the Agency seeks to prevent workplace violence before it begins and reserves the right to address behavior suggesting a propensity towards violence even prior to any violent behavior occurring.

33.1 Definition of Workplace Violence

Threats of violence include conduct against persons or property that is severe, offensive or intimidating or creates a hostile, abusive, or intimidating work environment for one or more Agency employee. Such behavior includes, but are not limited to:

1. Threats of violence occurring on Agency property, regardless of the relationship of the individuals involved in the threat.
2. Threats of acts of violence not occurring on Agency property but involving someone who is representing the Agency or if the threats or acts of violence affect the interest of the Agency.
3. Threatening, physically aggressive, or violent behavior, such as intimidation or attempts to instill fear of harm in an individual or his/her family, friends, associates, or their property.
4. Other behavior which suggests a propensity towards violence, which can include belligerent speech, excessive arguing or swearing, hitting or shoving an individual, sabotage, or threats of sabotage of Agency property, or a demonstrated pattern of refusal to follow Agency policies and procedures.
5. Defacing Agency property or causing physical damage to the facilities.
6. Making harassing or threatening telephone calls, sending harassing or threatening letters or other forms of written or electronic communication.
7. Harassing surveillance, also known as "stalking", the willful, malicious and repeated following of another person and making credible threats with the intent to place that other person in reasonable fear for his/her safety.
8. Carrying weapons or firearms of any kind on his/her person or in his/her vehicle onto Agency premises, in Agency parking lots, or while conducting Agency business.



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33.2 Reporting

If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, customer, consultant, visitor, or anyone else, he or she should notify his or her supervisor or any other management personnel immediately. Each employee who receives a protective or restraining order which lists Agency premises as a protected area is required to provide the Agency with a copy of such order.

Further, Employees are responsible for notifying immediately their Supervisor, Department Manager or Human Resources of any threats they have witnessed, received or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed that they regard as threatening or violent when the behavior is job related or might be carried out on Agency property or in connection with employment.

33.3 Investigation

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, the Agency will inform the reporting individual of the results of the investigation. To the extent possible, the Agency will maintain the confidentiality of the reporting employee and of the investigation. The Agency may, however, need to disclose results in appropriate circumstances, for example, in order to protect individual safety. The Agency will not tolerate retaliation against any employee who reports workplace violence.

33.4 Corrective Action and Discipline

If the Agency determines workplace violence has occurred, the Agency will take appropriate corrective action and will impose discipline on offending employees, up to and including termination. If the violent behavior is that of a non-employee, the Agency will take appropriate corrective action in an attempt to ensure such behavior is not repeated.

Under certain circumstances, the Agency may forego disciplinary action on the condition the employee takes a medical leave of absence. In addition, the Agency may request the employee participate in counseling, either voluntarily or as a condition of continued employment.

Employees experiencing domestic violence, including stalking, must notify their supervisor immediately and reasonable accommodations will be made, including appropriate safety measures. To ensure the safety of the Agency employees as well as the employee impacted, the police department may be notified of the situation.

Any employee who believes he or she may have a problem which could lead to violent behavior is encouraged to use the Agency's Employee Assistance Program. The EAP is a professional, confidential counseling service available to all personnel and members of their household to assist in resolving emotional difficulties, marital and family conflict, stress,



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chemical dependency, conflicts at work, and other concerns. Further information regarding the EAP may be obtained from the Human Resources Department.

33.5 In the Event of an Emergency

If an emergency exists and the situation is one of immediate threat, the employee shall contact the local police officials by dialing 9-1-1 and should take whatever emergency steps are available and appropriate to protect himself/herself from immediate harm, such as leaving the area.



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34.0 RETURN TO WORK POLICY

The Agency recognizes that employees are central to the organization. The Agency seeks to continue employees in a position of value where possible, even when an employee is on medical restrictions stemming from an injury that may affect his/her non-essential duties. A Return to Work (RTW) Program is a proven essential cost containment element of the Agency's overall Risk Management Program. In conjunction with the Safety Program, it is an effective tool in returning employees to productive work in the shortest time possible, while ensuring safety, maintaining high morale, and keeping costs to a minimum.

