

Bighorn-Desert View
Water Agency



EMPLOYEE HANDBOOK

Adopted April 26, 2011

BIGHORN-DESERT VIEW WATER AGENCY EMPLOYEE HANDBOOK

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ARTICLE 1.0 GENERAL STATEMENTS

1.1 SHORT TITLE

This Resolution shall be known as "The Bighorn-Desert View Water Agency Employee Handbook".

1.2 WORDS AND PHRASES

For the purpose of this Resolution, all words used herein in the present tense shall include the future; all words used in the plural shall include the singular; all words used in the singular shall include the plural; and all words used in the masculine gender shall include the feminine.

1.3 SEPARABILITY

If any section, article, clause, or phrase of this Resolution is for any reason held to be invalid, such a decision shall not affect the validity of the remaining portions of this Resolution.

1.4 EFFECTIVE DATE

This Resolution shall become effective upon the date of its adoption and supersede all other Resolutions or Policies or Ordinances in conflict there within.

1.5 SUBSEQUENT REVISIONS

That the Board of Directors of the Agency may, by Resolution duly passed upon the affirmative vote of the majority of the members of the Board of Directors, modify and amend the Employee Handbook at any time and from time to time.

ARTICLE 2.0 INTRODUCTORY POLICIES

2.1 INTRODUCTORY STATEMENT

This Employee Handbook sets forth the terms and conditions of the “at will” employment of all full and part-time employees. Individual written employment contracts may supersede some of the provisions of this handbook. This handbook is designed to familiarize you with our major policies. Your supervisor or manager can answer any questions you may have.

2.2 INTEGRATION CLAUSE AND THE RIGHT TO REVISE

The Agency reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this handbook or in any other document. All amendments become effective immediately upon their adoption by the Agency Board of Directors. Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way change or alter the provisions of this handbook. This handbook contains the terms and conditions of your “at will” employment. Nothing in this employee handbook, or any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

2.3 EQUAL EMPLOYMENT OPPORTUNITY

This Agency is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. Agency policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, gender identity or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful. The Agency is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the Agency and prohibits unlawful discrimination by any employee of the Agency, including supervisors and co-workers.

If you believe you have been subjected to any form of unlawful discrimination, you should provide a written complaint to your supervisor or the individual with day-to-day personnel responsibilities. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. The Agency will immediately undertake an effective, thorough and objective investigation and attempt to resolve the situation.

If the Agency determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action will also be taken to deter any future discrimination, whatever action is taken will be made known to you and the Agency will take appropriate action to remedy any loss to

you as a result of the discrimination. The Agency will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your co-workers.

2.4 UNLAWFUL HARASSMENT

1. Policy Statement. The Agency strictly prohibits unlawful harassment. This includes harassment on the basis of sex, sexual orientation, race, color, ancestry, religious creed, disability, medical condition, age (over 40), marital status, gender identity or any other protected class under applicable law.
2. Application.
 - A. This policy applies to all phases of the employment relationship, including recruitment, testing, hiring, upgrading, promotion/demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training.
 - B. This policy applies to all officers and employees of the Agency, including, but not limited to, full- and part-time employees, per diem employees, temporary employees, and persons working under contract for the Agency.
3. Harassment Defined.
 - A. Harassment may consist of offensive verbal, physical, or visual conduct when such conduct is based on or related to an individual's sex and/or membership in one of the above-described protected classifications, and:
 - (1) Submission to the offensive conduct is an explicit or implicit term or condition of employment;
 - (2) Submission to or rejection of the offensive conduct forms the basis for an employment decision affecting the employee; or
 - (3) The offensive conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.
 - B. Examples of what may constitute prohibited harassment include, but are not limited to, the following:
 - (1) Kidding or joking about sex or membership in one of the protected classifications;
 - (2) Hugs, pats, and similar physical contact;
 - (3) Assault, impeding or blocking movement, or any physical interference with normal work or movement;

- (4) Cartoons, posters, e-mails and other materials referring to sex or membership in one of the protected classifications;
- (5) Threats intended to induce sexual favors;
- (6) Continued suggestions or invitations to social events outside the workplace after being told such suggestions are unwelcome;
- (7) Degrading words or offensive terms of a sexual nature or based on the individual's membership in one of the protected classifications;
- (8) Prolonged staring or leering at a person;
- (9) Similar conduct directed at an individual on the basis of race, color, ancestry, religious creed, disability, medical condition, age (over 40), marital status, sexual orientation, gender identity or any other protected classification under applicable law.

