



REGULAR MEETING OF THE BOARD OF DIRECTORS

AGENDA

TUESDAY, February 23, 2021, 7:00 PM

Notice of Zoom Meeting

Pursuant to Governor Newsom's March 17, 2020 Executive Order N-29-20 regarding COVID-19, members of the Aromas Water District Board of Directors, staff and public may participate in this meeting via Zoom. Instructions on the following page.

President- James Leap
Vice President- Vicki Morris
Director- Marcus Dutra
Director- Richard Smith
Director- Wayne Holman
General Manager- Robert Johnson
Board Secretary- Louise Coombes

- I. **CALL TO ORDER**
- II. **ROLL CALL OF DIRECTORS:** President Jim Leap, Vice President Vicki Morris, Directors, Marcus Dutra, Richard Smith, and Wayne Holman.
- III. **PLEDGE OF ALLEGIANCE**
- IV. **STATEMENTS OF DISQUALIFICATION**
- V. **ADDITIONS AND DELETIONS**
- VI. **MINUTES:** Motion to approve the Minutes of the January 26, 2021 Regular Board Meeting p.3-5
- VII. **ORAL COMMUNICATION:** *Anyone wishing to address the Board on informational items, staff reports or matters not listed on the agenda may do so during Oral Communications. Please limit your comment to three (3) minutes. The public may comment on listed Action and Public Hearing items at the time they are considered by the Board.*
- VIII. **PRESENTATIONS & REPORTS**
 - A. DIRECTORS' REPORTS
 - B. ATTORNEY'S REPORT
 - C. MANAGER'S REPORT p.6-9
 - D. CORRESPONDENCE p.10-11
- IX. **ACTION ITEMS:**
 - A. **Consider adopting the Aromas Water District's Employee Handbook, dated February 2021, and providing direction to staff.** p.12-68
Staff will present the Final DRAFT of the Employee Handbook, for discussion and Board action.
 - B. **Consider adopting the Aromas Water District's COVID-19 Prevention Plan (CPP), and providing direction to staff** p.69-84
Staff will present the proposed COVID-19 Prevention Plan, for discussion and Board action.
 - C. **Financial Reports for the Month of January 2021** p.85-90
Including both Assessment Districts, the financial reports show a Total Revenue of \$135,375.51; Total expenditures were \$67,084.94 between January 21, 2021 and February 17, 2021. These financials and monthly expenditures will be presented for discussion and approval.
- X. **FUTURE MEETINGS & AGENDA ITEMS** Next meeting – March 23, 2021
- XI. **ADJOURNMENT**

Next Res. # 2021-02

All public records relating to an agenda item on this agenda are available for public inspection at the time the record is distributed to all, or a majority of the board. Such records shall be available at the District office located at 388 Blohm Avenue, Aromas, CA.



Zoom Meeting Instructions

In order to protect the health and safety of the public and Aromas Water District employees, the District office located at 388 Blohm Avenue, Aromas, CA 95004 has been closed to the public until further notice. In accordance with EO N-29-20, the public may participate in the District's Board meeting by teleconference or web conference via the instructions provided below.

The meeting materials will be available for download from the District's website at:

www.aromaswaterdistrict.org.

This meeting is being held via Zoom and all attendees are muted by default. To join the meeting from a computer, tablet, or smartphone via the Zoom app (free at <http://www.zoom.us>), click the link on the meeting date and time: <https://us02web.zoom.us/j/89044236906>

If you do not have speakers or a microphone on your computer, you can dial in for audio.

Call **(669) 900.9128** and enter the Webinar ID: 89044236906

If you would like to speak during the public comment portion of the meeting, you have the following options:

1. **Online** – raise your hand or use the Q&A panel to submit written comments.
2. **Phone** – press *9 to raise your hand, *6 to send a request to be unmuted to submit verbal comments.

The meeting officially will start at 7:00pm, though remote access will be open 15 minutes before the start of the meeting.

Public engagement is important to the District, and meeting remotely is an evolving process.

We appreciate everyone's understanding as we work through this together.

**Minutes of the Regular Meeting of
the Aromas Water District Board of Directors
January 26, 2021**

- I. CALL TO ORDER.** The regular meeting of the Aromas Water District Board of Directors was called to order by President Leap on Tuesday, January 26, 2021 at 7:00 p.m. online via Zoom.
- II. ROLL CALL.** President Leap, Vice President Morris and Directors Dutra, Holman and Smith were present. Also in attendance were General Manager Johnson, Counsel Bosso and Board Secretary Coombes.
- III. PLEDGE OF ALLEGIANCE.** President Leap led the pledge of allegiance.
- IV. STATEMENTS OF DISQUALIFICATION.** There were no disqualification statements.
- V. ADDITIONS AND DELETIONS.** There were no additions to, or deletions from, the Agenda.
- VI. MINUTES.** The minutes of the December 22, 2020 Board Meeting were presented for review and approval. Director Holman moved for approval of the minutes seconded by Director Smith. Minutes were approved by roll-call vote with all Directors present.
- VII. ORAL COMMUNICATION.** There were no public comments.

VIII. REPORTS/PRESENTATIONS

- A. Director's Report(s).** None
- B. Attorney's Report.** Counsel Bosso invited questions further to his memo regarding ADUs. There were none. There are no cases currently in the courts that affect water districts.

C. Manager's Report

OPERATIONS

Production & Well Levels

GM Johnson reported total production in December 2020 was 6,437,367 gallons, with a daily average of 270,657 gallons per day; bringing the annual total to date of 107,106,505 gallons. As usual, the majority of this month's pumping came from San Juan Well, however, Carpenteria Well was also in use for 30 days. The stacked graph demonstrates that the annual total for 2020 was similar to the pre-drought annual total for 2014.

There are 965 connected meters. All water testing continues to be both filed on time and represent satisfactory results. In December, the finished water from the treatment plant showed no trace of iron and manganese.

Reporting on operational well levels, all are currently recharging nicely; Carpenteria Well is up three feet; San Juan Well is up four feet. Observational well levels; Marshall Well is up one foot; and Aimee Meadows Well is up six feet.

MAINTENANCE

Incidents

No incidents.

ADMINISTRATIVE

Staff & Board Recognition

CSR Bowman, WUSp Giron and GM Johnson are refining the effectiveness of the billing process during the time that the office is closed to the public.

ASO Coombes continues to work on the District mapping and will soon be tying in data from the billing software to be able to visualize the pressure zones.

WUSp Giron and GM Johnson attended the preliminary Audited Financial presentation meeting earlier today with Mr. Chris Brown from Fedak & Brown. A presentation will be made to the Board later in this meeting.

GM Johnson attended the online LAFCo Board meeting on January 14, 2021 where the Bravo annexation was approved so the connection will be scheduled in the near future.

GM Johnson applied for the "Community Power Resiliency Allocation to Special Districts Program" last month and has since called/emailed for an indication of the timeline, but no further information is yet available.

GM Johnson has been working on a COVID Prevention Plan which he is planning to present to the Board in February.

Conservation & Rainfall

Since the beginning of the new rainfall year on October 1, 2020, and up to January 23, 2021 there has been a total of 0.64” bringing the total to 2.68” so far. Although it still looks to be a dry winter overall, heavy rain is predicted over the next few days.

Projects

Response to COVID-19 Virus

GM Johnson is still working on keeping up with the ever-changing situation and the COVID-19 Prevention Plan.

Ad-Hoc Personnel Committee Meeting

The Employee Handbook will be presented at the February Board meeting.

Technology Upgrade - SCADA

The installations are ongoing and should be complete within the next month. Once complete, the web-based interface will be updated so that GM Johnson can provide a live demonstration to the Board.

Orchard Hill Road Proposed Annexation

Nothing new to report on this project other than GM Johnson sends them a daily update on Cole Tank levels as their tank can only be filled once the Cole Tank reaches a certain level. Potentially a booster may be needed until the permanent solution is developed.

Red Barn Fire Suppression System

Director Dutra enquired as to the progress of this project; GM Johnson explained that MPE will be performing the connection in the near future at the direction of the Red Barn owner.

Correspondence: GM Johnson indicated another request for annexation and connection on Cole Road and will be presented later in this meeting. With regard to the damaged fire hydrant, contact was made with the SWRCB and ASO Coombes has requested the Collision Report for the insurance claim.

IX. ACTION ITEMS

A. Presentation of Audited Financial Statements for FY 2019-20

Chris Brown, of Fedak & Brown, presented the Audited Financial Statements for FY 2019-20. Mr. Brown was happy to report an unmodified, clean opinion in that no material weaknesses were identified and, in their opinion, the financial statements present fairly, in all material respects, as the financial position of the Aromas Water District as of June 30, 2020. Mr. Brown congratulated the District on achieving this status.

He went on to present details regarding the condensed statements of net position, condensed statements of revenues, expenses and total net position. Director Smith questioned whether it was usual to observe that the net position has reduced two years in a row. Mr. Brown commented that if the operations are out of line with budgeting, over a few years the net position should be reviewed. The District Board may prefer to keep operations running lean, however, the District does show positive cash flow for the last two years. Depending on how the District Board want to consider future funding of Capital Projects, altering the Depreciation reserve and making this a more prominent part of future rate studies, as well as deciding how to implement rate changes, balanced with expense review may be future considerations of the Board. Vice President Morris congratulated the staff on achieving a clean report whilst facilitating the Audit remotely. President Leap extended special thanks toward WUSp Giron for her hard work.

A motion was made by Director Smith to approve the Audited Financial Statements as presented and seconded by Vice President Morris; there was no further discussion. The Audited Financial Statements were unanimously approved by roll-call vote with all Directors present.

B. Consider receiving a report regarding the possible annexation of one parcel located on Cole Road, and potentially adopting Resolution 2021-01 to initiate the annexation process

GM Johnson presented a request from Mr. Martinez on Cole Road to be annexed in order to be connected to the Aromas Water District; the parcel is already within the District’s sphere of influence. The request is due to a drastic reduction in production of his private well and has become a health and safety issue.

A motion was made by Director Holman to receive the report as presented and adopt Resolution 2021-01, seconded by Director Dutra. There was no further discussion. The report was unanimously adopted by roll-call vote with all Directors present.

C. Consider receiving a report regarding an update on the Rocks Road Bridge project in San Benito County

GM Johnson presented a historical synopsis; since 2012 widening Rocks Road and the Bridge potentially affects the water main serving Rancho Larios. Prior to the current development of the project, the plan was to adjust the bridge alignment to avoid relocating the water line and thus avoid District expenditure. However, recently a different project engineer from NV5 contacted the District and indicated that the project was imminent and the plan was to return to the original design layout, but Federal funding makes no allowance for the cost of utility relocation. To mitigate this, the new engineer has offered to adjust the abutment design to create access to the main line. Communication has been an issue despite directive from the San Benito County Board of Supervisors to keep the District informed. Records of previous agreement or correspondence have yet to be found. In discussion, all Directors agreed that leaving the line in situ is the best option. Director Smith enquired, and Counsel Bosso confirmed, that the County engineers are liable if they damage the line provided the line has been suitably marked via 811/USA. President Leap appreciated the clear description and visualization of the situation.

A motion was made by Director Dutra, and seconded by Vice President Morris, to receive the report as presented and directive to leave the water line where it is and have the engineering firm redesign the bridge abutment around the line. Vice President Morris suggested that the relationship be developed further with the engineers with oversight and representation from Supervisor Kosmicki for the similar future project of Carr Avenue bridge repair. President Leap offered to be party to communication with Supervisor Kosmicki. The report was unanimously received by roll-call vote with all Directors present.

D. Financial Reports for the Month of December 2020

On the **Balance Sheet**, *Total Assets / Liabilities & Equity* are \$11,083,546.64, of which *Total Current Assets* are \$4,605,807.66, and *Total Fixed Assets* are \$6,3336,799.98. In *Liabilities*, the *Total Current Liabilities* are \$201,748.62 and *Long-Term Liabilities* are \$4,292,714.89.

In the **P&L Report**, *Water Revenue* for December was \$146,267.28. Director Morris suggested a review of the amount of \$465.79 shown as interest for July-Dec 2020 may be incorrect for the six-month period considering December’s interest alone is close to that amount. GM Johnson mentioned the revamp of the District’s demonstration garden; the costs for which would be expensed to Public Outreach rather than Miscellaneous Expenditure. Total **Expenditures** were \$120,467.85 between December 18, 2020 and January 20, 2021.

Director Holman moved to approve the Financial Reports as presented; seconded by Director Smith. The Financial Reports were unanimously approved by roll-call vote with all Directors present.

X. FUTURE MEETINGS & AGENDA ITEMS. The next meeting will be on Tuesday, February 23, 2021.

Topics for the next meeting include the revised Employee Handbook and the newly developed, State required COVID-19 Prevention Plan.

XI. ADJOURNMENT. President Leap adjourned the meeting at 8:27pm until Tuesday, February 23, 2021.

Read and approved by: _____
President, Jim Leap

Attest: _____
Board Secretary, Louise Coombes

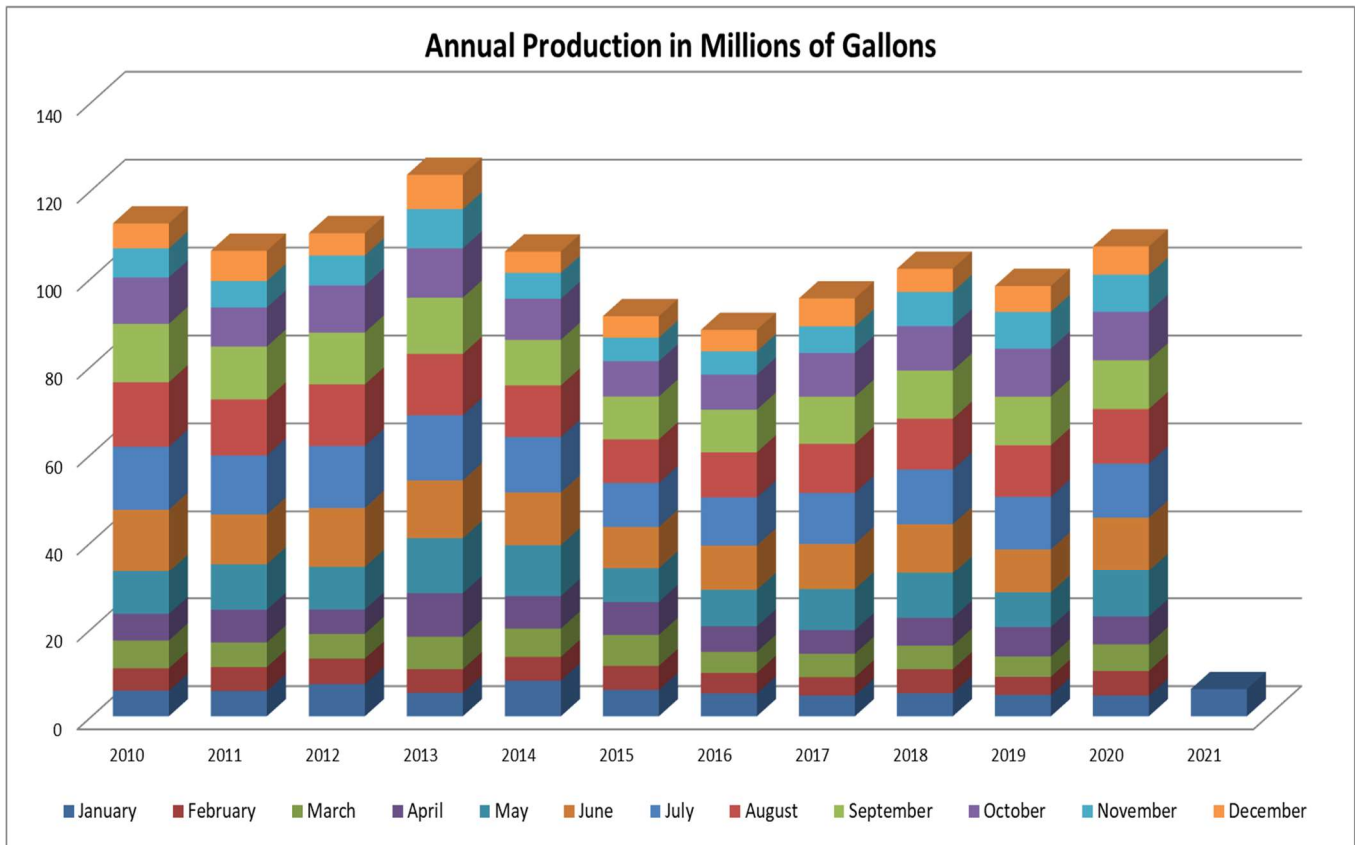
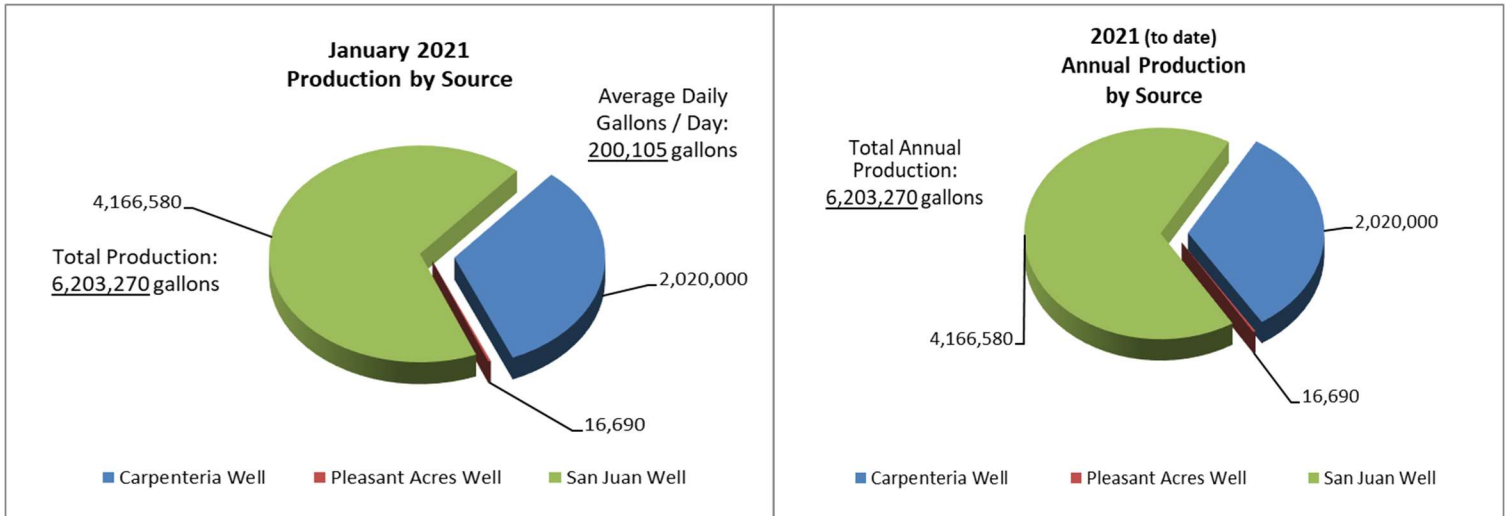
Date: _____

Date: _____

General Manager's Report January 2021



PRODUCTION REPORT



Totals	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Million Gal	112.37	106.15	110.17	123.42	105.97	91.27	88.152	95.304	102.07	98.141	107.1	6.20
Acre Ft	344.8	325.7	338.05	378.7	325.16	280.05	270.49	292.43	313.18	301.13	328.8	19.02

OPERATIONS AND MAINTENANCE REPORT

OPERATIONS:

- There are 965 total meters installed.
- Carpentaria well was operated 30 of the 31 days this month, while San Juan well was used 29 days, and Pleasant Acres well was utilized only one day, this month.
- Water Treatment Plant: finished water was free of both iron and manganese this month.
- Distribution testing for total Coliform; all samples negative.
- All monthly DWR reports on Coliform, and Fe / Mn were filed on time.
- WTP filters are being backwashed when necessary.
- Monthly Generator in-house 15-minute testing under load.
- Monthly well-level monitoring (see attached chart).