The Agency will make every reasonable effort to make transitional work available to those who have been injured on the job. Off the job, injuries will be provided transitional work when reasonable to accommodate medical restrictions. Transitional work may not be provided where the creation of the work creates an undue hardship on the Agency.

Transitional duty is a temporary accommodation and does not vest the employee with permanent rights to the assigned transitional duties.

34.1 Statement of Purpose

It is the Agency's goal to bring an employee back to work in a useful capacity as soon as possible following an injury. The Agency supports transitional duty, where possible, from the positive point of view that employees want to work. Each employee should recognize that this program is set up as a benefit for him or her.

If an employee is injured the Agency will engage with the employee, seek employee input, and look at ways to safely bring the employee back to work as soon as the doctor determines that he/she is medically ready. While it is ideal for the employee to return to work without restrictions, where restrictions are present the Agency will consider temporary modifications to the employee's job duties or work hours to accommodate recovery.

34.2 General Policy/Procedure

34.2.1 Return to Work (RTW) Team

The Agency established an internal Return to Work (RTW) Team to facilitate this program. This team will consist of Human Resources personnel, Supervisors, and Safety personnel.

Human Resources will act as the first liaison between the employee, supervisor, medical provider, and the insurance claims representative (if workers' compensation is involved). The RTW Team will engage in the interactive process with the employee and solicit input on the scope of applicable restrictions and possible accommodations.



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34.2.2 Modified Duty Accommodations

In many cases, medical advisements will require the employee to be away from work. However, where modified duty is possible, the Agency will consider the following:

1. The first priority will be the safety of the employee and co-workers. In no case will an employee be returned to work where his/her medical restrictions would pose a safety risk to the employee, co-workers, or the public.
2. Where safe and possible without the creation of an undue hardship on the Agency, modified duty will be offered to the employee. Building on existing work experience and working relationships avoids adding stresses of adjusting to new tasks and surroundings. Where possible without the creation of an undue hardship, job or work site modifications may include a temporarily reduced work schedule, changed duties, trading heavier parts of the job with co-workers, altering the way duties are performed, making physical changes in the workstation, and providing the employee with specialized tools or adaptive devices. The duties will be flexible so that they can be easily altered to meet the requirements of the employee's medical program and the Agency's internal needs. All possible modifications will be considered. Reasonable modifications will be provided when necessary. The location of modified duty will be subject to the following order:
 - a) The Agency will endeavor to return the employee to the same job, if possible, based on the medical restrictions, as prescribed by the treating physician.
 - b) If return to the same job is not possible, the returned employee will be considered for modified work first within the same department.
 - c) If return to the same department is not possible, the employee may be returned to work in a different department. Transferable employment skills will be emphasized and on-the-job training will be provided to supplement these skills.
3. As a last alternative, where no safe and reasonable modified duty is available, the employee may be granted additional medical or discretionary leave to accommodate recovery.

The RTW Program is designed to accommodate temporary disability. The time in the program should typically not exceed 90 calendar days. As healing occurs, the employee's work duties will be changed and frequently modified to reflect increased work capacity of the recovering employee, as dictated by the physician's restrictions.



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For workers' compensation claims, if the employee is not going to reach full duty within the 90 calendar-day period, the RTW Team will work with the JPIA Claims representative and the medical provider on an alternative plan of action. In the case of a non-industrial claim or disability, the team will contact the doctor to discuss an alternative plan of action.

Transitional duty is a temporary accommodation and does not vest the employee with permanent rights to the assigned transitional duties.

34.2.3 Designated Industrial Medical Provider for on the Job injuries/illnesses

When an injury occurs, the employee must visit the Agency's local designated industrial medical clinic. The clinic provides first aid and treatment to injured employees. Depending the seriousness of the injury, the supervisor or his/her designee may need to drive the employee to the Agency's medical clinic.

The RTW Team will assure that the medical clinic has a copy of the employee's job description. For workers' compensation, the RTW Team will discuss with the medical provider the RTW Program and what modifications can be made to accommodate the restrictions.