4. Procedure.

A. Internal Reporting Procedure

- (1) Any employee who believes that he or she has been the victim of sexual or other prohibited harassment by coworkers, supervisors, clients or customers, visitors, vendors, or others should immediately notify his or her supervisor or, in the alternative, the General Manager, depending on which individual the employee feels most comfortable in contacting.
- (2) Additionally, supervisors who observe or otherwise become aware of harassment that violates this policy have a duty to take steps to investigate and remedy such harassment and prevent its recurrence.

B. External Reporting Procedure

- (1) Any employee who believes that he or she has been the victim of sexual or other prohibited harassment by coworkers, supervisors, clients or customers, visitors, vendors, or others may file a complaint with the California Department of Fair Employment & Housing or the Fair Employment & Housing Commission ("DFEH"). The phone number for DFEH is located in the phone book under government agencies.

5. Investigation.

- A. Upon the filing of a complaint with the Agency, the complainant will be provided with a copy of this policy. The General Manager is the person

designated by the Agency to investigate complaints of harassment. The General Manager may, however, delegate the investigation at his/her discretion. In the event the harassment complaint is against the General Manager, an investigator shall be appointed by the Board of Directors and the Board will assume the role of the General Manager throughout the process.

- B. Charges filed with the DFEH are investigated by the DFEH.

6. Internal Documentation Procedure.

- A. When an allegation of harassment is made by an employee, the person to whom the complaint is made shall immediately prepare a report of the complaint according to the preceding section and submit it to the General Manager.
- B. The investigator shall make and keep a written record of the investigation, including notes of verbal responses made to the investigator by the person complaining of harassment, witnesses interviewed during the investigation, the person against whom the complaint of harassment was made, and any other person contacted by the investigator in connection with the investigation. The investigator's notes shall be made at the time the verbal interview is in progress. Any other documentary evidence shall be retained as part of the record of the investigation. Upon completion of the investigation, the results shall be given to the complainant, the alleged harasser, and the General Manager.
- C. Based on the report and any other relevant information, the General Manager shall, within a reasonable period of time, determine whether the conduct of the person against whom a complaint has been made constitutes harassment. In making that determination, the General Manager shall look at the record as a whole and at the totality of circumstances, including the nature of the conduct in question; the context in which the conduct, if any, occurred; and the conduct of the person complaining of harassment. The determination of whether harassment occurred will be made on a case-by-case basis by the General Manager.

7. Confidentiality. All records and information relating to the investigation of any alleged harassment and resulting disciplinary action shall be confidential, except to the extent disclosure is required by law, as part of the investigatory or disciplinary process, or as otherwise reasonably necessary.

8. Remedies.

- A. Disciplinary Action.

- (1) If the General Manager determines that the complaint of harassment is founded, the General Manager shall take immediate

and appropriate disciplinary action consistent with the requirements of law and any personnel rules or regulations pertaining to employee discipline. Other steps may be taken to the extent reasonably necessary to prevent recurrence of the harassment and to remedy the complainant's loss, if any.

- (2) Disciplinary action shall be consistent with the nature and severity of the offense, the rank of the harasser, and any other factors relating to the fair and efficient administration of the Agency's operations.

B. In the event a complaint is filed with the DFEH, and the DFEH finds that the complaint has merit, the DFEH will attempt to negotiate a settlement between the parties. If not settled, DFEH may issue a determination on the merits of the case.

