

RESOLUTION NO. 1996-09-05

A RESOLUTION AUTHORIZING THE PRESIDENT TO  
EXECUTE AN AGREEMENT FOR ENGINEERING SERVICES  
FOR THE ELKHORN BOULEVARD WATER MAIN  
RELOCATION PROJECT

BE IT RESOLVED by the Board of Directors of the Rio Linda Water District that the President of the Board is authorized and directed to execute the attached agreement with Dewante and Stowell, Consulting Engineers, for engineering services.

INTRODUCED AND ADOPTED on this 11th day of September, 1996, by the following vote:

AYES, in favor hereof: Griffin, Surratt, Wickham, Klagenberg, and Paine

NOES: None

ABSENT: None

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President

ATTEST:

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Secretary

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RESOLUTION NO. 1996-09-04

A RESOLUTION ADDITION CHAPTER 2.30 TO THE POL-  
ICY MANUAL PROVIDING FOR A CONFLICT OF INTER-  
EST CODE

WHEREAS, The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes; and,

WHEREAS, the Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. §18730, which contains the terms of a standard conflict of interest code which can be incorporated by reference into local codes and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Rio Linda Water District as follows:

1. Chapter 2.30 as attached hereto is hereby adopted and added to the Policy Manual of the District.

2. Existing policies in conflict with this resolution are hereby repealed.

INTRODUCED AND ADOPTED on this 11th day of September, 1996, by the following vote:

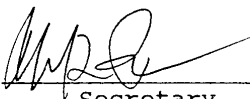
AYES, in favor hereof: Griffin, Klagenberg, Paine, Surratt,  
Wickham

NOES: None

ABSENT: Paine

  
President

ATTEST:

  
Secretary

**Chapter 2.30**  
**CONFLICT OF INTEREST CODE**

*(Res No. 1996-09-04)*

**Sections:**

- 2.30.010 Conflict of Interest Code**
- 2.30.020 FPPC Standard Code Provisions**
- 2.30.030 Disclosure Category 1**
- 2.30.040 Disclosure Category 2**
- 2.20.090 Designated Positions**

**2.30.010 Conflict of Interest Code.** The provisions of this chapter constitute the conflict of interest code of the Rio Linda Water District.

**2.30.020 FPPC Standard Code Provisions.** The terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference within this conflict of interest code.

**2.30.030 Disclosure Category 1.** Officers and employees included in disclosure category 1 shall report the following information as required:

- (A) Interests in real property, other than a principal place of residence.
- (B) Investments and business positions in any business entity or income from any source if the business entity or source of income manufactures or sells supplies, machinery or equipment of the type utilized by the District.
- (C) Investments and business positions in any business entity or income from any source if the business entity or source of income is a contractor or sub-contractor engaged in the performance of work or services of the type utilized by the District.
- (D) Investments and business positions in any business entity or income from any source if the business entity or source of income has an office or owns real property located within the District.

**2.30.040 Disclosure Category 2.** Officers, employees, and consultants included in disclosure category 1 shall report as required either:

- (A) The same information required in disclosure category 1; OR
- (B) The General Manager of the District may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure

requirements described in this section; such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements; such determination shall be a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

**2.20.090 Designated Positions.** Persons holding the following positions shall meet the disclosure requirements indicated as provided by law and this code:

<b><u>Position</u></b>	<b><u>Disclosure Category</u></b>
Director (Board Member)	1
General Manager	1
General Counsel	2
Auditor	2
Consultant	2

RESOLUTION NO. 1996-09-03

A RESOLUTION ADDING CHAPTER 2.25 TO THE POLICY  
MANUAL OF THE DISTRICT PROVIDING FOR PERSONNEL  
RULES

BE IT RESOLVED by the Board of Directors of the Rio Linda  
Water District as follows:

1. Chapter 2.25 attached hereto is hereby adopted and added  
to the Policy Manual of the District.

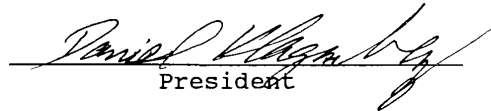
2. Existing policies in conflict with this resolution are  
hereby repealed.

INTRODUCED AND ADOPTED on this 11th day of September, 1996, by  
the following vote:

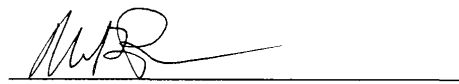
AYES, in favor hereof: Griffin, Klagenberg, Surratt

NOES: Wickham

ABSENT: Paine

  
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President

ATTEST:

  
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Secretary

Chapter 2.25  
PERSONNEL RULES  
(Res No. 1996-09-03)

Sections:

- 2.25.000 GENERAL PROVISIONS
- 2.25.005 Purpose
- 2.25.010 Adoption and Amendment
- 2.25.015 Personnel Policy
- 2.25.020 Employment Constitutes Acceptance
- 2.25.050 DEFINITIONS
- 2.25.150 EMPLOYMENT
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- 2.25.158 Citizenship
- 2.25.162 Recruitment
- 2.25.166 Application
- 2.25.170 Selection Process
- 2.25.174 Ineligibility or Disqualification
- 2.25.178 Categories for Appointment
- 2.25.182 Probationary Period
- 2.25.186 Object of Probationary Period
- 2.25.190 Probationary Employee Performance Reports
- 2.25.194 Rejection of Probationary Employee
- 2.25.198 Reappointments
- 2.25.199 Continued Employment
- 2.25.200 TERMINATION OF EMPLOYMENT
- 2.25.205 Resignation or Retirement
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2.25.485	Worker's Compensation Hearing
2.25.500	DISCIPLINARY ACTION
2.25.505	Disciplinary Policy Statement
2.25.510	Causes for Disciplinary Action
2.25.515	Administration of Disciplinary Action
2.25.520	Effect of Certain Disciplinary Actions
2.25.525	Right of Appeal
2.25.530	Hearing
2.25.535	Representation
2.25.540	Notice to Witnesses
2.25.545	Failure of Employee to Appear at Hearing
2.25.550	Decisions
2.25.555	Confidential Information
2.25.600	GRIEVANCE PROCEDURE
2.25.605	Purpose
2.25.610	Matter Subject to Grievance Procedure
2.25.615	Informal Grievance Procedures
2.25.620	Formal Grievance Procedures
2.25.625	Conduct of Grievance Procedure
2.25.630	Grievance Against General Manager
2.25.650	EMPLOYER-EMPLOYEE RELATIONS
2.25.655	Statement of Purpose
2.25.660	Meet and Confer Matters
2.25.665	Rules for the Establishment of Procedures
2.25.670	Individual Employees
2.25.900	MISCELLANEOUS
2.25.905	Outside Employment
2.25.910	Gratuity
2.25.915	Conflicts of Interest
2.25.920	Records
2.25.925	Residence
2.25.930	In-Service Training
2.25.935	Political Activity

**2.25.000 GENERAL PROVISIONS**

**2.25.005 Purpose.** The purpose of these Rules is to facilitate effective operation of the organization and to provide for a fair and equitable system of personnel management. These rules set forth in detail those procedures which insure equal treatment for applicants and employees, and define the obligations, rights, privileges, benefits and prohibitions placed upon all employees. These are intended to indicate the customary and the most reasonable methods whereby the aims of the personnel program of the Rio Linda Water District can be carried out in all departments under the direction of the General Manager of Rio Linda Water District.

**2.25.010 Adoption and Amendment.** The following personnel Rules were adopted by Resolution No.1996-09-03 of the Board of Directors of the Rio Linda Water District upon the recommendation of the General Manager. These rules may be amended only by the adoption of a resolution of the Board of Directors upon the recommendation of the General Manager.

**2.25.015 Personnel Policy.** The following statements are hereby declared to be the personnel policy of the Rio Linda Water District and these Rules shall be administered and interpreted in terms of this policy:

(a) It is the duty of the General Manager to supervise all personnel and administer these rules.

(b) Since employment and promotion by the Rio Linda Water District shall be based on merit and fitness, these rules shall be administered in such a manner as to systematically work toward the elimination of discrimination by breaking down barriers of habit, attitude, and training which prevent the recognition of individual merit.

(c) The California Fair Employment Practices Act shall govern all employment practices of Rio Linda Water District.

(d) Tenure of employees covered by these rules shall be subject to good behavior, satisfactory work performance, necessity for the performance of work and the availability of funds.

(e) Conduct by employees, the General Manager, or members of the Board which constitutes harassment or sexual harassment shall not be tolerated.

(e) Members of the Board of Directors shall not as individuals direct the actions of any employee nor interfere with the responsibilities of the General Manager as provided herein.

**2.25.020 Employment Constitutes Acceptance.** In accepting employment with Rio Linda Water District, each employee agrees to be governed by and to comply with these personnel Rules, administrative rules and procedures established by the General Manager pursuant hereto, and regulations and directives of the department or program in which employee is employed. All employees holding a position with Rio Linda water District on the effective date of these Rules shall thereafter be subject in all respects to the provisions herein.

#### **2.25.050 DEFINITIONS**

**2.25.053 Appeal.** An application for review of an alleged grievance submitted or instituted by an employee to higher authority.

**2.25.054 Applicant.** An individual who has completed and submitted an application for employment with the Rio Linda Water District.



**2.25.055 Appointment.** The offer to and acceptance by a person of a position either on a regular or temporary basis.

**2.25.056 Appointing Authority.** The General Manager or a subordinate to whom the authority to make an appointment has been delegated.

**2.25.057 Certification.** Endorsement as being eligible for appointment to a vacant position.

**2.25.060 Demotion.** Assignment of an employee from one class to another which has a lower maximum rate of pay.

**2.25.061 Department.** The primary organizational unit of Rio Linda Water District which is under the immediate charge of an employee who reports directly to the General Manager.

**2.25.064 Discharge.** The ending of employment of an employee by the Rio Linda Water District for cause.

**2.25.068 Employee.** An individual who is legally employed by the Rio Linda Water District and is compensated through the Rio Linda Water District's payroll for his service. Individuals or groups compensated on a fee basis are not included.

**2.25.069 Employer.** The Rio Linda Water District and all its departments, programs, and subsidiaries which have employees.

**2.25.070 Examination.** The process of testing, evaluating, or investigating the fitness and qualifications of applicants and employees.

**2.25.071 Exempt Service.** Those positions in the classification plan not covered by these rules including: General Manager.

**2.25.073 Harassment.** Harassment includes verbal harassment, physical harassment and visual harassment. Harassment includes, but is not limited to, by epithets, derogatory comments, jokes, derogatory posters, drawings, cartoons, physical interference or other personally offensive and unwelcome behavior based on a persons age, sex, ancestry, color, marital status, medical condition, national origin, physical handicap, race or religion that results in the loss of tangible job benefits or creates a hostile, obnoxious or intimidating work atmosphere.

**2.25.075 Immediate Family.** Includes wife, husband, son, daughter, mother, father, brother, or sister of employee, and other persons residing with the employee as may be determined by the General Manager.

**2.25.079 Layoff.** The involuntary nondisciplinary termination of an employee from a position.

**2.25.080 Leave.** An approved type of absence from work as provided for by these rules.

**2.25.088 Probationary Period.** The working test consisting of an trial period of employment beginning and ending as specified in these rules.

**2.25.089 Promotion.** Assignment of an employee from one class to another which has a higher maximum rate of pay.

**2.25.091 Regular Appointment.** An appointment without time limitation or special restrictions as to continued employment to a position authorized to be filled and made as prescribed by these rules.

**2.25.092 Regular Employee.** An employee who has received and accepted a regular appointment.

**2.25.093 Sexual Harassment.** Sexual harassment is sexual behavior that is unwelcome and personally offensive. Acts of sexual harassment include, but are not limited to, unwelcome sexual activity of another person, and other verbal or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- (c) Such conduct is offered in order to receive special treatment or in exchange for or in consideration of any personal action;
- (d) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

**2.25.095 Suspension.** An enforced leave of absence for disciplinary purposes or pending investigation of charges made against an employee.

**2.25.097 Transfer.** Assignment of an employee from one position to another position with Rio Linda Water District not involving a demotion or promotion.

**2.25.099 Work Day.** Scheduled number of hours that any employee is required to work per day.

## 2.25.150 EMPLOYMENT

**2.25.154 Employment Policy.** The stated employment policy of this organization is to hire, promote, and retain the best qualified personnel available. The best qualified personnel shall mean those persons who can most effectively perform in the position. Applicants are to be evaluated only in terms of those factors which affect their ability to perform on the job. Employees are to be evaluated only in terms of their effectiveness in the position.

**2.25.158 Citizenship.** Employment is open to qualified men and women who are citizens of the United States, or to qualified non-citizens who are legally employable residents of the State of California.

**2.25.162 Recruitment.** Individuals shall be recruited from a geographic area as wide as is necessary to assure obtaining well qualified candidates for the various types of positions. Such various media of publicity shall be used as might be expected to bring notice of vacancies to as many qualified persons as possible.