34.2.4 Employee Eligibility

All regular employees are eligible to participate in the RTW Program. Temporary staffing Agency workers are not covered under this program, as it is the staffing Agency's obligation to cover their employee.

34.2.5 Monitoring an Injury/Illness

The RTW Team will give the injured/ill worker all the pertinent forms and information, as well as reviewing with the employee their responsibilities for the RTW Program.

If an employee is not returned to full or modified duty immediately, the RTW Team collaborates with the clinic and medical provider to receive a Physician's Report / Employee Work Status form that lists any restrictions that could be imposed that might allow the worker to return. The RTW Team discusses and determines what modifications can be made to meet the doctor's restrictions. A Fitness for Duty Exam may be warranted.



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34.2.6 Management Responsibilities

1. The Management Team plays an essential role in helping an injured or ill employee transition back to work and will be held accountable for the effective implementation of the RTW Program.
2. If an injured worker is not released to return to full or modified duty, the supervisor should let the employee know that they are missed and that they are looking for the employee's early recovery and quick return.
3. The injured employee's supervisor works with Human Resources to determine modified duty when the employee returns with restrictions from the doctor.
4. It is the supervisor's responsibility to ensure the employee is following the restrictions and directions provided. If they are not, then appropriate action will be taken after consultation with the RTW Team.
5. A **Transitional Duty Assignment Form** (DMS # 161461) will be completed and signed by the employee, supervisor, and Human Resources.

34.2.7 Employee Responsibilities

1. New hires will be informed of the RTW Program at the time of their Employee Orientation.
2. All employees will be held accountable for providing assistance with the RTW Program if called upon and required to provide a collective effort to the success of this program.
3. If the medical provider releases the employee to full duty with no restrictions, the employee will provide a physician's form to his supervisor and then return to full duty.
4. If the employee is not released to return to work, it is the employee's responsibility to attend each scheduled doctor's appointment.
5. If the doctor releases the employee with restrictions, the employee will then participate in a discussion meeting with his or her supervisor and Human



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Resources regarding how the employee’s job duties will be modified to meet the restrictions imposed by the doctor.

6. It is the employee’s responsibilities to work within the physical limitations set by the physician at all times, and perform only those temporary duties assigned to the employee by their supervisor.
7. The employee should advise his/her supervisor if having difficulties performing the assigned tasks and inform the supervisor if must miss work for a medical appointment. Every effort must be made to schedule medical appointments at the beginning, end, or outside of employee work schedule to minimize the disruption.
8. On future visits to the doctor, the employee must ensure that the supervisor is advised of any changes in your work restrictions.



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35.0 COMPENSATION POLICY

The Agency's compensation policy is intended to support the General Manager in the achievement of the Agency's mission and the Board's strategic objectives for the community, enhance harmonious employee relations and meet the needs of a majority of the workforce. It should further, foster a teamwork concept within the organization, recognizing the importance of a satisfied, productive, and cohesive workforce. In implementing this policy, the following guidelines will be considered based upon the financial capacity of the Agency.

35.1 Compensation Philosophy

The Agency's compensation philosophy is to establish and maintain a compensation structure based on marketplace norms, internal alignment and equity among various groups of employees. This philosophy is designed to facilitate the General Manager's responsibility to recruit quality employees, insure fairness, and periodically review and update the compensation program.

35.2 Implementation

The Agency's compensation program will be implemented in accordance with the following guidelines :

35.2.1 Attract and Retain Quality Employees

The Agency's compensation program should ensure that the General Manager has the ability to attract and retain the quality of persons the Agency needs to meet its mission and implement the Board's policy objectives and priorities.

35.2.2 Labor Market

The Agency's compensation practice will incorporate a survey of labor markets that include:

1. Local labor market comprised of water agencies and general-purpose governments.
2. Southern California regional market comprised of water agencies and general-purpose governments that provide water services similar to those provided by the Agency.
3. In addition to the labor markets referenced above, the Agency may collect supplemental survey data to address compensation issues associated with unique job classification and non-industry specific classifications.



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35.2.3 Sharing of Compensation Survey Information

Consistent with the Agency's commitment to an open and collaborative relationship with employees, the compensation survey data collected pursuant to this policy will be shared with employees.