MAINTENANCE:

- Preventative maintenance and flushing were performed, as needed
- Chlorine chemical pump maintenance and analyzer maintenance at all wells was performed
- Additional maintenance tasks are being performed as time allows

INCIDENTS:

- No incidents to report as of the day of the writing of this report.

ADMINISTRATIVE REPORT

STAFF & BOARD RECOGNITION:

- CSR Bowman, WUSp Girõn and GM Johnson are working through the billing process to increase effectiveness. This is the opportune time to refine our processes since the office is still closed to the public for COVID-19 related issues.
- ASO Coombes continues to work with the District's GIS, fixing errors in the data sets and updating information when possible.
- ASO Coombes is preparing to compile and complete the annual DRINC report, which portions are then used for the annual CCR that is due at the end of the fiscal year.
- WUSp Girõn is working through the Operations processes to see where we can find opportunities for increasing efficiency, which in the long run, will lead to increasing effectiveness.
- CO DeAlba and Operator Smith continue to work on replacing broken meters. Currently, we have a limited supply of meters, so we are in the process of ordering more.
- GM Johnson received information from the CalOES "Community Power Resiliency Allocation to Special Districts Program", regarding the District's grant application. We did not receive an award. There is an appeal process, however after reviewing the scoring sheet, the District lost a great deal of points based on the community we serve. Basically, the monies were aimed at funding DACs (disadvantaged communities). The weighting of that portion of the application was not apparent in the application, and Aromas is not a DAC.
- GM Johnson is working with SDRMA to schedule a tour of the District's facilities. The tour is currently scheduled for March 24.

CONSERVATION UPDATE:

January 2020 usage figures are showing the expected winter water use as we move into the winter weather pattern, though even with the large rain event at the end of January, from all (current) indicators, it looks like overall it will be a dry winter.

October 1, 2020 marked the start of a new water year. As of the date of this report (February 16), the rain gauge at Chittenden Pass has recorded 7.44 inches (up from 2.24 inches in the January Manager’s Report) of precipitation this water year, with 0.60 inches having fallen in February. The 2019-2020 water year ended with the rainfall at Chittenden at 16.72 inches.

PROJECTS:

1. Response to COVID-19 virus

Staff has been working to keep up with the ever-changing COVID-19 (coronavirus) situation. Staff’s focus has been on a variety of strategies to maintain high-quality water delivery to our customers and keeping staff safe from exposure. The resulting COVID-19 Prevention Plan (CPP) is one of the action items tonight.

2. Technology upgrade – SCADA (delayed due to COVID-19 pandemic)

Phase 3 is complete and Phase 4 of the XiO (SCADA) implementation continues to move forward. The District has outfitted Carr Booster, as well as Carr and Cole Tanks. Currently, Oakridge Boosters, Carpenteria Well, Rea Tank, and Rea Booster components have been installed and tested. Cole Booster and San Juan Well remain to be completed.

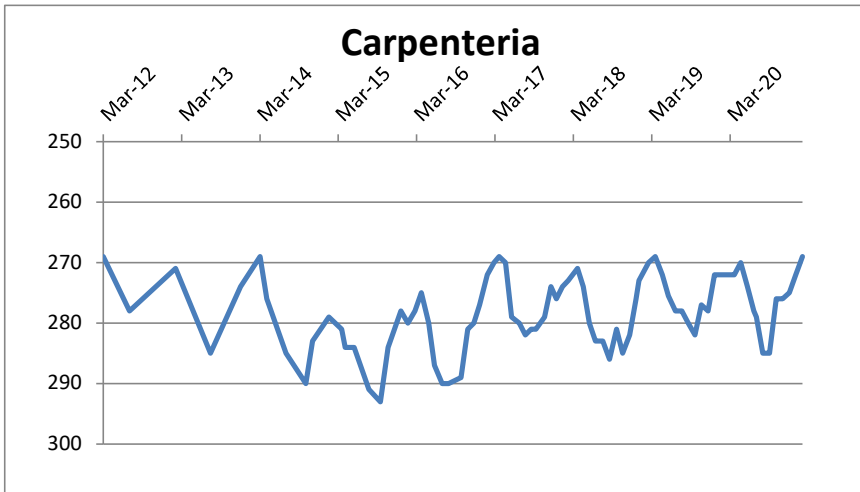
3. Orchard Hill Road proposed annexation progress

GM Johnson has been in contact with the Orchard Hill group representative. There has been challenges with the interim solution, so staff continues to work on that issue in addition to their normal duties. There seems to be a solid group of seven households that are interested in receiving Aromas Water, and other may be close to wanting to join also. Within the next few of months, some information will need to be developed to help the Orchard Hill folks make their decision.

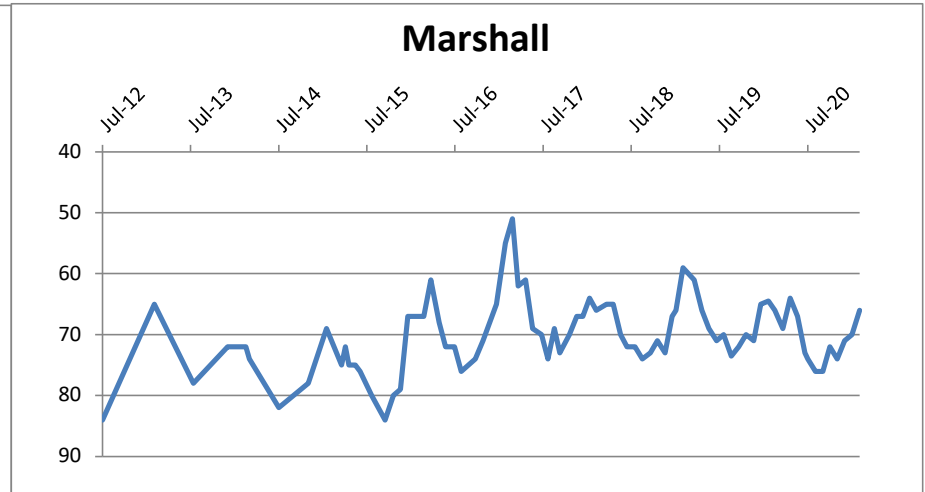
No update as of the writing of this report.

Robert Johnson
General Manager
February 16, 2021

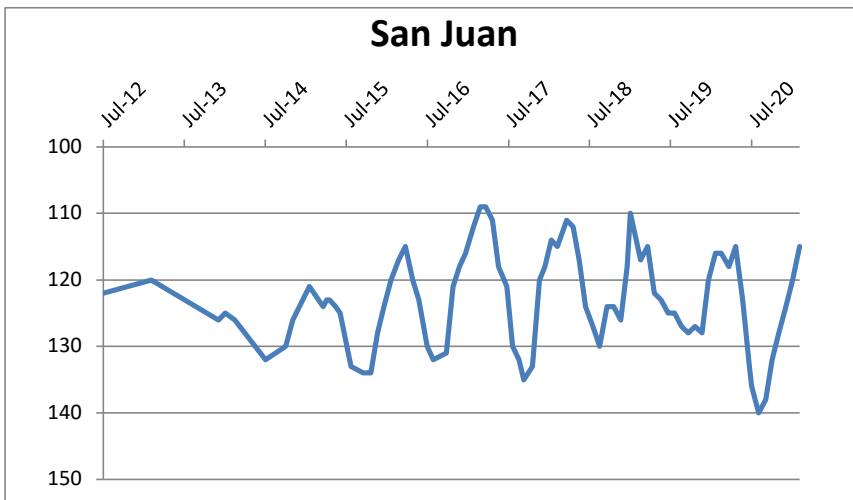
Well Water Level Monitoring Depth to Water Measurements Date: February 16, 2021



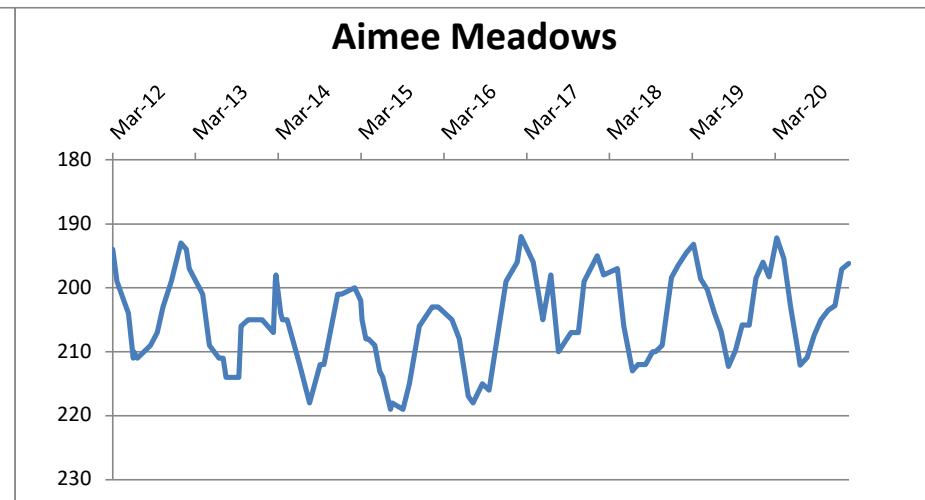
Carpenteria Well (production): Previous Read = 272 feet; Current Read = 269 feet



Marshall Well (monitoring): Previous Read = 70 feet; Current Read = 66 feet



San Juan Well (production): Previous Read = 120 feet; Current Read = 115 feet



Aimee Meadows (monitoring): Previous Read = 197 feet; Current Read = 196 feet

CORRESPONDENCE LIST: 1/21/2021 – 2/17/2021

DATE	TYPE	TO	FROM	SUBJECT
Jan 2021	M	R Johnson, AWD	AWWA	Membership Benefits & Card
1/13/21	M	R Johnson, AWD	ACWA JPIA	President's Special Recognition Award Certificate
1/21/21	E	R Johnson, AWD	Kyle Graff, SWRCB	Upcoming new connection for Red Barn Fire Suppression System
1/25/21	M	AWD	F Diaz, Asst County Clerk-Recorder	2020 Presidential General Election Services Invoice
1/27/21	E	L Coombes, AWD	San Benito County Clerk, Recorder and Registrar	Filing Statement of Facts Roster of Public Agencies [& Response]
1/27/21	E	R Johnson, AWD	J Martinez, 681 Cole Rd	Request for annexation to Aromas Water District
1/28/21	E	J Martinez, 681 Cole Rd	R Johnson, AWD	Request for annexation to Aromas Water District
1/28/21	E	R Johnson, AWD	C Silva, NV5	Rocks Rd Br Repl – Utility Exhibit <correction> [& Response]
1/28/21	E	K Graff, SWRCB	R Johnson, AWD	2019 EAR and cryptic email [& Response]
1/29/21	E	R Johnson, AWD	C Karr, CSDA	Question related to Jan 21, 2021 CSDA Forum post about State Assistance [& Response]
1/29/21	E	R Johnson, AWD	C Silva, NV5	Rocks Rd Br Repl – Utility Exhibit <correction>
2/3/21	E	C Karr, CSDA	R Johnson, AWD	Question related to Jan 21, 2021 CSDA Forum post about State Assistance
1/25/21	M	F Diaz, Asst County Clerk-Recorder	L Coombes, AWD	2020 Presidential General Election Services Invoice [#21-868 for \$400]
2/4/21	E	R Johnson, AWD	A McKee, Community Power Resiliency Program Manager	Community Power Resiliency Allocation Program
2/4/21	E	SWRCB	R Johnson, AWD	Monthly Summary of Coliform Monitoring
2/4/21	E	SWRCB	R Johnson, AWD	Monthly Fe & Mn Field Test Results
2/5/21	M	R Espinosa, San Benito County Admin Officer C McKee, Monterey County Admin Officer	R Johnson, AWD	Aromas Water District's interest in participating in the Emergency Rental Assistance Program
2/10/21	M	The Hon. Dianne Feinstein, US Senate The Hon Alex Padilla, US Senate The Hon Jimmy Panetta, US House of Representatives	R Johnson, AWD	Support H.R. 535 and S. 91, the Special Districts Provide Essential Services Act

CORRESPONDENCE LIST: 1/21/2021 – 2/17/2021

2/10/21	E	R Johnson, AWD	SWRCB, DDW	Release Date for EAR platform [for DRINC Rept]
2/12/21	E	R Johnson, AWD	SWRCB, DDW	New District Engineer-Division of Drinking Water, Monterey District
2/16/21	M	R Johnson, AWD	G Buccieri-Harrington, CalOES	Notification of Award Denial for FY 2020 Community Power Resiliency Allocation to Special Districts

Staff Report



To: Board of Directors

Re: Item IX.A – Consider Adopting the Aromas Water District Employee Handbook, dated February 2021, and providing direction to staff

Date: February 16, 2021

Summary / Discussion

The Employee Handbook provides guiding principles, policy information, and other important material for employees to know and understand when working at the Aromas Water District (District). The foundational Employee Handbook document was adopted the Board of Directors in March 2011. Since then, there have been three major iterations, including this current one that is attached to this report.

The two previous iterations covered: changes to CalPERS parameters, the addition of a Harassment and Discrimination Policy, the addition of an Exit Interview form, and changes to medical, dental and vision insurance. This current iteration built upon what was already in place and brought specific sections up-to-date, incorporated changes to the Mission Statement section, added a section of Guiding Principles, as well as presented additional pertinent information. Some sections have been removed, including, but not limited to; separate department mission statements, the District's use of the Family Medical Leave Act (FMLA), and exit interview questions. If you are reading the electronic version of the handbook, the sections in RED are the sections where major changes occurred.

This handbook was reviewed by District Counsel, and the Ad-Hoc Personnel Committee (consisting of then Board Vice-President Leap, Board member Smith, and General Manager Johnson). Some portions were written, edited and/or reviewed by ACWA-JPIA for accuracy. The Ad-Hoc Committee spent several meetings going through the handbook, discussing why changes were made (or needed), reviewing it for consistency and completeness, and determining it was ready for Board adoption.

As a result of this effort, this Employee Handbook has been brought up to date with current state and federal programs, and program eligibility. Since there have been a number of changes, it is expected that each employee would sign a statement that they have read and accept this Employee Handbook; updating the signature sheet that they each signed when they were hired at the District.

End Note: While there was a great deal of changes to the text of the Employee Handbook, a special thanks goes out to our Administrative Services Officer, Louise Coombes, who spent time and effort formatting the document to give it its professional look and feel.

Staff Recommendation

Adopt the Aromas Water District Employee Handbook, dated February 2021.

Submitted by:

Robert Johnson
General Manager



EMPLOYEE HANDBOOK

AROMAS WATER DISTRICT

831-726-3155

388 Blohm Ave - PO Box 388

Aromas CA 95004

www.AromasWaterDistrict.org

INTENTIONALLY BLANK



TABLE OF CONTENTS

Aromas Water District Mission Statement4

10-00: Purpose of the Employee Handbook.....4

20-00: Departmental Guiding Principles5

 20-01: Administrative5

 20-02: Finance5

 20-03: Operations5

 20-04: Customer Service.....5

 20-05: Disaster Service Worker5

30-00: Introduction to Employment6

 30-01: Role of the General Manager6

 30-02: Open Door Policy.....7

 30-03: Equal Employment Opportunity.....7

 30-04: Employment7

 30-05: New Employee Orientation7

 30-06: Initial Evaluation Period.....7

 30-07: Employee Classifications8

 30-08: Rehired Employees8

 30-09: Promotions8

 30-10: Work Hours.....9

 30-11: Alternative Work Schedule.....9

 30-12: Working from Home.....10

 30-13: Overtime and On-Call10

 30-14: Attendance and Absenteeism12

 30-15: Rest and Break Time12

 30-16: Compensation Plan.....12

 30-17: Performance Appraisals13

 30-18: Access to Personnel Records.....14

40-00: Payroll Administration15

 40-01: Time Sheets15

 40-02: Paydays.....15

 40-03: Payroll Deductions.....15

 40-04: Deferred Compensation15

 40-05: Changing Your Employee Information15

 40-06: Garnishments15



50-00: Employee Benefits17

50-01: Introduction.....17

50-02: Group Insurance Plans.....17

50-03: COBRA.....18

50-04: Workers’ Compensation Program19

50-05: California Public Employee Retirement System (CalPERS).....20

50-06: Tax Deferred Compensation Program.....21

50-07: Education.....22

50-08: Paid Time off Policy23

50-09: Unpaid Time Off26

60-00: Employee Relations30

60-01: Standards of Conduct30

60-02: Attendance Policy.....31

60-03: The Corrective Process31

60-04: Employee Grievances or Concerns.....31

60-05: Alcohol-Drug Free Workplace31

60-06: Outside Relations/Media Contact32

60-07: Harassment and Discrimination Policy.....32

60-08: Workplace Violence.....34

60-09: Request for Reasonable Accommodation – Interactive Process for Persons with Disabilities..34

60-10: Notice of Intent to Terminate Employment.....36

60-11: Employment Duration36

60-12: Employment Reference Checks.....36

60-13: Off-Duty Conduct.....37

60-14: External Employment37

70-00: Safety39

70-01: Injury & Illness Prevention39

70-02: Emergency Evacuation Procedures41

70-03: Bomb Threats and/or Threatening Calls41

70-04: Immediate Threat Situation41

70-05: Driving on the Job.....41

80-00: Staff Expense Reimbursement Guidelines.....43

80-01: Credit Card Use.....43

80-02: Employee Incurred Expenses43

80-03: Mileage43

80-04: Meals43

80-05: Lodging44

80-06: Phone.....44

80-07: Parking.....44

80-08: Expense Reports44



EMPLOYEE HANDBOOK

- 90-00: Around the Office45**
 - 90-01: Dress & Grooming Standards45
 - 90-02: Telephone Calls45
 - 90-03: E-mail/Fax.....45
 - 90-04: Internet.....46
 - 90-05: Smoking47
 - 90-06: Security47
 - 90-07: Children at Work48
 - 90-08: Solicitation and Distribution48
 - 90-09: Break Room48
 - 90-10: Supplies.....48

- 100-00 Leaving the AROMAS WATER DISTRICT49**
 - 100-01: Resignation49
 - 100-02: Termination49
 - 100-03: Exit Interview49
 - 100-04: Benefits.....49
 - 100-05: Final Paycheck49
 - 100-06: CalPERS.....49
 - 100-07: Deferred Compensation Plan49

- Acknowledgment of Receipt of Handbook and At-Will Agreement.....50**
- Acknowledgment of Receipt of Handbook and At-Will Agreement.....51**
- Harassment and Discrimination Policy52**
- Revision Table.....54**



AROMAS WATER DISTRICT MISSION STATEMENT

The Aromas Water District is dedicated to providing a reliable supply of high-quality water.

10-00: PURPOSE OF THE EMPLOYEE HANDBOOK

We are pleased to present you with a copy of the AROMAS WATER DISTRICT (DISTRICT) Employee Handbook. This manual is intended to provide you with a general understanding of the DISTRICT'S human resource policies, benefits and rules. It is intended to familiarize you with important information about the DISTRICT as well as information regarding your privileges and responsibilities. Although it is not an employment contract or legal document, it is important that all employees read, understand, and follow the provisions of this Handbook.