**2.25.166 Application.** All candidates for employment shall file an application with the District Office on an application form prescribed by the General Manager. Such an application should have attached to it a resume prepared by the applicant.

**2.25.170 Selection Process.** The selection process shall include personal interviews and may include such recognized techniques as achievement tests, aptitude tests, performance tests, evaluation of previous work performance, psychological evaluation, work samples, physical agility tests, review and investigation of personal background and references, drug screening and fingerprinting. Subsequent to appointment, but before beginning work, all applicants shall provide the Rio Linda Water District with the results of a pre-employment medical examination performed by a doctor selected by the Rio Linda Water District. Upon recommendation of the examining physician, the employee may be refused employment. Selection techniques will be impartial and shall relate to those areas which will adequately and fairly indicate the relative ability and quality of candidates under consideration to execute the duties and responsibilities of the position to which they seek to be appointed. Upon completion of the selection process, the General Manager shall make appointments from those candidates who, on the basis of their performance in the selection process, appear most qualified for the position under consideration. The appointment shall become effective when the selected applicant has signed all papers required by the Rio Linda Water District, and those papers bear the appropriate signatures confirming the appointment.

**2.25.174 Ineligibility or Disqualification.** The General Manager may withdraw anyone from consideration whose appointment will be deemed contrary to the best interest of the Rio Linda Water District. Reasons for disqualifications may include but shall not be limited to the following deficiencies:

- (a) Lack of any of the requirements established for the position for which application has been made.
- (b) Physical or mental disabilities such as to render the applicant unfit to perform the duties of the position to which appointment is being sought.
- (c) Use of intoxicating beverages to excess.
- (d) Unlawful use of habit forming drugs.
- (e) Conviction of a felony or conviction of a misdemeanor involving moral turpitude.
- (f) Infamous or notoriously disgraceful conduct.
- (g) Dismissal from any position for any cause which would be cause for dismissal by the Rio Linda Water District.
- (h) Resignation from any position to avoid dismissal.
- (i) Deception or fraud in making the application.
- (j) Request by applicant that his name be withdrawn from consideration.
- (k) Failure to reply within reasonable time to communication concerning availability for employment.
- (l) Failure to accept appointment within two days after notification or to report for duty within the time prescribed in the offer of employment.
- (m) Positive results from the pre-employment drug screening.

Applicants disqualified shall be notified immediately. All records related to disqualifications shall be maintained for a period of at least two years.

**2.25.178 Categories for Appointment.** The following categories of appointment may be made by the General Manager in conformity with the rules established:

(a) Regular Full-Time Employees. A regular full-time employee works full time on a continuing indefinite basis. Such employees are subject to all Rules and receive all benefits and rights as provided by the Rules.

(b) Regular Part-Time Employees. A regular part-time employee works less than 37-1/2 hours per week, but works on a regularly scheduled basis. Such employees are subject to all Rules and receive all benefits and rights as provided by the rules. Those rights or benefits shall be in proportion to their work hours which financial or other numerical calculations are involved.

(c) Temporary Employees. Temporary employees are appointed in the same manner and are subject to the same procedures as permanent employees, except that they will be laid off at the close of the job for which they have been employed and may not be eligible for benefits.

(d) Emergency Employees. In order to prevent stoppage of business, appointment of employees on a temporary basis may be authorized by the General Manager for not more than 60 days.

**2.25.182 Probationary Period.** All appointments shall be tentative and subject to a probationary period fixed by the general manager at the time of appointment of not less than six (6) months nor more than (18) months. The probationary period may not be extended beyond the length of time initially established.

**2.25.186 Objective of Probationary Period.** The probationary period shall be regarded as part of the selection process. It shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to the position, and for rejecting a probationary employee whose performance does not meet acceptable standards of work.

**2.25.190 Probationary Employee Performance Reports.** A performance report of each probationary employee shall be made by the employee's supervisor according to the rules established by the General Manager. The employee performance valuation report shall be filed by the supervisor with the General Manager upon the completion of the employee's first, third, and sixth month of employment. Thereafter, they shall be filed every three months until the end of the probationary period.

**2.25.194 Rejection of Probationary Employee.** During the probationary period, an employee may be suspended, demoted, or terminated at any time by the supervisor without cause and without the right to appeal or to submit a grievance. The noticing requirements of Section 2.25.515 herein shall apply to the cause, and if so, what that cause is. Unless the employee responds pursuant to 2.25.515, said notice shall not become a permanent part of the employee's record.

**2.25.198 Reappointments.** Reappointment of any former employee shall be considered new employment.

**2.25.199 Continued Employment.** Continued employment with Rio Linda Water District shall be subject to good behavior, satisfactory work performance, and availability of funds.

#### **2.25.200 TERMINATION OF EMPLOYMENT**

**2.25.205 Resignation or Retirement.** An employee wishing to leave the services of the Rio Linda Water District in good standing either by resignation or retirement shall give the supervisor at least two weeks notice.

**2.25.210 Lack of Work or Funds.** An employee's position may be terminated by the General Manager because of changes of

duties or organization, abolishment of position, shortage of work or funds, or completion of work. In cases involving regular employees only, notice of such termination will be given to the employee at least four weeks prior to the effective date of termination, unless employee agrees to a different termination period. Such termination shall not be subject to appeal, but the employee shall be given first consideration for any other vacant position with Rio Linda Water District for which employee is qualified.

#### 2.25.250 HOURS OF WORK

**2.25.253 Work Week.** The work week shall begin at 4:00 P.M. on each Sunday. Scheduling of working hours during each week shall be done by the supervisor for each employee, subject to the approval of the General Manager.

**2.25.256 Normal Work Week.** The General Manager is hereby directed to establish pursuant to this Section a normal work week of forty (40) hours per week for all full time employees. For part time employees, the work week shall be calculated as a percentage of forty (40) hours per week.

**2.25.259 Attendance.** An employee shall be in attendance at scheduled working hours in accordance with these rules and general departmental or program regulations. All employees shall keep daily attendance records which shall be approved by the supervisor and submitted for payroll as specified by the General Manager.

#### 2.25.262 Paid Holidays.

(A) Notwithstanding 2.25.259 above, employees shall not be required to be in attendance on paid holidays. Paid holidays are authorized as follows:

New Year's Day	January 1st
Martin Luther King, Jr.	3rd Monday of January
Lincoln's Birthday	February 12th
Washington's Birthday	3rd Monday of February
Memorial Day	Last Monday of May
Independence Day	July 4th
Labor Day	1st Monday of September
Columbus Day	2nd Monday of October
Veteran's Day	November 11th
Thanksgiving Day	4th Thursday of November
Friday after Thanksgiving	Friday after Thanksgiving
Christmas Eve, 1/2 day PM	December 24th
Christmas Day	December 25th
New Year's Eve, 1/2 day PM	December 31st

Except for Christmas Eve and New Year's Eve, when an authorized paid holiday falls on a Saturday, the preceding Friday shall be observed as an authorized paid holiday and when an authorized paid

holiday falls on a Sunday the following Monday shall be observed as an authorized paid holiday.

(B) Upon prior approval of the employee's supervisor or the General Manager, a regular employee may take one "personal holiday" per calendar year. This personal holiday shall be with pay.

#### **2.25.300 VACATION AND SICK LEAVE**

**2.25.305 Vacation Leave: Purpose.** Vacation leave are days away from work provided by the District to employees with pay for the purpose of rest, relaxation and recreation. This prespite is a benefit and is intended as an aid in maitnaing the long-term and consistent productivity and contentment of the employee.

##### **2.25.310 Vacation Leave: Accrual.**

(A) During the first five years of employment, regular full-time employees shall accrue 3.33 hours of vacation leave per pay period.

(B) Beginning in the sixth year of employment and thereafter, regular full-time employees shall accrue 5 hours of vacation leave per pay period.

(C) Supervisory employees as defined in Section 2.20.430 shall accrue an additional 1.67 hours of vacation leave per pay period.

(D) No employee may accrue more than 400 hours of vacation leave.

(E) No employee may accrue vacation leave during such time as the employee is not receiving wages from the District.

**2.25.315 Vacation Leave: Scheduling.** Vacation schedules should be arranged as far in advance as possible. An employee should obtain the approval of the General Manager at least one month prior to using vacation leave. A vacation schedule covering the following twelve months will be maintained, and scheduling conflicts will be resolved on the basis of the order of requests received. The District reserves the right to schedule vacations in accordance with its operating needs. No employee shall take vacation leave during the first six months of employment.

**2.25.320 Vacation Leave: Payment on Termination.** At termination of employment for any reason, the District shall pay the employee for accumulated vacation time at the employees hourly rate of pay.

**2.25.330 Sick Leave: Purpose.** Sick leave is granted to provide financial security to employees by providing for salary continuation when the employee is unable to work because of illness, injury, or quarantine due ot exposure to a contagious disease. In addition, it is granted to allow the employee to maintain his or her health by providing paid leave so that the employee can visit medical practitioners during normal working hours, subject ot

advance approval. Sick leave is not a privilege which an employee may use at his or her discretion.

**2.25.335 Sick Leave: Accrual.**

(A) Regular full-time employees shall accrue sick leave at a rate of 4 hours per pay period.

(B) Supervisory employees as defined in Section 2.20.430 shall accrue one additional hour of sick leave per pay period.

(C) No employee may accrue sick leave during such time as the employee is not receiving wages from the District.

**2.25.340 Sick Leave: Use.** Sick leave with pay shall be granted regular full-time employees in accordance with the following provisions:

(A) Sick leave may be used for all sickness or injury causing disability which requires the employee's absence from work except the following:

1. Disability arising from any sickness or injury purposely self-inflicted or caused by the willful misconduct of the employee.
2. Sickness or disability while on a leave of absence without pay.

It shall be the responsibility of each employee absent from work due to such disability to notify the supervisor responsible for his or her work performance as soon as possible on the first day of absence. A statement from a medical doctor verifying the reason for absence due to illness or injury may be required by the District.

(B) Subject to advanced approval by the employee's supervisor, sick leave may be taken to visit a medical practitioner.

(D) All sick leave must be taken in increments of one hour.

(E) Upon retirement or termination the District will pay an employee, at the regular hourly rate, for all sick leave accrued up to thirty days (240 hours). For all sick leave accrued in excess of thirty days the payment will be made at the rate of one-third the regular rate of pay up to a maximum of \$1,000.00.

**2.25.350 Family Sick Leave.**

(A) Compassionate leave with pay for one days absence may be authorized by the General Manager for a regular employee to provide care for a member of his or her immediate family, who is seriously ill or seriously injured and who requires constant care, attention or observation of symptoms, and no one else except the employee is available to provide such care.

(B) Additional leave with pay for this purpose may be authorized only when the attending physician has certified in writing that such care is necessary and can be provided only by the employee.

(C) Compassionate leave with pay will not be authorized for:

1. Absence to provide care for those suffering from the common cold, headache, intestinal upset, and other similar incidents of minor medical distress, upset or discomfort.



2. An absence for the purpose of supervising or caring for well children while another member of the family is ill, resting, or away from home.
3. An absence to accompany another member of the family, including children, to a routine medical or dental appointment.

(D) Compassionate leave with pay for funerals of members of the immediate family will be allowed when prior authorization has been granted by the General Manager. The maximum time off with pay that will be authorized is five (5) days. The General Manager is empowered to grant additional time off for funeral attendance under appropriate circumstances, if so requested.

#### **2.25.400 FAMILY AND MEDICAL LEAVE**

**2.25.405 Purpose.** The purpose of this policy is to provide for family and medical leave to the extent reasonably possible consistent with the objective of providing a stable organization. Unless specifically in conflict the Family and Medical Leave Act of 1993 or other law, the provisions of this policy shall determine an employee's eligibility for family and medical leave.

**2.25.410 Eligibility.** To be eligible for family or medical leave, an employee must have: (1) been employed by the District for at least 12 months; (2) worked for the District at least 1,250 hours during the 12 months immediately preceding the commencement of leave; and (3) either be employed at a worksite where the District employs at least fifty (50) employees within seventy-five (75) miles of the worksite or obtained an exemption from this requirement from the General Manager based upon a determination that the leave proposed will not in a significant way negatively impact upon the ability of the District to operate.

#### **2.25.415 Leave Benefit.**

(A) Eligible employees will be provided with up to 12 weeks of unpaid leave each year to care for a newborn, adopted, or foster child or for a seriously ill child, parent, or spouse. In addition, employees who are unable to perform the functions of their position because of a serious health condition will also be entitled to 12 weeks of unpaid leave. "Serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that entails (1) inpatient care in a hospital, hospice, or residential medical care facility or (2) continuing treatment by a health care provider.

(B) To be eligible for leave, the employee will first be required to use applicable accrued paid leaves permitted by the District, including vacation leave and sick leave for the first part of the leave permitted pursuant to (A). Paid leave may not be added to the end of the unpaid leave without the General Manager's prior approval. If a husband and wife are both employed by the

District, the total number of workweeks of leave to which both may be entitled shall be limited to 12 weeks if leave is taken for the birth, adoption, or foster placement of a child or for the purpose of caring for a seriously ill parent.

