



FALLBROOK PUBLIC UTILITY DISTRICT
MEETING OF THE PERSONNEL COMMITTEE

AGENDA

PURSUANT TO WAIVERS TO CERTAIN BROWN ACT PROVISIONS UNDER EXECUTIVE ORDERS ISSUED BY GOVERNOR NEWSOM RELATED TO THE COVID-19 STATE OF EMERGENCY, THIS MEETING WILL BE CONDUCTED VIA TELECONFERENCE USING THE BELOW INFORMATION, AND THERE WILL BE NO PHYSICAL LOCATION FROM WHICH MEMBERS OF THE PUBLIC MAY PARTICIPATE.

INSTEAD MEMBERS OF THE PUBLIC ARE ENCOURAGED TO PARTICIPATE IN THE COMMITTEE MEETING VIA TELECONFERENCE USING THE BELOW CALL-IN AND WEBLINK INFORMATION

MEMBERS OF THE PUBLIC MAY ALSO SUBMIT PUBLIC COMMENTS AND COMMENTS ON AGENDA ITEMS IN ADVANCE IN ONE OF THE FOLLOWING WAYS:

- BY EMAILING TO OUR BOARD SECRETARY AT LECKERT@FPUD.COM
- BY MAILING TO THE DISTRICT OFFICES AT 990 E. MISSION RD., FALLBROOK, CA 92028
- BY DEPOSITING THEM IN THE DISTRICT'S PAYMENT DROP BOX LOCATED AT 990 E. MISSION RD., FALLBROOK, CA 92028

ALL COMMENTS SUBMITTED BY WHAT EVER MEANS MUST BE RECEIVED AT LEAST ONE HOUR IN ADVANCE OF THE MEETING. ALL COMMENTS WILL BE READ TO THE BOARD DURING THE APPROPRIATE PORTION OF THE MEETING. PLEASE KEEP ANY WRITTEN COMMENTS TO 3 MINUTES. THESE PUBLIC COMMENT PROCEDURES SUPERSEDE THE DISTRICT'S STANDARD PUBLIC COMMENT POLICIES AND PROCEDURES TO THE CONTRARY.

AUDIO CALL-IN +1 (408) 418-9388
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<https://fallbrookpublicutilitydistrict.my.webex.com/fallbrookpublicutilitydistrict.my/j.php?MTID=m7f12fe243645f0d5c04fa84934e02d4e>

THURSDAY, APRIL 16, 2020
9:00 A.M.

FALLBROOK PUBLIC UTILITY DISTRICT
990 E. MISSION RD., FALLBROOK, CA 92028
PHONE: (760) 728-1125

If you have a disability and need an accommodation to participate in the meeting, please call the Board Secretary at (760) 999-2704 for assistance.

I. PRELIMINARY FUNCTIONS

CALL TO ORDER / ROLL CALL

PUBLIC COMMENT

II. ACTION / DISCUSSION -----(ITEMS A)

A. UPDATES TO PERSONNEL SECTIONS OF THE ADMINISTRATIVE CODE

III. **ADJOURNMENT OF MEETING**

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DECLARATION OF POSTING

I, Lauren Eckert, Executive Assistant/Board Secretary of the Fallbrook Public Utility District, do hereby declare that I posted a copy of the foregoing agenda in the glass case at the entrance of the District Office located at 990 East Mission Road, Fallbrook, California, at least 72 hours prior to the meeting in accordance with Government Code § 54954.2(a).

I, Lauren Eckert, further declare under penalty of perjury and under the laws of the State of California that the foregoing is true and correct.

April 13, 2020
Dated / Fallbrook, CA

/s/ Lauren Eckert
Executive Assistant/Board Secretary

M E M O

TO: Personnel Committee
FROM: Jack Bebee, General Manager
DATE: April 16, 2020
SUBJECT: Updates to Personnel Sections of the Administrative Code

Summary

The District Administrative Code is the overarching governing document for the administration of the District. While some sections have recently been updated there are some sections that are outdated and still need some significant revisions.

The personnel related sections (Existing Sections 4-13) are largely outdated and contain information that is associated with the detailed administration of the District instead of Board level policy and direction.

Due to the level of detail currently in the code, Board approval for revisions are required when there are small changes, which has resulted in the code being out of date.

It is recommended to combine and update Sections 4-13 into one general personnel section per the attached. The attached Section 4, better represents current practices and is consistent with the Memorandum of Understandings adopted by the Board with the Employee and Management Associations and current policies and laws. In addition, currently the entire personnel regulations are incorporated by reference into the administrative code. These regulations get into additional administrative details such as beard and uniform policy.

The Personnel Regulations also need to be updated significantly to be consistent with the MOU's and current regulations. It is recommended to move the personnel regulations out of the administrative code and allow for the personnel regulations to be modify by notifying the personnel committee of proposed changes versus requiring full Board approval for each change. The Table of contents of the existing and proposed Personnel Regulations are attached.

Once the Personnel Regulations are updated they will be brought to the Personnel committee for review.

Budgetary Impact

There is no budgetary impact for the proposed changes.

Recommended Action

That Personnel Committee recommends that the Board adopt a resolution repealing Administrative Code Sections 4-13 and replacing with the attached Section 4.

Attachment A
(Proposed Administrative Code Article 4)

Article – Personnel (Article will replace existing Articles 4-13)

4.1 General Manager

The General Manager shall be appointed by and serve at the pleasure of the Board. The General Manager's compensation including, salary, benefits and other terms and conditions of employment shall be determined by the Board and contained in an employment contract. Annually each member of the Board shall be requested to complete and return to the secretary of the Board an evaluation of the General Manager. The evaluation shall be in a format as approved by the Board.

The General Manager is responsible for efficient administration of all duties of the District, except those delegated to General Counsel or another officer appointed directly by the Board or reserved for the Board itself.

The General Manager shall employ such personnel as necessary to administer, operate and maintain the District. Each Manager shall have charge of his/her respective Department and be responsible to the General Manager.

Any changes to the number of positions employed by the District or increases in the compensation for a position shall be approved by the Board.

In the event of a temporary absence or disability of the General Manager, the Assistant General Manager shall perform the duties in his/her absence. If there is no Assistant General Manager, the General Manager may appoint a qualified manager to perform his/her duties in his absence. If an absence exceeds 6 months, the Board may appoint a new General Manager.