35.2.4 Competitive Position

If fiscally prudent, it is the Agency's objective to compensate employees at the middle of the labor market as measured by the mean and/or median.

35.2.5 Measurement of Competitive Position

Competitive position will be calculated utilizing total cash compensation, which includes base salary, and cash add-ons to base salary including PERS pick-up, incentive pay, deferred compensation, etc. In addition, the Agency will also consider health and retirement benefits; leave benefits, and reimbursement policies.

35.2.6 Internal Alignment

Consideration will be given to both labor market survey data and internal relationships in establishing salary ranges. When establishing internal relationships, priority will be given to:

1. Appropriate differential between superior and subordinate classes
2. Appropriate differentials among classes in the same class series
3. Relationships among related class series
4. Relationships across unrelated class series.

35.2.7 Mix of Base salary, Total cash and Benefits

The Agency's practice is to provide a mix of base salary, total cash and benefits that is generally competitive with the labor market. When evaluating benefits, the Agency will consider both the cost and the content of the benefits.

35.2.8 Pay Administration

The Agency will establish pay ranges for each classification and assign pay grades within a pay schedule. Pay ranges minimum and maximum will be established from market survey results. Individual compensation adjustments within the salary range will be made in accordance with the appropriate personnel policies.



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35.2.9 Fiscally Prudent

The Agency's compensation program shall ensure that it will not jeopardize the financial condition of the Agency. The Agency's practice is to compensate employees in accordance with the Agency's financial condition. In determining the Agency's financial condition, the Agency will consider competing service priorities, reserves and revenue growth.

35.3 Conclusion

By adopting this compensation policy, which aligns with the Agency's mission and the Board's objectives, the Agency will continue to effectively invest in its employees. This policy should be reviewed periodically by the Board and updated as needed.



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36.0 MANAGEMENT VEHICLE OR VEHICLE ALLOWANCE

The Agency will provide an Agency vehicle or monthly vehicle allowance to all senior management positions. The provision of an Agency vehicle or monthly vehicle allowance is to enable the management positions to meet the travel demands imposed by their position or job assignment.

The vehicle allowance is considered compensation for the use of a personal vehicle on Agency business. The monthly vehicle allowance will be changed at least annually by the percent change in the IRS mileage rate. This compensation is a lump sum method to cover what would otherwise be reimbursable travel expenses. Covered employees may submit expense reimbursement requests with supporting documentation if they believe that the allowance did not adequately cover actual reimbursable expenses as required by Labor Code section 2802.

Unless in conflict with this policy, the Agency’s Driving and Vehicle Policy apply to the senior management positions. All employees driving on Agency business or in Agency vehicles are obligated to obey all traffic laws and all applicable Agency policies.

36.1 Guidelines for the Vehicle Allowance

1. An employee receiving a vehicle allowance must maintain adequate automobile insurance with liability coverage indicating the minimum limits required by the State of California. The employee must also provide proof of insurance to Human Resources on an annual basis. The employee is obligated to report a lapse in such coverage or in licensure, in no more than three days following the lapse.
2. An employee receiving a vehicle allowance is required to use his/her personal vehicle for all required Agency business with the following exceptions:
 - a. Trips in which it is necessary to transport more people, including the driver, than the employee’s personal vehicle will comfortably accommodate.
 - b. Trips in which it is necessary to traverse unpaved, rough terrain.
 - c. Trips that require transporting equipment or material that will not fit in an individual’s vehicle.
 - d. When travel by other forms of transportation, i.e., airplane, train, etc. are more cost effective and/or efficient.
3. An employee receiving a vehicle allowance may submit a request, with support, for additional mileage when (1) the employee travels more than 300 miles in a single day or (2) the employee otherwise reasonably believes the provided allowance fails to cover actual reimbursable travel expenses.
4. In the event of an emergency, an employee receiving a vehicle allowance may be entitled to use of an Agency vehicle.