(C) Employees on leave who were previously covered by the District's benefit program shall continue to be covered at the level and under the conditions that coverage would have been provided if the employee were continuing to work.

(D) At the end of the leave the employee will be reinstated to their previous position or to an equivalent job with equivalent pay, benefits, and working conditions. However, the employee will not accrue seniority or employment benefits during the leave period. The District may also require the employee to obtain medical certification that they are able to resume work.

#### **2.25.420 Employee Obligations.**

(A) If an employee requests leave for the birth, adoption, or the foster placement of a child, and the need for leave is foreseeable, the employee must provide his or her division manager with at least 30 days' notice. However, if the date of the birth, adoption, or foster placement requires that leave begin in less than 30 days, the employee must provide the division manager with as much notice as practicable. If the employee requests leave because of a serious health condition, the employee must provide the division manager with 30 days' notice or with as much notice as practicable.

(B) Employees seeking leave on account of a serious health condition must provide the division manager with medical certification regarding their condition. The General Manager may require employees to obtain, at the District's expense, a second opinion. If the second opinion differs from the first, the General Manager may require a third opinion from a mutually agreed on health care provider.

(C) For most leaves, employees will not be permitted to take their leave intermittently or on a reduced-leave schedule without the General Manager's approval. However, intermittent leave or a reduced-leave schedule may, if medically necessary, be taken by the employee because of a serious health condition. An employee who seeks intermittent leave or leave on reduced-leave schedule because of planned medical treatment may be required to transfer temporarily to a different position, with equivalent working conditions, that accommodates recurring periods of leave better than the employee's regular job.

#### **2.25.450 OTHER LEAVES OF ABSENCE**

**2.25.455 Leaves of Absence Without Pay.** Leave of absence without pay may be granted in cases of emergency or where such absence would not be contrary to the best interests of the Rio Linda Water District. Such leave is not a right but a privilege. Employees on authorized leave of absence without pay may not extend such leave without the written approval of the General Manager.

Leave of absence without pay for one week or less may be granted by a supervisor, depending upon the merit of the individual case. Leaves of absence without pay in excess of one week duration may be granted by the General Manager depending upon the merit of the case, but such leaves may not exceed six months.

**2.25.460 Absence Without Leave.** Absence without leave shall be considered to be without pay, and reductions in the employee's pay shall be made accordingly. Absence without leave for more than three consecutive days may result in termination of employment. Such termination shall not be subject to appeal.

**2.25.465 Leave for Death Outside the Immediate Family.** Leave without pay may be granted to a regular employee by the supervisor in the event of death to family members other than one of the immediate family, such leave granted in accordance with Section 2.25.455.

**2.25.470 Voting Leave.** Time off with pay to vote at any general, direct primary, or presidential primary election shall be granted as provided in the State of California Elections Code, and provided that notice the employee desires such time off shall be given in accordance with the provisions of said code.

**2.25.475 Jury Duty.** Employees required to report for jury duty shall be granted a leave of absence with pay from their assigned duties until released by the Court, provided the employee remits to the Rio Linda Water District within thirty days from the termination of his jury service all fees received for such duties other than mileage and subsistence allowance.

**2.25.480 Workers' Compensation.** Any employee who is absent from work by reason of an injury or illness covered by the Rio Linda Water District's Workers' Compensation insurance policy shall continue in pay status under the following provisions:

- A. The difference between the amount granted pursuant to such Workers' Compensation insurance for lost pay due to injury and the employee's regular rate of pay shall be paid to the employee for a period of one week.
- B. Beyond the initial one week, the amount granted pursuant to such Workers' Compensation insurance plus the amount granted as Social Security benefits plus the amount granted by any employer-paid disability insurance or disability retirement all shall be subtracted from the employee's rate of pay and the difference shall be paid to the employee from accumulated paid sick and vacation leave until these accumulations have been depleted.
- C. Any employee who depletes accumulated paid leave in order to maintain pay status while absent from work by reason

of an injury or illness covered by Workers' Compensation insurance shall be removed from pay status. An employee may then be placed on medical leave of absence for up to two months. No further leave may be granted.

**2.25.485 Worker's Compensation Exams and Hearings.**

Employees who have been injured in the course and scope of their employment with the Rio Linda Water District and who are required as a result of such injury to be absent from duty to take physical examinations required by the Rio Linda Water District's Workers' Compensation insurer or the Industrial Accident Commission or to attend hearings of the Industrial Accident Commission may be granted leave with pay for such absences by the General Manager when he determines such absences are in the best interest of the Rio Linda Water District and only if the employee is in pay status at the time of the scheduled examination or hearing.

**2.25.500 DISCIPLINARY ACTION**

**2.25.505 Disciplinary Policy Statement.** Whenever an employee's performance, attitude, work habits, or personal conduct at any time falls below a desirable level, supervisors are expected to inform employees promptly and specifically of such lapses, and give counsel and assistance. If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating disciplinary action. In some instances, an incident may justify severe disciplinary action; the action to be taken depends on the seriousness of the incident and the whole pattern of the employee's past performance and conduct. Any instance of disciplinary action shall be documented in the employee's personnel file. As used in this chapter "disciplinary action" shall mean discharge, demotion, reduction in salary, reprimand, disciplinary probation, or suspension.

**2.25.510 Causes for Disciplinary Action** Causes for disciplinary action against any employee may include, but shall not be limited to, the following:

- (a) Failure to meet prescribed standards of work, morality, and ethics to an extent that makes an employee unsuitable for employment.
- (b) Theft or malicious destruction of the Rio Linda Water District's property or the property of customers of the District.
- (c) Incompetency, inefficiency, or repeated negligence in the performance of duty.
- (d) Insubordination.
- (e) Conviction of a criminal offense.
- (f) Notoriously disgraceful personal conduct.
- (g) Unauthorized absences or abuse of leave privileges.
- (h) Acceptance or receipt of any gift whether in the form of money, services, loan, travel, entertain-

ment, hospitality, promise, or any other form under circumstances in which it could reasonably be inferred that the gift was intended to influence the employee or could reasonably be expected to influence him, in the performance of job duties or could reasonably be regarded as a reward for any action on his part.

- (I) Falsification of records or use of position for personal advantage.
- (j) Drunkenness on duty.
- (k) Unlawful use, sale or possession of narcotics or other proscribed drugs.
- (l) Violation of any provisions of these Rules or departmental rules.
- (m) Engaging in harassment or sexual harassment.
- (n) Other behavior during which is of such a nature that causes discredit to the Rio Linda Water District.

**2.25.515 Administration of Disciplinary Action.** The General Manager or a supervisor may take disciplinary action against an employee under his control for one or more of the causes for discipline specified in this chapter by notifying the employee in writing from two (2) to ten (10) days prior to the proposed action of the following:

- (a) The nature of the proposed disciplinary action.
- (b) A statement of reasons for the proposed action.
- (c) A statement that all documents or materials upon which the proposed disciplinary action based are available for employee's review and, if requested, employee will be provided with a copy of said material.
- (d) A statement indicating the proposed effective date for the disciplinary action and that the employee may respond orally or in writing prior to that date.

The General Manager or supervisor shall review any responses from the employee. If no response is received or the response is deemed inadequate to alter the proposed action, then the disciplinary action may be carried out. If the proposed action is to be suspension or discharge, the employee may be relieved of duty while continuing to receive pay and other benefits until the disciplinary action is effective.

Disciplinary action against regular employees is valid only if a written notice is served on the employee either personally or by Certified Mail and said written notice includes:

- (a) A statement of the nature of the disciplinary action.
- (b) The effective date of the penalty.
- (c) A statement of the causes therefore.

- (d) A statement in ordinary language of the admissions upon which the causes are based.
- (e) A statement advising the employee of his right of appeal from such action, if any.

If the notice is from a supervisor, a copy shall be filed with the General Manager within two calendar days after it is served upon the employee.

**2.25.520 Effect of Certain Disciplinary Actions**

(A) Oral Reprimand - Employees receiving a written reprimand may have it noted in their departmental record by the supervisor.

(B) Written Reprimand - Employees receiving a written reprimand shall have a copy of their reprimand filed in their personnel file.

(C) Disciplinary Probation Period - Employees placed on disciplinary probation shall not use paid personal leave or earn time for salary review while on such probation and the rules governing regular probationary periods shall govern.

(D) Suspension - Employees suspended from employment shall forfeit all rights, privileges, and salary while on such suspension with the exception of group insurance benefits.

(E) Discharge - Employees terminated for disciplinary reasons shall be paid salary accumulated to the effective date of termination only.

**2.25.525 Right of Appeal.** Unless otherwise specifically stated in these rules, any regular employe shall have the right of appeal to the Board of Directors for any disciplinary action taken pursuant to the provisions of this chapter. Such appeal must be filed with the District's General Counsel within ten (10) working days after receipt of written notice of such disciplinary action; failure to file an appeal within such time constitutes the waiver of the right of appeal. The appeal must be in writing, must be verified before a Notary Public, must be made under penalty of perjury, and must state specifically the reasons upon which it is based. District General Counsel shall cause such an appeal to be investigated and shall submit a report to the Board of Directors. Neither the provisions of this section or this chapter shall apply to reductions in force or reductions in pay which are part of a general plan to reduce staffing levels or adjust salaries and wages.

**2.25.530 Hearing.** The Board of Directors shall conduct a hearing on an appeal filed in accordance with this chapter within thirty (30) days after the appeal is filed with District counsel. The Board may continue the hearing either for the convenience of the District or upon written application of the appellant, for a period not to exceed an additional thirty (30) days. Written notice of the time and place of the hearing and any continuance thereof shall be given the appellant and the General Manager. Such hearings shall be conducted in accordance with the provisions of Section 11513 of the Government Code of the State of California,

except that the appellant and other persons may be examined as provided in Section 19580 of the Government Code and the parties may submit all proper and confident evidence against or in support of the causes of the disciplinary action, but it shall be a rebuttable presumption that the statement of the causes is true.

**2.25.535 Representation.** The appellant may appear in person or be represented by a person of his choice.

**2.25.540 Notice to Witnesses.** The Board of Directors shall issue notices for the appearances of witnesses for the appellant upon written request and at his cost, said cost to be prepaid.

**2.25.545 Failure of Employee to Appear at Hearing.** Failure of the appellant or his representative to appear at the hearing shall be deemed a withdrawal of his appeal and the disciplinary action shall be final.

**2.25.550 Decisions.** The Board of Directors shall render a written decision within 15 days after concluding the hearing. The Board's decision shall be final and conclusive. A copy of such decision shall be forwarded to appellant. If a disciplinary taken against the employee is reversed or modified by the Board, the employee may be compensated in whole or in part, for the time lost as determined by the Board.

**2.25.555 Confidential Information.** In the interest of preventing undue embarrassment and subsequent loss of ability to perform work effectively, the following policy will prevail regarding the release of information to the public on personnel actions:

- (a) No information will be released without prior approval of the General Manager;
- (b) No information will be released until final action has been determined and taken;
- (c) Even after final disposition of the matter, no details will be released other than the exact nature of the action taken;
- (d) If the employee or his representative makes detailed information, then the General Manager may make any information on the employee available to the public as he deems to be in the best interest of the District.

#### **2.25.600 GRIEVANCE PROCEDURES**

**2.25.605 Purpose.** Grievance procedures serve to (1) promote improved employer-employee relations, (2) afford employees individually a systematic means of obtaining further considerations of problems after every other reasonable effort has failed to resolve them through discussions, (3) to provide that grievances

shall be settled as near as possible to the point of origin, and (4) to provide that grievances shall be heard and settled as informally as possible.

**2.25.610 Matters Subject to Grievance Procedures.** Any employee shall have the right to present a grievance regarding wages, hours, and working conditions except that matters subject to the provisions of Section 2.25.500 (disciplinary actions) shall not be subject to the grievance procedure.

**2.25.615 Informal Grievance Procedures.** The employee should first attempt to resolve a grievance or complaint through discussion with his immediate supervisor with out undue delay. If after such discussion the employee does not believe the problem has been satisfactorily resolved, he shall have the right to discuss it with his supervisor's immediate supervisor, if any. Every effort should be made to find an acceptable solution through informal means at the most immediate level of supervision. If the employee is not in agreement with the decision reached through such discussion, he shall then have the right to file a formal grievance in writing.

**2.25.620 Formal Grievance Procedures.** Formal grievance procedures after the exhaustion of the informal grievance procedure shall proceed as follows:

(A) Department Review - Grievance shall be presented in writing to the employee's supervisor who shall discuss the grievance with the employee and with other appropriate persons. The supervisor shall render a decision in writing and return it to the employee within fifteen (15) calendar days after receiving the grievance. If the employee does not agree with the decision reached, or if no answer has been received within fifteen (15) calendar days, the grievance may be submitted in writing to the General Manager. Failure of the employee to take further action within ten (10) calendar days after receipt of the decision, or within a total of twenty-five (25) calendar days if no decision is rendered, will constitute withdrawal of the grievance.