- (1) Where a case is not settled and the DFEH finds a violation to exist, it can prosecute the charging party's case before the Fair Employment & Housing Commission ("FEHC"). Legal remedies available through DFEH and FEHC for a successful claim by an applicant, employee, or former employee include possible reinstatement to a former job; award of a job applied for; back pay; front pay; attorneys' fees; and under appropriate circumstances, actual damages and/or administrative fines.
- (2) In the alternative, DFEH may grant the employee permission to withdraw the case and pursue a private lawsuit seeking similar remedies.

9. Retaliation. Retaliation against anyone for opposing conduct prohibited by this policy or for filing a complaint with or otherwise participating in an investigation, proceeding or hearing conducted by the Agency, DFEH, or FEHC is strictly prohibited by the Agency and state regulations. It may subject the offending person to, among other things, disciplinary action, up to and including, termination of employment.

10. Employee Obligation.

- A. Employees are not only encouraged to report instances of harassment, they are obligated to report instances of harassment.
- B. Employees are obligated to cooperate in every investigation of harassment, including, but not necessarily limited to:
 - (1) Coming forward with evidence, both favorable and unfavorable to a person accused of harassment; and

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- (2) Fully and truthfully making a written report or verbally answering questions when required to do so during the course of a Agency investigation of alleged harassment.
- C. Knowingly, falsely accusing someone of harassment or otherwise knowingly giving false or misleading information in an investigation of harassment shall be grounds for disciplinary action, up to and including, termination of employment.

ARTICLE 3.0 EMPLOYMENT POLICIES AND PRACTICES

3.1 AT-WILL EMPLOYMENT

Bighorn-Desert View Water Agency personnel are employed on an at-will basis (only employees hired prior to December 20, 2005 are not "at will"). Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the Agency. Nothing in this handbook shall limit the right to terminate at-will employment, with or without cause, or prior notice. No individual Board member, manager, supervisor, or employee of the Agency has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the General Manager of the Bighorn-Desert View Water Agency has the authority to make any such agreement, which is binding only if it is in writing and approved by the Board of Directors.

3.2 NEW HIRES

After an offer of employment has been made and prior to the commencement of employment duties, each applicant for any position with the Agency must be examined by a medical doctor, designated by the Agency, to determine the applicant's ability to perform the physical activity requirements of the job. Additionally the Agency will require you to pass a drug screening test at the time of your physical examination if you are in a "safety-sensitive" position.

Upon successful completion of the required physical examination the supervisor of each new hire employee will administer an orientation process. The orientation process is the familiarization of the new hire employee with the Agency's practices, policies, and benefit plan. It includes their initial safety training, initial job training, the completion of required forms and documents, and any other job related information. A checklist of the topics covered in the orientation process must be completed by the new hire employee, signed by the employee and their supervisor, and will be maintained as part of the employee's personnel records.

The first ninety (90) days of continuous employment at the Agency is considered a training period. During the training period training employees do not accrue and are not eligible for benefits described in this handbook, unless required by law. During this time you will learn your responsibilities, get acquainted with fellow employees and determine whether you are happy with your job. Also, during this time, your supervisor will closely monitor your performance. Upon completion of the training period, the General Manager will review your performance. Completion of the training period does not entitle you to remain employed by the Agency for any defined period of time as employment is "at will". Both you and the Agency are free, at any time, to end the employment relationship. After completion of the training period, eligible employees will receive the benefits described in this handbook.

3.3 REGULAR EMPLOYEES

Employees who have completed their training period shall be known as "regular" employees. Such employees may be either full-time or part-time. The distinction between full-time and part-time depends upon the number of hours that an employee works.

3.4 FULL-TIME EMPLOYEES

Regular full-time employees are those normally scheduled to work 40 hours per week. Following the completion of the training period, regular full-time employees are eligible for the employee benefits described in this handbook.

3.5 PART-TIME EMPLOYEES

Regular part-time such employees may be assigned a work schedule in advance or may work on an as-needed basis. Regular part-time employees are eligible for employee benefits only as expressly provided for in this handbook.