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36.2 Guidelines for Assignment of an Agency Vehicle

This part of the policy applies to positions assigned an Agency vehicle after July 1, 2012, and does not apply to incumbents that received an Agency vehicle as negotiated in an employment contract effective prior to July 1, 2012.

1. An Agency vehicle provided to senior management is for use on Agency business only, as well as the commute to and from work.
2. In general, an Agency vehicle provided to a senior management position will be an average-equipped compact fuel-efficient vehicle.



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37.0 HARASSMENT, DISCRIMINATION, AND RETALIATION REPORTING POLICY

The Agency strictly prohibits all forms of harassment, discrimination, and retaliation (“Unlawful Practices”) in the workplace in order to maintain a productive and safe working environment. The purpose of this policy is to provide all employees with a clear understating of the Agency’s procedure for filing and investigating complaints concerning Unlawful Practices.

37.1 Policy Statement

The Agency has adopted a zero-tolerance policy in regards to unlawful harassment, discrimination, and retaliation. The default disciplinary action for any violation of this policy will be termination of employment.

It is the policy of the Agency to provide each employee and applicant with an employment opportunity and work atmosphere that is free from discrimination. Accordingly, the Agency does not discriminate on the basis of race, religion, religious creed (including religious dress and religious grooming), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity), gender expression, age (40 or over), sexual orientation, military and veteran status, or any other basis protected by federal, state or local laws (“Protected Categories”).

The Agency is also committed to providing a work environment that is free from unlawful harassment. In furtherance of this commitment, the Agency strictly prohibits all forms of unlawful harassment, including but not limited to harassment on the basis of any of the Protected Categories. The workplace is not a place for engaging in, or for having to fend off harassing remarks, depictions, or representations. Every employee has a right to a work in an environment free from harassment, regardless of the intent of the parties involved.

Similarly, the Agency strictly prohibits retaliation against any employee for making a good faith complaint of discrimination or harassment or for cooperating, assisting, testifying, or participating in any of the internal or external complaint procedures described below. Claims of retaliation are taken seriously and are subject to the same complaint procedures.

37.2 Persons Covered

This policy is applicable to all applicants and employees of the Agency, including supervisors and managers. The Agency prohibits managers, supervisors, and employees from engaging in any Unlawful Practice against co-workers, customers, vendors, suppliers, independent contractors and others doing business with the Agency. In addition, the Agency prohibits customers, vendors, suppliers, independent contractors and other third parties doing business with the Agency from harassing or discriminating against Agency employees.

This policy applies to all phases of the employment relationship, including recruitment, testing, hiring, upgrading, assignments, promotion/demotion, discipline, transfer, layoff, termination, rates of pay, benefits, and selection for training.



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37.3 Prohibited Conduct

37.3.1 Sexual Harassment

Sexual harassment (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions, gender identity, gender expression, sex stereotype, sexual orientation, gender and transgender harassment) is defined as unwanted sexual advances, or visual, written, verbal or physical conduct of a sexual nature that creates an intimidating, offensive, or hostile working environment or that interferes with an employee's work performance. Such conduct constitutes prohibited, unlawful harassment:

- 1) Submission to the conduct is made either an explicit or implicit condition of employment or promotion;
- 2) Submission to or rejection of the conduct is used as the basis for an employment decision;
- 3) The unwelcomed comments or conduct based on sex unreasonably interfere with an employee's work performance or create an intimidating, hostile, or offensive work environment

Examples of sexual harassment include, but are not limited to, unwelcome sexual propositions, hugging, kissing, or other offensive physical contact of a sexual nature; lewd gestures, remarks or innuendoes; unwelcome discussions of sexual practices or anatomy, and sexually offensive posters, photographs, drawings, cartoons, jokes, stories, nicknames, or comments about appearance; joking about sex; degrading words or terms of a sexual nature; prolonged staring or leering; and continued invitations to social events outside the workplace after being told such are unwelcome.