(B) General Manager Review - Upon receiving the grievance, the General Manager shall discuss the grievance with the employee and with all other appropriate persons. The General Manager may designate a fact finding committee or an officer not in the normal line of supervision to advise him concerning the grievance. The decision of the General Manager shall be final and shall be rendered within thirty (30) calendar days from receipt of the grievance.

**2.25.625 Conduct of the Grievance Procedure.** The time limits specified hereinabove may be extended to a definite date by written mutual agreement of the employee and the reviewer concerned. The employee may request assistance of another person of



his own choosing in preparing and presenting his grievance at any level of review in the "Formal Grievance Procedures." An employee shall be free from reprisal for using the grievance procedure.

**2.25.630 Grievance Against General Manager.** When an employee has a grievance against the General Manager, the procedures described hereinabove shall be used except that the duties of "supervisor" shall be performed by the General Manager and the duties of "general manager" shall be performed by the District's General Counsel.

#### **2.25.650 EMPLOYER-EMPLOYEE RELATIONS**

**2.25.655 Statement of Purpose.** This chapter implements Chapter 10, Division 4, Title 1 of the Government Code of the State of California (Sections 3500 et seq.) captioned "Local Public Employee Organizations", by providing orderly procedures for the administration of employer-employee relations between the District and its employee organizations. However nothing contained herein shall be deemed to supersede the provisions of State law, District ordinances, or other chapters of these Rules which establish and regulate the personnel system or which provide for other methods of administering employer-employee relations. This chapter is, instead, to strengthen the merit system through the establishment of uniform and orderly methods of communications between employee organizations, employees, and the District.

**2.25.660 Meet and Confer Matters.** It is the purpose of this chapter to provide for the establishment of procedures for meeting and conferring in good faith with individual employees or recognized employee organizations regarding matters that directly affect and primarily involve wages, hours and other terms and conditions of employment of employees in appropriate units and that are not preempted by federal and state law. However, nothing herein shall be construed to restrict any legal or inherent exclusive District rights with respect to matters of general legislative or managerial policy, which include among others: the exclusive right to determine the mission of its constituent departments, commissions and boards; set standards of service; determine the procedures and standards of selection for employment; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work, lack of funds, or for other legitimate reasons; maintain the efficiency of District operations; determine the methods, means, and personnel by which District operations are to be conducted; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work.

**2.25.665 Rules for the Establishment of Procedures.** The Board of directors shall establish rules regarding the recognition of employee organizations, the determination of appropriate units,

and meet-and-confer procedures upon receipt from an organization requesting to represent one or more District employees.

**2.25.670 Individual Employees.** Employees who are not represented by a recognized employee organization shall be titled to represent themselves in meet-and-confer process with regard to the preparation of the employee compensation plan as follows:

(a) During the week following the regular October meeting the Board of Directors, the General Manager shall submit to the employees the recommended compensation plan previously submitted to the Board in closed session pursuant to Section 2.20.320 of this policy manual;

(b) Employees shall submit requests for revisions in the proposed compensation plan in writing to the General Manager within ten (10) days after receipt of the recommended compensation plan;

(c) The General Manager shall meet-and-confer with all employees not represented by a recognized employee organization regarding such requests;

(d) At the regular meeting of the Board of Directors in the month of November, the General Manager shall submit in closed session the results of the meet-and-confer process and in open session the Board shall discuss and adopt a compensation plan for the coming fiscal year. Prior to the revision of these rules by the Board of Directors, the General Manager shall submit copies of proposed revisions previously reviewed by the Board of Directors to the employees not represented by an employee organization. Employees may submit suggested changes to the proposed revisions within ten(10) days after receipt thereof. The General Manager shall meet-and-confer with all of the employees not represented by an employee organization on the suggested changes and shall report to the Board of Directors in closed session on the results of the meet-and-confer process.

#### **2.25.900 MISCELLANEOUS**

**2.25.905 Outside Employment.** Any full-time employee engaging in a regular outside employment shall notify the General Manager. The employee shall submit a statement naming the employer, address and telephone number, and hours of work. No employee should engage in outside work or employment which will conflict with his or her duties and responsibilities to the District.

**2.25.910 Gratuity.** No officer or employee of the District shall solicit or accept any gratuity for services rendered.

**2.25.915 Conflicts of Interest.** No employee shall engage in any business transaction or shall have a financial interest, direct or indirect, which is incompatible with the proper discharge of his official duties or would tend to impair his inde-

pendence of judgement or reaction in the performance of those duties.

**2.25.920 Records.** Personnel records, except for examinations, performance and evaluation reports, personnel histories, and such other records as may be specified in these rules or by order of the General Manager, shall be public records open to public inspection in accordance with procedures prescribed by the General Manager.

**2.25.925 Residence.** Water system maintenance employees shall reside within 30 minutes of the District boundaries so that they may respond to emergency situations in a timely manner. Any employee not residing as required herein at the time of employment shall establish such residence within the probationary period.

**2.25.930 In-Service Training.** The General Manager may authorize the payment of costs for job related training courses for employees if the budget provides funds therefore. The General Manager may establish rules for the use of said funds.

**2.25.935 Political Activity.** No employee of the District shall take an active part in any political campaign during working hours or use his or her job title or position in connection with any political activity at any time.

RESOLUTION NO. 1996-09-02

A RESOLUTION ADDING CHAPTER 2.20 TO THE POLICY MANUAL OF THE DISTRICT PROVIDING FOR OFFICER AND EMPLOYEE COMPENSATION EFFECTIVE JULY 1, 1996, REPEALING RESOLUTION 1996-05-05, AND PROVIDING AN APPROPRIATION THEREFORE

WHEREAS, the Water Code of the State of California provides as follows:

**§30507. Compensation for attending meetings.** Each director shall receive compensation in an amount not to exceed one hundred dollars (\$100) per day for each day's attendance at meetings of the board or for each day's service rendered as a director by request of the board, not exceeding a total of six days in any calendar month, together with any expenses incurred in the performance of his duties required or authorized by the board.

and,

WHEREAS, §30542 of the Water Code provides that the General Manager shall "receive the compensation determined by the Board"; and,

WHEREAS, §30580 of the Water Code provides that the General Manager shall "fix and alter the compensation of employees and assistants subject to approval by the Board"; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Rio Linda Water District as follows:

1. Chapter 2.20 of the Rio Linda Water District Policy Manual as attached hereto is hereby adopted effective July 1, 1996.

2. Resolution 1996-05-05 is hereby repealed.

3. The 1996-97 appropriations budget is hereby amended as follows in order to provide funds to implement Chapter 2.20 of the policy manual:

<u>Line Item</u>		<u>Amount</u>
Salaries & Wages	\$250,676	\$259,837
Unemployment Insurance	\$2,507	\$2,598
Worker's Compensation	\$4,636	\$4,751
FICA/Medicare	\$19,177	\$19,878
Public Employees Retirement System	\$45,294	\$36,577
Group Insurance	\$35,820	\$30,465
Prior Year Withholding Reimbursement	\$3,650	\$ 0
To Contingency Reserve	\$35,804	\$28,630


4. Because portions of this resolution effect changes in compensation retroactively in order to bring the District into conformance with its contracts with the California Public Employees Retirement System and with the Association of California Water Agencies group insurance program, the General Manager is hereby authorized and directed to implement these changes in a manner necessary to assure ease of administration while assuring compliance with law and contracts.

5. The General Manager is hereby directed to obtain as soon as possible for consideration by the Board a group insurance program that can provide employees with comparable coverage while permitting the District to achieve the policy and financial objectives of Sections 2.20.500 et seq. of the Policy Manual.


6. Existing policy in conflict with the provisions of this resolution is hereby repealed.

INTRODUCED AND ADOPTED on this 11th day of September, 1996, by the following vote:

AYES, in favor hereof: Griffin, Klagenberg, Surratt, Wickham  
NOES: None  
ABSENT: Paine

  
\_\_\_\_\_  
President

ATTEST:

  
\_\_\_\_\_  
Secretary

**Chapter 2.20**  
**COMPENSATION OF OFFICERS AND EMPLOYEES**  
*(Resolution 1996-09-02)*

**Sections:**

- 2.20.100 COMPENSATION OF DIRECTORS
- 2.20.110 Compensation for Board Meetings
- 2.20.120 Compensation for Other Activities
- 2.20.130 Expenses
- 2.20.140 Limitation
- 2.20.200 COMPENSATION OF OTHER OFFICERS
- 2.20.210 Compensation Determined By Contract
- 2.20.300 EMPLOYEE SALARY AND WAGE PLAN
- 2.20.310 Employee Salary and Wage Plan
- 2.20.320 Administration of Employee Salary and Wage Plan
- 2.20.330 Salary and Wage Ranges; Range Assignments
- 2.20.340 Steps
- 2.20.350 Payment of Wages and Salaries
- 2.20.360 Overtime
- 2.20.370 Standby Duty and Pay
- 2.20.390 Termination Pay
- 2.20.400 Deductions from Pay
- 2.20.410 Travel Expenses
- 2.20.500 BENEFIT PROGRAM
- 2.20.510 Benefit Program Defined
- 2.20.520 Contracts for Benefit Program Prevail
- 2.20.530 Classes of Employees for Purposes of the Benefit Program
- 2.20.540 Payment of Premiums on Group Insurance
- 2.20.550 Eligibility for Group Insurance Coverage
- 2.20.560 Public Employees Retirement System
- 2.20.570 Deferred Compensation Program
- 2.20.580 Benefit Program Subject to Review

**2.20.100 COMPENSATION OF DIRECTORS**

**2.20.110 Compensation for Board Meetings.** Each director shall receive seventy-five dollars (\$75.00) for each day's attendance at meetings of the board.

**2.20.120 Compensation for Other Activities.** Each director shall receive seventy-five (\$75.00) for each day's service rendered as a director by request of the board, including but not limited to performing duties as the District's appointed representative (or alternate representative substituting for the represen-

tative) to associations and organizations of which the District is a member.

**2.20.130 Expenses.** The District will pay expenses incurred by a Director related to attendance at a meeting compensated pursuant to 2.20.120 if expenses for the meeting are approved in advance. Expenses shall be paid in the same manner and fashion as provided for employees of the District.

**2.20.140 Limitation.** Excluding expenses covered pursuant to 2.20.130, compensation to directors shall not exceed a total of three hundred dollars (\$300.00) in any calendar month.

**2.20.200 COMPENSATION OF OTHER OFFICERS**

**2.20.210 Compensation Determined by Contract.** The compensation of the General Manager, General Counsel and the Auditor shall be as determined by a written contract or agreement for services.

**2.20.300 EMPLOYEE SALARY AND WAGE PLAN**

**2.20.310 Employee Salary and Wage Plan.** The employee salary and wage plan established herein is to provide pay ranges and steps associated with time intervals for salary review. Each class in the classification plan shall be assigned a pay range. All persons employed by the District shall be compensated in accordance with the compensation plan then in effect.

**2.20.320 Administration of Employee Salary and Wage Plan.** Except for those employees affected by a contract, employment agreement, or memorandum of understanding, at least once each year the General Manager shall recommend to the Board of Directors an appropriate compensation plan. Application and use of the compensation plan shall be administered by the General Manager in accordance with the provisions of the plan.