This Handbook cannot anticipate every situation or answer every question about employment, nor can it provide information that answers every possible question. Additionally, circumstances will undoubtedly require that guidelines, practices, and benefits described in this Handbook change. Accordingly, the DISTRICT must reserve the right to modify, supplement, or rescind any provision of this Handbook from time to time, as it deems necessary. When changes are made, you will be provided with supplements, updates or a new handbook as soon as practicable.

The DISTRICT is constantly striving to improve its operations, the services that it provides to its customers, and its relations with its employees. You are encouraged to bring suggestions for improvements to the attention of the General Manager. Additionally, you should contact administration if you have questions that are not answered in this Handbook.

The DISTRICT believes that, by working together, all employees will share a sincere pride in a safe and environmentally safe workplace and the services that we are here to provide.

20-00: DEPARTMENTAL GUIDING PRINCIPLES

20-01: ADMINISTRATIVE

The Administrative Department will:

- oversee all operations of DISTRICT business, including;
 - coordinating the planning and execution of ethical and open public meetings,
 - operating the office facilities,
 - administrating personnel matters,
 - providing administrative support to the Board and Committees, and
 - providing certain elements of financial control.

20-02: FINANCE

The Financial Department will:

- prudently manage the DISTRICT'S funds,
- provide timely financial information, and
- coordinate income and the payment of accounts.

20-03: OPERATIONS

The Operations Department will:

- perform the full range of duties necessary for the maintenance and operation of the water treatment and distribution system, thereby delivering safe, reliable drinking water to DISTRICT customers.

20-04: CUSTOMER SERVICE

The Customer Service Department will:

- communicate with and give support to the DISTRICT customers,
 - providing them with information on service, water conservation, leak detection and billing,
 - handling all aspects of billing and record keeping for customer accounts, and
 - developing good relations with the AWD Community.

20-05: DISASTER SERVICE WORKER

As a public employee, it may be necessary for you to report to work during a widespread emergency or disaster. After you ensure the safety and welfare of your family, you will be asked to report to work for assignment to help perform a task within your training or abilities. It will possibly be a task that you do not normally perform and during abnormal work hours.



30-00: INTRODUCTION TO EMPLOYMENT

30-01: ROLE OF THE GENERAL MANAGER

The General Manager is an employee of the AROMAS WATER DISTRICT (DISTRICT) and has an employment agreement which specifies his or her terms of employment. The General Manager is the administrative head of the DISTRICT under the direction of the Board of Directors. He or she shall be responsible for the efficient administration of all the DISTRICT'S affairs which are under the General Manager's control. The General Manager plans, organizes, directs, coordinates and evaluates all DISTRICT operations, programs, and resources in accordance with short- and long-range goals, policy statements, and directives from the Board.

The General Manager shall be responsible for:

- a. The implementation of policies established by the Board of Directors for the operation of the DISTRICT;
- b. The planning, direction, and coordination of the day-to-day operations of the DISTRICT through the appropriate department heads or managers including administration, financing, maintenance, engineering, human resources, and others to effect operational efficiency;
- c. The appointment, supervision, discipline, and dismissal of the DISTRICT'S employees, consistent with the employment policies established by the Board of Directors;
- d. Attend and participate in DISTRICT Board meetings, prepare and present reports as necessary, represent the Board before external organizations including other agencies, governmental and regulatory entities, business and community groups;
- e. Prepares bid and contract documents and requests for proposals for District projects and consultant contracts;
- f. The supervision of the DISTRICT'S facilities and services; and
- g. The supervision of the DISTRICT'S finances.

The General Manager serves at the pleasure of the Board. The Board will provide policy direction and instruction to the General Manager on matters within the authority of the Board during duly-convened board meetings. Members of the Board will deal with matters within the authority of the General Manager through the General Manager and not through other DISTRICT employees. Members of the Board will refrain from making requests directly to DISTRICT employees (other than the General Manager) to undertake analyses, perform other work assignments, or change the priority of work assignments. As members of the public, Directors may request non-confidential, factual information regarding District operations from DISTRICT employees. If requesting public records, Directors must follow the DISTRICT'S Request for Public Records Policy.

30-02: OPEN DOOR POLICY

The DISTRICT promotes an atmosphere in which you, the employee, can talk freely with management. You are encouraged to openly discuss with your supervisor any problems so that appropriate action may be taken. If they cannot be of assistance, the General Manager is available for consultation and guidance. The DISTRICT is interested in the success and happiness of all its employees.

30-03: EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the DISTRICT to provide equal employment opportunities for all individuals who have the necessary qualifications with respect to recruitment, hiring, performance evaluation, promotion, training, termination, compensation or other personnel-related activities regardless of race, color, religion, sex, national origin, physical handicap, medical condition, marital status, age or sexual orientation. All employee decisions will be based upon policies and practices that further the principles of equal employment opportunity.

Every member of management is held responsible for assuring non-discrimination in employment opportunities. In addition, all staff members, regardless of position, share in the responsibility of maintaining a discrimination-free work environment.

30-04: EMPLOYMENT

All employees are hired on an "at will" basis, unless you are employed under a written contract stating otherwise. This means that you may resign at any time and that the DISTRICT may terminate you at any time, with or without cause. At the end of this handbook, you will find a copy of an "at will" employment agreement. Please read this carefully, sign and return to the General Manager. An additional copy is provided for your records.

Any offer of employment may be conditioned upon a designation of "medically qualified" through a pre-employment physical exam and negative drug screening analysis.

30-05: NEW EMPLOYEE ORIENTATION

As a new employee, you will be provided a formal orientation that will include: an initial meeting with your supervisor; a tour of the facilities; and a meeting with the General Manager to review benefits, office procedures and employee handbook. You will receive training as needed for your position, including basic training as outlined in your job description.

30-06: INITIAL EVALUATION PERIOD

As part of the hiring process, you will go through an initial evaluation period. Exempt and Non-Exempt full and part-time employees will go through this period for one-hundred-and-eighty (180) calendar days. This "getting acquainted" period will provide management with the opportunity to see how you perform your job. It will also provide you with the opportunity to become comfortable with your position, the management, and working conditions. The DISTRICT may in some cases extend the initial evaluation period. At the end of the initial evaluation period, a performance evaluation will be conducted. The initial evaluation period (including the performance evaluation) is considered part of the hiring process and your employment may be terminated at any time by either the DISTRICT or you.

30-07: EMPLOYEE CLASSIFICATIONS

Upon successfully completing this initial evaluation period, you will then be classified into one of the following categories.

FULL-TIME REGULAR EMPLOYEE

Defined as employees who have successfully completed their initial evaluation period and performance review and are assigned a definite work schedule of at least 30 hours per week and their employment is expected to continue for an indefinite period of time.

PART-TIME REGULAR EMPLOYEE

Defined as an employee who has successfully completed the initial evaluation period and is assigned a work schedule of less than 30 hours per week and is expected to continue for an indefinite period of time. Part-time regular employees will be eligible for vacation, sick leave, and holiday benefits as described later in this handbook.

TEMPORARY EMPLOYEES

Defined as an employee who is hired to perform a specific task or to be employed for a temporary period of time. Temporary employees are not eligible for benefits.

In addition, employees are also classified as Non-Exempt/Hourly and Exempt Employee.

NON-EXEMPT/HOURLY EMPLOYEE

Defined as an employee who is paid wages for each hour of work performed, and who is eligible to receive overtime pay according to federal mandates.

EXEMPT EMPLOYEE

Defined as a full-time department head. This management group is paid on a salary basis for work performed with no overtime pay. As salaried senior officials of the organization, exempt personnel are expected to work those hours necessary to complete their duties and responsibilities.

30-08: REHIRED EMPLOYEES

Employees who are rehired following a break in service in excess of one (1) year, other than an approved leave of absence, must serve another initial evaluation period, whether or not such a period was previously completed. Such employees are considered new employees from the effective date of their re-employment for all purposes, including the purposes of measuring benefits.

30-09: PROMOTIONS

It is the DISTRICT'S intent to promote from within whenever possible; however, it is in the DISTRICT'S best interest to fill all positions with the best qualified individual. When opportunities occur within the organization, promotions and transfers will be based upon an employee's qualifications and performance.

30-10: WORK HOURS

The standard work week begins at 12:01 a.m. Monday and ends at 12 midnight the following Sunday. The normal work hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., depending upon operational requirements. Since the DISTRICT is a service organization, normal work may fluctuate with customer demand. As a general rule, departments are to be staffed from 8:00 a.m. to 5:00 p.m. with the exception of the lunch hour, to be determined with management.

If changes in your work schedule are required or desired, your supervisor will notify you or respond to your request at the earliest opportunity. You may be required to work overtime or hours other than those normally scheduled. It is the DISTRICT'S intent to allow you maximum flexibility in scheduling your time while still meeting the needs of the District. With written authorization from the General Manager, all part time regular employees may be assigned to work specific hours/days within the designated times of 8:00 a.m. to 5:00 p.m. Monday through Friday.

30-11: ALTERNATIVE WORK SCHEDULE

PURPOSE

This policy is established in order to gain the maximum efficiency for the DISTRICT and allow the employee additional opportunities to enjoy their non-work hours.

WORK WEEK SCHEDULE

The DISTRICT'S normal work week consists of five/eight-hour days (40 hours per week), Monday through Friday. The DISTRICT has established a work schedule for non-exempt office staff to ensure coverage of office hours and maintain 24 or fewer hours per week.

Deviations in work schedules allow for exempt staff to devise work schedules that coincide with the workload and the needs of the DISTRICT. Days off must be approved in advance and reflected on the employee's time sheet.

PARTICIPATION CRITERIA

- Eligibility to participate in an alternative work schedule is subject at all times to the needs of the DISTRICT and may be modified as those needs dictate.
- Service to the customers must be maintained, including adequate phone coverage. It is essential that the District office be staffed from 9:00 a.m. – 5:00 p.m. Monday, Wednesday, and Friday, including the noon hour).
- Timeliness, quality, and quantity of work must be maintained.
- Priority work must be accomplished in a timely manner.
- A satisfactory attendance record and satisfactory work performance must be maintained.
- All participants must agree to abide by the guidelines. A signed acknowledgement of receipt of these guidelines will be retained in the participant's personnel file.



PROCEDURES

- There will be 26 pay periods per year. Pay periods cover a two-week period. Any hours worked over 40 hours per week will not be carried forward to upcoming pay periods, unless previously arranged with the General Manager. The “slate” starts fresh at the beginning of each new work week.
- Time sheets need to be submitted to the General Manager for review and approval on the Monday following the end of the pay period or earlier, as requested.
- All staff are expected in the office on Mondays, unless granted approval by their supervisor in advance or it falls on a recognized legal holiday
- Once participants are committed to an alternative work schedule, it is expected to be followed for that pay period. Keep in mind that a scheduled day off will be treated just like any other Saturday or Sunday. If you get sick, the time will not be recognized as paid sick time.
- If an employee is needed at work to assure adequate coverage during a period when a counterpart is on vacation or out of the office, the DISTRICT requires they make the necessary arrangements to their schedule.

EXEMPT EMPLOYEES

Exempt staff members are expected to maintain a work schedule of at least eight (8) hours per day unless other arrangements have been approved. If traveling in the field, it is understood that schedules will vary, and it is expected you will adjust your schedule accordingly.

30-12: WORKING FROM HOME

Due to the emphasis placed on customer service at the DISTRICT, coupled with the synergism that is produced with staff working together, working at home will generally be discouraged. In order to work from home, each staff member must have prior approval from his/her supervisor and an itinerary must be provided to the supervisor including details of work to be performed.

30-13: OVERTIME AND ON-CALL

OVERTIME

Due to varying workloads and cycles throughout the year at the DISTRICT, your supervisor may ask you to work beyond your normal shift. The DISTRICT will pay all hourly employees overtime pay for hours worked over forty (40) hours in a work week.¹ Overtime work by non-exempt employees must be approved by the General Manager in advance of being worked, when feasible. Although the DISTRICT will endeavor to provide advance notice of an overtime request, this is not always possible. Overtime is paid at a rate of one-and-one-half (1-1/2) times the normal hourly rate. Hours paid for hours not worked, e.g., holidays, sick days, and vacations, do not count toward hours worked for overtime computation purposes.

In lieu of overtime pay, paid compensatory time-off may be given to non-exempt employees at a rate of one-and-one-half (1-1/2) hours for each hour of overtime if you and the DISTRICT agree to the time off from work in lieu of earned overtime pay. By law, you must request in writing your desire for

¹ *The State of California Industrial Welfare Commission exempts employees of State or political subdivisions, including special districts, from receiving overtime pay unless the total hours worked exceeds 40 hours in the work week.*

compensatory time off in lieu of overtime monies. If you wish to take compensatory time, a written request for the time off must be submitted and approved by your manager at least three (3) days in advance of the time requested. Compensatory time for non-exempt employees must be taken within thirty (30) days following the date on which the overtime was worked.

For exempt personnel, no compensatory time will be accrued. Requests for time off with pay must be made in writing and approved by the General Manager in advance of the time being taken.

Non-approved overtime may be paid though may also subject the employee to disciplinary action.

TIME WORKED

You must record all time worked on your weekly time sheet, including time worked over your normal schedule.

HOLIDAYS WORKED

Non-exempt employees who work on a District-recognized holiday shall be paid their straight-time rate of pay for hours actually worked on the holiday. Unused holiday time will be carried at straight time and should be used within 30 days.

ON CALL DUTY AND COMPENSATION POLICY

On-Call Duty is required for all operations and maintenance personnel. Operators will be scheduled to rotate on-call duty so that emergency calls can be answered 24 hours a day, 7 days a week. The Operators are assigned by the General Manager to:

- Be ready to respond immediately to an emergency call for service.
- Be readily available at all hours by telephone or other communication equipment.
- Refrain from activities which might impair his/her duties upon call.
- On-call duty is normally assigned in seven (7) day increments. On-call starts on Monday at 8:01 am to the following Monday at 8:00 am.

COMPENSATION FOR ON-CALL DUTY:

- The on-call person receives one hour of regular pay per day for being on call. In addition, they will be paid overtime for after-hours "call-outs."
- A call-out will pay a minimum of two hours of overtime pay. A call-out that lasts over two hours will be paid according to actual time in 15-minute increments.
 - If the call is completed after the first two-hour period, and another call-out occurs, a new two-hour minimum pay period will commence.
 - If, however, the subsequent call-out begins before the two-hour period has ended, it is considered a continuation of the previous call-out.
- Some emergency calls can be handled by the Operator from home either by telephone or by SCADA controls without a call-out. This time is not considered a call-out for compensation purposes unless it requires continual or multiple monitoring segments. The Operator will track his time in 15-minute increments and the General Manager will approve any overtime paid on a case-by-case basis.
- Employees responding to and from an after-hours call-out will be reimbursed for mileage according to the guidelines outlined in Section VII Staff Expense Reimbursement.

30-14: ATTENDANCE AND ABSENTEEISM

The DISTRICT relies on you to consistently provide “high quality, cost effective customer service.” You must routinely interact with other staff, members, water customers, vendors, and the general public to effectively meet these objectives. Good attendance is essential to providing these objectives and is an indicator of effective employee performance.

It is recognized that you will have periodic absences for illness or personal matters, but recurring and excessive absences and/or tardiness adversely affects productivity, morale, workflow, and service while directly impacting the DISTRICT’S ability to meet its challenging goals.

The professionalism that you bring to your position and the DISTRICT is valued and it is anticipated that you will manage your own good attendance. There are occasions, however, when attendance guidelines are beneficial and necessary to direct employees and supervisors.

The guidelines are intended to be straightforward and concise. They are subject to management discretion and allow for flexibility in addressing individual attendance situations. Your manager will consider State and Federal laws, family and medical leave issues, the demands of different work units, the DISTRICT’S policy, your performance, your attendance history, and individual circumstances when assessing appropriate steps to correct attendance problems.

The DISTRICT intends to maintain a positive environment that supports its goals while recognizing individual needs and circumstances. If attendance issues arise, please speak with your supervisor who can discuss the impact of your attendance on the DISTRICT’S goals and your individual performance. Please note that it is your responsibility to understand the guidelines listed in the Employee Relations section of this handbook.

30-15: REST AND BREAK TIME

Employees working an eight-hour day are encouraged to take a 15-minute break in the morning and a similar break in the afternoon in order to "break" up the day and as a relief from office routine and tension. Non-exempt employees are required to take at least a 30-minute lunch break. An exception could be made if working less than eight hours/day (i.e., six hours). Under these circumstances, please meet with your supervisor for their decision of whether or not to require you to take a lunch break.

30-16: COMPENSATION PLAN

The foundation for the DISTRICT’S compensation is based upon budget limitations and the following key principles:

Pay for Performance – You earn your compensation. If you work above and beyond the norm, there are opportunities for bonuses.

Providing Opportunities – Career opportunities are available at times; further education is promoted and could be supplemented. The General Manager can inform you about these possible opportunities.

Program Flexibility – Management has the ability to pay you for special project work that could extend beyond the pay ranges of your position. This flexibility provides opportunities for your pay to increase without having to change positions.



SALARIES

Factors considered in establishing the base salary for new hires, are education, previous work experience, certifications, and other relevant factors.

For existing employees, adjustments to your base salary generally occur as a result of a performance appraisal, budget approval, a promotion, or a significant increase or decrease in job responsibilities as well as business circumstances and other relevant factors.

COMPENSATION REVIEW AND MERIT INCREASE

Performance Reviews occur annually. Your supervisor and the General Manager will evaluate your performance based on the outcome of the performance appraisal, the position of the salary within the range and job responsibilities.

Merit increases, if any, are given based on performance and in accord with current business circumstances and budget approval of the DISTRICT. All of these factors determine salary changes within the pay range.

Note: Any employee on written warning (or probation) may be ineligible for merit pay increases, incentive/bonus program, promotion, and flex time.

INCENTIVE PAY

The General Manager is vested with the authority to provide incentive pay for outstanding employee performance. Each employee may, in the General Manager's sole and unreviewable discretion, receive such payments in an amount not to exceed an aggregate of \$1,000.00, annually. The General Manager has the discretion to provide such incentive pay in any amount, or in no amount, as to any employee, or to no employee, at any time and without notice.

PROMOTIONAL INCREASE/DEMOTION

A promotion occurs when you accept a position that is in a higher-level grade. A pay increase is generally given to recognize increased job responsibilities.

A demotion occurs when you accept a job at a lower level. A corresponding pay decrease could occur to recognize decreased job responsibilities.

ADMINISTRATIVE INCREASE/DECREASE (ADJUSTMENT)

An administrative increase is an increase in salary within a salary range. It is given to recognize employees who accept a significant increase in responsibilities or have demonstrated significant "growth" in a position.

Current salary level, increased responsibilities, current business circumstances, and budget approval will be considered when determining a possible salary increase.

An administrative decrease is a decrease in salary within a salary range if the value of the job has decreased.

30-17: PERFORMANCE APPRAISALS

The DISTRICT has a policy of annually evaluating your job performance as a means of measuring the efficiency and effectiveness of operations and providing you with meaningful information about your work. Effective performance evaluations also aid in making personnel decisions related to such areas as

training, merit pay increases, possible promotion, job assignments, retention, and long-range planning. The process is intended to be participatory in nature, involving you and your supervisor.