4.2 Memorandums of Understanding

The memorandums of understandings listed below are incorporated into this document by reference:

1. Memorandum of Understanding between the District and Employees' Association dated July 1, 2019 – June 30, 2022.
2. Memorandum of Understanding between the District and Management Employees' Association dated July 1, 2019 – June 30, 2022.

Any modification to the Memorandums of Understanding are subject to the meet and confer process and must be adopted by the Board of Directors.

4.3 Personnel Regulations

The District's Personnel Regulations shall include mandatory policies, as directly mandated by law, such as an equal employment opportunity (EEO) policy; and other

policies that are important to carrying out the District's personnel-related functions and operations, such as attendance requirements and disciplinary procedures.

The Personnel Regulations may include language also contained within one or both of the current Memoranda of Understanding (MOU). If a discrepancy exists between the language in the Personnel Regulations and one or both MOU, the MOU language shall prevail.

Modifications to the Personnel Regulations that do not result in a modification to MOU language shall be reviewed with the Personnel Committee. The Personnel Committee may request that the changes be approved by the full Board. Changes to the Personnel Regulations may be subject to the "meet and confer" process.

4.4 Expense Reimbursement and Code of Conduct

4.4.1 Expenses Incurred on District Business.

Employees of the District are called upon to travel in conjunction with their job functions. Federal and State codes permit and provide guidance for reimbursement of expenses and compensation to employees while traveling on District business. The District will compensate employees while traveling in accordance with the District's Personnel policy and applicable Memorandums of Understanding (MOUs).

4.5 Code of Conduct.

Fallbrook Public Utility District relies on the ethical and responsible conduct of all employees. Even the appearance of unethical or irresponsible conduct can be damaging to the public's trust in the District. Employees are expected to conduct themselves fairly, honestly, in good faith, and in accordance with the highest ethical and professional standards and to comply with applicable laws, regulations, contractual obligations, and District policies. The purpose of this Code of Ethics is to set a standard of conduct for all employees. Accordingly, the FPUD Board of Directors adopted this Code of Ethics to:

1. Provide an ongoing source of guidance to employees, in the performance of their duties and their day-to-day service to the District and citizens of Fallbrook; and
2. Promote and maintain a culture of ethics.

4.5.1 General Rule with Respect to Conflicts of Interest.

A conflict of interest exists when you have a personal or professional interest that is, or appears to be, at odds with the best interests of the District. Employees shall not engage in or hold any direct or indirect interest in any business or transaction that

may conflict with their official duties for the District. Further, employees should not engage in conduct that could reasonably give rise to the appearance of wrongdoing.

4.5.2 Acceptance of Gifts, Gratuities or Benefits.

Employees shall not accept any gifts, gratuities, or benefits, which a reasonable person would believe is provided to the employee primarily because of his/her official position, if ANY of the following apply:

1. A reasonable person would believe it is intended or is likely to cause the employee to act in a preferential manner towards the donor;
2. A reasonable person would believe the employee is under an obligation to or influence of the donor;
3. The item consists of cash or anything easily convertible to cash (e.g., entertainment tickets), regardless of the amount or value; or
4. The value of the gift exceeds \$25 or the accumulation of the value of gifts from a single donor to the employee exceeds \$50 in a 12-month period.

For the purposes of this section, the terms gift, benefit and gratuity shall mean the transfer of cash, goods or services without reasonable and valuable consideration.

An employee shall disclose the nature of any benefit, gift or gratuity and all relevant circumstances to his or her supervisor, the General Manager, or his/her designee, in order to evaluate the reasonableness of any such benefit, gift or gratuity.

4.5.3 Actions and Conduct Designed to Build Public Confidence.

Employees shall be impartial and dedicated to the best interests of the District. They are required to conduct themselves, both inside and outside the District's service, so as not to cause doubt of their impartiality or dedication to the District's best interests.

Employees shall also avoid perceived conflicts of interest, which are actions that the public may consider evidence of preferential service or a lack of neutrality in dealing with work-related issues.

4.5.4 Use of Confidential Information.

Employees shall not disclose confidential information acquired by or available to them in the course of their employment with the District or use such

information for personal gain. This applies to improper disclosure within the organization as well as to the public.

4.5.5 Use of District Employment and Facilities for Private Gain.

Employees shall not use, for private gain or advantage, their District time or the District's facilities, equipment or supplies, nor shall they use or attempt to use their position to secure unwarranted privileges or exemptions for themselves or others.

4.5.6 Contracts with the District.

Employees shall not be involved in any way with any contract or sale in which they have a financial interest. This means that an employee shall not exercise any discretionary powers for, nor make any recommendations on behalf of or to the District with respect to any contract or sale involving the District if that employee is directly or indirectly financially interested in the contract or sale. This prohibition is not limited to the actual execution of a contract or sale; it covers the entire contracting process, including advising and participating in preliminary discussions, negotiations, compromises, reasoning, planning, drawing of plans and specifications and solicitation of bids.

4.5.7 Personal Investments.

Employees shall not make personal investments which could create a substantial conflict between their private interests and the public interests. If an employee has a financial interest in a matter coming before him or her, or before the department in which s/he is employed, s/he shall disqualify him or herself from any participation in the matter. Employees shall not make decisions or participate in decisions affecting projects that may affect (either positively or adversely) their personal property or that of their relatives or personal friends.

4.5.8 Behavior in the Workplace.

Employees are responsible for conducting themselves professionally and lawfully in the workplace. Employees are expected to be aware of and conduct themselves in accordance with the following District documents and policies:

1. Administrative Code
2. Personnel Regulations
3. Drug/Alcohol-Free Awareness Program
4. Unlawful Discrimination, Retaliation and Harassment Policy
5. Workplace Bullying Policy

Employees are expected to be committed to creating an environment that promotes fair treatment and respect for others. Employees are expected to treat one another and the general public in an honest and respectful manner.

No Code of Conduct can list all prohibited conduct. The following information, which is not all-inclusive, illustrates some examples of specifically prohibited conduct that may lead to disciplinary action, up to and including, termination, as either unsatisfactory work performance or work-related behavior, or gross misconduct, under District policy.

Respect for Persons.

1. Disorderly conduct, including, but not limited to, using discriminatory, abusive, or threatening language; fighting, provoking a fight, or attempting bodily harm or injury to another employee or to any other individual or threatening physical action or injury on District property or during District activities; or other conduct that threatens or endangers the health, safety, or well-being of any person.
2. Violation of any District policy or law prohibiting harassment, discrimination, or retaliation.