**2.20.330 Salary and Wage Ranges; Range Assignments.** The fifty (50) range, seven (7) step salary and wage ranges attached hereto are the salary and wage plan for the District. The classes in the classification plan are assigned to the ranges as follows:

<u>Class</u>	<u>Range #</u>
Water Utility Worker	15
Water Utility Operator	23
Water Utility Supervisor	31
Secretary/Receptionist	2
Accounting Technician	17
Administrative Supervisor	27
General Manager/District Secretary	47

SALARY AND WAGE PLAN

Range #'s	Step #'s	1	2	3	4	5	6	7
1	Hourly	\$7.23	\$7.59	\$7.98	\$8.38	\$8.81	\$9.25	\$9.72
	Semi-monthly	\$626.49	\$658.21	\$691.53	\$726.54	\$763.32	\$801.96	\$842.56
	Annual	\$15,035.80	\$15,796.99	\$16,596.71	\$17,436.92	\$18,319.66	\$19,247.10	\$20,221.48
2	Hourly	\$7.41	\$7.78	\$8.18	\$8.59	\$9.03	\$9.48	\$9.96
	Semi-monthly	\$642.15	\$674.66	\$708.82	\$744.70	\$782.40	\$822.01	\$863.63
	Annual	\$15,411.70	\$16,191.91	\$17,011.63	\$17,872.84	\$18,777.65	\$19,728.27	\$20,727.02
3	Hourly	\$7.59	\$7.98	\$8.38	\$8.81	\$9.25	\$9.72	\$10.21
	Semi-monthly	\$658.21	\$691.53	\$726.54	\$763.32	\$801.96	\$842.56	\$885.22
	Annual	\$15,796.99	\$16,596.71	\$17,436.92	\$18,319.66	\$19,247.10	\$20,221.48	\$21,245.19
4	Hourly	\$7.78	\$8.18	\$8.59	\$9.03	\$9.48	\$9.96	\$10.47
	Semi-monthly	\$674.66	\$708.82	\$744.70	\$782.40	\$822.01	\$863.63	\$907.35
	Annual	\$16,191.91	\$17,011.63	\$17,872.84	\$18,777.65	\$19,728.27	\$20,727.02	\$21,776.32
5	Hourly	\$7.98	\$8.38	\$8.81	\$9.25	\$9.72	\$10.21	\$10.73
	Semi-monthly	\$691.53	\$726.54	\$763.32	\$801.96	\$842.56	\$885.22	\$930.03
	Annual	\$16,596.71	\$17,436.92	\$18,319.66	\$19,247.10	\$20,221.48	\$21,245.19	\$22,320.73
6	Hourly	\$8.18	\$8.59	\$9.03	\$9.48	\$9.96	\$10.47	\$11.00
	Semi-monthly	\$708.82	\$744.70	\$782.40	\$822.01	\$863.63	\$907.35	\$953.28
	Annual	\$17,011.63	\$17,872.84	\$18,777.65	\$19,728.27	\$20,727.02	\$21,776.32	\$22,878.75
7	Hourly	\$8.38	\$8.81	\$9.25	\$9.72	\$10.21	\$10.73	\$11.27
	Semi-monthly	\$726.54	\$763.32	\$801.96	\$842.56	\$885.22	\$930.03	\$977.11
	Annual	\$17,436.92	\$18,319.66	\$19,247.10	\$20,221.48	\$21,245.19	\$22,320.73	\$23,450.72
8	Hourly	\$8.59	\$9.03	\$9.48	\$9.96	\$10.47	\$11.00	\$11.56
	Semi-monthly	\$744.70	\$782.40	\$822.01	\$863.63	\$907.35	\$953.28	\$1,001.54
	Annual	\$17,872.84	\$18,777.65	\$19,728.27	\$20,727.02	\$21,776.32	\$22,878.75	\$24,036.98
9	Hourly	\$8.81	\$9.25	\$9.72	\$10.21	\$10.73	\$11.27	\$11.85
	Semi-monthly	\$763.32	\$801.96	\$842.56	\$885.22	\$930.03	\$977.11	\$1,026.58
	Annual	\$18,319.66	\$19,247.10	\$20,221.48	\$21,245.19	\$22,320.73	\$23,450.72	\$24,637.91
10	Hourly	\$9.03	\$9.48	\$9.96	\$10.47	\$11.00	\$11.56	\$12.14
	Semi-monthly	\$782.40	\$822.01	\$863.63	\$907.35	\$953.28	\$1,001.54	\$1,052.24
	Annual	\$18,777.65	\$19,728.27	\$20,727.02	\$21,776.32	\$22,878.75	\$24,036.98	\$25,253.86
11	Hourly	\$9.25	\$9.72	\$10.21	\$10.73	\$11.27	\$11.85	\$12.44
	Semi-monthly	\$801.96	\$842.56	\$885.22	\$930.03	\$977.11	\$1,026.58	\$1,078.55
	Annual	\$19,247.10	\$20,221.48	\$21,245.19	\$22,320.73	\$23,450.72	\$24,637.91	\$25,885.20
12	Hourly	\$9.48	\$9.96	\$10.47	\$11.00	\$11.56	\$12.14	\$12.76
	Semi-monthly	\$822.01	\$863.63	\$907.35	\$953.28	\$1,001.54	\$1,052.24	\$1,105.51
	Annual	\$19,728.27	\$20,727.02	\$21,776.32	\$22,878.75	\$24,036.98	\$25,253.86	\$26,532.33
13	Hourly	\$9.72	\$10.21	\$10.73	\$11.27	\$11.85	\$12.44	\$13.07
	Semi-monthly	\$842.56	\$885.22	\$930.03	\$977.11	\$1,026.58	\$1,078.55	\$1,133.15
	Annual	\$20,221.48	\$21,245.19	\$22,320.73	\$23,450.72	\$24,637.91	\$25,885.20	\$27,195.64
14	Hourly	\$9.96	\$10.47	\$11.00	\$11.56	\$12.14	\$12.76	\$13.40
	Semi-monthly	\$863.63	\$907.35	\$953.28	\$1,001.54	\$1,052.24	\$1,105.51	\$1,161.48
	Annual	\$20,727.02	\$21,776.32	\$22,878.75	\$24,036.98	\$25,253.86	\$26,532.33	\$27,875.53
15	Hourly	\$10.21	\$10.73	\$11.27	\$11.85	\$12.44	\$13.07	\$13.74
	Semi-monthly	\$885.22	\$930.03	\$977.11	\$1,026.58	\$1,078.55	\$1,133.15	\$1,190.52
	Annual	\$21,245.19	\$22,320.73	\$23,450.72	\$24,637.91	\$25,885.20	\$27,195.64	\$28,572.42
16	Hourly	\$10.47	\$11.00	\$11.56	\$12.14	\$12.76	\$13.40	\$14.08
	Semi-monthly	\$907.35	\$953.28	\$1,001.54	\$1,052.24	\$1,105.51	\$1,161.48	\$1,220.28
	Annual	\$21,776.32	\$22,878.75	\$24,036.98	\$25,253.86	\$26,532.33	\$27,875.53	\$29,286.73
17	Hourly	\$10.73	\$11.27	\$11.85	\$12.44	\$13.07	\$13.74	\$14.43
	Semi-monthly	\$930.03	\$977.11	\$1,026.58	\$1,078.55	\$1,133.15	\$1,190.52	\$1,250.79
	Annual	\$22,320.73	\$23,450.72	\$24,637.91	\$25,885.20	\$27,195.64	\$28,572.42	\$30,018.90
18	Hourly	\$11.00	\$11.56	\$12.14	\$12.76	\$13.40	\$14.08	\$14.79
	Semi-monthly	\$953.28	\$1,001.54	\$1,052.24	\$1,105.51	\$1,161.48	\$1,220.28	\$1,282.06
	Annual	\$22,878.75	\$24,036.98	\$25,253.86	\$26,532.33	\$27,875.53	\$29,286.73	\$30,769.37



SALARY AND WAGE PLAN

Step #'s		1	2	3	4	5	6	7
18	Annual	\$22,320.73	\$23,450.72	\$24,637.91	\$25,885.20	\$27,195.64	\$28,572.42	\$30,018.90
	Hourly	\$11.00	\$11.56	\$12.14	\$12.76	\$13.40	\$14.08	\$14.79
	Semi-monthly	\$953.28	\$1,001.54	\$1,052.24	\$1,105.51	\$1,161.48	\$1,220.28	\$1,282.06
19	Annual	\$22,878.75	\$24,036.98	\$25,253.86	\$26,532.33	\$27,875.53	\$29,286.73	\$30,769.37
	Hourly	\$11.27	\$11.85	\$12.44	\$13.07	\$13.74	\$14.43	\$15.16
	Semi-monthly	\$977.11	\$1,026.58	\$1,078.55	\$1,133.15	\$1,190.52	\$1,250.79	\$1,314.11
20	Annual	\$23,450.72	\$24,637.91	\$25,885.20	\$27,195.64	\$28,572.42	\$30,018.90	\$31,538.61
	Hourly	\$11.56	\$12.14	\$12.76	\$13.40	\$14.08	\$14.79	\$15.54
	Semi-monthly	\$1,001.54	\$1,052.24	\$1,105.51	\$1,161.48	\$1,220.28	\$1,282.06	\$1,346.96
21	Annual	\$24,036.98	\$25,253.86	\$26,532.33	\$27,875.53	\$29,286.73	\$30,769.37	\$32,327.07
	Hourly	\$11.85	\$12.44	\$13.07	\$13.74	\$14.43	\$15.16	\$15.93
	Semi-monthly	\$1,026.58	\$1,078.55	\$1,133.15	\$1,190.52	\$1,250.79	\$1,314.11	\$1,380.64
22	Annual	\$24,637.91	\$25,885.20	\$27,195.64	\$28,572.42	\$30,018.90	\$31,538.61	\$33,135.25
	Hourly	\$12.14	\$12.76	\$13.40	\$14.08	\$14.79	\$15.54	\$16.33
	Semi-monthly	\$1,052.24	\$1,105.51	\$1,161.48	\$1,220.28	\$1,282.06	\$1,346.96	\$1,415.15
23	Annual	\$25,253.86	\$26,532.33	\$27,875.53	\$29,286.73	\$30,769.37	\$32,327.07	\$33,963.63
	Hourly	\$12.44	\$13.07	\$13.74	\$14.43	\$15.16	\$15.93	\$16.74
	Semi-monthly	\$1,078.55	\$1,133.15	\$1,190.52	\$1,250.79	\$1,314.11	\$1,380.64	\$1,450.53
24	Annual	\$25,885.20	\$27,195.64	\$28,572.42	\$30,018.90	\$31,538.61	\$33,135.25	\$34,812.72
	Hourly	\$12.76	\$13.40	\$14.08	\$14.79	\$15.54	\$16.33	\$17.16
	Semi-monthly	\$1,105.51	\$1,161.48	\$1,220.28	\$1,282.06	\$1,346.96	\$1,415.15	\$1,486.79
25	Annual	\$26,532.33	\$27,875.53	\$29,286.73	\$30,769.37	\$32,327.07	\$33,963.63	\$35,683.04
	Hourly	\$13.07	\$13.74	\$14.43	\$15.16	\$15.93	\$16.74	\$17.58
	Semi-monthly	\$1,133.15	\$1,190.52	\$1,250.79	\$1,314.11	\$1,380.64	\$1,450.53	\$1,523.96
26	Annual	\$27,195.64	\$28,572.42	\$30,018.90	\$31,538.61	\$33,135.25	\$34,812.72	\$36,575.12
	Hourly	\$13.40	\$14.08	\$14.79	\$15.54	\$16.33	\$17.16	\$18.02
	Semi-monthly	\$1,161.48	\$1,220.28	\$1,282.06	\$1,346.96	\$1,415.15	\$1,486.79	\$1,562.06
27	Annual	\$27,875.53	\$29,286.73	\$30,769.37	\$32,327.07	\$33,963.63	\$35,683.04	\$37,489.49
	Hourly	\$13.74	\$14.43	\$15.16	\$15.93	\$16.74	\$17.58	\$18.47
	Semi-monthly	\$1,190.52	\$1,250.79	\$1,314.11	\$1,380.64	\$1,450.53	\$1,523.96	\$1,601.11
28	Annual	\$28,572.42	\$30,018.90	\$31,538.61	\$33,135.25	\$34,812.72	\$36,575.12	\$38,426.73
	Hourly	\$14.08	\$14.79	\$15.54	\$16.33	\$17.16	\$18.02	\$18.94
	Semi-monthly	\$1,220.28	\$1,282.06	\$1,346.96	\$1,415.15	\$1,486.79	\$1,562.06	\$1,641.14
29	Annual	\$29,286.73	\$30,769.37	\$32,327.07	\$33,963.63	\$35,683.04	\$37,489.49	\$39,387.40
	Hourly	\$14.43	\$15.16	\$15.93	\$16.74	\$17.58	\$18.47	\$19.41
	Semi-monthly	\$1,250.79	\$1,314.11	\$1,380.64	\$1,450.53	\$1,523.96	\$1,601.11	\$1,682.17
30	Annual	\$30,018.90	\$31,538.61	\$33,135.25	\$34,812.72	\$36,575.12	\$38,426.73	\$40,372.08
	Hourly	\$14.79	\$15.54	\$16.33	\$17.16	\$18.02	\$18.94	\$19.89
	Semi-monthly	\$1,282.06	\$1,346.96	\$1,415.15	\$1,486.79	\$1,562.06	\$1,641.14	\$1,724.22
31	Annual	\$30,769.37	\$32,327.07	\$33,963.63	\$35,683.04	\$37,489.49	\$39,387.40	\$41,381.39
	Hourly	\$15.16	\$15.93	\$16.74	\$17.58	\$18.47	\$19.41	\$20.39
	Semi-monthly	\$1,314.11	\$1,380.64	\$1,450.53	\$1,523.96	\$1,601.11	\$1,682.17	\$1,767.33
32	Annual	\$31,538.61	\$33,135.25	\$34,812.72	\$36,575.12	\$38,426.73	\$40,372.08	\$42,415.92
	Hourly	\$15.54	\$16.33	\$17.16	\$18.02	\$18.94	\$19.89	\$20.90
	Semi-monthly	\$1,346.96	\$1,415.15	\$1,486.79	\$1,562.06	\$1,641.14	\$1,724.22	\$1,811.51
33	Annual	\$32,327.07	\$33,963.63	\$35,683.04	\$37,489.49	\$39,387.40	\$41,381.39	\$43,476.32
	Hourly	\$15.93	\$16.74	\$17.58	\$18.47	\$19.41	\$20.39	\$21.42
	Semi-monthly	\$1,380.64	\$1,450.53	\$1,523.96	\$1,601.11	\$1,682.17	\$1,767.33	\$1,856.80
34	Annual	\$33,135.25	\$34,812.72	\$36,575.12	\$38,426.73	\$40,372.08	\$42,415.92	\$44,563.23
	Hourly	\$16.33	\$17.16	\$18.02	\$18.94	\$19.89	\$20.90	\$21.96
	Semi-monthly	\$1,415.15	\$1,486.79	\$1,562.06	\$1,641.14	\$1,724.22	\$1,811.51	\$1,903.22
35	Annual	\$33,963.63	\$35,683.04	\$37,489.49	\$39,387.40	\$41,381.39	\$43,476.32	\$45,677.31
	Hourly	\$16.74	\$17.58	\$18.47	\$19.41	\$20.39	\$21.42	\$22.51
	Semi-monthly	\$1,450.53	\$1,523.96	\$1,601.11	\$1,682.17	\$1,767.33	\$1,856.80	\$1,950.80
	Annual	\$34,812.72	\$36,575.12	\$38,426.73	\$40,372.08	\$42,415.92	\$44,563.23	\$46,819.24