The process is designed to be as objective as possible, focusing on overall performance in relation to job responsibilities and also consider conduct, demeanor and record of attendance and tardiness. In addition, special written performance evaluations may be conducted by your manager at any time to advise you of the existence of performance or disciplinary problems. The use of such a system does not waive either the DISTRICT'S or your right to terminate employment at any time with or without cause.

OVERVIEW FOR NEW HIRES

As a new employee, you will be evaluated at the end of your initial evaluation period to provide management with the opportunity to review your job performance. It will also provide you with an opportunity to become comfortable with your job position. Major objectives will be outlined by your manager at this evaluation.

Thereafter, along with all other employees, you will be evaluated yearly. A performance appraisal will be used to inform you of your performance during a review period and set new goals for the coming year. It will also be used to determine the appropriateness of a salary adjustment within the established guidelines for the current salary level and job classification.

30-18: ACCESS TO PERSONNEL RECORDS

Employee files are confidential and are to be treated as such. Access to employee files is limited to the following:

PERSONS OTHER THAN THE EMPLOYEE

Other employees of the DISTRICT may have access to personnel files only if they have a "need to know." This means access is limited to:

- Administrative Department staff as they need access in the course of their normal duties;
- Management considering an employee for promotion or transfer into their departments; and
- Others only as specifically authorized by the General Manager.

Non-employees may not, except with specific authorization, have access to the personnel files. Generally, such access will be granted only upon advice of counsel. Access of outsiders to information in a file is governed by the DISTRICT'S policy on references, described in the section "Employment Reference Checks."

THE EMPLOYEE

You may inspect your own personnel file in the presence of the General Manager. You may designate a representative to inspect/receive a copy of your personnel file.

40-00: PAYROLL ADMINISTRATION

40-01: TIME SHEETS

You are required to keep an accurate record of your time on the time sheet forms provided by the DISTRICT. The use of time sheets assures proper cost accounting. Vacation, sick, and holiday time and overtime must be entered on the time sheet. Exempt and non-exempt employees fill out forms. You must submit signed time sheets at the end of each pay period to the General Manager for approval. The time sheet should be completed in a neat and orderly manner (so that all entries are easily read).

40-02: PAYDAYS

You are paid on a bi-weekly basis for the previous two weeks. All paychecks are distributed by direct deposit (unless otherwise requested) and funds will be available approximately two business days after the submittal of payroll. To take advantage of direct deposit, you need to complete the "Direct Deposit" form (provided by Payroll Administration), attach a voided check, and return them to the Payroll Administrative department.

40-03: PAYROLL DEDUCTIONS

State and Federal laws require the DISTRICT to make proper deductions on its employees' behalf. Amounts withheld vary according to earnings, marital status, and number of exemptions claimed on the annual W4.

40-04: DEFERRED COMPENSATION

When you make any changes that affect the amount of money deducted from your paycheck, it is your responsibility to give a copy of the paperwork to the Payroll Administrative department so that changes can be made to your paycheck at least 10 days prior to the next payroll affected by the change.

40-05: CHANGING YOUR EMPLOYEE INFORMATION

Your current address and phone number are essential for many purposes. These changes should be noted in writing or via email as soon as possible. You are solely responsible for notifying the General Manager of changes in your personal status including, but not limited to:

- Name and/or marital status
- Address and/or telephone number
- Bank account details (if paid by Direct Deposit)
- Number of family members qualifying for benefits
- Tax payroll deductions
- Emergency contact information
- Changes to deferred compensation

40-06: GARNISHMENTS

A garnishment is a court or State order requiring the DISTRICT to remit part of an employee's wages to a third party in payment of a just debt. Because garnishments involve the DISTRICT in its employees' private financial affairs, it is requested that you handle your finances appropriately.



EMPLOYEE HANDBOOK

Required deductions include Federal Income Tax, FICA "Medicare Only" Contribution, State Income Tax, Social Security and CalPERS.

50-00: EMPLOYEE BENEFITS

50-01: INTRODUCTION

The DISTRICT has developed a broad, comprehensive set of employee benefit programs to supplement your regular wages. The DISTRICT is continually investigating opportunities to improve its benefits as budget limitations permit.

These employee benefit programs consist of two categories: insured and uninsured. Insured benefits are those that the DISTRICT pays for through an outside source. Examples of these benefits are Medical, Dental, Vision insurance for qualified employees.

Examples of uninsured benefits are vacation, sick and holiday pay. These are benefits that are paid for directly by the DISTRICT and are available to you with conditions and specifications summarized in the following pages.

50-02: GROUP INSURANCE PLANS

The DISTRICT provides group major medical, dental, and vision coverage, at no cost to eligible employees and dependents. You will receive brochures and enrollment forms during the new employee orientation from the General Manager.

Eligible employees are defined as regular full-time employees scheduled to work at least 40 hours per week.

Eligible dependent is defined as follows (based on current insurance carrier plans):

- Spouse;
- Domestic Partner Registered with the State of California
- Children who were enrolled before age 26, including children placed in the home for adoption;
- Children who were disabled and enrolled continuously in a group health plan since before age 26, subject to carrier approval; and
- Children eligible for coverage as a result of a valid qualified medical child support order.
- Those designated according to the law.

For an eligible dependent to be covered, a copy of a marriage license, birth certificate or other identifying paperwork is required.

The following is a brief description of the plans available and is not meant to replace the actual wording of the policy, which makes the final determination of the benefits to be provided.

MEDICAL PLAN

- a. Persons Eligible: Regular full-time employees scheduled to work at least 40 hours per week and their eligible dependents.
- b. Waiting Period: First day of the month following 30 days of hire.
- c. Employee Contribution: None.
- d. Employer Contribution: Total cost for employee and eligible dependents.
- e. Providers: As provided by the DISTRICT.
- f. Benefits Provided: See information provided for details.



- g. Where to File Claims: As provided by carrier or Administration.

DENTAL PLAN

- a. Persons Eligible: Regular full-time employees scheduled to work at least 40 hours per week and their eligible dependents.
- b. Waiting Period: First day of the month following 30 days of hire.
- c. Employee Contribution: None.
- d. Employer Contribution: Total cost for employee and eligible family members.
- e. Provider: As provided by the DISTRICT.
- f. Benefits Provided: See information provided for details.
- g. Where to File Claims: As provided by the carrier or Administration.

VISION PLAN

- a. Persons Eligible: Regular full-time employees scheduled to work at least 40 hours per week and their eligible dependents.
- b. Waiting Period: First day of the month following 30 days of hire.
- c. Employee Contribution: None.
- d. Employer Contribution: Total cost for employee and eligible dependents.
- e. Provider: As provided by the DISTRICT.
- f. Benefits Provided: See information provided for details.
- g. Where to File Claims: As provided by the carrier or Administration.

INSURANCE STIPEND PARAMETERS

In lieu of medical, dental, and vision coverage, employees scheduled to work at least 30 hours per week, but less than 40 hours per week, will receive a taxable stipend in the amount of \$150 per month.

50-03: COBRA

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) was enacted to protect employees and their eligible family members by allowing them to continue their group health insurance under the employer's plan at affordable group rates. Employees are notified at hiring of their rights under this law and it is the employee's responsibility to notify the DISTRICT of any qualifying event (defined below) within 60 days of the event. Specifics of COBRA include:

QUALIFICATIONS

Any employee/eligible family member who loses regular group eligibility because of a qualifying event is eligible for enrollment under COBRA.

QUALIFYING EVENT

Qualifying event is defined by COBRA regulations and includes loss of coverage due to: termination of employment; reduction of hours; death of employee; divorce or legal separation; dependent child ceasing to be a dependent; bankruptcy of employer. **It is the employee's or eligible family member's responsibility to inform the DISTRICT (Administration) within 60 days when a qualifying event takes place.**

SELECTION PERIOD

Eligible employees/eligible family members will receive written notification of their right to elect continued coverage, the election period, and premium payments, in the event of qualification for COBRA.



COST

The employee/eligible family member must pay a full monthly premium for each type of coverage selected plus a 2% administrative charge to the DISTRICT by the first day of each month that the premium(s) are due. No bills or invoices will be sent.

COVERAGE AVAILABLE

Available coverages depend upon the type of health insurance the employee/dependent is enrolled in at the time of the qualifying event.

OPEN ENROLLMENT

COBRA defines continuees and possible electees: Possible electees are individuals in their 60-day election period; electees are individuals who have elected but have not yet paid; continuees are individuals who have elected and paid.

Purpose: COBRA continuees have the same rights under the plan as active employees. This includes rights during open enrollment periods. When an open enrollment period occurs, COBRA continuees must be informed of their rights.

The Open Enrollment Notification should inform COBRA continuees of the open enrollment period, the options available during the open enrollment period and the monthly premium rates for those options.

SPECIAL NOTE

There can be no interruption of coverage under COBRA.

EMPLOYEE NOTIFICATION

You will receive information on your options, by mail.

50-04: WORKERS' COMPENSATION PROGRAM

The DISTRICT provides workers' compensation coverage. This coverage protects you if you are injured or disabled on the job. It also provides medical, surgical, and hospital treatment in addition to payment for loss of earnings that result from work related injuries. Compensation coverage begins from the first day of your hospitalization or after the third day following the injury if you are not hospitalized.

The cost of this coverage is completely paid for by the DISTRICT. Accumulated Sick Leave may be used for the three-day waiting period, and to bring the employee's compensation up to, but not greater than, the employee's regular gross pay, at the discretion of the General Manager.

If you are injured while working, you must immediately report such injuries to your supervisor, regardless of how minor the injury might be. If you have any questions regarding this workers' compensation coverage, you should contact the General Manager.

WORKERS' COMPENSATION DISCLAIMER NOTICE

The DISTRICT or its insurance carrier may not be liable for the payment of workers' compensation benefits for any injury which arises out of your voluntary participation in any off-duty recreational, social or athletic activity which is not a part of your work-related duties.



RETURN-TO-WORK PROGRAM (RTW)

In an effort to minimize serious disability due to on-the-job and off-the-job injuries and illnesses and to reduce workers' compensation costs (if applicable), the DISTRICT has developed an early Return-to-Work Program Policy.

This policy is consistent with the DISTRICT'S responsibilities under the Americans with Disabilities Act to provide reasonable accommodations to persons with disabilities.

Supervisors will assist by directing the employee to appropriate care and assisting in proper reporting of the injury or illness while maintaining a positive and constant flow of communication with the injured worker. They will also assist in arranging work which meets "light duty" restrictions, as needed, to reduce lost time. The DISTRICT management staff will work with the workers' compensation carrier (if applicable) and the physician to assist with the assessment of the employee's ability to return to work. Together they will actively encourage the treating physician to release the injured worker to work as soon as possible.

By this joint effort, the DISTRICT will help the injured/ill worker recover at a more rapid rate, gain production for wages paid, minimize the employees' wage loss, and reduce workers' compensation costs.

50-05: CALIFORNIA PUBLIC EMPLOYEE RETIREMENT SYSTEM (CALPERS)

The AWD offers a retirement plan under CalPERS to its eligible employees. The AWD also deducts your pay for Social Security benefits. Your CalPERS benefits are adjusted for Social Security as explained in the CalPERS Handbook you will receive.

PERSONS ELIGIBLE

Regular full-time and part-time employees reaching the minimum hours requirement, and employees who are already a CalPERS member.

WAITING PERIOD

There is no waiting period for new employees.

EMPLOYEE CONTRIBUTION

During all years of service employees hired before January 1, 2013, or who were already contributing to CalPERS Classic will contribute 7% (seven percent) of regular earnings (overtime earnings are not included). Employees hired after January 1, 2013 are subject to AB 340 (PEPRA) which modifies the CalPERS employee contributions to 6.75% (since 7.1.2019). Both Classic and PEPRA contributions are tax-deferred.

CalPERS offer two additional deferred compensation plans; a pre-tax 457 Supplemental Income Plan and a post-tax ROTH option. Request more information from the Payroll Administrator.

EMPLOYER CONTRIBUTION

Varies according to experience and actuarial rating.

VESTING PROVISIONS

You become vested after completion of five years of public service, be it with the DISTRICT or another public employer who participated in CalPERS. Vesting means funds may be left on deposit for future



retirement. Should you leave the DISTRICT and wish to withdraw your contributions, you may request a refund. The employer contributions are only paid upon retirement.

BENEFITS PROVIDED

You will be eligible to retire when you have five years of service credit and have attained age 55. Your retirement date can be any date you choose; however, the amount of the monthly allowance can be affected. Your age determines your benefit factor used in the retirement formula. So, you may decide to retire on your birthday or at a completed quarter year of age to increase the benefit factor. CalPERS currently calculates the retirement benefits based on three factors, (1) years of service, (2) a percentage factor determined by your age at retirement, and (3) the final average monthly pay rate for the highest 12 consecutive months of work. There is no mandatory retirement age.

CALPERS OPTIONS

The DISTRICT contract includes several options and benefits for its employees, briefly described below. For more detailed information, refer to the "CalPERS" website or see the General Manager.

2% @ 55 FORMULA*

This formula provides members 2% of pay at age 55 for each year of service credited with that employer. For members who retire earlier, than age 55, refer to the most recent PEPRA (Public Employees' Pension Reform Act).

ONE-YEAR FINAL COMPENSATION

The period for determining the average monthly pay rate when calculating retirement benefits would be for the 12 highest paid consecutive months. Employees nearing retirement are urged to avail themselves of the retirement pre-counseling and planning available to them by CalPERS. CalPERS requires at least 90 days' notice in advance of planned retirement (as does Social Security). However, the DISTRICT strongly urges employees anticipating retirement to make their inquiries at least six months to one year in advance to avoid any unnecessary delays. The DISTRICT Administration can provide you with names and phone numbers of personnel at CalPERS who can assist you in your retirement planning. More detailed information may be obtained from the CalPERS Handbook provided to you by the DISTRICT.

PEPRA PUBLIC EMPLOYEES PENSION REFORM ACT

Employees hired after January 1, 2013 are subject to AB 340 which modifies the CalPERS options to a maximum allowable benefit of a formula commonly known as 2.0% at age 62. See the CalPERS Handbook.

50-06: TAX DEFERRED COMPENSATION PROGRAM

The DISTRICT provides the opportunity for all employees to enroll in a payroll tax deferral plan called, "Deferred Compensation 457". All contributions to this plan are made by the employee on a voluntary basis. Contributions are made by payroll deduction. Such amounts deducted are not included currently in your taxable income. Thus, if you elect to participate in this plan and have amounts deducted from your pay, you will see a reduction in salary, but not to the extent of the total amount deducted.



TAX BENEFIT

Compensation deferred under the plan, together with all earnings (interest) on such contributions, are subject to Federal and State income taxes only in the year in which such amounts are distributed or made available to you or your beneficiary.

CONTRIBUTION LIMITS

You may contribute the maximum allowed by law into the plan. These amounts may be lower; if you participate in more than one deferred compensation program. Employees who do should consult their tax advisor. You may also be eligible for a catch-up contribution provision.

WITHDRAWALS

You may withdraw all or part of your contributions, together with the interest earned thereupon, subject to appropriate tax withholdings, upon the occurrence of one of the following: termination of employment on account of death, retirement or other cause; permanent disability; the attainment of age seventy and one-half; or the facing of an unforeseeable emergency. An unforeseeable emergency includes any severe financial hardship to the participant caused by sudden or unexpected illness or accident of the participant or his or her dependent, a casualty loss, or some other similar extraordinary circumstance caused by events beyond the participant's control. Home purchases and payments of college tuition do not qualify as unforeseeable emergencies under this definition. Eligible employees may withdraw all or part of their contributions plus earnings. Several withdrawal options are available.

REPORTS/STATEMENTS

These are sent to your home address at least quarterly by the vendor. It is your responsibility to verify the information for accuracy.

INVESTMENT OPTIONS

You can choose among several different investment options, including high interest, money market, stock, bond, balanced, or a combination of these.

DEFERRED COMPENSATION SOURCES:

CALPERS: VOYA

400 Q Street
Sacramento, CA 95811

NOTE OF CAUTION

The DISTRICT is the administrator of this plan on behalf of the employee participants. No investment advice should be given to you by your manager or any other employee. Employees seeking investment or tax advice should consult with their independent investment and/or tax advisor.

Any questions with regard to enrollment into this plan should be referred to the General Manager.

50-07: EDUCATION

PROFESSIONAL COURSES AND SPECIFIC JOB-RELATED COURSES

Upon approval, the DISTRICT may pay for professional and job-related course tuition, required materials, and exam fee expenses.



PROFESSIONAL SEMINARS/CONFERENCES ATTENDED DURING DISTRICT TIME

The DISTRICT may pay for professional job-related seminar/conference fees, materials, transportation, lodging and meals, upon approval.

ADDITIONAL REQUIREMENTS

- You are responsible for registration and ordering of any necessary materials.
- It is your responsibility to provide your supervisor and the General Manager with transcripts after completion of the course.
- If you do not complete a course, you will be expected to repeat the course at your own expense or reimburse the DISTRICT within one year if you decide not to continue pursuit of the program. In general, no future approvals will be given until this is cleared from the files.

50-08: PAID TIME OFF POLICY

The DISTRICT'S policy allows eligible employees to earn time off in accordance with their employment status and length of service and to use such earned time to take time off with pay under the guidelines stated in this policy. Paid time off for regular part-time employees' will be pro-rated according to their scheduled work hours. Categories of paid leave are provided, as outlined below: Newly hired employees, who are still in their initial evaluation period, will generally not be approved to take any paid time off.



VACATION

The DISTRICT recognizes the value of rest and relaxation and encourages you to use all accrued vacation benefits. Regular full-time and part-time scheduled employees are eligible for paid vacation according to months of service. Vacation must be approved in advance and any request for vacation in excess of ten working days, or vacation to be taken in advance of accrual, needs the approval of the General Manager.

Vacation is earned and accrued from the first day of employment. Regular part-time employees working less than 30 hours a week are pro-rated according to regularly scheduled work hours.

Months of Service	Annual Accrual - Hours/Days
0 – 36	96 / 12
37 – 48	104 / 13
49 – 60	112 / 14
61 – 72	120 / 15
73 – 84	128 / 16
85 – 96	136 / 17
97 – 108	144 / 18
109 – 120	152 / 19
121 –132	160 / 20
133 –144	168 / 21
145 – 156	176 / 22
157 – 168	184 / 23
169 – 180	192 / 24
181 +	200 / 25

HOLIDAY OBSERVANCES

All regularly scheduled full-time employees will receive a normal day's pay at their normal hourly rate for 11 days off per year on the following holidays, subject to which day the holiday falls on and differences according to the particular calendar year with the conditions below. All regularly scheduled part-time employees will receive a prorated number of days off, paid at their normal hourly rate, based upon their regularly scheduled work hours. Those actual holidays will be determined by management.

- New Year's Day — January 1st
- Martin Luther King Day — Third Monday in January
- Presidents' Day — Third Monday in February
- Memorial Day — Last Monday in May
- Independence Day — July 4th
- Labor Day — 1st Monday in September
- Veteran's Day — November 11th
- Thanksgiving — 4th Thursday in November
- Thanksgiving (day after)— 4th Friday in November
- Christmas Eve Day— December 24th
- Christmas Day— December 25th



HOLIDAY CONDITIONS

- If the holiday falls on a Saturday, it will be observed on the preceding Friday. If it falls on a Sunday, it will be observed on the next Monday, unless otherwise noted.
- Employees on unpaid leave of absence for any reason, at the time of the holiday observance, will be ineligible for holiday pay.
- If a holiday falls during your approved vacation period, you will be paid for the holiday and will not be charged with a vacation day for the day the holiday is observed.
- When computing overtime pay, you do not receive credit for paid hours on holidays that are not actually worked.