3.6 TEMPORARY EMPLOYEES

Temporary employees are those employed for short-term assignments. Temporary employees are not eligible for employee benefits except where mandated by applicable law. The physical examination for temporary employees may be waived by the General Manager.

3.7 JOB DUTIES

During the training period, your supervisor will explain your job responsibilities and the performance standards expected of you. (See Appendix A- Job Classification Schedule). Be aware that, within the parameters of your job class, your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects or to assist with other work necessary or important to the operation of your department or the Agency. Your cooperation and assistance in performing such additional work is expected. The Agency reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

3.8 WORK SCHEDULES

The Agency's office is normally open for business between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Your supervisor will assign your work schedule. All employees are expected to be ready to work at the start of their scheduled shifts. If for some reason you are unable to be at work when your shift begins, you are required to notify your supervisor at least one half hour before your scheduled reporting time, failure

to do so may result in disciplinary action by the Agency. Exchanging work schedules with other employees is discouraged. However, if it is necessary to exchange schedules, notify your supervisor, who may authorize an exchange if possible.

3.9 MEAL AND REST PERIODS

Employees are provided with a meal period, to be taken approximately in the middle of the workday. Employees are allowed ten minute rest periods for every four hours of work or major portion thereof. Your supervisor will schedule your meal and rest periods.

3.10 PERSONNEL RECORDS

You have a right to inspect your personnel file, as provided by law, in the presence of an Agency representative at a mutually convenient time. You may add your version of any disputed item to the file. The Agency will restrict disclosure of your personnel file to authorized individuals within the Agency (i.e., employee, employee supervisor, or General Manager). Any request for information from personnel files must be directed to the General Manager. Only the General Manager or his/her designee is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be restricted to cooperation with authorized law enforcement or local, state or federal agencies conducting official investigations.

3.11 EMPLOYEE REFERENCES

All requests for references must be directed to the General Manager or his/her designee. No other manager, supervisor or employee is authorized to release references for current or former employees. The Agency's policy as to references for employees who have left the Agency is to disclose only the dates of employment and the title of the last position held. If you authorize disclosure in writing, the Agency will also provide a prospective employer with the information on the amount of salary or wage you last earned.

3.12 PERFORMANCE EVALUATIONS

Employees will receive periodic performance reviews. The review will be conducted by your supervisor who will discuss it with you. Your first performance evaluation will be after completion of your training period. After that review, performance evaluations will be conducted annually, on or about the anniversary date of your employment with the Agency. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties or recurring performance problems. Performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, initiative, work attitude and attitude toward others. The performance evaluation should help you become aware of your progress, areas for improvement and objectives or goals for future work performance.

Positive performance evaluations do not guarantee increases in salary. Salary increases are solely within the discretion of the Agency, and depend upon many factors in addition to performance. After the review you will be required to sign the evaluation report simply to acknowledge that it has been presented to you and discussed with you by your supervisor, and that you are aware of its contents. Promotions are solely within the discretion of the Agency.

3.13 GRIEVANCE PROCEDURE

The purpose of the grievance procedure is to provide a means by which employee grievances may be considered, discussed and resolved at the closest possible level to the point of origin. A grievance is any dispute concerning the interpretation or application of the rules or regulations governing personnel practices or working conditions, or of the practical consequences of a decision on wages, hours, and other terms and conditions of employment. Grievances shall be waived for all purposes if not presented to the supervisor within ten working days from the date the aggrieved employee knew, or by reasonable diligence could have known, of the occurrence of the act or omission on which the grievance is based. Grievances shall be presented in accordance with the procedures set forth below. The time period for review of the grievance may be extended at any level of the procedure by mutual written consent of both parties.

INFORMAL PROCEDURE: An employee with a grievance shall first discuss it with their immediate supervisor without delay. If the problem is not answered to their satisfaction, they shall have the right to discuss it with the supervisor's immediate superior. Every effort shall be made to resolve the problem in this manner.