**SALARY AND WAGE PLAN**

Range #'s		Step #'s	1	2	3	4	5	6	7
36	Hourly		\$17.16	\$18.02	\$18.94	\$19.89	\$20.90	\$21.96	\$23.07
	Semi-monthly		\$1,486.79	\$1,562.06	\$1,641.14	\$1,724.22	\$1,811.51	\$1,903.22	\$1,999.57
	Annual		\$35,683.04	\$37,489.49	\$39,387.40	\$41,381.39	\$43,476.32	\$45,677.31	\$47,989.72
37	Hourly		\$17.58	\$18.47	\$19.41	\$20.39	\$21.42	\$22.51	\$23.65
	Semi-monthly		\$1,523.96	\$1,601.11	\$1,682.17	\$1,767.33	\$1,856.80	\$1,950.80	\$2,049.56
	Annual		\$36,575.12	\$38,426.73	\$40,372.08	\$42,415.92	\$44,563.23	\$46,819.24	\$49,189.46
38	Hourly		\$18.02	\$18.94	\$19.89	\$20.90	\$21.96	\$23.07	\$24.24
	Semi-monthly		\$1,562.06	\$1,641.14	\$1,724.22	\$1,811.51	\$1,903.22	\$1,999.57	\$2,100.69
	Annual		\$37,489.49	\$39,387.40	\$41,381.39	\$43,476.32	\$45,677.31	\$47,989.72	\$50,419.20
39	Hourly		\$18.47	\$19.41	\$20.39	\$21.42	\$22.51	\$23.65	\$24.85
	Semi-monthly		\$1,601.11	\$1,682.17	\$1,767.33	\$1,856.80	\$1,950.80	\$2,049.56	\$2,153.32
	Annual		\$38,426.73	\$40,372.08	\$42,415.92	\$44,563.23	\$46,819.24	\$49,189.46	\$51,679.68
40	Hourly		\$18.94	\$19.89	\$20.90	\$21.96	\$23.07	\$24.24	\$25.47
	Semi-monthly		\$1,641.14	\$1,724.22	\$1,811.51	\$1,903.22	\$1,999.57	\$2,100.69	\$2,207.15
	Annual		\$39,387.40	\$41,381.39	\$43,476.32	\$45,677.31	\$47,989.72	\$50,419.20	\$52,971.67
41	Hourly		\$19.41	\$20.39	\$21.42	\$22.51	\$23.65	\$24.85	\$26.10
	Semi-monthly		\$1,682.17	\$1,767.33	\$1,856.80	\$1,950.80	\$2,049.56	\$2,153.32	\$2,262.33
	Annual		\$40,372.08	\$42,415.92	\$44,563.23	\$46,819.24	\$49,189.46	\$51,679.68	\$54,295.96
42	Hourly		\$19.89	\$20.90	\$21.96	\$23.07	\$24.24	\$25.47	\$26.76
	Semi-monthly		\$1,724.22	\$1,811.51	\$1,903.22	\$1,999.57	\$2,100.69	\$2,207.15	\$2,318.89
	Annual		\$41,381.39	\$43,476.32	\$45,677.31	\$47,989.72	\$50,419.20	\$52,971.67	\$55,653.36
43	Hourly		\$20.39	\$21.42	\$22.51	\$23.65	\$24.85	\$26.10	\$27.43
	Semi-monthly		\$1,767.33	\$1,856.80	\$1,950.80	\$2,049.56	\$2,153.32	\$2,262.33	\$2,376.86
	Annual		\$42,415.92	\$44,563.23	\$46,819.24	\$49,189.46	\$51,679.68	\$54,295.96	\$57,044.70
44	Hourly		\$20.90	\$21.96	\$23.07	\$24.24	\$25.47	\$26.76	\$28.11
	Semi-monthly		\$1,811.51	\$1,903.22	\$1,999.57	\$2,100.69	\$2,207.15	\$2,318.89	\$2,436.28
	Annual		\$43,476.32	\$45,677.31	\$47,989.72	\$50,419.20	\$52,971.67	\$55,653.36	\$58,470.81
45	Hourly		\$21.42	\$22.51	\$23.65	\$24.85	\$26.10	\$27.43	\$28.81
	Semi-monthly		\$1,856.80	\$1,950.80	\$2,049.56	\$2,153.32	\$2,262.33	\$2,376.86	\$2,497.19
	Annual		\$44,563.23	\$46,819.24	\$49,189.46	\$51,679.68	\$54,295.96	\$57,044.70	\$59,932.58
46	Hourly		\$21.96	\$23.07	\$24.24	\$25.47	\$26.76	\$28.11	\$29.53
	Semi-monthly		\$1,903.22	\$1,999.57	\$2,100.69	\$2,207.15	\$2,318.89	\$2,436.28	\$2,559.62
	Annual		\$45,677.31	\$47,989.72	\$50,419.20	\$52,971.67	\$55,653.36	\$58,470.81	\$61,430.90
47	Hourly		\$22.51	\$23.65	\$24.85	\$26.10	\$27.43	\$28.81	\$30.27
	Semi-monthly		\$1,950.80	\$2,049.56	\$2,153.32	\$2,262.33	\$2,376.86	\$2,497.19	\$2,623.61
	Annual		\$46,819.24	\$49,189.46	\$51,679.68	\$54,295.96	\$57,044.70	\$59,932.58	\$62,966.67
48	Hourly		\$23.07	\$24.24	\$25.47	\$26.76	\$28.11	\$29.53	\$31.03
	Semi-monthly		\$1,999.57	\$2,100.69	\$2,207.15	\$2,318.89	\$2,436.28	\$2,559.62	\$2,689.20
	Annual		\$47,989.72	\$50,419.20	\$52,971.67	\$55,653.36	\$58,470.81	\$61,430.90	\$64,540.84
49	Hourly		\$23.65	\$24.85	\$26.10	\$27.43	\$28.81	\$30.27	\$31.80
	Semi-monthly		\$2,049.56	\$2,153.32	\$2,262.33	\$2,376.86	\$2,497.19	\$2,623.61	\$2,756.43
	Annual		\$49,189.46	\$51,679.68	\$54,295.96	\$57,044.70	\$59,932.58	\$62,966.67	\$66,154.36
50	Hourly		\$24.24	\$25.47	\$26.76	\$28.11	\$29.53	\$31.03	\$32.60
	Semi-monthly		\$2,100.69	\$2,207.15	\$2,318.89	\$2,436.28	\$2,559.62	\$2,689.20	\$2,825.34
	Annual		\$50,419.20	\$52,971.67	\$55,653.36	\$58,470.81	\$61,430.90	\$64,540.84	\$67,808.22

**2.20.340 Steps.** An employee when first appointed to a position in a class shall be assigned to a step on the appropriate pay range based upon qualifications for the position. Upon satisfactory completion of the employee's probationary period, the employee shall be advanced one step. Thereafter, following a satisfactory evaluation of the employee's performance on the anniversary date of his or her appointment to the position, the employee shall be advanced one step until reaching the highest step on the range.

**2.20.350 Payment of Wages and Salaries.** Except for employees being terminated, all wages and salaries shall be paid on the 15th and last day of each month; except that when said date fall on Saturday, Sunday or a holiday, payment shall be made on the last working day preceding the usual date. Part-time and temporary employees shall be paid the hourly wage indicated on the on the salary and wage plan. Full-time regular employees shall be paid the semi-monthly salary indicated on the salary and wage plan; except that if a full-time regular employee was not in pay status for part of the semi-monthly pay period, said employee shall be paid hourly for the hours worked in that period. Employees leaving the job normally will be paid on the regular payday following the date of termination and only upon written clearance from the supervisor that all the Rio Linda Water District's tools, clothing, keys, equipment, etc., have been returned.

**2.20.360 Overtime.** All employees (other than officers) are eligible for overtime pay. No overtime pay, however, shall be made unless the additional work time shall have been authorized in writing, by both the employee's supervisor and by the General Manager. Overtime pay shall be as follows:

- (a) For all time worked in excess of a work day (8 hours) and in excess of a work week (40 hours), an employee shall be paid one-and-one-half times the employee's ordinary hourly rate of pay.
- (b) For all time worked on a regularly scheduled paid holiday, an employee shall be paid one-and-one-half times the employee's ordinary hourly rate of pay in addition to the employee's ordinary salary paid for the holiday.
- (c) Employees not on standby pursuant to 2.20.370 here-inbelow who are called to work on their day off or called back to work after they have left the job, will receive no less than a minimum of two (2) hours overtime pay; employees on standby shall receive no less than fifteen (15) minutes overtime pay per call-out.

**2.20.370 Standby Duty and Pay.**

(A) Compensation for assuming standby duty shall be \$126.00 per week.

(B) To provide for and take care of problems and emergencies that occur outside regular work hours, certain employees shall be assigned to standby duty. Employees on standby duty are subject to call whenever needed. They shall keep themselves available for call and shall answer the after-hours emergency cellular telephone. They shall keep said phone in a location in which they can readily answer it at all times. In addition, the supervisor responsible for their work shall be informed of the normal telephone number by which they can be reached.

(C) Assignment, distribution and rotation of standby duty will be made equally among the employees who have been previously qualified and certified for standby duty, and the District will give reasonable consideration to the desires of the employees when making up the standby duty list. Substitutions and switching of duty assignments will be permitted so long as there is no inconvenience to other employees or the District. Standby duty lasts for seven (7) consecutive days commencing at 7:00 a.m. each Tuesday.

**2.20.390 Termination Pay.** At the time an employee terminates employment with the Rio Linda Water District, the employee shall be compensated for all accumulated paid personal leave and overtime. In addition, where it is deemed appropriate, the General Manager may provide for up to two weeks of severance pay at the employee's then current rate of pay.

**2.20.400 Deductions from Pay.** Deductions from employee's pay shall be made in accordance with prevailing laws, contracts, memorandums of understanding, and administrative rules and procedures established by the General Manager.

**2.20.410 Travel Expenses.** Occasionally employees will be required to travel on business for the District. If the employee uses his own car, the mileage will be paid by the District at a rate of 30 cents per mile. If the employee travels by air, the cost of the airline fare shall be paid by the District in an amount not to exceed the regular coach fare. Lodging will be paid by the District. Meals and other expenses will be reimbursed, or will be covered by a \$45.00 per diem expense advance for travel excluding lodging.

**2.20.500 BENEFIT PROGRAM**

**2.20.510 Benefit Program Defined.** The District's benefit program consists of the following:

(A) a group insurance program including health insurance, dental insurance, vision insurance, and life insurance; and

(B) a retirement program includes participation in the California Public Employees Retirement System (PERS) and a deferred compensation program.

**2.20.520 Contracts for Benefit Program Prevail.** Notwithstanding any other provision herein, where a conflict exists between this policy manual and a lawful contract for an element of the benefit program, the provisions of the contract shall prevail.

**2.20.530 Classes of Employees for Purposes of the Benefit Program.** Two classes of employees are hereby created for purposes of the benefit program as follows: (1) supervisory employees, including all employees in job classifications which involve the regular supervision of other employees; and (2) non-supervisory employees, including all employees other than supervisory employees.

**2.20.540 Payment of Premiums on Group Insurance.** The District shall pay the premiums on group insurance programs for coverage of the employee thereunder. For dependant coverage as permitted under each particular insurance contract, for dependants enrolled the District shall pay one-half ( $\frac{1}{2}$ ) of the premium for non-supervisory employees and all the premium for supervisory employees.

**2.20.550 Eligibility for Group Insurance Coverage.** Only full-time employees shall be eligible for group insurance coverage. Such full-time employees shall become eligible for coverages indicated in each insurance coverage contract, or upon the beginning of their first full month of employment in the absence of a contract provision. Eligibility for dependent coverage shall be as described in each insurance coverage contract.

**2.20.560 Public Employees Retirement System.** Employees will be enrolled in the California Public Employees Retirement System as required by the District's contract and law. The District will pay all contributions required of it as the employer. Employee contributions shall be withheld from paychecks at a rate of seven percent (7%) of gross wages. Other contributions on behalf of or by an employee may be made pursuant to law and special agreements.