BEREAVEMENT LEAVE

In the event of a death in your immediate family, the DISTRICT may grant up to 32 hours leave for employees of paid time away from work. The intent of this benefit is to allow you to make arrangements for and/or to attend the funeral. Additional unpaid time off in the form of a personal leave of absence may be granted for special circumstances with the General Manager's approval.

For the purpose of bereavement leave, immediate family is defined as a mother, father, wife, husband, natural or adopted child, brother, sister, grandparent, grandchild, similar in-laws or step-relatives or any other person who resides with the employee.

JURY AND WITNESS DUTY

You should immediately notify your supervisor if you receive a notice for jury duty. If you are summoned for jury duty, you will be paid the difference between jury duty pay and your regular hourly rate, for days normally scheduled to work, for up to a maximum of five working days per year. Jurors released early from duty on workdays will call and ask their manager if they should report to work for the rest of the day.

If required by law to appear in court as a witness, you may be given paid time off for normal days worked up to a maximum of 32 hours for non-exempt (pro-rated for regular part-time) employees or four (4) days per year for exempt employees for such purpose, provided that you provide the DISTRICT with reasonable advance notice and proof of such court order.

TIME OFF TO VOTE

In accordance with California State law, if your work hours do not allow sufficient time off to vote in California general, direct or presidential elections, the DISTRICT will offer two (2) hours paid time off for you to vote. To receive time off for voting, you must notify your supervisor and present a valid voters' registration card. When you return from voting, it will be necessary to present the voters' receipt to your supervisor. Time taken for the purposes of voting must be either at the beginning or end of the normal workday.

INCLEMENT WEATHER

In the event the General Manager deems it necessary to close the office due to inclement weather, supervisors will be phoned, and they will contact employees. You should make the effort to come into the office unless you are notified otherwise. If you are unable to do so, you must try to communicate with a supervisor.



If the office is officially closed by a management decision, you will be paid for the day with no effect on your paid time off. If, however, the office is not closed and you do not come to work, you must use vacation time, “personal days off”, or make other arrangements with your supervisor.

SICK LEAVE

Sick leave is a form of insurance that employees accumulate in order to minimize the economic hardships that may result from out of the ordinary, unexpected, or emergency need to take time off, such as short-term illness or injury to employees or their immediate family members. Immediate family for sick leave purposes is defined as a spouse, child, parent, or domestic partner. Time off for medical and dental appointments may be treated as sick leave. Sick leave is not intended to be used in lieu of vacation.

ACCRUAL OF SICK LEAVE:

Sick Leave is accumulated by full-time employees at the rate of eight hours per calendar month worked and pro-rated for part time employees. Temporary employees do not accrue Sick Leave. There is no limit on the amount of Sick Leave that may be accrued. Therefore, it is to your advantage to accumulate as much time as possible in the event of a long-term injury or illness. In addition, upon retirement from the DISTRICT, you will be paid according to policy set at that time. Current Policy allows employees two scenarios:

Scenario 1: Employees may buy CalPERS service credits with accumulated Sick Leave.

Scenario 2: Employees may be paid at your current wage rate, in full, for sick leave accumulated on a basis of one hour paid for every six hours of sick leave accrued and unused.

Unused Sick Leave will not be paid if an employee is terminated, or voluntarily resigns prior to retirement from the DISTRICT. Retirement age for the DISTRICT’S purposes is age 55.

Sick Leave may be used for the three-day waiting period of a workers' compensation claim and may be used to supplement that portion not paid by workers' compensation benefits for time lost from work due to an industrial injury or illness.

50-09: UNPAID TIME OFF

JOB PROTECTED PERSONAL LEAVE OF ABSENCE

Employees who have been continuously employed with the DISTRICT for at least one (1) year, may, due to special circumstances, request a personal leave of absence without pay, for a reasonable period of time up to thirty (30) calendar days. Requests for leaves of absence will be considered on the basis of length of service, performance, level of responsibility, reason for the request, whether other individuals are already out on leave and the expected impact on the DISTRICT.

Requests: A request must be submitted in writing and be approved in writing by the General Manager before a leave begins. A request for an extension of a leave of absence should be submitted in writing and approved in writing by the General Manager before the extended period begins. It is your responsibility to report to work at the end of the approved leave period. If you fail to report to work on the day after your leave expires, you will be considered to have voluntarily resigned.

Status of Employee Benefits During a Personal Leave: The DISTRICT does not pay for group insurance premiums during any portion of a non-medical leave of absence beyond the end of the month in which



the leave begins. Coverage may be continued, at the option of the employee or dependents, by enrolling in COBRA continuation coverage. Failure to elect COBRA and pay premiums in a timely manner will result in termination of coverage

FAMILY MEDICAL LEAVE (FML)

While the DISTRICT is not covered under by the Family and Medical Leave Act (FMLA) under the Federal Department of Labor, the DISTRICT generously offers this discretionary FML benefit to its employees, though it is not required to do so. The DISTRICT will grant employees, with at least one year of continuous service or a minimum of 1250 hours physically worked during the previous one-year period, up to sixty (60) calendar days of job-protected unpaid leave in a 12-month period for family care responsibilities and/or for the employee's own serious medical condition.

The purpose of FML is to provide you time off from work for the birth or care of a newborn child, placement of a child for adoption or foster care, to care for a spouse, child or parent with a serious health condition or for your own serious health condition when you are unable to work, without jeopardizing your job.

Requested family and personal medical leaves must be submitted to and be approved by the General Manager before the leave begins. When leaves are foreseeable, the employee must provide at least 30 days advance notice. If the leave is not foreseeable, the employee must provide notice as soon as practicable. The DISTRICT may require that you use accrued paid leave (sick and/or vacation) while taking your personal leave or FML.

Before an employee returns to work from FML for the employee's own serious health condition, the employee may be required to submit a fitness for duty certification from the health care provider stating the employee is able to resume work.

The DISTRICT will maintain coverage under any group health plan for the duration of FML (for a maximum of 60 calendar days) under the condition that coverage would have been provided had you been employed continuously during the leave. If you fail to return to work at the end of the FML period, group health plan benefits the DISTRICT as an active employee will cease, and COBRA continuation of coverage will be offered. An employee who returns to work for at least 30 days is considered to have "returned to work".

Employees returning from approved personal leave or FML will be reinstated to the same or an equivalent position with equivalent pay, benefits, and other terms of employment unless the position ceases to exist because of legitimate business reasons unrelated to the personal leave, or if it would cause undue hardship to the DISTRICT to do so.

CALIFORNIA FAMILY RIGHTS ACT (CFRA)

CFRA, beginning January 2021, is now applicable to entities with as few as FIVE (5) employees. The DISTRICT will grant employees, with at least one year of continuous service and a minimum of 1250 hours physically worked during the previous one-year period, up to twelve (12) days of job-protected unpaid leave in a 12-month period for family care responsibilities and/or for the employee's own serious medical condition. The family member definition has been expanded to include; child of any age, parent (broadly defined), grandparent, grandchild, sibling (broadly defined), spouse, and domestic partner.



CFRA can be used as time to bond with a new child; whether the child is born to the family, adopted, or foster-placed within one year of event.

PREGNANCY DISABILITY LEAVE (PDL)

Any full or part-time regular employee who is disabled by pregnancy, childbirth, or a related medical condition will, upon request, be granted a Pregnancy Disability Leave (PDL) without pay not to exceed four (4) months.

An employee who is granted PDL will utilize any accrued sick leave benefits and earned vacation benefits during the period of her leave. Any portion of the leave that occurs after all sick and vacation benefits have been exhausted shall be without pay.

PDL does not need to be taken in one continuous time period but can be taken on an as-needed basis.

The DISTRICT will maintain coverage under any group health plan for the duration of PDL under the condition that coverage would have been provided had you been employed continuously during the leave. If you fail to return to work at the end of the PDL period, group health plan benefits the DISTRICT as an active employee will cease, and COBRA continuation of coverage will be offered.

If you require PDL, you must notify your manager as soon as possible. The written notice should specify the commencement date of the leave, the expected duration of the leave and be accompanied by a signed physician's statement.

Written extension requests of PDL, not to exceed the four-month limitation, must be received by the General Manager prior to the expiration of the approved leave or within three days of an absence. Employees who do not report for work at the end of an approved PDL will be considered to have voluntarily resigned. Employees returning from a PDL shall be required to provide a physician's statement that indicates that they are medically able to return to work.

For employees on PDL, the DISTRICT guarantees reinstatement to the same or similar job with the same or similar duties and pay unless granting such a leave would substantially undermine the DISTRICT'S ability to operate the business safely and efficiently. Employees on PDL will be credited with all service prior to the commencement of their disability, but not for the period of their disability.

CALIFORNIA NEW PARENT LEAVE ACT

New Parent Leave Act (NPL) provides for 12 work weeks of unpaid leave within one year of child's birth, adoption, or placement in foster care.

Employee must work for DISTRICT for at least 12 months, and at least 1,250 hours in past 12 months.

This leave is unpaid. Employee can use accrued sick or vacation time, if desired.

Leave must be taken for a minimum of two weeks at one time.

The DISTRICT will maintain coverage under any group health plan for the duration of NPL under the condition that coverage would have been provided had you been employed continuously during the leave. If you fail to return to work at the end of the NPL period, group health plan benefits the DISTRICT as an active employee will cease, and COBRA continuation of coverage will be offered.



MILITARY LEAVE

The DISTRICT will comply with all Federal and State laws regarding military leaves. Neither state nor federal law requires payment for an employee's term of active duty except for the 15 days of military leave each year available to employees engaged in military training. However, the employee may use accrued vacation if he or she chooses.

You are protected by the Uniformed Services Employment and Reemployment Rights Act (USERRA). Should you either voluntarily or involuntarily leave your employment to serve in the armed services, you shall be entitled to reinstatement according to State and Federal law in effect at the time of your release from active service.

If you qualify for health benefits, you are entitled to continue health coverage benefits during absences of less than 30 days, but coverage will stop for absences of more than 30 days unless you elect to pay for COBRA-like coverage for a period of up to 24 months. When you are reinstated, your health insurance will also be reinstated.

Under USSERA, you are allowed to be considered not to have been absent from the workplace if the only reason was for uniformed service. You will be reinstated with privileges and status an employee earns by length of service, such as vacation accrual or advancement in position. You do not, however, accrue vacation or sick days while on military leave of absence.

60-00: EMPLOYEE RELATIONS

60-01: STANDARDS OF CONDUCT

The following is a list of examples of unacceptable behavior, although it is impossible to list all such behaviors. Please note that if the DISTRICT chooses to correct an employee who engages in unacceptable behavior, the employee may be subject to disciplinary action up to and including termination.

- Poor performance, including absenteeism or tardiness.
- Using abusive or vulgar language, or causing disruption to the workplace, fellow employees, or visitors.
- Misuse of the DISTRICT'S monies, or removal of DISTRICT property or records that do not belong to you.
- Conducting non-business activities during working hours, including misuse of electronic systems for personal email, internet or fax, and cell phone use per District policy. (Communication systems may be monitored at DISTRICT discretion.)
- Any action indicating a disrespect or disregard for the DISTRICT, its customers, suppliers, or vendors.
- Release of confidential information about the DISTRICT or its members.
- Falsification of forms, records, or reports including, but not limited to, time sheets, employment applications and member records.
- Possessing or bringing firearms, weapons, open containers of alcohol, illegal drugs, or chemicals on or to the DISTRICT'S property or reporting to work under the influence of drugs and/or alcohol.
- Insubordination by refusing to follow a supervisor's directions, or disrespectful, threatening, or intimidating conduct toward a manager, supervisors, directors, or other employees.
- Smoking in restricted areas.
- Destroying or willfully damaging the DISTRICT'S or another employee's property, records, or other materials.
- Non-compliance with safety or health rules or practices or engaging in conduct that creates a safety or health hazard.
- Sexual harassment or other unlawful harassment of another employee.
- Failure to report involvement in an accident occurring on the job or involving the DISTRICT'S equipment or giving false information in accident or insurance reports.
- Willful failure to report to supervisor any significant omissions, errors or mistakes or accidental damage affecting work assignment, property, or equipment.
- Unauthorized opening of, or tampering with, locks in desks, doors, cabinets, etc., or unauthorized use of or duplication of keys.
- Behavior unbecoming a DISTRICT employee which would adversely prejudice public opinion of the DISTRICT.

- 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 Division of Motor Vehicles by employees who must maintain such a license as a condition of their employment.
- Installing unauthorized software on the DISTRICT'S computer system.
- Inability to get along with co-workers, staff members, vendors, and/or Board Members.

Since all employees are "at will" employees, the employment relationship may be terminated at any time by either the DISTRICT or the employee with or without cause.

60-02: ATTENDANCE POLICY

The DISTRICT may utilize a system of progressive discipline, at its sole discretion, in cases of misconduct or unacceptable performance, including absenteeism. The use of such a system does not waive either the DISTRICT'S or your right to terminate employment at any time with or without cause. If the number of absences, regardless of the reason, is excessive, you may be subject to corrective action, at the discretion of the DISTRICT, to make you aware of problems and to create an action plan to resolve issues. The attendance policy of the DISTRICT will be followed only to the extent allowed by law and is not meant to circumvent or abrogate any existing provisions of the FEHA, ADA, ADEA, or other state or federal law and/or regulation.

60-03: THE CORRECTIVE PROCESS

The corrective process may take the form of an informal discussion. If the problem persists, a written corrective may then be issued confirming you have been made aware of any problem, that an interview has taken place and that you understand what must take place for satisfactory resolution of the situation. Disciplinary action and/or a second written corrective may also be issued, with termination a possible final consequence.

Instances of gross misconduct could move directly to immediate termination.

60-04: EMPLOYEE GRIEVANCES OR CONCERNS

The DISTRICT defines a grievance as an expressed dissatisfaction by employees pertaining to conditions of their employment.

The DISTRICT encourages those of you who may be experiencing work performance problems, employee-supervisory concerns, peer disturbances or other concerns to bring them to the attention of your respective supervisors or to the General Manager, if your supervisor is involved in the situation or does not respond to the complaint in a reasonable length of time.

60-05: ALCOHOL-DRUG FREE WORKPLACE

The DISTRICT recognizes that behavior resulting from the use of alcohol and/or drugs may detrimentally affect the safety and work performance of its work force and can present a risk to the health and welfare of its employees and members.

In recognition of the DISTRICT'S responsibility to maintain a safe work environment and your responsibility to perform safely, the DISTRICT will act to eliminate any substance abuse which increases the risk of injuries, accidents, or substandard performance. For the purpose of this policy, substance abuse includes



the use or possession of illegal drugs, alcohol, or abuse of prescription drugs, which could impair your work performance and/or ability to perform your job safely. It is expected that:

- You shall not be at work, drive a vehicle on DISTRICT business, or operate the DISTRICT'S equipment with any amount of alcohol or illegal drugs in your system which would result in a confirmed positive test; shall not use alcohol, possess open containers of alcohol, or use or possess illegal drugs while on duty; and shall not manufacture, distribute, dispense, sell or provide illegal drugs to any person while on duty.
- If the use of a prescription drug combined with the duties of the required job creates an unsafe working condition, this fact shall be reported to your supervisor prior to reporting to work. Employees whose job performance is so restricted may be subject to reassignment, medical examination, or other actions specified by applicable statutes and regulations.

PRE-PLACEMENT/POST OFFER CONTROLLED SUBSTANCE TESTING

Any offer of employment will be conditioned upon a designation of "medically qualified" through a pre-employment physical examination and a negative drug screening analysis. The General Manager will coordinate the process.

REASONABLE SUSPICION TESTING

Employees may be subject to drug and alcohol testing when there is reasonable suspicion that the employee has violated the rules expressed above. In addition, when any employee has previously been found in violation of these rules, or by the employee's own admission, the employee may be required to submit to periodic substance testing as a condition of remaining in or return to DISTRICT employment.

60-06: OUTSIDE RELATIONS/MEDIA CONTACT

You are not permitted to give or report any information about the members of the DISTRICT, another employee, customer, outside vendor, or consultant to anyone outside of the DISTRICT. You should forward any such request, whether verbal or written, to the General Manager for handling.

60-07: HARASSMENT AND DISCRIMINATION POLICY

The DISTRICT is committed to providing a work environment that is free of unlawful discrimination and harassment of all types. In keeping with that commitment, the DISTRICT strictly prohibits unlawful harassment on the basis of an employee's race, sex, religious creed, color, national origin, ancestry, age (over 40), marital status, sexual orientation, or physical or mental disability.

Discrimination is prohibited in any form, including:

- Verbal harassment such as epithets, jokes, derogatory comments, or slurs based on the person's race, sex, religious creed, color, national origin, ancestry, age (over 40), marital status, sexual orientation, or physical or mental disability;
- Physical harassment such as assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual based on one of the categories above; and

- Visual harassment such as derogatory posters, cartoons, or drawings, based on one of the categories above. Also included are emails that may be inappropriate, offensive, harassing, and/or creating a hostile work environment.

Sexual harassment of employees, by any person in or from the work environment, is strictly prohibited. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- Submission to such conduct is made either expressly or by implication a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; creating an intimidating, hostile, threatening or offensive working environment; or adversely affecting the employee's performance, evaluation, assigned duties, or any other condition of employment or career development.
- Sexual harassment also includes any act of retaliation against an employee for reports of violation of this policy or for participating in the investigation of a sexual harassment complaint.

Other examples of sexual harassment include unwelcome sexual flirtations or propositions; verbal abuse of a sexual nature; graphic verbal comments about an individual's body; sexually degrading words used to describe an individual; emails that may be inappropriate, offensive, harassing, and/or creating a hostile work environment; and the display in the work environment of sexually suggestive objects or pictures, posters, jokes, cartoons, or calendar illustrations.

If you think you are being sexually harassed at work:

- Say NO! Make it clear to the offender that the behavior is unacceptable to you. The harasser may not realize the advances or behavior are offensive. Sometimes a simple confrontation will end the situation.
- Do not let confusion and self-doubt stop you from speaking out.
- Keep a record of dates, times, places, witnesses, and nature of harassment. Such records will be very helpful if you find it necessary to pursue a formal grievance.
- If you feel that you have been or are being sexually harassed or are aware of or suspect the occurrence of sexual harassment, or you desire counseling on coping with sexual harassment, you should immediately contact your supervisor, or the General Manager. This procedure is your exclusive remedy for prevention and resolution of any issues of harassment at the DISTRICT.
- Maintain strict confidentiality ensuring the privacy of all parties concerned.

DISCIPLINARY AND/OR CORRECTIVE ACTION

If you believe you have been or are being subjected to this kind of discrimination or harassment and are unable to resolve (or uncomfortable attempting to address) the problem with the individual, you should promptly report it to your supervisor or the General Manager. All such claims will be investigated in a manner designed to protect the privacy and confidentiality of all involved and appropriate action will be taken. When appropriate, the DISTRICT may seek to resolve the matter informally. Any employee found to have discriminated against or harassed anyone in or from the DISTRICT'S work environment, based on



one of the categories above will be disciplined, from verbal reprimand to dismissal, based on the circumstances.

If you have any questions about this policy, or want more information about it, please contact the General Manager.

60-08: WORKPLACE VIOLENCE

The safety and security of employees and customers are very important to the DISTRICT. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the DISTRICT'S ability to execute its daily business will not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on DISTRICT property may be removed from the premises pending the outcome of an investigation. Threats, threatening behavior, or other acts of violence off DISTRICT property, but directed at DISTRICT employees, DISTRICT customers or the public while conducting business for the DISTRICT, is a violation of this policy.