37.3.2 Other Types of Harassment

Harassment can take many forms beyond sexual harassment when based on any Protected Category. All other forms of harassment are also strictly prohibited. Such harassment includes, but is not limited to, the following examples:

- Verbal conduct such as making or using derogatory comments, epithets, slurs, jokes, or verbal abuse;
- Visual conduct such as prolong staring or leering at a person, gestures, and displaying of objects, posters, photographs, cartoons, or drawings;



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- Written conduct such as suggestive or obscene letters, emails, drawings, notes or invitations; and
- Physical conduct such as assault, unwanted touching, or blocking normal movement, or violating someone’s “personal space.”

Please note that within the workplace, our right to free speech is necessarily subject to our legal duty to create and foster a workplace free of harassment or discrimination.

Finally, each one of us, regardless of whether we are an individual contributor/employee or a supervisor/manager is legally responsible for our own behavior if and when our actions are determined to be harassing. What does that mean? That means that in addition to the disciplinary consequences for engaging in unlawful harassment, which may include termination, people who harass others in the workplace may also be sued personally by their coworkers and therefore responsible for defending themselves in a lawsuit.

37.3.3 Discrimination & Retaliation

Any adverse employment action taken on the basis of any Protected Category constitutes unlawful discrimination and is strictly prohibited. “Adverse employment action” is defined as an action that results in a substantial adverse change in the terms and conditions of an employee’s employment including, but not limited to, decisions relating to hiring, firing, demoting, failing to promote, laterally transferring, and giving poor performance evaluations.

“Retaliation” is a form of an adverse employment action that is taken against an individual for opposing any legally prohibited employment practice or engaging in any legally protected employment activity. The Agency strictly prohibits any form of retaliation.

37.4 Reporting Procedures

37.4.1 Internal Reporting

The Agency’s complaint procedure provides for an immediate, thorough, objective and confidential investigation of any claim alleging an Unlawful Practice, appropriate disciplinary action against one found to have engaged in an Unlawful Practice, and appropriate remedies for any victim of an Unlawful Practice.

Any employee who believes that he or she has been the victim of an Unlawful Practice or any employee who observes or otherwise becomes aware of such conduct has a duty to immediately notify the Human Resources Supervisor, who is responsible for investigating such complaints. An employee is not required to report the complaint



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to the Human Resources Supervisor if the Human Resources Supervisor is the individual who is engaging in the unlawful conduct, but may in the alternative report the conduct to his or her immediate supervisor or to the General Manager.

Supervisors and other members of management who receive complaints or who observe unlawful conduct must immediately inform the Human Resources Supervisor or the General Manager or other appropriate personnel so that an investigation can be initiated.

All complaints should be as detailed as possible, including the names of individuals involved, the names of any witnesses, direct quotations when language is relevant, and any documentary evidence (notes, pictures, cartoons, etcetera).

The Agency will maintain confidentiality to the extent possible. Any supervisor who is informed of a complaint alleging an Unlawful Practice by an employee, or any other individual, must report said complaint to the Human Resources Supervisor immediately and must otherwise keep the matter confidential. The Human Resources Supervisor must also keep the matter confidential and not disclose the matter to any person who is not involved in the investigation or does not have legitimate work-related reasons for knowing of the complaint. Any supervisor who fails to comply with this paragraph will be subject to disciplinary action, up to and including termination of employment.

37.4.2 Investigation

Upon the filing of a complaint with the Agency, the complainant will be provided with a copy of this policy. All incidents of prohibited discrimination, harassment and/or retaliation that are reported will be subject to an impartial, fair, timely and thorough investigation. The investigation will provide all parties appropriate due process and will reach reasonable conclusions based on the evidence collected. The Agency will document the timely, thorough, and objective investigation of the allegations to ensure reasonable progress is being made in the investigation. The Agency will inform the complainant of the progress of the investigation upon request.

The Human Resources Supervisor is the impartial person designated by the Agency to investigate complaints of Unlawful Practices. The Human Resources Supervisor may, however, delegate the investigation at his/her discretion to a qualified, impartial investigator. In the event the Unlawful Practice complaint is against the Human Resources Supervisor, a qualified, impartial investigator shall be appointed by the General Manager.