FORMAL PROCEDURE: If informal efforts have not been successful in resolving an employee's problem, they may avail themselves of this formal procedure by submitting their appeal in writing within five working days of the final answer given in the informal procedure. The written appeal shall include a detailed nature of the grievance and their expectations for resolution. The procedure is as follows:

- **FIRST LEVEL OF APPEAL:** The written appeal shall be submitted to the employee's immediate supervisor who shall hold a meeting within five working days and shall render a decision and comments in writing within five working days of the meeting.
- **GENERAL MANAGER REVIEW:** If the employee does not agree with the decision, or if no answer has been received within six working days, he/she may forward the original appeal in writing to the General Manager. Failure of the employee to take further action within ten working days after receipt of the first level decision, or within a total of ten working days if no decision is rendered, will bar further consideration. The General Manager shall discuss the grievance with the employee and with other appropriate persons, if any. The General Manager shall render his/her decision regarding the original appeal and comments in

writing and return them to the employee within ten working days after receiving the written appeal. The only appeals that can go beyond the General Manager level are appeals from actions where "punitive discipline" was imposed. "Punitive discipline" is defined as termination, suspension without pay of three (3) days or more or demotion. (For employees hired prior to December 20, 2005, "major disciplinary actions," including "punitive discipline," shall be administered as set forth in Section 3.17 and the grievance procedure shall not apply to such actions.) Performance appraisals shall not be appealed beyond the General Manager level.

- **BOARD REVIEW:** If the employee does not agree with the decision made at the General Manager level where punitive discipline was imposed the employee may within five working days, present their appeal in writing to the General Manager requesting a hearing before the Board. All evidence and supporting documents must be submitted with the appeal letter. At the employee's request, this hearing may be in either open or closed session. The decision of the Board of Directors shall be final and binding on all parties.

The grievance is considered resolved at any step in the procedure when the employee is satisfied that the problem has been resolved.

Throughout the duration of the grievance process the employee shall remain in their current classification at their current rate of compensation whether placed on leave status or not. The grievance procedure is the right of every regular employee and no punitive action of any kind shall be assessed against any regular employee for legally and professionally utilizing the grievance process.

3.14 EMPLOYMENT OF RELATIVES

The Agency will not hire relatives where actual or potential problems may arise regarding supervision, security, safety or morale, or where potential conflicts of interest exist. "Relatives" are defined to include spouses, registered domestic partners, children, siblings, parents, in-laws and step-relatives. If two employees marry, become registered domestic partners, or become related, causing actual or potential problems such as those described above, only one of the employees will be retained with the Agency unless reasonable accommodations can be made to eliminate the actual or potential problems. The employees will have 30 days to decide which relative will stay with the Agency. If this decision is not made in the time allowed, the General Manager of the Agency will make the decision, taking the employment history and job performance of both employees into account.

3.15 CONFLICTS OF INTEREST

Situations of actual or potential conflict of interest are to be avoided by all employees. Personal or romantic involvement with a competitor, supplier or subordinate employee of the Agency, which impairs an employee's ability to exercise good judgment on behalf of

the Agency, creates an actual or potential conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment and morale problems.

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to his/her immediate supervisor, or any other appropriate supervisor, for a determination as to whether a potential or actual conflict exists. If an actual or potential conflict is determined, the Agency may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

3.16 REDUCTIONS IN FORCE

Under some circumstances, the Agency may need to restructure or reduce its work force. If it becomes necessary to restructure our operations or reduce the number of employees, the Agency will attempt to provide reasonable advance notice, if possible, so as to minimize the impact on those affected. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

The Agency will abide by any and all labor laws relative to reductions in force. In determining which employees will be subject to layoff, the Agency will take into account, among other things, operation requirements, the skill, productivity, ability and past performance of those involved and also, where feasible, the employee's length of service.

3.17 TERMINATION AND PROGRESSIVE DISCIPLINE

Violation of Agency policies and/or rules may result in disciplinary action. The Agency may follow a system of progressive discipline which may, but need not, include verbal warnings, written warnings, suspension, and/or termination. All disciplinary action taken shall be recorded in the employee's personnel file.