**2.20.570 Deferred Compensation Program.** The District has entered into a deferred compensation program for employees who wish to participate. Employees may contribute to the program as permitted by law and the contract.

**2.20.580 Benefit Program Subject to Review.** The Board reserves the right to review and revise the scope of coverage and payment of costs of the elements of the benefit program.

RESOLUTION NO. 1996-09-01

A RESOLUTION ADDING CHAPTER 2.15 TO THE POLICY MANUAL PROVIDING FOR A CLASSIFICATION PLAN INCLUDING JOB DESCRIPTIONS FOR ALL POSITIONS OF EMPLOYMENT WITH THE DISTRICT

WHEREAS, §30580 of the Water Code provides that the General Manager shall "prescribe the duties of employees and assistants"; and,

WHEREAS, §30581 of the Water Code provides that, in addition to the duties prescribed by statute, the General Manager shall "perform other duties imposed by the Board"; and,

WHEREAS, the Board and the General Manager wish to establish a classification plan for all positions of employment with the District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Rio Linda Water District as follows:

1. Chapter 2.15 of the Rio Linda Water District Policy Manual as attached hereto is hereby adopted.

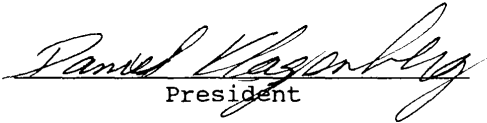
2. The job descriptions for the following positions, as recommended by the General Manager, are hereby approved for inclusion in the Classification Plan as provided by Chapter 2.15 of the Policy Manual:

- A. Water Utility Worker
- B. Water Utility Operator
- C. Water Utility Supervisor
- D. Secretary/Receptionist
- E. Accounting Technician
- F. Administrative Supervisor
- G. General Manager/District Secretary

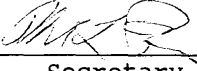
3. Existing policy in conflict with the provisions of this resolution is hereby repealed.

INTRODUCED AND ADOPTED on this 11th day of September, 1996, by the following vote:

AYES, in favor hereof: Griffin, Klagenberg, Surratt, Wickham  
NOES: None  
ABSENT: Paine

  
President

ATTEST:

  
Secretary

**Chapter 2.15**  
**CLASSIFICATION PLAN**  
*(Resolution 1996-09-01)*

**Sections:**

- 2.15.010 Purpose of Classification Plan**
- 2.15.020 Definitions**
- 2.15.030 Composition of the Classification Plan**
- 2.10.040 Use of Classes**
- 2.10.050 Adoption and Amendment of Classification Plan**

**2.15.010 Purpose of Classification Plan** Every position of employment with the Rio Linda Water District shall be assigned an appropriate classification based on the duties and responsibilities of such position. The purpose of the classification plan is to standardize titles, each of which is indicative of a definite range of duties and responsibilities, and has the same meaning throughout the organization.

**2.15.020 Definitions.** For purposes of this Chapter, certain terms, phrases, words and their derivatives shall be construed as specified in this section:

- (1) "class" shall mean a group of positions which are sufficiently alike in general duties and responsibilities to warrant the use of the same title, job description, and pay rate;
- (2) "classification" shall mean the act of grouping positions in classes with regard to (1) duties and responsibilities, (2) requirements for experience, ability, education and knowledge, (3) tests of fitness, and (4) range of pay;
- (3) "job description" shall mean a written description of a class consisting of a class title, a general statement of level or work, and of the distinguishing features of work, examples of duties, and the desirable qualifications for the class.

**2.15.030 Composition of the Classification Plan.** The classification plan shall consist of a grouping by classes of positions which are approximately equal in difficulty and responsibility, which call for the same general qualifications, and which can be equitably compensated within the same range of pay under similar working conditions. Each such class shall have a job description which will include: a concise, descriptive title; a



general description of the duties and responsibilities of positions in the class; an itemization of the duties of positions in the class; a statement of desirable qualifications for someone in the position; a statement of the minimum required qualifications for filling such positions; and such other information as may be deemed necessary or desirable.

**2.15.040 Use of Classes.** Class titles are to be used in all personnel, accounting, budget, appropriation and financial records. No person will be appointed to or employed in a position under a title not included in the classification plan. Class job descriptions are to be interpreted in their entirety and in relation to others in the classification plan. Particular phrases or examples are not to be isolated. Job descriptions are deemed to be generally descriptive and explanatory of the kind of work performed and not necessarily inclusive of all duties performed.

**2.15.050 Adoption and Amendment of Classification Plan.** The classification plan may be amended from time-to-time only as recommended by the General Manager and approved by resolution of the Board of Directors.

**WATER UTILITY WORKER**

**GENERAL STATEMENT OF DUTIES:**

Assists with the operation and maintenance of the District water treatment, water collection and distribution system; reads water meters; operates tools, light trucks, and light construction machinery.

**SUPERVISION RECEIVED:**

Works under the immediate supervision of the Water Utility Supervisor or Water Utility Operator.

**SUPERVISION EXERCISED:**

Supervision ordinarily is not a responsibility of this class.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Assists operators with maintenance and operation of the District water system; performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, main and pipe repair, laying and backfilling; installs and maintains pumps, valves, mains, services, meters, and related water distribution facilities and appurtenances.

Reads water meters; turns services off and on; meets with customers to identify service locations and resolve service problems.

Operates and performs regular routine maintenance on equipment used in water system, including vehicles, pumps, and other equipment.

Performs other related duties as required.

**PERIPHERAL DUTIES:**

Serves on various employee or other committees as assigned.

**DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience:**

Two years experience in construction and maintenance related to utility facilities; possession of a current California Department of Health Water Treatment Operator Grade I certificate or the ability to obtain one within one year from employment; possession of a valid California driver's license or

the ability to obtain one within one (1) month of employment; graduation from high school; or any equivalent combination of experience, training, and certification.

**Necessary Knowledge, Skills and Abilities:**

Familiarity with the use of a variety of construction tools, equipment, and machinery; ability to perform routine maintenance on light vehicles; ability to work harmoniously with other employees; ability to use tact and judgement when dealing with the public; ability to lift heavy objects and perform sustained manual work.

**SPECIAL REQUIREMENTS :**

- Must be bondable.
- Must possess a valid driver's license.
- Must pass a drug screening test.

**TOOLS AND EQUIPMENT USED:**

Motorized vehicles and equipment, including pickup truck, utility truck, tamper, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, hand-held computer.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; driving records will be evaluated; drug screening is mandatory, as is a physical to determine capability to meet the physical demands of the job.

**GENERAL**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## **WATER UTILITY OPERATOR**

### **GENERAL STATEMENT OF DUTIES:**

Operates and maintains the District water system including the well, treatment, storage, and distribution facilities; prepares reports for regulatory agencies; and performs chemical tests for water quality.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Water Utility Supervisor who reviews work for conformance to established standards and procedures.

### **SUPERVISION EXERCISED:**

Supervision ordinarily is not a responsibility of this class; may supervise trainees, part-time or temporary staff as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Operates District water system; makes necessary tests for water quality and adjusts chemical systems as indicated; performs systematic checks electrical system, pumps, tanks and other system components; maintains operating records as required by law; keeps water system facilities in a clean, neat, and orderly fashion.

Installs and maintains pumps, valves, mains, services, meters, and related water distribution facilities and appurtenances.

Operates and maintains equipment used in water system construction, including backhoe/front end loader, jackhammer, dump truck, tamper, etc.

Reads water meters; turns services off and on; meets with customers to identify service locations and resolve service problems.

Maintains inventory of chemicals at wells and assures the safe handling of caustic and toxic materials.

Performs routine water quality testing; gathers information for reports needed for regulatory agencies and assures conformance of operations to regulatory standards.

Conducts tours of the District utility system and responds to citizen inquiries regarding water quality or problems with pressure or volume.

Performs other related duties as required.

**PERIPHERAL DUTIES:**

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, main and pipe repair, laying and backfilling.

Operates and performs regular routine maintenance on equipment used in water system, including vehicles and other equipment.

Serves on various employee or other committees as assigned.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

Two years experience in the operation and maintenance of a water utility or four years experience in pipeline or other underground construction; possession of a current California Department of Health Water Treatment Operator Grade II certificate or the ability to obtain one within one year of employment; possession of a valid Class C California driver's license or the ability to obtain one within one (1) month of employment; graduation from high school; or any equivalent combination of experience, training and certification.

Necessary Knowledge, Skills and Abilities:

Familiarity with proper practices in the construction, maintenance and operation of a water utility; familiarity with federal and state regulations regarding water quality control and distribution of potable water; familiarity with pumps, telemetry, and other related water system equipment; ability to operate equipment such as a backhoe, tamper, etc.; ability to work harmoniously with other employees; ability to make decisions independently in accordance with established policy and to use initiative and judgement in carrying out tasks and responsibilities with only general instruction and guidance; ability to use tact and judgement when dealing with the public; ability to lift heavy objects and perform sustained manual work.

**SPECIAL REQUIREMENTS :**

- Must be bondable.
- Must possess a valid driver's license.
- Must pass a drug screening test.

**TOOLS AND EQUIPMENT USED:**

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, backhoe, tamper, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, hand-held computer,

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; driving records will be evaluated; drug screening is mandatory, as is a physical to determine capability to meet the physical demands of the job.

**GENERAL**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



## **WATER UTILITY SUPERVISOR**

### **GENERAL STATEMENT OF DUTIES:**

Performs a variety of supervisory, construction, technical, operations, and maintenance work in the operation, repair, maintenance, replacement and construction of the District water system.

### **SUPERVISION RECEIVED:**

Works under the general direction of the General Manager who reviews work for effectiveness in conformance to established policy.

### **SUPERVISION EXERCISED:**

Exercises direct supervision over Water Utility Operators and Maintenance Workers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Plans, schedules, implements and oversees construction, maintenance, and operation activities in order to assure quality water service for District customers; standardizes department policies and procedures to improve efficiency and effectiveness of operations.

Reviews project plans of others for compliance with District regulations and standards and inspects work for compliance with approved plans.

Assures the operation of the water quality sampling program and the proper reporting related thereto in order to conform county, state, and federal regulations; maintains operations records and prepares reports based on those records.

Supervises, instructs and assists assigned crews in installing and relocating water lines, valves, fire hydrants and meters, and maintaining the existing water supply system.

Responds to or assures the proper response to complaints regarding water quality, leaks, pressure loss or no water; explains findings to property owners if necessary.

Trains, supervises and disciplines subordinate employees performing the duties of maintenance, construction and operation of the District water system.

Supervises the use of and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and operation of the District water system; requisitions such materials,

supplies and equipment as needed and budgeted; insures that all necessary materials, supplies and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools and supplies from the store room.

Analyzes annual operating costs and makes recommendations for department budget.

Oversees the safety of Utility Operators and Workers by instructing individuals in proper safety procedures and monitoring work in progress and performs the duties of District Safety Officer.

Develops and maintains a procedures manual for all departmental operations.

Performs the duties of Utility Operator as needed and related duties as required.

**PERIPHERAL DUTIES:**

Operates a variety of power construction and maintenance equipment used in the water, sewer and street department.

Assists the General Manager with the development of a capital improvement and replacement program for the District and the development of short term and long range plans.

Serves on various employee, regional association, or other committees as assigned.

**DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience:**

Seven years experience in the operation and maintenance of a water utility at a responsible level; possession of a current California Department of Health Water Treatment Operator Grade II certificate and a American Water Works Association Water Distribution Operator certificate Grade I; possession of a valid Class C California driver's license or the ability to obtain one within one (1) month of employment; graduation from high school; or any equivalent combination of experience, training and certification.

**Necessary Knowledge, Skills and Abilities:**

Thorough knowledge of equipment, facilities, materials, methods and procedures used in the construction and maintenance of public water systems; ability to guide, direct and motivate employees; ability to operate and maintain various equipment used in water maintenance and repair such as backhoe, dump trucks, etc.; ability to organize and supervise the activities of various crews performing construction and maintenance work; ability to communicate effectively, verbally and in writing;

ability to make decisions independently in accordance with generally accepted construction practices and established policy and to use initiative and judgement in carrying out tasks and responsibilities with only general instruction and guidance; ability to use tact and judgement when dealing with the public; ability to lift heavy objects and perform sustained manual work.

**SPECIAL REQUIREMENTS :**

Must be bondable.  
Must possess a valid driver's license.  
Must pass a drug screening test.

**TOOLS AND EQUIPMENT USED:**

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, backhoe, tamper, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, hand-held computer, personal computer (including word processing and other software), copy and fax machine.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet

and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; driving records will be evaluated; drug screening is mandatory, as is a physical to determine capability to meet the physical demands of the job.

**GENERAL**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**SECRETARY/RECEPTIONIST**

**GENERAL STATEMENT OF DUTIES:**

Performs a variety of routine and complex clerical, secretarial, data processing, accounts receivable, bookkeeping, reception and administrative work associated with the operation of the District Office.