The Human Resources Supervisor shall maintain tracking documentation for all complaints filed to ensure that investigations progress reasonably and are completed in a timely manner. Based on the report and any other relevant information, the General Manager shall, within a reasonable period of time, determine whether the conduct requires discipline. In making that determination, the General Manager shall look at the record as a whole and at the totality of circumstances, including the nature of the conduct in question, the context in which the conduct, if any, occurred, and the conduct of the complainant.



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37.4.3 Cooperation

All employees are required to cooperate truthfully and in good faith with the Agency in any investigation under this policy. Knowingly making a false charge of an Unlawful Practice or a false statement in connection with an investigation, or deliberately interfering with any such investigation is also a violation of this policy.

37.4.4 Corrective Action

At the conclusion of the timely investigation, if it is determined that an Unlawful Practice has occurred, the Agency will take immediate and effective remedial action commensurate with the circumstances. Corrective action may include, for example: training, referral to counseling, or disciplinary action, including but not limited to, verbal or written warning, suspension, transfer, demotion, and termination of employment, depending on the circumstances. With regard to acts of harassment by clients or vendors, corrective action will be taken after consultation with the Board of Directors.

The results shall be timely given to the complainant, the alleged wrongdoer, and the General Manager upon the completion of an investigation.

The complainant will be notified when the investigation has been completed and will be informed of the general outcome of the investigation, i.e., whether the complaint has been substantiated or unsubstantiated. However, the complainant is not entitled to know the corrective action, if any, imposed on the accused wrongdoer as that information is protected by the accused wrongdoer's right to privacy. Appropriate action will be taken to ensure the employee who has been found to have been discriminated against, harassed and/or retaliated against will not be discriminated against, harassed and/or retaliated against in the future, including but not limited to redistribution of this policy, training, transfer, etcetera.

37.4.5 Retaliation

No employee will be subject to any form of retaliation for reporting any violation or participating in any investigation under this policy truthfully and in good faith. Employees who believe they have been retaliated against in violation of this policy should utilize the same complaint procedure described above.

37.5 Anti-Harassment Training

All employees hired as or promoted to a supervisory or management position must undergo at least two (2) hours of interactive sexual harassment training within the first six (6) months of assuming a new supervisory or management position. Additionally, all supervisors and managers must complete at least two (2) hours of interactive sexual harassment training at least once every two (2) years thereafter. An employee who fails to comply with this section may be subject to disciplinary action, up to and including termination of employment.



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37.6 External Complaint Procedure

The U.S. Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing are authorized to accept and investigate complaints of employment discrimination, and to mediate settlements. The Fair Employment and Housing Council has authority to issue accusations against employers, conduct formal hearings, and award reinstatement, back pay, damages, and other affirmative relief. State and federal laws also prohibit retaliation against employees because they have filed a complaint with the EEOC, DFEH or FEHC, participated in an investigation, proceeding, or hearing with either agency, or opposed any practice made unlawful by Title VII or the FEHA.

For more information, contact the Human Resources Department. Contact information for the DFEH can be obtained at www.dfeh.ca.gov. Contact information for the EEOC can be obtained at www.eeoc.gov.

Questions regarding this policy should be directed to the Human Resources Supervisor, Assistant General Manager or the General Manager. This process is subject to the grievance procedure.

SIGN AND RETURN TO THE HUMAN RESOURCES DEPARTMENT AFTER CAREFULLY READING THIS POLICY IN ITS ENTIRETY. BY SIGNING BELOW, YOU ARE INDICATING THAT YOU HAVE CAREFULLY READ AND FULLY UNDERSTAND ALL PROVISIONS OF THIS POLICY.

Signature _____ Date _____

Print Name _____



ACKNOWLEDGEMENT OF EMPLOYEE MANUAL

I acknowledge that I have received the Santa Clarita Valley Water Agency Employee Manual and have read and understood all of its provisions. I acknowledge that the Santa Clarita Valley Water Agency retains the right and sole discretion to modify, delete, or add to the policies in the Employee Manual, and that in the event of a conflict between the terms of the Employee Manual and anything told to me by a supervisor or co-employee, the terms of the Employee Manual shall control.

Name (please print) _____

Employee's Signature _____

Dated: _____

NOTE: This original signed document is to be filed in the employee's personnel file.