For employees hired prior to December 20, 2005, the following disciplinary process will apply to "major disciplinary actions" (defined as terminations, demotions or suspensions without pay:

1. Prior to imposing a major disciplinary action, the employee shall be provided with a notice of proposed disciplinary action which shall include the documents upon which the disciplinary action is based. The notice shall indicate that the employee shall have up to seven (7) calendar days to schedule a "Skelly" hearing with the General Manager. Following the Skelly hearing, or seven (7) days if the employee does not choose to schedule one, the General Manager shall issue the employee a notice of disciplinary action. If the disciplinary action is a termination, demotion or suspension without pay for five (5) days or more, the employee shall have seven (7) calendar days

to file an appeal. The appeal shall be in writing and delivered to the General Manager. Following receipt of the appeal, a hearing shall be scheduled before the Board of Directors, or its designee(s). Failure to file a request for appeal within the time specified shall be deemed a waiver of all appeal rights. Appeal hearings need not be conducted in strict conformity with the Rules of Evidence as applied in a court of law, but all parties shall observe the substance of the Rules of Evidence, to the end that the matter may be fully heard and determined upon evidentiary matter which reasonable people rely on in the conduct of serious business affairs. Following the hearing, the Board or its designee(s) shall issue a written decision upholding, reducing or rejecting the discipline imposed. (If the Board delegates the hearing to a designee(s), the decision shall be advisory only.) The decision of the Board will be final and binding on all parties. The hearing shall be held in Closed Session unless the employee requests otherwise.

2. In cases of suspensions without pay of four (4) days or less, the employee shall be entitled to notice of the suspension and a Skelly hearing with the General Manager either prior to, during or within seven (7) days following the suspension without pay. The decision of the General Manager following the Skelly hearing shall be final and binding and the employee shall have no further appeal rights.

3.18 VOLUNTARY TERMINATION

Any employee may voluntarily terminate their employment with the Agency at their convenience. All Agency owned property (vehicles, keys, uniforms, identification badges, credit cards, etc.) must be returned immediately upon termination of employment. A Property Return Agreement must be completed and signed by each new employee during the orientation process as Agency equipment is issued.

ARTICLE 4.0 SALARY AND WAGE ADJUSTMENTS

4.1 SALARY RANGE AND STEP SCHEDULE

The Board shall adopt a Salary Range and Step Schedule for all positions which shall be identified in Appendix "B" attached.

4.2 SALARY ADJUSTMENTS

All merit salary adjustments shall be made by the General Manager with the aid of the employee's performance review on or about the employee's annual anniversary date. Merit salary adjustments are granted only after a satisfactory period of service, and are not to be considered an automatic annual salary increase.

The Range and Step Salary Schedule, attached as Appendix B, is adopted by the Board of Directors setting forth the salary alignment for regular hourly employees. Each range in the Range and Step Salary Schedule shall have a corresponding job classification description which is attached as Appendix A - Job Classification Schedule.

4.3 OTHER SALARY ADJUSTMENTS

The Board, at its discretion, may grant a percentage cost of living adjustment to the Range and Step Appendix B each year to be effective on or about January 1. The cost of living index and the overall financial condition of the Agency shall be considered when determining any adjustment.

4.4 OVERTIME

As necessary, employees may be required to work overtime. For purposes of determining which hours constitute forty (40) hours in a workweek for overtime eligibility, only actual hours worked, the three (3) hour facility inspection pay, paid holidays, pre-approved vacation and reasonable sick leave will be counted. The Agency will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by a supervisor. The Agency provides compensation for all overtime hours worked by hourly employees in accordance with state and federal law as follows:

- a. All hours worked in excess of 40 hours in one workweek will be treated as overtime. A workday begins at midnight and ends 24 hours later. A workweek begins each Friday at midnight.
- b. Compensation for hours in excess of 40 for the workweek shall be paid at a rate of 1½ times the employee's regular rate of pay.