Respect for Property.

1. Theft or willful negligent damage to District property.
2. Tampering with or wantonly destroying District data, records, or other information; gaining unauthorized access to such information; disclosing confidential information; or otherwise misusing District data or information.
3. Unauthorized use of District vehicles, mail services, identification and credit cards, telephones, computers, computer equipment, or other District equipment or materials. Computers and computer accounts are provided to employees to assist them in the performance of their jobs. Employees do not have a right to privacy in anything they create, send, or receive on a District computer. The District has the right to monitor, for business reasons, all aspects of any District computer system, including employee e-mail.

Standards of Safety.

1. Failure to comply with District Safety Policies
2. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, illegal drugs, intoxicants, or controlled substances; abuse of prescription drugs while on duty; use of alcohol in a District vehicle, on or off District property; possession or use of alcohol while on duty; or reporting to work under the influence of illegal drugs or alcohol or while unlawfully using controlled substances.

3. Failure to comply with safety rules, regulations, or common safety practices.
4. Failure to report an accident involving on-the-job injury or damage to District property.

Work Performance.

1. Dishonesty
2. Insubordination or refusal of an employee to follow instructions or to perform designated work or to comply with directives from their supervisor or the General Manager.
3. Failure or refusal to maintain or obtain required licensure, certification, or registration.
4. Instigating or participating in deliberate low productivity and/or interfering with another employee's work.

Standards of Attendance.

1. Unexcused Absence. An absence without proper advanced notification is considered an unexcused absence.

Ethical behavior, consistent with the foregoing Code of Ethics, is the responsibility of each employee. Employees are expected to report any good-faith concern that compliance violations might have occurred, including, but not limited to, the following: violations of state or federal law or regulations; fraud; misappropriation of resources; acts that endanger the health or safety of the public or employees; and mismanagement of programs, funds, and/or abuses of authority. Moreover, each employee is responsible for reporting ethical violations committed by fellow employees to a supervisor, the General Manager or the Human Resources Manager. Any employee who violates this Code will be subject to disciplinary action in accordance with the applicable employee unit Memorandum of Understanding or District Personnel Regulations.

4.5.9 Ethics and Sexual Harassment Avoidance Training.

All new employees will be required to complete an online ethics training course and Sexual Harassment Avoidance Training as part of their new-hire orientation process. In addition, the District will require all current employees to complete an online ethics training course at least once every two years and sexual harassment avoidance training as required by current California law. In lieu of the online training course, the District may opt to provide an in-person ethics training.

4.6 Memberships in Professional Organizations

The District may join and pay dues to civic, educational, and governmental organizations as the General Manager deem appropriate to furtherance of the District's purposes. For purposes of this Chapter, "organizations" includes individual civic, educational and governmental organizations as well as associations, leagues, coalitions and similar affiliations of persons or entities. District memberships include agency memberships and individual memberships of organizations that do not have agency memberships, and sponsorship of or purchase of admission tickets to organization events. The General Manager shall keep a list of the District's memberships and the annual membership payments. The Board shall review the list of District memberships annually.

The General Manager may join and participate in governmental and professional organizations, associations and societies as necessary for the performance of his/her position.

Provisions regarding Memberships in Professional Organizations of employees are located in the Personnel Rules.

Attachment B
(Existing Administrative Code Articles 4-13)

Article 4. Organization of Staff

Sec 4.1 General Manager.

The General Manager shall be the executive officer of the District responsible directly to the Board of Directors. He will manage, plan, organize and control public utility water programs, services and resources in accordance with short-term and long-term goals, policy statements and directives; he will interpret and administer policies of the Board and perform related work as required.

The General Manager administers and carries out policies established by the Board; develops administrative procedures; supervises, develops and evaluates the performance of subordinate managers, supervisors and staff; and administers financial, engineering, construction of maintenance functions through subordinate supervisors.

The General Manager presents for the Board's consideration major goals and policy alternatives and recommendations for the District; develops the District's master plan; recommends construction contracts, leases and other legal agreements for Board approval; coordinates legal matters concerning the District and engages professional consultants for assistance.

The General Manager conducts negotiations for water storage, supply and distribution; analyzes monthly financial statements, engineering reports, labor distribution reports, water sales reports and other operating reports; develops water rate and fee schedules for Board consideration; reviews agreements negotiated by staff; and performs highly significant and specialized responsibilities in connection with inter-jurisdictional, legal, engineering and other administrative problems.

Sec. 4.2 Assistant General Manager.

The Assistant General Manager shall be appointed by the General Manager and is directly responsible to the General Manager.

The Assistant General Manager plans, budgets, supervises and directs the planning, engineering, construction, operation, and maintenance of all District facilities, grounds and buildings. In addition, the Assistant General Manager oversees the Contract Administration and Construction Management activities of the District and its consultants.

The Assistant General Manager is responsible for permitting all District facilities with regulatory compliance agencies including CEQA and NEPA. In addition, the Assistant General Manager serves as a member of the District's management team and directs interdisciplinary programs involving the management team.

The Assistant General Manager shall also be responsible for the day-to-day management of all engineering duties to include planning, scheduling, supervising, water and wastewater utility engineering processes and public services; supervise and participate in the gathering and compilation of data and difficult engineering tasks in the areas of planning, survey, design, construction management, construction contract administration, cost estimates, specifications, maps, reports; potable, recycled and wastewater corrosion control and wastewater, water quality system structures and facilities.

The Assistant General Manager also serves as Assistant Treasurer of the District and is authorized to enter into contracts with banks, savings and loan associations, the Local Agency Investment Fund and the San Diego County Treasurer's Fund, in the Treasurer's absence.

The Assistant General Manager must maintain a current valid registration certificate as a Civil Engineer in the State of California.

Sec. 4.3 Administrative Services Manager/Treasurer.

The Administrative Services Manager/Treasurer is the District Accountant and shall be appointed by the Board of Directors upon recommendation by the General Manager. Under administrative direction, he/she plans, directs and supervises the administrative support activities of the Administrative Services Department, including accounting, billing, customer service, information systems, and risk management services of the District; performs a variety of professional accounting, fiscal, analytical and systems analyses; provides administrative support to the General Manager and performs related work as required. The Administrative Services Manager/Treasurer serves, when designated, serves as the General Manager in his absence.