Off-site threats include but are not limited to threats made via telephone, fax, electronic or conventional mail, or any other communication medium. Violations of this policy will lead to disciplinary action that may include dismissal, arrest, and prosecution. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the person(s) from DISTRICT property, termination of business relationships with that individual, and/or prosecution of the person(s).

Employees are responsible for notifying the General Manager or any other supervisors of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on DISTRICT property or in connection with employment.

Each employee who receives a protective or restraining order that lists DISTRICT premises as a protected area is required to provide the General Manager with a copy of such order.

60-09: REQUEST FOR REASONABLE ACCOMMODATION –

INTERACTIVE PROCESS FOR PERSONS WITH DISABILITIES

The DISTRICT is committed to assuring equal employment opportunity and equal access to services, programs and activities for persons with disabilities. It is the policy of the DISTRICT to provide reasonable accommodation to a qualified person with a disability to enable such person to perform the essential functions of the position for which he or she is applying or in which he or she is employed. The Americans With Disabilities Act (ADA) requires employers to provide reasonable accommodation for the known disability of a qualified applicant or employee unless it would impose undue hardship on an employer's business, or unless the applicant or employee would cause a direct threat to other workers. In California, the Fair Employment and Housing Act (FEHA) coincides with the ADA, however, extends some of the requirements of the ADA.

This ADA request for reasonable policy applies to all employment practices and actions. It includes, but is not limited to, recruitment, the job application process, examination and testing, hiring, training,



disciplinary actions, rates of pay or other compensation, advancement, classification, transfer and reassignment, and promotions.

While supervisors are encouraged to continue responding directly to requests from individuals with disabilities, there may be occasions when deciding about accommodations is complicated by other factors. For instance, the need for an accommodation may be obvious, or it may be difficult to determine what constitutes a reasonable accommodation, or a department's budget may be unable to absorb the total cost of providing the accommodation requested. The following procedure has been developed to ensure that employee requests for reasonable accommodations are treated in as consistent and equitable a fashion as possible.

This policy provides guidance to any applicant or employee requesting a reasonable accommodation and outlines the procedure for such a request.

DEFINITION OF A DISABILITY: A PERSON IS CONSIDERED DISABLED IF HE/SHE:

- Has a physical or mental impairment that limits one or more of the major life activities,
- Has a record of such an impairment,
- Is regarded as having such an impairment,
- Is regarded or treated by the employer as having some condition that has no present disabling effect but may become a physical disability, or
- Has any health impairment that requires special education or related services.

DEFINITION OF REASONABLE ACCOMMODATION:

- An adjustment or modification to job duties, performance methods, and/or work setting or service delivery to meet the individualized need of an individual, applicant or employee with a disability.
- Removes barriers in a specific situation, which prevent or limit the application process, recruitment, employment, and upward mobility of a qualified person with a disability or prevents their participation in a program, activity, or event.
- The law does not require an employer to make any adjustment or modification or change a job or policy that an employer can demonstrate would fundamentally alter the essential functions of the job in question.

REQUESTING A REASONABLE ACCOMMODATION:

If an applicant or employee with a disability would like to request a reasonable accommodation, the following procedure should be followed:

- The requestor should meet with the General Manager to discuss the situation for review and determination. The request shall be in writing and include the following:
 - a. Name, address, and phone number of the person requesting accommodation.
 - b. The specific limitation, the type of accommodation requested, with an explanation of how the accommodation will allow the performance of the essential functions of the position or the participation in a program or activity.
 - c. Verification of the disability by the requester's physician medical provider or vocational/rehabilitation counselor may be required. (If medical verification is required the person requesting accommodation must sign a release form, "Authorization for the Release of Medical Information").

- Upon completion of the necessary paperwork, a written request should be submitted to the General Manager that outlines the specific accommodation requested. Verification of the disability by the requester's physician, medical provider or vocational/rehabilitation counselor is also required. A copy of the job description should be provided to the medical provider to assist in the determination of the requested accommodation as it relates to performing the essential functions of the position.

DETERMINATION

The determination of providing a reasonable accommodation is made on a case-by-case process, known as the "interactive process". This is a timely individual process where management and the individual discuss the request and effective reasonable accommodation(s).

In considering a request for accommodation the following factors must be considered when reviewing a request for accommodation:

- a. Analyze the job or activity to determine the essential functions.
- b. Determine with the employee, applicant, or participant how the disability limits their performance of the essential functions.
- c. Identify accommodation options that overcome limitations and determine the effectiveness and feasibility of the proposed accommodations.
- d. Considering the requester's preference, the General Manager selects the accommodation most appropriate for the requester and the department involved.

If the request is approved, management will notify and meet with the requester to make necessary arrangements. If the request is not approved, management will notify and meet with the requester to explain the decision, elicit other possible solutions, and determine the outcome. The decision of the General Manager is final.

60-10: NOTICE OF INTENT TO TERMINATE EMPLOYMENT

If you intend to voluntarily terminate your employment for any reason or at any time, a two-week notice is requested in order for the DISTRICT to properly reschedule the workflow. All of the DISTRICT'S property including but not limited to keys, reports, records, proprietary information or any other job-related materials must be returned prior to departure.

60-11: EMPLOYMENT DURATION

The relationship between you and the DISTRICT is based on the mutual consent of both parties. Accordingly, either you or the DISTRICT can terminate the employment relationship at any time, unless an employment contract containing terms to the contrary exists.

60-12: EMPLOYMENT REFERENCE CHECKS

All inquiries regarding a current or former DISTRICT employee must be referred to the General Manager.

Should you receive a request for a reference, you must refer the request to the General Manager for handling. You may not issue a reference letter for any current or former employee without the permission of the General Manager.



Under no circumstances should you release any information about any current or former DISTRICT employee over the telephone. All telephone inquiries regarding any current or former employee of the DISTRICT must be referred to the General Manager.

In response to an outside request for information regarding a current or former DISTRICT employee, the General Manager will verify only an employee's name, dates of employment, and job title. No other data regarding any current or former DISTRICT employee will be released unless the employee authorizes the DISTRICT to release such information in writing or the DISTRICT is required by law to furnish any information.

If, however, you are contacted to give a personal reference regarding a current or former DISTRICT employee, you are permitted to do so and should emphasize to the inquirer that the reference is personal only and not on behalf of the DISTRICT.

Failure to follow these directions may be cause for corrective action up to and including termination.

60-13: OFF-DUTY CONDUCT

While the DISTRICT does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the DISTRICT'S legitimate business interests. For this reason, employees should be aware of the following policies:

Employees are expected to conduct their personal affairs in a manner that does not adversely affect the DISTRICT'S or their own integrity, reputation or credibility. Conduct on the part of an employee that adversely affects the DISTRICT'S legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

60-14: EXTERNAL EMPLOYMENT

While employed by the DISTRICT, employees are expected to devote their energies to their jobs with the DISTRICT. The following types of external employment are strictly prohibited.

- Employment that conflicts with an employee's work schedule, duties and responsibilities;
- Employment that creates a conflict of interest or is incompatible with the employee's employment with the DISTRICT;
- Employment that impairs or has a detrimental effect on the employee's work performance with the DISTRICT;
- Employment that requires the employee to conduct work or related activities on the DISTRICT'S property during working hours or using the DISTRICT'S facilities and/or equipment;
- Employment that directly or indirectly competes with the business or the interests of the DISTRICT.

Employees who wish to engage in external employment that may create a conflict of interest must submit a written request to the General Manager explaining the details of the external employment. If the external employment is authorized, the DISTRICT assumes no responsibility for the external employment. The DISTRICT shall not provide workers' compensation coverage for injuries occurring from or arising from external employment. Authorization to engage in external employment can be revoked at any time. If an



EMPLOYEE HANDBOOK

employee has any doubts, it is recommended that a written request be submitted to insure there are no future problems.

70-00: SAFETY

70-01: INJURY & ILLNESS PREVENTION

The DISTRICT greatly values the safety and health of all of its employees and is committed to providing a safe and healthful workplace

COMPLIANCE

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

The DISTRICT'S system of ensuring that all employees comply with the rules and maintain a safe work environment includes:

- All employees will be annually evaluated on their safety performance.
- Employees who exercise safe and healthful work practices will be recognized on their evaluation.
- Employees that do not, will be trained or retrained.
- Any employee that continues not to comply with or ignores safe and healthful work practices will be disciplined. The DISTRICT will not tolerate unsafe acts by its employees. If any employee violates safety and health policies and rules, or otherwise do not perform their job in a safe and healthful manner, they will be subject to appropriate corrective action, up to and including termination.

COMMUNICATION OF SAFETY AND HEALTH INFORMATION

The DISTRICT recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace.

The DISTRICT will provide employees with up-to-date safety and health information that is readily understandable. The information will be presented through various methods, including:

- New employee orientation
- Staff meetings
- Posters in the break room
- Bi-monthly safety bulletins
- Staff input

This information shall include:

- The DISTRICT'S safety and health policies,
- The DISTRICT'S safety and health rules and regulations, and
- New work procedures.

Employees are encouraged to share safety and health ideas, information, and concerns with the DISTRICT'S management. The DISTRICT will give these communications prompt and serious attention. As



part of this commitment, the DISTRICT pledges not to discriminate or take any type of corrective action against any employees who express their safety concerns. The DISTRICT shall comply with all CAL-OSHA and other safety and health rules and regulations that apply.

SAFETY AND HEALTHFUL WORK PRACTICES

The DISTRICT recognizes its responsibility to create a safe and healthful workplace for all employees. However, each employee must also share in this responsibility. Specifically, every employee:

- Is responsible for the safe operation of all of the DISTRICT'S equipment, tools, machinery, vehicles, or other DISTRICT property in their charge.
- Must not remove or inactivate any established safeguards. Mechanical safeguards must be in place at all times.
- Must immediately report any machine, tool, or equipment malfunctions to your manager. Managers shall investigate and take the necessary steps to correct the malfunction as soon as possible.
- Must wear appropriate personal protective equipment when required. This personal protective equipment shall be provided and maintained by the DISTRICT. Failure to wear the required equipment is cause for disciplinary action.
- Shall follow beneficial ergonomic criteria and adjustments.
- Will utilize defensive driving techniques supported by the DISTRICT while driving on job related business.
- Must immediately report all accidents, injuries, exposures, and "close call" incidents, regardless of how small, to their immediate manager.

HAZARD ASSESSMENT

All employees will take responsibility to regularly inspect the workplace to identify and evaluate workplace hazards. These inspections will also be conducted when:

- New processes, substances, procedures or equipment which present potential new hazards are introduced into our workplace;
- New, previously unidentified hazards are recognized;
- Occupational injuries and illnesses occur;
- Workplace conditions warrant an inspection.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards. Problems will be presented to management and the hazards will be corrected in accordance with the following:

- When observed or discovered;
- When an imminent hazard exists, which cannot be immediately abated without endangering employees or property, all exposed workers will be removed from the department except those necessary to correct the existing condition. The employees necessary to correct the existing condition will be trained to handle the condition and be provided with necessary protection.

TRAINING

All employees, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction will be provided as follows:

- To all new employees,
- To all employees given new job assignments for which training has not been previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- To all employees with respect to hazards specific to each employee's job assignment.

70-02: EMERGENCY EVACUATION PROCEDURES

If it is necessary to evacuate the building for any emergency:

- Take whatever immediate steps are necessary and feasible to minimize any hazard in leaving the building. Time permitting, shut off heaters, radios, coffee warmers, etc.
- Time permitting, take your personal items with you, i.e., purses, backpacks, etc.
- Follow the directions of Managers or Emergency Personnel
- Do not re-enter the building until advised to do so by Emergency Personnel.
- In the event of an earthquake, immediately seek appropriate protection (staying away from windows, if possible)
- In the event of a front desk emergency, evacuate through the back exit, proceeding out around the perimeter of the office.
- In the event of a small fire, a conservative approach should be taken when deciding to use a fire extinguisher or calling 9-1-1.

70-03: BOMB THREATS AND/OR THREATENING CALLS

Should you receive a threatening phone call, remain calm and try to write down the exact wording of the emergency/threat. Be sure to notify a manager immediately, and if appropriate, phone 9-1-1.

70-04: IMMEDIATE THREAT SITUATION

Should an immediate threat situation (active shooter or other) arise, remember to remain calm and try to get help via 9-1-1. If that is not possible, remember there are three actions you have at your disposal:

- Run – out of harm's way,
- Hide – again out of harm's way, or
- Fight – your life will depend on it.

70-05: DRIVING ON THE JOB

The DISTRICT has established and maintains a Driving Record Review Program. As part of this program, it has enrolled in the Department of Motor Vehicles (DMV) Employer Pull Notice Program. Employees include temporary, seasonal, and part-time employees and volunteers.



PROCEDURES

The DISTRICT obtains from the DMV a copy of the driving record of all of its employees that are authorized to operate vehicles (DISTRICT or personal) on work related business.

- a. As a public agency, the DISTRICT is entitled to receive copies of driving records from the DMV without charge.
- b. A copy of your driving record shall be obtained as soon as possible after you are hired and annually thereafter.
- c. The DISTRICT is responsible for ordering and interpreting all driving records.
- d. Occasionally other concerned employees or the general public may bring to the DISTRICT'S attention the fact that you may be jeopardizing the DISTRICT'S integrity and exposing it to undue liability through poor driving techniques and habits. All such complaints will be investigated immediately, and action taken to correct the problem as follows:
 - o If it is established that you have poor driving techniques and/or habits, the DISTRICT'S corrective action may be followed. (Depending on the seriousness of the poor driving technique and/or habit, it may be desirable to enroll you in a "defensive driving" course.)
 - o A second warning for the same poor driving technique and/or habit may require temporary suspension or temporary reassignment to a non-driving position and will be appropriately documented.
- e. If your duties require driving a vehicle, you must maintain a driving record that will not cause the DISTRICT'S insurance rate to be increased or for you to become uninsurable.
- f. Any violations will be reviewed and could lead to appropriate disciplinary action.

CELLULAR PHONE SAFETY

In the interest of the safety of our employees, the DISTRICT requires that cell phones not be used while driving on DISTRICT business unless appropriate hands-free devices are used. If an employee must make or answer a call while driving, they should pull over and stop. In doing so, they should make certain they are well to the side of the road when stopping.

Some safety precautions include:

- Keep calls brief
- Use hands free communication devices
- Never allow a phone conversation to distract you from driving
- When talking, keep your head up and your eyes on the road, with frequent checks of side and rearview mirrors
- Know how the phone works before you get into the car
- Use speed dial features
- Do not use the phone in heavy traffic
- Do not take notes or look up phone numbers while driving
- If you must check information, arrange to call back when the car is safely stopped.

80-00: STAFF EXPENSE REIMBURSEMENT GUIDELINES

The DISTRICT will fully compensate employees for all reasonable and prudent expenses incurred in the course of business as described below:

80-01: CREDIT CARD USE

Credit cards will be issued to specific employees who either travel on a regular basis on DISTRICT business or have the need to frequently purchase supplies or services. Credit cards shall be used only for legitimate, approved business of the DISTRICT, subject to the following regulations. These cards should be used for all approved expenses as authorized in this section.

- No personal items may be charged on the business credit card;
- All charges must be in line with travel guidelines or as approved by management; and
- Receipts must be submitted to Accounting with the approved travel expense report, expense claims reimbursement form or the charge card request/authorization form within one week of making the charge.

80-02: EMPLOYEE INCURRED EXPENSES

Expenses under the amount of \$25, which are incurred by employees for DISTRICT purposes, will be reimbursed through its petty cash account. Expenses over that amount will be reimbursed through normal accounting procedures after you have completed and submitted an expense report. All expenses must be approved in advance by management before submitting to Finance for reimbursement.

80-03: MILEAGE

The mileage reimbursement rate to operate privately-owned vehicles will be the allowable IRS rate in effect at the time the expense is incurred. The mileage distance should be calculated from your home or the DISTRICT'S offices, whichever is shorter. Any employee incurring out-of-pocket expenses due to traffic accidents while on DISTRICT business (i.e. deductibles), may be reimbursed by the DISTRICT.

Employees driving private vehicles on DISTRICT business are required to have proof of insurance coverage for your personal vehicle.

You are expected to practice good defensive driving techniques and operate the vehicle in a safe and responsible manner.

80-04: MEALS

The following guidelines should be used for reimbursement of meals while traveling on DISTRICT business. Special circumstances will be required to justify reimbursement for amounts above the following, which should include tax and tip:

Partial Day Travel	Full Day Travel
Breakfast \$15.00	\$70/day
Lunch \$20.00	
Dinner \$35.00	



In order to be eligible for meal reimbursement, you must get prior written or oral approval from management.

80-05: LODGING

The reimbursement rate should not exceed \$170.00 per night inclusive of tax. In order to be eligible for lodging reimbursement in the case where nothing is available below the \$170.00, you must get prior written or oral approval from management.

80-06: PHONE

Operators and managers may be issued a cellular phone. It is expected that this phone will be used to place all calls, including personal, while traveling on DISTRICT business. Employees not issued a cellular phone and traveling on DISTRICT business will be reimbursed for up to 10 minutes each night for necessary personal calls.

80-07: PARKING

Parking expenses for DISTRICT business will be reimbursed upon approval of management and presentation of receipt.

80-08: EXPENSE REPORTS

Expense reports must be turned in to Finance for approval within one week of returning to the DISTRICT office.

90-00: AROUND THE OFFICE

90-01: DRESS & GROOMING STANDARDS

While the DISTRICT has no formal dress code, it is expected that you will dress in a manner consistent with good business practices.

The following guidelines should be followed by office employees

- Professional clothing (Suit, tie, skirt, dress shoes) is not required on a daily basis but should be worn on days when professional contact is expected.
- Slacks, skirt, and blouse or shirt, or dress which are appropriate **business wear**.
- **Fridays are observed as casual days, so business casual wear is appropriate (including jeans).**

The following are not appropriate during normal working hours:

- T-shirts
- Torn, cut or frayed clothing
- Clothing with obscene messages or artwork
- Sheer clothing
- Mini-skirts
- Halter/tube/crop type tops (including tank top t-shirts, and any backless tops)
- Athletic clothing
- Facial piercing
- Hats or headgear (except those worn for acceptable religious reasons)

The following guidelines should be followed by operators:

- **Jeans or work pants with DISTRICT logoed shirts**
- **Sturdy boots or work shoes with ankle and toe protection**
- **Appropriate safety vests and head protection when necessary**
- **Operators may not wear shorts or pants that expose the lower legs.**

90-02: TELEPHONE CALLS

The DISTRICT understands that you may need to speak with your family or tend to non-business activities at times, but requests cooperation in keeping personal calls to reasonable levels. You are encouraged to use personal cell phones, if available, instead of DISTRICT business phones. In the event you must make long distance calls, you will be expected to reimburse the DISTRICT for them. Please note that all phone calls should be considered public information and subject to surveillance. Any confidential calls should be conducted elsewhere. All communication done on work time can be disclosed to law enforcement or other third parties without prior consent of the sender and/or receiver.

90-03: E-MAIL/FAX

All electronic mail (e-mail) and fax messages are official DISTRICT records and are the property of the DISTRICT. The DISTRICT reserves the right to access and disclose all messages sent over its e-mail/fax system for any purpose.



All messages transmitted over the e-mail/fax system should be messages involved in the DISTRICT business activities for the accomplishment of business-related tasks or directly related to DISTRICT business, administration, or practices. Incidental and occasional personal use of the e-mail system is permitted, but such messages are subject to the access and disclosure statement set forth in the policy above. As such, it is recommended that any personal communication be limited to “light personal” communication.