**SUPERVISION RECEIVED:**

Works under the supervision of the Administrative Supervisor.

**SUPERVISION EXERCISED:**

Supervision ordinarily is not a responsibility of this class; may supervise part-time or temporary staff as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Receives and stamps incoming mail, reviews mail with the General Manager and distributes as directed; processes outgoing mail.

Provides assistance to the General Manager in meeting management; copies, assembles and distributes Board agenda packets and background materials; prepares draft minutes of meetings from tapes.

Maintains District filing system and filing indices and District library; maintains agenda packet binders, minute books, ordinance books and resolution books; updates policy and procedure books as directed.

Develops and maintains office forms and procedures.

Assists Administrative Supervisor with administrative and accounting tasks; assists Water Utility Supervisor with administrative and reporting tasks.

Answers central telephone system and mobile radio base station.

Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.

Serves as cashier including receipting of utility payments and various other payments, and posting monies to appropriate accounts.

**PERIPHERAL DUTIES:**

Provides backup to the Accounting Technician.

Composes, types, and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Prepares and maintains office supply inventory.

Serves on or provides support for various employee, regional association, or other committees as assigned.

Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services.

**DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience:**

Three years of experience in a responsible secretarial position with exposure to legal or governmental documents and graduation from a senior high school with a course work emphasis on business skills; completion of community college or business school secretarial training may be substituted for one year of experience; or any satisfactory combination of experience, training and skills.

**Necessary Knowledge, Skills and Abilities:**

Knowledge of standard office practices and of business English, spelling, composition, and math; excellent typing skills; computer experience with word processing and spreadsheets; ability to make decision independently in accordance with established policy; ability to use tact and judgement in dealing with the public.

**SPECIAL REQUIREMENTS :**

Must be bondable.

Must pass a drug screening test.

**TOOLS AND EQUIPMENT USED:**

Personal computer, including accounting, billing, word processing and spreadsheet software; typewriter, 10-key calculator, phone, copy machine, fax machine and mail processing equipment.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. A physical examination by a licensed physician selected by the District will be required prior to employment to determine if the applicant can meet the physical demands of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands, wrists, and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately noisy.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; driving records will be evaluated; drug screening is mandatory, as is a physical to determine capability to meet the physical demands of the job.

**GENERAL**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## **ACCOUNTING TECHNICIAN**

### **GENERAL STATEMENT OF DUTIES:**

Performs routine clerical, accounting, and administrative support work in utility billing, data processing, accounts receivable, and general administration.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Administrative Supervisor according to a relatively fixed work routine.

### **SUPERVISION EXERCISED:**

Supervision ordinarily is not a responsibility of this class; may supervise part-time or temporary staff as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Processes work orders for utility disconnections, reconnections, new orders, and other public works service requests.

Processes meter reading data; prepares and mails utility bills; maintains current customer account files; assists in reconciling utility billing activity with the general ledger.

Receives telephone calls and citizen visits concerning utility billings or services; handles questions and matters of a more technical nature; responds to citizen complaints.

Pursues collection of delinquent utility accounts, including preparation and mailing of final notices, shut-off and turn-on orders, establishing and monitoring payment schedules, customer follow-up account research, preparing liens and write-offs when appropriate.

Maintains a daily cash balance; balances cash on hand against receipts; prepares and balances deposits; makes a listing of deposits by accounts; examines receipts for accuracy and completeness; follows up on collection of NSF checks.

Prepares periodic utility, financial, statistical or operational reports as assigned.

Does related work as required.



**PERIPHERAL DUTIES:**

Provides clerical support to other staff as required.

Receives the public and answers questions; responds to inquiries from employees, customers and others and refers, when necessary, to appropriate persons.

Processes outgoing mail.

Composes, inputs, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Serves on various employee or other committees as assigned.

**DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience:**

Graduation from an high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing; and three years of increasingly responsible receivables related experience including collections (completion of community college or business school bookkeeping or data processing training may be substituted for one year of experience); or any equivalent combination of education and experience.

**Necessary Knowledge, Skills and Abilities:**

Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures and computers and data processing; skill in to operating listed tools and equipment; ability to perform arithmetic computations accurately and quickly; ability to communicate effectively and tactfully verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions.

**SPECIAL REQUIREMENTS :**

Must be bondable.

Must pass a drug screening test.

**TOOLS AND EQUIPMENT USED:**

Personal computer, including accounting, billing, word processing and spreadsheet software; typewriter, 10-key calculator, phone, copy machine, fax machine and mail processing equipment.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. A physical examination by a licensed physician selected by the District will be required prior to employment to determine if the applicant can meet the physical demands of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands, wrists, and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately noisy.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; driving records will be evaluated; drug screening is mandatory, as is a physical to determine capability to meet the physical demands of the job.

**GENERAL**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## **ADMINISTRATIVE SUPERVISOR**

### **GENERAL STATEMENT OF DUTIES:**

Performs routine supervisory and complex clerical, administrative, and data processing work in maintaining the fiscal records and systems of the District, billing of utility services, supporting the administration of the District's standard operating policies and procedures, and providing administrative support to the General Manager.

### **SUPERVISION RECEIVED:**

Works under the general direction of the General Manager who reviews work for effectiveness in conformance to established policy.

### **SUPERVISION EXERCISED:**

Exercises direct supervision over Accounting Technicians and Secretary/Receptionists.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Maintains District accounting system; inputs data into financial accounting system; makes journal entries to balance and close monthly books in general ledger, revenue and expense accounts; reconciles general ledger and subsidiary accounts; reconciles bank accounts.

Performs accounts payable functions: processes invoices for payment; matches invoice with purchase order; checks all invoices for accuracy; verifies account codes for proper assignment of budget expenditure; prepares automated and manual checks for signature; mails checks; prepares list of checks for Board approval.

Supervises the operation of the water billing system; reviews water billings for correctness and accuracy and re-figures bills which have been issued to customers improperly; receives telephone calls and citizen visits concerning water bills; handles questions and matters of a more technical nature; responds to citizen complaints; pursues collection of delinquent utility accounts, including customer follow-up account research, preparing liens and write-offs for approval, appearing in court to testify in behalf of District, when appropriate.

Assures the reconciliation of daily cash balance and balancing cash on hand against receipts; reviews deposits for accuracy.

Maintains employee payroll and leave records; compiles payroll data such as hours worked; determines taxes, insurance, and retirement to be withheld and/or paid by the District on behalf of em-

ployee; prepares paychecks for signature; enters payroll information into general ledger; prepares payroll tax deposits and reports, group insurance payments and reports, retirement system payments and reports, and similar information.

Prepares periodic financial, statistical or operational reports and a variety of studies, reports and related information as assigned.

Meets with General Manager to develop clerical support work schedules and expedites workflow in order to provide support for all administrative functions of the District.

Trains, supervises and disciplines subordinate employees performing the clerical and accounting duties in the District Office.

Develops and maintains a procedures manual for all departmental operations.

Performs the duties of Accounting Technician and Secretary/Receptionist as needed and related duties as required.

**PERIPHERAL DUTIES:**

Interacts with vendors on invoices and questions regarding payments.

Answers payroll and leave related questions from employees.

Assists the General Manager in the development of the annual budget and the capital improvement and replacement program and the development of short term and long range plans.

As needed or as directed, composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Serves on various employee, regional association, or other committees as assigned.

**DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience:**

Five years experience as a bookkeeper with full responsibility for payables, receivables, payroll, and general ledger preferably in a water utility or local governmental setting; completion of high school or college courses in accounting principals and computer use; graduation from high school or possession of a GED; possession of a bachelor's degree in accounting may be substituted for up to two years of experience; possession of a valid California Driver's License or the ability to obtain one within one (1) month from employment.

Necessary Knowledge, Skills and Abilities:

Thorough knowledge of double entry accounting theory, principles and practices, auditing theory and practices, internal control procedures, and bookkeeping and accounting procedures and systems; working knowledge of computers and electronic data processing, including LAN, accounting, word processing and spreadsheet software; working knowledge of modern office practices and procedures; ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to maintain effective accounting procedures, ability to carry out assigned projects to their completion without supervision; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions; ability to work with angry or difficult customers.

**SPECIAL REQUIREMENTS:**

Must be bondable.  
Must pass a drug screening test.

**TOOLS AND EQUIPMENT USED:**

Personal computer, including accounting, billing, word processing and spreadsheet software; typewriter, 10-key calculator, phone, copy machine, fax machine and mail processing equipment.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. A physical examination by a licensed physician selected by the District will be required prior to employment to determine if the applicant can meet the physical demands of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands, wrists, and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately noisy.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; driving records will be evaluated; drug screening is mandatory, as is a physical to determine capability to meet the physical demands of the job.

**GENERAL**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**GENERAL MANAGER/DISTRICT SECRETARY**

**GENERAL STATEMENT OF DUTIES:**

As the statutory chief executive officer, performs high level administrative, technical and professional work in directing and supervising the administration and operations of the District.

**SUPERVISION RECEIVED:**

Works under the broad policy guidance of the Board receiving direction only through a vote taken by the Board.

**SUPERVISION EXERCISED:**

Exercises supervision over all District employees either directly or through subordinate supervisors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Has full charge and control of the administration, maintenance, operation, and construction of the water-works system of the district; manages and supervises all operations of the District to achieve goals within available resources.

Prescribes the duties of District employees and fixes and alters the compensation of employees subject to approval by the board; plans and organizes workloads and staff assignments; trains, motivates and evaluates immediate subordinates; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; Provides professional advice to the Board of Directors; gathers, interprets, and prepares data for studies, reports and recommendations; communicates official plans, policies and procedures to staff and the general public.

Advises the Board of financial conditions and current and future District needs; as chief fiscal officer, (a) prepares the annual budget for Board consideration and adoption, and maintains proper budgetary control through the establishment and maintenance of a budgetary accounting system in a manner consistent with state law; and (b) prior to the issuance of checks to pay demands made against the District, reviews and approves such demands as required under the Government Code.

Acts as agent of the Board of Directors in relationships with other consultants, contractors, engineers, legal counsel, accountants, and auditors employed and retained by the District.

Acts as representative of the District in working with county, regional, state and federal agencies concerned with water and construction projects.

Acts as the District's public relations officer, endeavoring to keep the community informed of the District's efforts to operate and maintain an efficient program.

Acts as the purchasing agent of the District, developing specifications for purchases and assuring conformance to District purchasing policy.

Serves as custodian of official District records and public documents; performs certification and recording for the District as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring District certification.

Attends all meetings of the Board and committees; addresses all matters coming before the Board and, to such extent reasonably possible, prepares written reports on all matters coming before the Board; oversees an accurate recording of the proceedings, preparation of the minutes proper legislative terminology, recording, indexing and filing for the public record; distributes information as requested.

Prepares or supervises the preparation of agendas, materials, minutes and records of meetings.

Oversees the compilation of resolutions and ordinances into the District policy manual.

Prepares and advertises meeting agendas, bid and other advertisements, and legal notices of public hearings and special meetings.

Performs the duties of Administrative Supervisor and Water Utility Supervisor as needed.

**PERIPHERAL DUTIES:**

Attends local, regional and national meetings, seminars and workshops related to duties and responsibilities.

Accepts claims for damages and other legal papers served on the District.

Assures the proper response to complaints regarding water quality, leaks, pressure loss or no water and to complaints regarding billings; explains findings to property owners if necessary; makes adjustments to billings when appropriate.



**DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience:**

Graduation from an accredited four-year college or university with a degree in public administration, political science, business management or a closely related field; seven (7) years of experience as a manager or assistant manager in a California governmental agency operating a water utility (a masters degree or registration as a professional engineer may be substituted for two years of experience); possession of a current California Department of Health Water Treatment Operator Grade II ( or higher) certificate or the ability to obtain one within one year of employment; possession of a valid Class C California driver's license or the ability to obtain one within one (1) month of employment.

**Necessary Knowledge, Skills and Abilities:**

Considerable knowledge of modern policies and practices of public administration; working knowledge of utility law, finance, human resources, and management; skill in preparing and administering public agency budgets; skill in planning, directing and administering governmental programs; ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, officials and the public; some knowledge of civil engineering principles, practices and methods as applicable to a water utility setting; working knowledge of applicable laws, standards and regulations relating to construction, inspection, safety and traffic control; skill in reading and interpreting construction drawings, plans and specifications.

**SPECIAL REQUIREMENTS :**

Must be bondable.  
Must pass a drug screening test.

**TOOLS AND EQUIPMENT USED:**

Requires frequent use of personal computer (including a local area network, data base, word processing and spreadsheet programs), calculator, telephone, copy machine, fax machine, motor vehicle and mobile radio.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various construction sites or facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; driving records will be evaluated; drug screening is mandatory, as is a physical to determine capability to meet the physical demands of the job.

**GENERAL**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Anything contained within this job description which conflicts with state law or Chapter 2.10 of the Policy Manual is invalid.