The Administrative Services Manager/Treasurer also serves as Treasurer of the District. The Treasurer shall be custodian of all moneys deposited with the District. Such moneys shall be paid out upon the presentation of warrants, processors, or demands legally drawn, and without such warrant, processors, or demand the Treasurer shall pay out no money, except the principal and interest of bonds payable by the District when due. All checks \$10,000 and over require two signatures. Authorized signatures are the General Manager, Administrative Services Manager/Treasurer, and Assistant Treasurer (the Assistant General Manager). The Treasurer is also authorized to enter into contracts with banks, savings and loan associations, the Local Agency Investment Fund and the San Diego County Treasurer's Fund.

Sec. 4.4 Operations Manager.

The Operations Manager shall be appointed by the General Manager and responsible directly to the General Manager for the day-to-day management of all maintenance and construction activities of the District. He shall have had basic education and experience in the field of constructing, operating, and maintaining water distribution and wastewater collection systems, with several years of increasing supervisory experience in the same areas.

The Safety & Risk Administrator reports to the Assistant General Manager and is responsible for maintaining a safe workplace by overseeing and implementing the District's safety program including the Illness, Injury and Prevention Program (IIPP), Occupational Health and Safety Standards, and all hazardous materials requirements.

Sec. 4.5 Public Affairs Specialist.

The Public Affairs Specialist is appointed by the General Manager and under his supervision plans and implements the District community relations, water conservation, education, public service programs and customer information; provides administrative and analytical support to district management in a variety of special projects and performs related work as required.

Sec. 4.6 Secretary.

The Secretary is appointed by the Board of Directors and is directly responsible to the Board of Directors and the General Manager. The incumbent shall have had education and experience in stenographic and secretarial work and shall be capable of meeting the top technical requirements in these fields.

Sec. 4.7 Annual Review and Compensation of Management Staff.

The Board of Directors will review the performance and fix the annual salaries and fringe benefits of the General Manager in July of each year. The General Manager will review the performance and fix the annual salaries and fringe benefits for the Assistant General Manager, Operations Manager, Administrative Services Manager/Treasurer, Human Resources Manager, and Secretary on the employee's anniversary date of each year.

ARTICLE 4

Sec. 4.5 - Rev. 9/95
Sec. 4.4-4.8 - Rev. 7/97
Sec. 4.2-4.3 - Rev. 4/98
Sec. 4.1 - Rev. 6/99
Sec. 4.8 - Rev. 1/02
Sec. 4.3 & 4.8 - Rev.
6/06
Sec. 4 All Sections -
Rev. 10/09
Secs. 4.2; 4.3; 4.7 -
1/13

Article 5. Administrative Services Manager/Treasurer - Department Duties

Sec. 5.1 General.

The work of this department shall include all accounting and fiscal operations required to show clearly and accurately the financial status of the District; to plan, direct and control the District's Administrative Services Department, including accounting, billing, customer service, risk management, and information systems.

Sec. 5.2 Activities.

Without limiting the general statement in Section 5.1 of this Code, the Administrative Services Department shall have the following duties:

- (a) Be responsible for all accounting and fiscal functions of the District and its officers, and be custodian of the District's permanent accounting records.
- (b) Establish and maintain current accounts in accordance with generally accepted accounting principles.
- (c) Develop, prepare, and present the District's annual operating, capital, and debt service budgets.
- (d) Apply budgetary control of expenditures from all items of appropriation, in order that they will not exceed amounts appropriated therefor.
- (e) Prepare monthly warrant from processors.
- (f) Prepare financial statements and statistical reports.
- (g) Maintain a system of cost accounting as directed by the General Manager.
- (h) Prepare all payrolls from records of departmental payroll-related information.
- (i) Reconcile payroll records, prepare and submit all applicable federal and state reports.
- (j) Administers the District liability and property insurance programs.
- (k) Administers the District Risk Management Program.
- (l) Analyze information systems requirements of all departments; evaluate existing hardware and software; procure systems that most effectively support requirements; train personnel in operation of systems; integrate Management Information Systems.
- (m) Establish, maintain and update customer files in accordance with District ordinances.

- (n) Establish and maintain individual meter accounts for all receipts and billings.
- (o) Prepare and issue bills for water delivered to all meters as set forth in the District's Rate Ordinance.
- (p) Maintain an inventory of District property and carry on such other related duties as may be directed.
- (q) Maintains and controls the District petty cash fund.
- (r) Evaluate, analyze, and integrate communications equipment, both voice and data; procure and update systems to meet support requirements; train personnel in operation of systems.
- (s) Prepare and verify Warrant monthly and distribute to Board of Directors.
- (t) Manage cash assets of the District.
- (u) Sign disbursement checks.
- (v) Make bank deposits and withdrawals and keep daily cash flow records.
- (w) Invest surplus and reserve public funds in accordance with Board policy and state requirements.

ARTICLE 5

Sec. 5(r), (y), (z) – Rev. 9/98

Sec. 5.1 & 5.2 - Rev. 6/06

Sec. 5.2 – Rev. 12/09

Article 6. Human Resources Manager - Duties

Sec. 6.1 General.

The Human Resources Manager shall be under the direct supervision of the General Manager. In general, the work of this department will be to develop, implement, and maintain all programs and regulations relating to all employees of the District.

Sec. 6.2 Activities.

Without limiting the general statement in Section 6.1 of this Code, the Human Resources Manager shall have the following duties:

- (a) Maintains District personnel program including recruitment, selection, assignment, transfer, promotion, discipline, termination, and required training of all employees of the District.
- (b) Responsible for insuring that the District's hiring and employment practices are in conformance with all State and Federal rules.
- (c) Responsible for the development and implementation of all Personnel Regulations.
- (d) Administers District benefits programs and is the District's privacy officer under HIPAA.
- (e) Responsible for maintaining and reviewing the District's Employee Performance Appriaisal Program.
- (f) Conducts salary and benefit surveys on an as needed basis.
- (g) Acts as technical resource for labor relations and directs implementation of Memoranda of Understanding (MOUs) and subsequent revisions to the MOUs.
- (h) Administers workers' compensation program.

<p>ARTICLE 6</p> <p>New Sec. 6 - added 6/06</p>
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Article 7. **Public Affairs Specialist - Duties**

Sec. 7.1 General.

The Public Affairs Department shall be under the direct supervision of the General Manager. In general, the work of this department will be to plan and implement the District community relations, water conservation, education, public service programs and employee information as it relates to public information.