E-mail is an important method of distributing information to employees and it is your responsibility to check it frequently and read its contents.

90-04: INTERNET

Access to the Internet has been provided to staff members for the benefit of the DISTRICT and its members. It allows employees to connect to global information resources. Every staff member has the responsibility to maintain and enhance the organizations’ public image, and to use the Internet in a productive manner. Employees accessing the Internet are representing the DISTRICT. Employees are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner. To ensure that all employees are responsible, productive Internet users and are protecting the company’s public image, the following guidelines have been established.

UNACCEPTABLE USE OF THE INTERNET

The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-DISTRICT business, or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the DISTRICT network or the networks of other users. It must not interfere with your productivity. Personal usage of the Internet should be kept at a minimum. Any unlawful or inappropriate use of the Internet is strictly prohibited. We hold all of our employees who engage in social networking to the same standards we hold for any public communications. Therefore, all employees have an obligation to the DISTRICT to ensure that any public communication they make, including social networking must not negatively impact the reputation of the DISTRICT or bring disrepute in any way to the DISTRICT, its customers, suppliers, etc. Further, only a select group of employees are authorized to publicly speak on behalf of the DISTRICT per our Media Contact policy. While it is not possible to provide an exhaustive list of every type of inappropriate use of the Internet, the following examples should offer employees some guidance:

- Harassment and discrimination
- Offensive and defamatory conduct
- Sexually suggestive material
- Gambling
- Trademark, copyrights and licensing stipulations
- Proprietary and confidential information
- No solicitation, according to the DISTRICT’S policy
- No personal sites

COMMUNICATIONS

Each employee is responsible for the content of all text, audio or images that they place or send over the Internet on DISTRICT equipment and/or during work time. Fraudulent, harassing or obscene messages are prohibited. All messages communicated over the Internet should have your name attached. No messages



should be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language is transmitted through the system.

Employees are reminded that, under some circumstances, communications sent by e-mail may be subject to disclosure under the Public Records Act or during litigation. Therefore, it is important not to compromise themselves or the DISTRICT under these circumstances.

SOFTWARE

To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software.

SECURITY

All messages created, sent, or retrieved over the Internet are the property of the DISTRICT and should be considered public information. Any confidential information should be conducted from home. The DISTRICT intends to access and monitor all messages and files on the computer system, including e-Mail originating outside of the DISTRICT, as deemed necessary and appropriate. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.

VIOLATIONS

Violations of any guidelines listed above may result in disciplinary action up to and including terminations. If necessary, the company will advise appropriate legal officials of any illegal violations.

90-05: SMOKING

In accordance with California State law, the entire office building is considered a non-smoking area and smoking is prohibited within 20 feet of any entrance or window.

90-06: SECURITY

Security is important to everyone. You are asked to not discuss the security of the DISTRICT premises or services with any individual not employed by the DISTRICT. Additionally, neither the DISTRICT nor its insurance carriers take any liability for your personal belongings. You are encouraged to secure personal belongings to the best of your ability.

Some buildings are secured with electronic keypads for access before and after hours. You will be given a confidential code, not to be shared with anyone. Specific instructions will be given to you by management.

Since the DISTRICT retains the right to search its property or facilities at any time (including employee-assigned desks, files and computer systems), if you have anything of a private nature that you wish not to be subjected to discovery during such searches, these items should be kept in your briefcase, purse or lunch bag.

90-07: CHILDREN AT WORK

In the event of an “emergency situation” where you find it necessary to bring your child to the workplace, the DISTRICT will deem this acceptable under the following circumstances:

- The event must be an emergency, (i.e., not a scheduled day off from school, choice of not hiring a baby-sitter, a rare, unusual and infrequent event).
- You must get prior approval from your supervisor.
- Your child must not be disruptive. If this occurs, you and your child will be asked to leave immediately.
- This should not be a “social event”. Your child should be situated in a quiet, out-of-the way place, such as an unused conference room.
- Your child must not interfere with your job or your co-workers.

The DISTRICT requests that children not be brought to the office in lieu of childcare. If you need to take time off to care for your child, you can take vacation, request time without pay or make other arrangements.

90-08: SOLICITATION AND DISTRIBUTION

Soliciting your co-workers when either of you is on work time being paid for by the DISTRICT is prohibited, including the use of e-mail. Distribution or posting of pamphlets, leaflets, or any other literature in the DISTRICT’S departments is prohibited except in the employee break room.

90-09: BREAK ROOM

The DISTRICT has a small “kitchen” for your use during breaks and at lunch. It is important that you clean up after yourself. Do not leave any dirty dishes, wipe off the counters, and clean the inside of the microwave if there is any splattering of food during cooking.

- Coffee/Tea: These items are available at work for your use and convenience.
- Refrigerator: The refrigerator is available for your convenience, please throw away any old items and take home any dishes, containers, etc.

90-10: SUPPLIES

It is the DISTRICT’S intent to provide you with everything you need to do your job. Basic supplies are kept in the storage cabinet. Any special orders should be approved by your supervisor before submitting an order.

100-00 LEAVING THE AROMAS WATER DISTRICT

100-01: RESIGNATION

When you decide to leave for any reason, your supervisor, and the General Manager would like an opportunity to discuss the resignation with you before final action is taken. It is requested that you provide the DISTRICT with a written two-week advance notice. If, as it sometimes happens, management believes it advisable for you to leave prior to the end of the two weeks' notice, you may be paid for the remainder of that period.

100-02: TERMINATION

As a DISTRICT employee, you have the status of "employee-at-will", meaning that you have no contractual right, expressed or implied, to remain in the DISTRICT'S employ. The DISTRICT may terminate your employment, or you may terminate your employment, with or without cause, and with or without notice, at any time. No manager or other representative of the DISTRICT has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above, with the exception of the General Manager.

100-03: EXIT INTERVIEW

The General Manager is responsible for scheduling an exit interview with you on your last date of employment and for arranging the return of any DISTRICT property.

100-04: BENEFITS

Medical, Dental, and Vision benefits end on the last day of the month of your employment. Disability coverage requires "active" employment; therefore, coverage ends on your last day worked.

COBRA notification will be sent directly to your home.

100-05: FINAL PAYCHECK

You will receive your final paycheck on the next regularly scheduled pay day or earlier if it is required by law. Unused vacation will be paid and calculated in accordance with the DISTRICT'S vacation policy.

100-06: CALPERS

You will be notified directly by CalPERS regarding your options.

100-07: DEFERRED COMPENSATION PLAN

If you are enrolled in a deferred compensation program, complete the forms and necessary and follow the instructions. You should contact the plan carrier to ensure you completely understand your options.



ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK AND AT-WILL AGREEMENT

My signature below acknowledges that I have received a copy of the AROMAS WATER DISTRICT (DISTRICT) Employee Handbook and understand it contains important general information of the DISTRICT'S benefits and personnel policies and on my privileges and obligations as an employee.

I ACCEPT THE FOLLOWING PROVISIONS:

- I have received my copy of the DISTRICT'S EMPLOYEE HANDBOOK
- I understand and agree that it is my responsibility to read and familiarize myself with and follow the policies and procedures contained in the handbook.
- I understand that, except for employment at-will status, any and all policies or practices can be changed at any time by the DISTRICT.
- I understand and agree that, other than the General Manager of the DISTRICT, no manager, supervisor or representative of the DISTRICT has authority to enter into any agreement, expressed or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the General Manager has the authority to make any such agreement and then only in writing, signed by the General Manager.
- I understand that the foregoing agreement on at-will status is the sole and entire agreement between the DISTRICT and me concerning the duration of my employment. It supersedes all prior agreements, understandings and representations concerning the duration of my employment.

Employee's Signature: _____ Date: _____

Sign, date and keep this copy for your records.



ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK AND AT-WILL AGREEMENT

My signature below acknowledges that I have received a copy of the AROMAS WATER DISTRICT (DISTRICT) Employee Handbook and understand it contains important general information of the DISTRICT'S benefits and personnel policies and on my privileges and obligations as an employee.

I ACCEPT THE FOLLOWING PROVISIONS:

- I have received my copy of the DISTRICT'S EMPLOYEE HANDBOOK
- I understand and agree that it is my responsibility to read and familiarize myself with and follow the policies and procedures contained in the handbook.
- I understand that, except for employment at-will status, any and all policies or practices can be changed at any time by the DISTRICT.
- I understand and agree that, other than the General Manager of the DISTRICT, no manager, supervisor or representative of the DISTRICT has authority to enter into any agreement, expressed or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the General Manager has the authority to make any such agreement and then only in writing, signed by the General Manager.
- I understand that the foregoing agreement on at-will status is the sole and entire agreement between the DISTRICT and me concerning the duration of my employment. It supersedes all prior agreements, understandings and representations concerning the duration of my employment.

Employee's Signature: _____ Date: _____

Sign, date and return this copy to the General Manager.

HARASSMENT AND DISCRIMINATION POLICY

The AROMAS WATER DISTRICT (DISTRICT) is committed to providing a work environment that is free of unlawful discrimination and harassment of all types. In keeping with the commitment, the DISTRICT strictly prohibits unlawful harassment on the basis of an employee's race, sex, religious creed, color, national origin, ancestry, age (over 40), marital status, sexual orientation, or physical or mental disability. Discrimination is prohibited in any form, including:

- Verbal harassment such as epithets, jokes, derogatory comments or slurs based on the person's race, sex, religious creed, color, national origin, ancestry, age (over 40), marital status, sexual orientation, or physical or mental disability;
- Physical harassment such as assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual based on one of the categories above; and
- Visual harassment such as derogatory posters, cartoons or drawings, based on one of the categories above. Also included are emails that may be inappropriate, offensive, harassing, and/or creating a hostile work environment.

Sexual harassment of employees, by any person in or from the work environment, is strictly prohibited. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- Submission to such conduct is made either expressly or by implication a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; creating an intimidating, hostile, threatening or offensive working environment; or adversely affecting the employee's performance, evaluation, assigned duties, or any other condition of employment or career development.

Sexual harassment also includes any act of retaliation against an employee for reports of violation of this policy or for participating in the investigation of a sexual harassment complaint.

Other examples of sexual harassment include unwelcome sexual flirtations or propositions; verbal abuse of a sexual nature; graphic verbal comments about an individual's body; sexually degrading words used to describe an individual; emails that may be inappropriate, offensive, harassing, and/or creating a hostile work environment; and the display in the work environment of sexually suggestive objects or pictures, posters, jokes, cartoons, or calendar illustrations.

IF YOU THINK YOU ARE BEING SEXUALLY HARASSED AT WORK:

- Say NO! Make it clear to the offender that the behavior is unacceptable to you. The harasser may not realize the advances or behavior are offensive. Sometimes a simple confrontation will end the situation.
- Do not let confusion and self-doubt stop you from speaking out.



- Keep a record of dates, times, places, witnesses and nature of harassment. Such records will be very helpful if you find it necessary to pursue a formal grievance.
- If you feel that you have been or are being sexually harassed or are aware of or suspect the occurrence of sexual harassment, or you desire counseling on coping with sexual harassment, you should immediately contact your supervisor, or the General Manager. This procedure is your exclusive remedy for prevention and resolution of any issues of harassment at the DISTRICT.
- Maintain strict confidentiality ensuring the privacy of all parties concerned.

DISCIPLINARY AND/OR CORRECTIVE ACTION

If you believe you have been or are being subjected to this kind of discrimination or harassment and are unable to resolve (or uncomfortable attempting to address) the problem with the individual, you should promptly report it to your supervisor or the General Manager. All such claims will be investigated in a manner designed to protect the privacy and confidentiality of all involved and appropriate action will be taken. When appropriate, the DISTRICT may seek to resolve the matter informally. Any employee found to have discriminated against or harassed anyone in or from the DISTRICT'S work environment, based on one of the categories above will be disciplined, from verbal reprimand to dismissal, based on the circumstances.

If you have any questions about this policy, or want more information about it, please contact the General Manager.

I have read, understand and will comply with the policy set out above:

Employee's Signature: _____ Date: _____

REVISION TABLE

<i>DATE</i>	<i>REVISION</i>
3/29/2011	Approved by Board of Directors
6/12/2013	<ul style="list-style-type: none">• PEPRA AB340 Public Employees Pension Reform Act added to p.21• Harassment and Discrimination Policy Acknowledgement Form: Added to end• Exit Review Form: Added to end
10/16/2015	<ul style="list-style-type: none">• Changed Current AWD CalPERS Plan to 2% at 62 p. 21• Changed Medical, Dental and Vision insurance to begin 1st of month after 30 days of hire Pp.17-18
12/15/2020	<ul style="list-style-type: none">• Went through Handbook and made formatting and textual changes to bring Handbook up to date with current State and Federal regulations.• Removed FMLA portion since the District is not required to have FMLA and replaced it with text provided by ACWA-JPIA and District Counsel.• Added portion related to Full-time workers receiving a health stipend in-lieu of health benefits• Added portion related to Immediate Threat situation• Removed Employee Exit Interview questions• Added section on California Family Rights Act (CFRA) – applicable to District as of January 1, 2021• Formatting matched to Director’s Policy Manual

Staff Report



To: Board of Directors

Re: Item IX.B – Consider Adopting the Aromas Water District COVID-19 Prevention Plan, and providing direction to staff

Date: February 16, 2021

Summary / Discussion

The Aromas Water District (District) is required to put together a COVID-19 Prevention Program (CPP) that is designed to control exposures to the SARS-CoV-2 (COVID-19) virus that may occur in or at the District's workplace and related facilities.

COVID-19 is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China. Individuals affected with COVID-19 have mild to severe respiratory illness with symptoms of fever, cough, shortness of breath, or other symptoms identified by the CDC or local public health official.

With this CPP, the District is working to protect an employee's confidential medical information in compliance with the Americans with Disabilities Act (ADA) and the Health Insurance Portability and Accountability Act (HIPAA). Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing, or related medical services provided by the District as part of this policy shall be provided in a manner that ensures the confidentiality of employees. Unredacted information on COVID-19 cases shall be provided to the local health department, CDPH, the Division, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.

The CPP will address: 1) identification and evaluation of COVID-19 hazards, 2) correction and control of COVID-19 hazards, 3) training and instruction related to the COVID-19 virus, and 4) what to do if there is a COVID-19 case/outbreak at or in the District's facilities. Forms were also developed to allow for recordkeeping and reporting if an incident does occur.

Staff Recommendation

Adopt the Aromas Water District COVID-19 Prevention Plan and provide direction to staff.

Submitted by:

Robert Johnson
General Manager

COVID-19 Prevention Program for the AROMAS WATER DISTRICT

This COVID-19 Prevention Program (CPP) is designed to control exposures to the SARS-CoV-2 COVID-19) virus that may occur in the Aromas Water District (District) workplace and related facilities.

General Information

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China. Individuals affected with COVID-19 have mild to severe respiratory illness with symptoms of fever, cough, shortness of breath, or other symptoms identified by the CDC or local public health official. The more closely a person interacts with others and the longer that interaction, the higher the risk of COVID-19 spread.

The District is committed to protecting employee's confidential medical information in compliance with the Americans with Disabilities Act (ADA) and the Health Insurance Portability and Accountability Act (HIPAA). Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing, or related medical services provided by the District as part of this policy shall be provided in a manner that ensures the confidentiality of employees. Unredacted information on COVID-19 cases shall be provided to the local health department, CDPH, the Division, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.

Authority and Responsibility

The Aromas Water District's (District) General Manager (GM) has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

The District will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections** form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- Continue to evaluate current methodologies already put in place.

COVID-19 Prevention Program for the AROMAS WATER DISTRICT

Employee participation

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Informing the GM if a situation arises, or an incident comes to mind, that could potentially cause COVID-19 exposure.
- Be aware of your surroundings, inside and outside the District facilities, and report potential COVID-19 hazards to the GM.

Employee screening

- Currently employees are screened by taking temperatures with non-contact thermometers at the start of each workday.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

- Implementation of policies and/or procedures for assessing and correcting unsafe or unhealthy conditions.
- Implementation of work practices will occur in a timely manner based on the severity of possible hazard.

Control of COVID-19 Hazards

Physical Distancing

Where possible, the District will ensure at least six feet of physical distancing at all times in our workplace by:

- Maintain six (6) feet between you and other individuals unless the interaction is momentary while in movement (i.e., passing in the hallway). This social distancing requirement includes when employees are eating during breaks.

Individuals will be kept as far apart as possible when there are situations where six (6) feet of physical distancing cannot be achieved.

Face Coverings

Employees are required to wear clean, undamaged face coverings and ensure they are properly worn over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.

COVID-19 Prevention Program for the AROMAS WATER DISTRICT

- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six (6) feet apart.
- Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Cleaning and disinfecting

The following cleaning and disinfection measures for frequently touched surfaces have been implemented:

- Clean hands often with an alcohol-based hand sanitizer that contains at least 70-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water are preferred if hands are visibly dirty.
- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs.
- Wipe down commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) before each use.
- Ensuring adequate supplies and adequate time for cleaning and disinfecting to be done properly.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19:

- The need for PPE (such as gloves, goggles, and face shields) will be evaluated as required by CCR Title 8, section 3380, and District will provide such PPE as needed.
- The need for respiratory protection will be evaluated in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or cannot be maintained.
- District will provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Hand sanitizing

In order to implement effective hand sanitizing procedures, the District will:

- Provide employees with an effective hand sanitizer.
- Encourage employees to wash their hands for at least 20 seconds each time.

COVID-19 Prevention Program for the AROMAS WATER DISTRICT

Should there be a COVID-19 case at a District facility, the following procedures will be implemented:

Symptomatic Employees

This section applies to employees who have COVID-19 symptoms even if they have no known exposure to COVID-19. A healthcare provider's note is not required for employees who have COVID-19 symptoms, but they **must** comply with the following requirements.

- Quarantine at home
- Mandatory COVID-19 Testing
 - ❖ If test is **positive**, inform the GM immediately upon learning of positive test result. The GM will:
 - notify within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
 - all employees who may have had COVID-19 exposure,
 - independent contractors and other individuals present at the workplace during the high-risk exposure period, **AND**
 - offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits available to them, **AND**
 - investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

Employees may return to work when **ALL** the following conditions are met.

- has been without fever (100.4 degrees or higher) for 24 hours without fever reducing medicine, **AND**
 - COVID-19 symptoms have improved, **AND**
 - a minimum of 10 days has passed since the date of specimen collection of their first positive COVID-19 test, **AND**
 - if an order to isolate or quarantine was issued by a state or local health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be 10 days from the date that the order to isolate was effective or 14 days from the date that the order to quarantine was effective.
- ❖ If test is **negative**, employees may return to work when **ALL** the following are met.
 - Has been without fever (100.4 degrees or higher) for 24 hours without fever reducing medicine.
 - If an order to isolate or quarantine was issued by a state or local health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be 10 days from the date that the order to isolate was effective or 14 days from the date that the order to quarantine was effective.

COVID-19 Prevention Program for the AROMAS WATER DISTRICT

Asymptomatic Employees

Employees not displaying COVID-19 symptoms but who have been exposed to someone with a positive COVID-19 test **must** comply with the following requirements.