Sec.7.2 Activities.

Without limiting the general statement in Section 6.1 of this Code, the Public Affairs Department shall have the following duties:

- (a) Responsibility for publishing the District’s community newsletter.
- (b) Coordinate all media activities to provide accurate information on a timely fashion on all District issues.
- (c) Responsible for the school education program to emphasize water conservation/education, identifying our sources of supply, and education on our fats, oils and grease (FOG) education program through the “Grease – in the Can, Not the Drain” grease can campaign.
- (d) Assist in the development and implementation of water conservation programs including the high-efficiency washing machine voucher program, weather-based irrigation controller program, water energy partnership program in conjunction with SDG&E, and joint water conservation programs throughout the community including low water use demonstration gardens.
- (e) Evaluate water allocations for individual customers that are applicable during periods of mandatory water conservation.
- (f) Participate in regional public information activities of the San Diego County Water Authority as they relate to issues of importance to the District.
- (g) Prepare an annual communications plan for approval by the Board of Directors.
- (h) Responsible for publishing of the employee newsletter.
- (i) Responsible for directing the content of the district’s Web site.

- (j) Prepare the following reports: the annual water-quality report – the Consumer Compliance Report for the Dept. of Health, the biannual Best Management Practices report for the CUWCC, and the Urban Water Management Plan every 5 years for the Dept. of Water Resources.

Article 8. Engineering Department - Duties

Sec. 8.1 General.

The Engineering activities of the District shall be under the supervision of the Assistant General Manager.

Sec. 8.2 Activities.

Without limiting the general statement in Section 8.1 of this Code, the Engineering Department shall have the following duties:

- (a) Prepare engineering reports on matters referred to the Staff by the Board.
- (b) Prepare designs, drawings and specifications for the construction of District facilities.
- (c) Maintain a complete file of "as-built" plans and specifications of all District facilities.
- (d) Prepare such other maps, charts and graphs as directed by the Assistant General Manager.
- (e) Keep the District boundary legal description up to date.
- (f) Prepare legal descriptions for easements and other documents.
- (g) Assign account numbers to new meter applications.
- (h) Process Utility Availability letters and other documents required by the County in the planning process.
- (i) Conduct such plan review and inspection services as required to ensure construction in compliance with District specifications.
- (j) Prepare project estimates for all developer project agreements as well as other project types as required for budgeting or construction.
- (k) Develop a District-wide GIS program.

ARTICLE 8

Sec. 8(h), (i), (j) - Rev. 9/98

Sec. 8.1; 8.2(d) & (k) - Rev.

10/09

Secs. 8.1; 8.2 – Rev. 1/13

Article 9. Water Distribution and Wastewater Collection Systems – Duties.

Sec. 9.1 General.

The Water Distribution and Wastewater Collections System construction and maintenance shall be under the direct supervision of the Operations Manager. In general, the work of these divisions shall include the maintenance, construction, repair and installation of District water production, distribution and treatment system equipment and facilities, as well as the maintenance, construction, and operation of District wastewater facilities.

Sec. 9.2 Activities.

Without limiting the general statement of duties as given in Section 9.1 of this Code, the Maintenance and Construction Departments shall have the following duties:

- (a) Schedule and perform maintenance, operations and construction activities.
- (b) Directs the Water Distribution System construction and maintenance.
- (c) Direct the distribution of water reclamation flows.
- (d) Perform the installation of mains, laterals, backflow devices and meters.
- (e) Respond to citizen complaints.
- (f) Inspect field job sites.
- (g) Prepare requisitions, incident reports and accident reports.
- (h) Maintain records and prepare reports as required.
- (i) Notifies Fire Department of water line shut-off and turn-on.
- (j) Locates and marks District lines in response to underground alert requests.
- (k) Directs after hours response where appropriate.
- (l) Serves as building Manager for main office facility.

ARTICLE 9

Sec. 9.2 - Rev. 9/95
Sec. 9.1 & 9.2 - Rev.
7/98
Sec.9.1 - Rev. 10/09

Article 10. Secretary – Duties.

Sec. 10.1 General.

The Secretary shall report directly to the General Manager and the Board of Directors. In general, the work of this department shall consist of providing all secretarial and stenographic services required by the District staff and Board officers, providing and maintaining official files for the permanent records of the District, handling all legal matters of the District not requiring the General Counsel's services, and signs or co-signs all contracts and agreements the District enters into.

Sec. 10.2 Activities.

Without limiting the general statement of Sec. 10.1 of this Code, the Secretary department shall have the following duties:

- (a) Prepare Board agenda and assist with memo for Board meetings. Collate Board mailings.
- (b) Take and transcribe minutes of Board meetings.
- (c) Prepare all documents for legal recording by the County Recorder.
- (d) Maintain District's Administrative Code.
- (e) Represent the District in Small Claims Court.
- (f) Prepare contract documents for competitive bidding, publish required notices, and open bids on behalf of the Board of Directors.
- (g) Prepare Bills of Sale.
- (h) Prepare documents for Department of Motor Vehicles.
- (i) Coordinates and arranges all travel for staff and Board of Directors.
- (j) Renews all license and permits.
- (k) Prepares Resolutions and Ordinances; publishes and posts notices of Ordinances as required by law.
- (l) Handle publishing of notices and distribution of material for election and / or appointment of Directors to the Board.
- (m) Sign or co-sign all District contracts and keep files of contracts.
- (n) Provide secretarial service for the General Manager and such other administrative assistance to Staff and the Board of Directors as required.

- (o) Prepare papers for annexation into the District and / or for annexation between districts.
- (p) Maintain permanent records of the District.

ARTICLE 10

Sec. 10.1; 10.2
(p)-(u) - Rev.
10/09

Article 11. Personnel Regulations and Civil Service Rules.

The Fallbrook Public Utility District Personnel Regulations and Civil Service Rules is made a part of this Administrative Code and incorporated herein in accordance with the attached Table of Contents.

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Article 12. Staff, Guidelines for

Sec. 12.1 Expenses Incurred on District Business.

Employees of the District are called upon to travel in conjunction with their job functions. Federal and State codes permit and provide guidance for reimbursement of expenses and compensation to employees while traveling on District business. The District will reimburse District staff for reasonable expenses incurred while traveling on District business to include lodging, meals, transportation, and related incidentals. The District will compensate non-exempt employees while traveling in accordance with District policy and applicable Memorandums of Understanding (MOUs).

12.1.1 Advances and Prepayment of Otherwise Reimbursable Expenses.

Employees may request prepayment of registration, transportation, and lodging and may request an advance upon expected costs for meals, fuel for District or rental vehicles, public ground transportation, and taxis using the Staff Travel Authorization Form. Prepayments and advances shall be limited to the employee's expenses only. Advances shall not exceed the total maximum allowable meal reimbursement anticipated for the trip plus known costs of ground transportation. Advances should be requested in a timely manner to allow normal processing through accounts payable.

12.1.2 Reimbursement of Expenses.

Each employee shall be reimbursed for travel expenses incurred while traveling on authorized District business, as follows:

1. Accountability. Travel expenses shall be budgeted by staff as a part of the annual budget process. Any travel expenses approved with the budget shall be considered authorized for that fiscal year only. Before the District expends any funds for authorized travel that involves lodging or public transportation expenses, the employee must complete a Staff Travel Authorization Form. The employee's Manager or Supervisor shall approve the authorization form. When a Manager is traveling, the the General Manager shall approve the authorization form.
2. Transportation. The District will pay for reasonable transportation costs. If for personal preference or for non-business related reasons the employee incurs additional travel expenses, the employee will be responsible for the additional expenses.
 - a. Air Transportation. The District will reimburse employee(s) or pre-pay costs for economy (coach) class airfares. The District will endeavor to purchase airline tickets in advance taking advantage of discounts and low airfares. Whenever possible, air reservations shall be made to permit travel during normal business hours.

- b. Automobile Transportation. Whenever travel by vehicle is most cost effective or practical, staff shall endeavor to use a District vehicle. Staff must have a valid driver's license to operate a District vehicle. The District will reimburse employees for gasoline purchases with receipts while using a District vehicle; however, employees should ensure that the vehicle has sufficient fuel to reach the desired destination and return, or a full tank of fuel, before departing from the District offices. Employees must comply with the provisions of the District's Administrative Code Section 11.24 and 11.27 whenever an employee chooses to use a District vehicle while traveling.

Employees must obtain permission from their Manager or Supervisor before using a personal vehicle in conjunction with District business. In situations where employees use personal vehicles on District business, the employee must maintain a valid California Driver's License and at least the minimum automobile insurance coverage required by the State of California or make arrangements for a driver who meets the above requirements. Proof of current insurance coverage must be on file with the Safety and Risk Administrator. Employees may not be reimbursed for travel in a personal vehicle if either the license or insurance requirements are not met.

If a personal vehicle is used, the employee will be reimbursed at the current maximum allowable tax-exempt reimbursement rate provided by the IRS regardless of the actual operating costs of the vehicle. Employees who receive a monthly mileage allowance are not eligible to receive reimbursement for mileage.

- c. Rental Car Transportation. The District will cover the expenses required for use of a rental car whenever approved prior to departure. The maximum reimbursement for rental cars shall be based on the rate provided for a compact car. Upgrades or additional cost features are the employee's responsibility.
- d. Miscellaneous Transportation. Whenever practicable, bus, taxi, rail, shuttle, etc. transportation may be used in lieu of, or in conjunction with, the modes listed above.

12.1.3 Meals and Lodging.

Whenever travel requires meals, the meals are reimbursable provided the employee presents an itemized receipt along with the Staff Expense Reimbursement Form for all meals. Meals are reimbursable based on the Meals and Incidental Expenses (M&IE) as updated by the U.S. General Services Administration:

1. Full Day Reimbursement. When an employee is traveling for a full day and no meals are provided for by other sources, such as pre-paid registration, the employee may be reimbursed for meal expenses at the rate provided by the M&IE per day. If an employee exceeds the rate provided by the M&IE and the General Manager deems

the meal expense, in whole or in part, is reasonable for the occasion or circumstance, the General Manager may authorize reimbursement in excess of the M&IE rate.

2. Single Meal Reimbursement. When an employee requires reimbursement for a single meal while traveling, the maximum meal reimbursement amount shall be at a rate provided by the M&IE for breakfast, lunch, and/or dinner . If an employee exceeds the rate provided by the M&IE and the General Manager deems the meal expense, in whole or in part, is reasonable for the occasion or circumstance, the General Manager may authorize reimbursement in excess of the M&IE rate.
3. Partial Day Reimbursement. When an employee will be traveling for a partial day or where a single meal is provided for by other sources such as pre-paid registration, the maximum reimbursement amount shall be at the rate provided by the M&IE per meal.. If an employee exceeds the maximum rate and the General Manager deems the meal expense, in whole or in part, is reasonable for the occasion or circumstance, the General Manager may authorize reimbursement in excess of the M&IE rate.
4. Taxes and Gratuities. The maximum meal reimbursement amounts are inclusive of and assume expenses for taxes and gratuities of up to 15%.
5. Lodging. The District will reimburse employees or pre-pay accommodations in single rooms at conference facilities or in close proximity when applicable. In the absence of conference accommodations, normal single-room business, government or commercial class accommodations may be obtained. Under normal circumstances, lodging will not be reimbursed for the night before a conference starts and the night after it ends. However, in situations where available travel schedules would require the employee to leave home before 6:00 a.m. or return to home after 12:00 a.m., lodging for the night before or the night after will be reimbursable. If staying overnight, an extra night, or over a weekend at a destination allows for a reduction of travel expenses and the cost of accommodations is less than the savings realized by the reduced transportation expenses, the District may pre-pay or reimburse the employee for the extra night's lodging. Only lodging expenses may be reimbursed in these situations.

12.1.4 Entertainment.

The District will not cover expenses incurred for recreation or entertainment.

12.1.5 Incidental Expenses.

Unavoidable, necessary, and reasonable authorized expenses will be fully reimbursed by the District. Some examples of allowable expenses are:

1. Reasonable transportation to local restaurants and to operational functions that are a part of conference events.

2. Reasonable gratuities, up to 15%, on reimbursable expenses.
3. Parking fees related to conference functions.
4. Fees for in-room high speed internet access for each day while registered at the hotel.
5. The following expenses are not reimbursable:
 - a. Alcoholic beverages
 - b. Parking or traffic violations
 - c. In-room services or movies
 - d. Laundry services
 - e. Expenses incurred by spouses, family members or guests

12.1.6 Compensation for Non-Exempt Employees.

Non-exempt employees traveling and staying overnight are normally authorized to work only the total number of hours they were regularly scheduled to work, exclusive of applicable travel time. However, all employees traveling and staying overnight are considered by the District to be on flexible schedules. During flexible schedules, employees' starting time, meal period, rest periods, etc. are adjusted to accomplish work with minimal overtime.