- Inform the GM immediately upon learning of the potential exposure. GM will then:
 - notify within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
 - all employees who may have had COVID-19 exposure,
 - independent contractors and other individuals present at the workplace during the high-risk exposure period, **AND**
 - offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits available to them, **AND**
 - investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
- Quarantine at home
- Mandatory COVID-19 Testing
 - ❖ If test is **positive** but never developed COVID-19 symptoms:
 - return to work 10 days after the date of specimen collection of their first positive COVID-19 test, **AND**
 - if an order to isolate or quarantine was issued by a state or local health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be 10 days from the date that the order to isolate was effective or 14 days from the date that the order to quarantine was effective. Employees are not required to have a negative test result to return to work.
 - ❖ If test is **negative**, return to work for next scheduled shift.

The above will be accomplished using the **Appendix C: Investigating COVID-19 Cases** form.

Training and Instruction

The District will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms (asymptomatic).
- Methods of physical distancing of at least six (6) feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be

COVID-19 Prevention Program for the AROMAS WATER DISTRICT

effective.

- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Appendix D: COVID-19 Training Roster will be used to document this training.

Reporting, Recordkeeping, and Access

It is the District's policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
 - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
 - A negative COVID-19 test will not be required for an employee to return to work.
 - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
-

COVID-19 Prevention Program for the AROMAS WATER DISTRICT

Board President, Jim Leap

General Manager, Robert Johnson

Date

COVID-19 Prevention Program for the AROMAS WATER DISTRICT

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. The District will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: **[enter name(s)]**

Date: **[enter date]**

Name(s) of employee and authorized employee representative that participated: **[enter name(s)]**

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

COVID-19 Prevention Program for the AROMAS WATER DISTRICT

Appendix B: COVID-19 Inspections

Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace.

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Other additional measures...			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Other additional measures...			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

COVID-19 Prevention Program for the AROMAS WATER DISTRICT

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing, or related medical services provided by the District will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: [enter date]

Name of person conducting the investigation: [enter name(s)]

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	

COVID-19 Prevention Program for the AROMAS WATER DISTRICT

<p>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</p>			
<p>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</p>			
<p>All employees who may have had COVID-19 exposure and their authorized representatives.</p>	<p>Date:</p>		
	<p>Names of employees that were notified:</p>		
<p>Independent contractors and other employers present at the workplace during the high-risk exposure period.</p>	<p>Date:</p>		
	<p>Names of individuals that were notified:</p>		
<p>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</p>		<p>What could be done to reduce exposure to COVID-19?</p>	
<p>Was local health department notified?</p>		<p>Date:</p>	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

COVID-19 Prevention Program for the AROMAS WATER DISTRICT

Appendix D: COVID-19 Training Roster

Date: **[enter date]**

Person that conducted the training: **[enter name(s)]**

Employee Name	Signature

COVID-19 Prevention Program for the AROMAS WATER DISTRICT

ADDITIONAL CONSIDERATIONS

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

(Note: This section will need to be added to the CPP if the workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in the workplace within a 14-day period. Reference section 3205.1 for details.)

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- The District will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - The District will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

The District will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

The District will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to the District's CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, the District will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.

COVID-19 Prevention Program for the AROMAS WATER DISTRICT

- Insufficient air filtration.
- Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. The District will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.
 - [describe other applicable controls].

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in the District's workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- The District will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. The District will continue to give notice to the local health department of any subsequent COVID-19 cases at the District's workplace.

COVID-19 Prevention Program for the AROMAS WATER DISTRICT

Additional Consideration #2

Major COVID-19 Outbreaks

(Note: This section will need to be added to the CPP should District workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2 for details.)

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

The District will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

The District will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

The District will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, the District will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, District will use filters with the highest compatible filtering efficiency. District will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- District will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- District will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

The District will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.

Aromas Water District
Balance Sheet Prev Year Comparison
 As of January 31, 2021

	Jan 31, 21	Jan 31, 20
ASSETS		
Current Assets		
Checking/Savings		
UB Checking	133,123.09	225,922.94
UB Bk Money Market xxxx7853	512,570.05	317,956.19
LAIF-State of Ca xx-05	834,776.68	825,565.31
Petty Cash	100.00	100.00
Assessment District Banks		
OAWA Union Bank Checking 7741	57,555.75	21,339.06
OAWA Union Bank 101 Redemption	0.18	11,885.63
OAWA Union Bank 102 Reserve	35,565.59	35,832.15
Oakridge Union Checking 5587	409,672.22	397,229.33
Total Assessment District Banks	502,793.74	466,286.17
Total Checking/Savings	1,983,363.56	1,835,830.61
Other Current Assets		
ACWA Deposit	2,080.80	2,080.80
1292 · Accounts Rec - USDA Loan	2,095,834.27	2,178,960.30
1291 · Accounts Rec - Orchard Acres	311,692.98	323,112.17
Prepaid Insurance	14,912.78	16,338.31
128 · Inventory	49,921.56	49,460.11
1200.1 · Accounts Receivable--UBMax	133,781.85	93,115.69
1201.9 · Less Allowance for doubtful ...	-500.00	-500.00
Total Other Current Assets	2,607,724.24	2,662,567.38
Total Current Assets	4,591,087.80	4,498,397.99
Fixed Assets		
1900 · Water System	11,995,305.97	11,818,207.58
1915 · Office Building & Improvements	398,442.54	398,261.43
1970 · Office Equipment & Fixtures	93,467.05	93,467.05
1980 · District Vehicles	117,577.39	117,577.39
1990 · Land and Easements	331,195.78	331,195.78
1995 · Idle Assets	43,400.00	43,400.00
1998 · Less Accum Depr Idle Assets	-42,400.00	-42,400.00
1999 · Less Accumuated Depreciation	-6,641,692.75	-6,149,088.75
Total Fixed Assets	6,295,295.98	6,610,620.48
Other Assets		
Deferred Outflow of Resources	140,939.00	138,369.00
Total Other Assets	140,939.00	138,369.00
TOTAL ASSETS	11,027,322.78	11,247,387.47

Aromas Water District
Balance Sheet Prev Year Comparison
 As of January 31, 2021

	Jan 31, 21	Jan 31, 20
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	3,701.46	78,235.29
Total Accounts Payable	3,701.46	78,235.29
Credit Cards		
First Bankcard - S Smith #0239	1,778.36	256.04
First Bankcard - E Giron #1086	523.55	719.74
First Bankcard -R.Johnson #9031	66.39	1,135.28
First Bankcard-L Coombes #3294	74.97	129.82
First Bankcard - D DeAlba #2486	466.73	-171.28
Valero Fleet	388.01	0.00
Valero - Fuel	0.00	524.13
Total Credit Cards	3,298.01	2,593.73
Other Current Liabilities		
Current Portion UB OAWA	10,000.00	0.00
Current Portion USDA Oakridge	37,000.00	0.00
Current Portion City National	57,899.79	57,954.10
2100 · Payroll Liabilities	671.18	915.45
Deferred Inflows- Actuarial	10,090.00	0.00
CUSTOMER DEPOSITS		
Connection Deposits Payable	2,000.00	2,000.00
Hydrant Meter Deposit	800.00	800.00
Total CUSTOMER DEPOSITS	2,800.00	2,800.00
Accrued Vacation Payable	27,815.70	17,907.50
Interest Payable	47,596.19	20,153.44
PVWMA Payable	10,730.10	-1,716.07
Total Other Current Liabilities	204,602.96	98,014.42
Total Current Liabilities	211,602.43	178,843.44
Long Term Liabilities		
2392 · Long-term Debt - USDA (Oagr...	2,432,999.90	2,544,240.00
2391 · Long-term Debt - Orchard Acres	370,000.00	390,000.00
GASB 68 Pension Liability	577,103.00	544,625.00
City National Bank	865,611.99	982,313.10
Total Long Term Liabilities	4,245,714.89	4,461,178.10
Total Liabilities	4,457,317.32	4,640,021.54
Equity		
Investment in Capital Assets	6,420,006.53	6,420,006.53
Unrestricted Net Assets	2,687,889.75	2,791,376.36
Allocation of Net Assets	-2,637,574.59	-2,637,574.59
Net Income	99,683.77	33,557.63
Total Equity	6,570,005.46	6,607,365.93
TOTAL LIABILITIES & EQUITY	11,027,322.78	11,247,387.47

Aromas Water District
Profit & Loss Budget Performance

January 2021

	Jan 21	Budget	Jul '20 - Jan 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
303 · Water Revenue	93,985.87	90,000.00	876,974.06	798,500.00	1,344,000.00
307 · Bulk Water	901.86	500.00	5,681.97	3,500.00	7,000.00
302 · Connection	0.00	0.00	0.00	0.00	27,880.00
301 · Taxes Rcvd - AWD					
3090 · Oakridge / OAWA Assessme...	15,006.80	0.00	100,677.55	112,100.00	194,200.00
301 · Taxes Rcvd - AWD - Other	25,114.77	0.00	45,681.46	42,000.00	66,000.00
Total 301 · Taxes Rcvd - AWD	40,121.57	0.00	146,359.01	154,100.00	260,200.00
304 · Other Office Income & Reimburse	1.00	40.00	2,427.95	280.00	500.00
306 · Interest	365.21	650.00	831.00	9,550.00	20,000.00
312 · Grant Revenue	0.00	0.00	1,000.00	1,000.00	2,000.00
Total Income	135,375.51	91,190.00	1,033,273.99	966,930.00	1,661,580.00
Gross Profit	135,375.51	91,190.00	1,033,273.99	966,930.00	1,661,580.00
Expense					
Operations					
403 · Fuel	1,132.46	1,208.00	7,540.51	8,456.00	14,500.00
404 · Truck Maint	1,779.66	614.00	5,390.21	3,928.00	7,000.00
431 · System Repair & Maint	5,397.18	6,100.00	44,565.26	39,200.00	70,000.00
463 · Water Analysis	371.00	400.00	4,079.00	3,800.00	6,000.00
464 · Water Treatment	954.49	1,200.00	13,021.83	11,400.00	20,000.00
468 · Tools	500.01	625.00	3,404.94	4,375.00	7,500.00
470 · Public Outreach / Annexation	582.41	300.00	582.41	2,100.00	3,500.00
Total Operations	10,717.21	10,447.00	78,584.16	73,259.00	128,500.00
Power					
449.75 · 388 Blohm, # C	47.75	33.00	215.59	231.00	400.00
449.5 · 388 Blohm, A & B Office	198.44	140.00	723.97	980.00	1,700.00
461.5 · RLS Tank Booster	10.84	12.50	66.68	87.50	150.00
447 · Leo Ln Booster	57.74	37.50	383.97	262.50	450.00
448 · Aimee Mdws Well	9.86	12.50	65.05	87.50	150.00
451 · Marshall Corp Yard	37.72	41.50	257.66	290.50	500.00
452 · Rea Booster @ Seely	62.96	41.50	369.46	290.50	500.00
454 · Carr Booster	410.81	250.00	3,898.24	3,265.00	5,500.00
458 · Pleasant Acres Well	74.60	500.00	678.20	8,900.00	13,000.00
459 · Seely Booster @ Carpenteria	24.64	41.50	179.60	290.50	500.00
460 · San Juan Well	3,719.37	2,500.00	37,657.09	31,500.00	51,000.00
461 · Cole Tank	14.42	16.00	92.98	112.00	200.00
462 · Rea Tank	14.70	16.00	91.26	112.00	200.00
465 - Lwr Oakridge Boost	87.65	100.00	814.28	975.00	1,500.00
465.5 - Upper Oakridge Booster	150.00	0.00	300.00	350.00	700.00
466 · Pine Tree Tank	14.74	16.00	91.50	112.00	200.00
Total Power	4,936.24	3,758.00	45,885.53	47,846.00	76,650.00
Payroll					
Gross	31,573.66	34,040.00	244,471.08	239,090.00	409,308.00
Comp FICA	1,952.06	2,111.00	14,031.13	14,819.00	25,377.00
Comp MCARE	460.17	494.00	3,633.64	3,464.00	5,935.00
Comp SUI	644.17	159.50	870.97	1,389.50	2,188.00
Total Payroll	34,630.06	36,804.50	263,006.82	258,762.50	442,808.00
Employee / Labor Costs					
407 · Outside Services	571.66	500.00	2,469.62	3,500.00	6,000.00
408 · Uniform Allowance	0.00	250.00	644.58	1,750.00	3,000.00
409 · Workers Comp	887.96	1,004.00	5,179.37	7,262.00	12,288.00
410 · Health Ins	7,779.23	6,098.00	47,671.00	41,792.00	72,287.00
474 · Education	285.00	625.00	476.66	4,375.00	7,500.00
477 · Retirement	7,098.62	7,188.00	52,232.86	49,752.00	85,693.00
Total Employee / Labor Costs	16,622.47	15,665.00	108,674.09	108,431.00	186,768.00

Aromas Water District
Profit & Loss Budget Performance

January 2021

	Jan 21	Budget	Jul '20 - Jan 21	YTD Budget	Annual Budget
Office					
440 · Misc Exp	420.00	330.00	1,904.20	2,310.00	4,000.00
444 · Postage	314.52	330.00	2,025.67	2,310.00	4,000.00
445 · Office Supplies	124.95	330.00	1,566.15	2,310.00	4,000.00
446 · Office Eqpmt and Maint	166.65	150.00	3,334.23	3,300.00	15,000.00
Total Office	1,026.12	1,140.00	8,830.25	10,230.00	27,000.00
Communications					
455 · Phone, Off	307.07	330.00	2,477.53	2,310.00	4,000.00
456 · Telemetry	677.96	530.00	4,732.84	4,730.00	6,500.00
457 · Answ Serv/Cellular Phone	276.09	300.00	2,850.75	2,100.00	3,600.00
Total Communications	1,261.12	1,160.00	10,061.12	9,140.00	14,100.00
Administrative & General					
4591 · Admin Fee (Bond Admin NBS)	0.00	0.00	1,833.08	1,900.00	5,200.00
4590 · Bond Interest Exp - Assess D...	0.00	0.00	62,164.99	64,000.00	128,000.00
417 · Capital Loan Interest	0.00	0.00	14,689.70	15,000.00	30,000.00
467 - Depreciation Reserve	41,504.00	47,732.00	290,528.00	302,984.00	541,654.00
406 · Liability Ins	1,616.16	1,665.00	12,378.22	11,655.00	20,000.00
420 · Legal Fees	1,300.00	1,300.00	9,100.00	9,100.00	16,000.00
422 · Bank Charges	108.32	158.00	887.28	1,106.00	1,900.00
423 · Litigation Contingency	0.00	800.00	0.00	5,600.00	10,000.00
425 · Audit	500.00	600.00	7,625.00	7,820.00	12,500.00
471 · Bad Debts	0.00	40.00	210.69	280.00	500.00
473 · Memberships	134.97	100.00	19,131.29	19,300.00	20,000.00
Total Administrative & General	45,163.45	52,395.00	418,548.25	438,745.00	785,754.00
Total Expense	114,356.67	121,369.50	933,590.22	946,413.50	1,661,580.00
Net Ordinary Income	21,018.84	-30,179.50	99,683.77	20,516.50	0.00
Net Income	21,018.84	-30,179.50	99,683.77	20,516.50	0.00

Aromas Water District
Monthly Expenditures
 January 21 through February 17, 2021

Date	Num	Name	Amount
UB Checking			
01/25/2021	EFT	Bank Service Fees	-108.32
01/27/2021	E-pay	Employment Development Dept	-712.60
01/27/2021	E-pay	United States Treasury (EFTPS)	-3,883.60
01/27/2021	Paid Online	First Bankcard	-1,902.74
01/28/2021	EFT	QuickBooks Payroll Service	-6,033.66
01/28/2021	Paid Online	P G & E	-4,761.60
01/28/2021	Paid Online	Valero Fleet	-959.79
01/28/2021	18112	ACE Hardware Prunedale	-425.11
01/28/2021	18113	Aromas Water District (Petty Cash)	-420.00
01/28/2021	18114	CALNET3	-301.96
01/28/2021	18115	David DeAlba	-22.84
01/28/2021	18116	Mid Valley Supply	-954.49
01/28/2021	18117	Rob Johnson	-50.00
01/28/2021	18118	Shaun Smith	-33.32
01/28/2021	18119	Simone LaJeunesse	-357.41
01/28/2021	18120	United Way serving San Benito County	-32.00
01/28/2021	18121	USA BlueBook	-900.56
01/28/2021	18122	West Valley Construction	-1,950.00
01/28/2021	18123	Xerox Corp	-14.16
01/29/2021	DD1613	Bowman (P), Naomi	0.00
01/29/2021	DD1614	Coombes (P), Louise P	0.00
01/29/2021	18110	DeAlba (P), David	-2,805.71
01/29/2021	DD1615	Giron (P), Ester	0.00
01/29/2021	DD1616	Johnson (P), Robert L	0.00
01/29/2021	18111	Smith (P), Shaun	-1,478.28
01/29/2021	EFT	CalPERS	-2,447.50
01/29/2021	EFT	CalPERS	-672.44
02/03/2021	NSF	Bill Adjustment Report	-139.72
02/03/2021	NSF	Bill Adjustment Report	-137.30
02/04/2021	EFT	CalPERS	-4,236.27
02/05/2021	18124	USPO	-204.52
02/09/2021	18125	A Tool Shed Rentals	-423.50
02/09/2021	18126	ACWA JPIA, Emp. Ben. Prog.	-5,929.54
02/09/2021	18127	CALNET3	-307.07
02/09/2021	18128	CSSC	-93.58
02/09/2021	18129	Fedak & Brown LLP	-500.00
02/09/2021	18130	Golden Bear Fire Extinguisher, Inc.	-35.00
02/09/2021	18131	Osuna Auto Electric	-195.21
02/09/2021	18132	Praxair	-23.18
02/09/2021	18133	Recology San Benito County	-55.59
02/09/2021	18134	San Benito County Recorder	-50.00
02/09/2021	18135	Streamline	-100.00
02/09/2021	18136	USA BlueBook	-581.37
02/09/2021	18137	Verizon Wireless	0.00
02/09/2021	18138	Xerox Corp	-13.58
02/09/2021	18139	XIO, INC.	-376.00
02/09/2021	Pd Online	P G & E	-24.64
02/09/2021	Pd Online	Verizon Wireless	-132.51
02/10/2021	E-pay	Employment Development Dept	-741.39
02/10/2021	E-pay	United States Treasury (EFTPS)	-4,050.68
02/11/2021	EFT	QuickBooks Payroll Service	-6,806.51

02/18/21

Aromas Water District
Monthly Expenditures
 January 21 through February 17, 2021

Date	Num	Name	Amount
02/12/2021	DD1617	Bowman (P), Naomi	0.00
02/12/2021	DD1618	Coombes (P), Louise P	0.00
02/12/2021	18140	DeAlba (P), David	-2,921.88
02/12/2021	DD1619	Giron (P), Ester	0.00
02/12/2021	DD1620	Johnson (P), Robert L	0.00
02/12/2021	18141	Smith (P), Shaun	-1,369.48
02/12/2021	18142	Dutra (P), Marcus	-229.68
02/12/2021	18143	Holman (P), Wayne R	-229.68
02/12/2021	DD1621	Leap (P), James E	0.00
02/12/2021	DD1622	Morris (P), Vicki	0.00
02/12/2021	DD1623	Smith (P), Richard	0.00
02/12/2021	EFT	CalPERS	-2,494.42
02/12/2021	EFT	CalPERS	-794.40
02/14/2021	EFT	Intuit	-538.54
02/17/2021	18144	ACE Hardware Prunedale	-129.61
02/17/2021	18145	Monterey Bay Analytical Services Inc	-544.00
02/17/2021	18146	Robert E. Bosso	-1,300.00
02/17/2021	18147	Softline Data, Inc.	-148.00
Total UB Checking			-67,084.94
TOTAL			-67,084.94