Should business require a non-exempt employee to travel, function attendance and travel hours are compensable. These hours are considered regular work hours for purposes of calculating overtime. During any compensable hours an employee is subject to any and all provisions of Fallbrook Public Utility Personnel Regulations.

The following hours are compensable:

1. Actual hours spent at meetings, conferences, or functions, excepting meals and special events of an entertainment nature held in conjunction with a function.
2. Actual hours spent in transit, minus hours normally spent in travel between the employee's residence and the District. Any time spent in layover at a public transportation facility is also compensable as transit time unless the employee chooses to participate in recreational activities during the layover.

12.1.7 Employees' Responsibility.

In situations where an employee can use the Petty Cash procedures for reimbursement of travel expenses, the employee may submit a Petty Cash Form to be

reimbursed. If expenses to be reimbursed are beyond the scope of the Petty Cash procedures, employees must submit a detailed Staff Expense Reimbursement Form. Petty Cash and Staff Expense Reimbursement Forms should be supported by vouchers and itemized receipts of expenditures for which reimbursement is being requested. Receipts must be attached for all expenses. If a receipt required for reimbursement is lost, the lost receipt must be noted on the Staff Expense Reimbursement Form and approved for reimbursement before any payment can be made. Claim forms shall be submitted within 14 calendar days after the expenses were incurred. Forms may be obtained through the Administrative Services Manager/Treasurer/Treasurer's office and are posted on the public network drive.

Expenses will not be reimbursed for meetings that have been pre-paid and not attended. Employees may be required to reimburse the District for any pre-paid expenses for any unexcused absence. The General Manager will determine if an absence from a pre-paid meeting is excused or unexcused.

When two (2) or more employees combine an expense on one receipt, the employee requesting reimbursement should indicate on the Staff Expense Reimbursement Form the identity of the other persons sharing expenses.

Expenses incurred by spouses, family members, or guests are the responsibility of the employee.

All reimbursements for expenses will be at the General Manager's discretion.

Sec. 12.2 Code of Conduct.

Fallbrook Public Utility District relies on the ethical and responsible conduct of all employees. Even the appearance of unethical or irresponsible conduct can be damaging to the public's trust in the District. Employees are expected to conduct themselves fairly, honestly, in good faith, and in accordance with the highest ethical and professional standards and to comply with applicable laws, regulations, contractual obligations, and District policies. The purpose of this Code of Ethics is to set a standard of conduct for all employees. Accordingly, the FPUD Board of Directors adopted this Code of Ethics to:

1. Provide an ongoing source of guidance to employees, in the performance of their duties and their day-to-day service to the District and citizens of Fallbrook; and
2. Promote and maintain a culture of ethics.

12.2.1 General Rule with Respect to Conflicts of Interest.

A conflict of interest exists when you have a personal or professional interest that is, or appears to be, at odds with the best interests of the District. Employees shall not engage in or hold any direct or indirect interest in any business or

transaction that may conflict with their official duties for the District. Further, employees should not engage in conduct that could reasonably give rise to the appearance of wrongdoing.

12.2.2 Acceptance of Gifts, Gratuities or Benefits.

Employees shall not accept any gifts, gratuities, or benefits, which a reasonable person would believe is provided to the employee primarily because of his/her official position, if ANY of the following apply:

1. A reasonable person would believe it is intended or is likely to cause the employee to act in a preferential manner towards the donor;
2. A reasonable person would believe the employee is under an obligation to or influence of the donor;
3. The item consists of cash or anything easily convertible to cash (e.g., entertainment tickets), regardless of the amount or value; or
4. The value of the gift exceeds \$25 or the accumulation of the value of gifts from a single donor to the employee exceeds \$50 in a 12-month period.

For the purposes of this section, the terms gift, benefit and gratuity shall mean the transfer of cash, goods or services without reasonable and valuable consideration.

An employee shall disclose the nature of any benefit, gift or gratuity and all relevant circumstances to his or her supervisor, the General Manager, or his/her designee, in order to evaluate the reasonableness of any such benefit, gift or gratuity.

12.2.3 Actions and Conduct Designed to Build Public Confidence.

Employees shall be impartial and dedicated to the best interests of the District. They are required to conduct themselves, both inside and outside the District's service, so as not to cause doubt of their impartiality or dedication to the District's best interests.

Employees shall also avoid perceived conflicts of interest, which are actions that the public may consider evidence of preferential service or a lack of neutrality in dealing with work-related issues.

12.2.4 Use of Confidential Information.

Employees shall not disclose confidential information acquired by or available to them in the course of their employment with the District or use such information for personal gain. This applies to improper disclosure within the organization as well as to the public.

12.2.5 Use of District Employment and Facilities for Private Gain.

Employees shall not use, for private gain or advantage, their District time or the District's facilities, equipment or supplies, nor shall they use or attempt to use their position to secure unwarranted privileges or exemptions for themselves or others.

12.2.6 Contracts with the District.

Employees shall not be involved in any way with any contract or sale in which they have a financial interest. This means that an employee shall not exercise any discretionary powers for, nor make any recommendations on behalf of or to the District with respect to any contract or sale involving the District if that employee is directly or indirectly financially interested in the contract or sale. This prohibition is not limited to the actual execution of a contract or sale; it covers the entire contracting process, including advising and participating in preliminary discussions, negotiations, compromises, reasoning, planning, drawing of plans and specifications and solicitation of bids.

12.2.7 Personal Investments.

Employees shall not make personal investments which could create a substantial conflict between their private interests and the public interests. If an employee has a financial interest in a matter coming before him or her, or before the department in which s/he is employed, s/he shall disqualify him or herself from any participation in the matter. Employees shall not make decisions or participate in decisions affecting projects that may affect (either positively or adversely) their personal property or that of their relatives or personal friends.

12.2.8 Behavior in the Workplace.

Employees are responsible for conducting themselves professionally and lawfully in the workplace. Employees are expected to be aware of and conduct themselves in accordance with the following District documents and policies:

1. Administrative Code
2. Personnel Regulations
3. Drug/Alcohol-Free Awareness Program
4. Unlawful Discrimination and Harassment

Employees are expected to be committed to creating an environment that promotes fair treatment and respect for others. Employees are expected to treat one another and the general public in an honest and respectful manner.

No Code of Conduct can list all prohibited conduct. The following information, which is not all-inclusive, illustrates some examples of specifically prohibited conduct that may lead to disciplinary action, up to and including, termination, as either unsatisfactory work performance or work-related behavior, or gross misconduct, under District policy.

Respect for Persons.

1. Disorderly conduct, including, but not limited to, using discriminatory, abusive, or threatening language; fighting, provoking a fight, or attempting bodily harm or injury to another employee or to any other individual or threatening physical action or injury on District property or during District activities; or other conduct that threatens or endangers the health, safety, or well-being of any person.
2. Violation of any District policy or law prohibiting harassment, discrimination, or retaliation.

Respect for Property.

1. Theft or willful negligent damage to District property.
2. Tampering with or wantonly destroying District data, records, or other information; gaining unauthorized access to such information; disclosing confidential information; or otherwise misusing District data or information.
3. Unauthorized use of District vehicles, mail services, identification and credit cards, telephones, computers, computer equipment, or other District equipment or materials. Computers and computer accounts are provided to employees to assist them in the performance of their jobs. Employees do not have a right to privacy in anything they create, send, or receive on a District computer. The District has the right to monitor, for business reasons, all aspects of any District computer system, including employee e-mail.

Standards of Safety.

1. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, illegal drugs, intoxicants, or controlled substances; abuse of prescription drugs while on duty; use of alcohol in a District vehicle, on or off District property; possession or use of alcohol while on duty; or reporting to work under the influence of illegal drugs or alcohol or while unlawfully using controlled substances.
2. Failure to comply with safety rules, regulations, or common safety practices.

3. Failure to report an accident involving on-the-job injury or damage to District property.

Compliance with Laws and District Policies.

1. Falsification of District records.
2. Behavior or conduct unacceptable to the District.
3. Any violation of any law in the performance of duties or that affects the ability to perform duties satisfactorily.
4. Fabrication, falsification, plagiarism, or other serious unethical or illegal deviations from accepted practices in proposing, conducting, reporting the results of or reviewing research of service activities, in violation of District policy or state or federal law or regulations.
5. The access, use, or disclosure of a person's financial, personal, protected health information, or other confidential information without authorization or legal justification, in violation of District policies or law.

Work Performance.

1. Dishonesty
2. Insubordination or refusal of an employee to follow instructions or to perform designated work or to comply with directives from their supervisor or the General Manager.
3. Failure or refusal to maintain or obtain required licensure, certification, or registration.
4. Instigating or participating in deliberate low productivity and/or interfering with another employee's work.

Standards of Attendance.

1. Unexcused Absence. An absence without proper advanced notification is considered an unexcused absence.

Ethical behavior, consistent with the foregoing Code of Ethics, is the responsibility of each employee. Employees are expected to report any good-faith concern that compliance violations might have occurred, including, but not limited to, the following: violations of state or federal law or regulations; fraud; misappropriation of resources; acts that endanger the health or safety of the public or employees; and mismanagement of programs, funds, and/or abuses of authority. Moreover, each employee is responsible for reporting ethical violations committed by fellow employees to a supervisor, the General

Manager or the Human Resources Manager. Any employee who violates this Code will be subject to disciplinary action in accordance with the applicable employee unit Memorandum of Understanding or District Personnel Regulations.

12.2.9 Ethics Training.

All new employees will be required to complete an online ethics training course as part of their new-hire orientation process. In addition, the District will require all current employees to complete an online ethics training course at least once every two years. In lieu of the online ethics-training course, the District may opt to provide an in-person ethics training.

ARTICLE 12
Sec. 12.9 - Rev. 12/94
5/00 – Rev. in its entirety
Sec. 12.1.1; 12.1.4; 12.1.7;
12.1.8; 12.1.9; 12.1.10 – Rev.
12/05
Sec. 12.1.4 (2 & 3) and Sec.
12.2.3 (2 & 3) – Rev. 12/07
Sec. 12.1.1; 12.1.3; 12.2.2;
12.2.7 – Rev. 12/09
12.1.4, 12.1.6, 12.2.3, 12.2.5,
12.2.7 – Rev. 9/11
12.1.4 - Rev. 10/11
Sec. 12.1.1 – Rev. 10/17
All Sections – Rev. 8/18

Article 13. Memberships, Professional/Technical Organizations

Sec. 13.1 Approved Memberships.

The District is a member of the following associations:

- (a) American Water Works Association
- (b) American Public Works Association
- (c) Association of California Water Agencies
- (d) Government Finance Officers Association (formerly California Finance Officers Association)
- (e) California Municipal Treasurers Association
- (f) California Special Districts Association
- (g) WateReuse (formerly AWRA/Carew)
- (h) Foundation for Cross Connection Control and Hydraulic Research
- (i) National Notary Association
- (j) Council of Water Utilities (formerly Presidents & Managers Council of Water Utilities)
- (k) San Diego County Water Works Group
- (l) Southern California Water Utilities Assn.
- (m) San Diego Farm Bureau
- (n) U.S. Committee on Large Dams
- (o) Fallbrook Chamber of Commerce
- (p) Costco (formerly Price Club)
- (q) Water Education Foundation
- (r) The Urban Water Institute
- (s) California Association of Sanitation Agencies (CASA)
- (t) California Water Environment Association (CWEA)
- (u) Sam's Club
- (v) California Society of Municipal Finance Officers

Participation by Board and Management Staff in activities of these organizations, when appropriate, is essential to meeting the District's mission.

The District expects Staff members, especially department heads, to affiliate, at their own expense, with professional associations or societies concerned with the work in which they are engaged. In general, attendance at meetings of an association, other than those listed above, of which a Staff employee is a member is at his own expense and subject to authorization by the General Manager, except that time spent at such meetings shall be considered as time spent on District work and not chargeable to annual leave. Mandatory membership fees for certification holders will be paid by the District if the certification is required by the classification.

ARTICLE 13

Sec. 13.1 - Rev. 8/96

Sec. 13.1(u)&(v) – Rev. 2/97

Sec. 13.1(p), (r) & (t)- Rev. 5/00

Sec. 13.1 (para. 2) – Rev. 5/01

Sec. 13.1(v) added 6/06

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