4.5 OPERATIONS STANDBY

THREE HOUR FACILITY INSPECTION: The employee on-call shall perform the normal three hour facility inspections on Saturday, Sunday, and all Agency authorized Holidays as required. The "three hour facility inspection" is defined as the daily duties in which the Agency facilities are inspected and production data recorded. Three hours are allotted to perform these duties, and employees will be paid a minimum of three (3) hours.

ON CALL TIME: Answer information only calls, carry the pager for the entire shift, and be available for any emergency call-out that may arise during the hours of their on-call shift.

CALL OUT TIME: Call-out time refers to the time an employee is called out after regular working hours when that employee has on-call duty. Call-out time does not include the time required to make the three hour facility inspection each day, information only calls or carrying the pager for the entire shift. Call-out time shall be compensated at overtime rates for actual time worked with a minimum of one hour compensation.

Employees on stand-by duty on Monday, Tuesday, Wednesday, Thursday or Friday will be paid one (1) hour of their base pay rate for each day of service. Employees on stand-by duty on Saturday, or Sunday, or Agency authorized Holidays will be paid three (3) hours of their base pay rate.

In addition to the hours paid in the preceding paragraph the employee called out during their on call shift will be paid one and one half (1½) times that employee's regular hourly rate for duties that fall outside of the three hour facility inspection time frame.

4.6 COMPENSATORY TIME

An employee may elect compensatory time in lieu of overtime. Those employees eligible for compensatory time may accrue such time to a maximum of forty (40) hours. Compensatory time shall be calculated at one and one-half (1½) times the number of hours worked over forty (40) hours in a workweek. Compensatory time must be reported on the employee's time card and submitted to the payroll department. (Compensatory time must be elected by the employee prior to performing the work.) Compensatory time used shall also be reported on the employee's time card and submitted to the payroll department. Unused compensatory time shall be paid at termination.

4.7 PAYMENT OF WAGES

All employees of the Agency are paid every other Thursday for work performed during the previous two-week pay period. If a regular payday falls on a holiday, every effort will be made to pay the employees on the preceding workday. Paychecks are normally available by 4:00 p.m. at the Jemez office. If there is an error on your check, please

report it immediately to your supervisor and it will be corrected within four working days. All payroll deductions shall be in accordance with applicable laws.

4.8 ADVANCES

The Agency does not permit advances against unearned wages or against unaccrued vacation.

4.9 SPECIAL ASSIGNMENT COMPENSATION

Special Assignment Compensation is a concept which allows for increases in pay beyond that which is normally allowed when duties performed support such additional pay for special periods of time. The General Manager may grant the Special Assignment Compensation for duties assigned an employee at a rate of compensation at the bottom of range for the new position or five percent (5%) of the employee's pay in their regular position, whichever is greater, of the employee's based pay rate when duties assigned are above and beyond the normal classification of an employee and under other circumstances as determined by the General Manager.

ARTICLE 5.0 STANDARDS OF CONDUCT

5.1 PROHIBITED CONDUCT

The following conduct is prohibited and will not be tolerated by the Agency. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare and the Agency's operations also may be prohibited.

- a. Failure to uphold the Constitution and laws of the United States and the State of California.
- b. Failure to perform employment duties in accordance with all applicable governing authorities and regulations of the Agency including but not limited to the provisions of this handbook.
- c. Falsification of employment records, employment information or other Agency records.
- d. Theft, deliberate or careless damage of Agency property or the property of any employee or customer.
- e. Removing or borrowing Agency property without prior authorization.
- f. Unauthorized use of Agency equipment, time, materials, or facilities.
- g. Provoking a fight or fighting during working hours or on Agency property.
- h. Participating in horseplay or practical jokes on Agency time or on Agency premises.
- i. Using abusive language at any time on Agency premises or in the performance of employment duties.
- j. Engaging in criminal conduct whether or not related to job performance.
- k. Creating or participating in a disruption of any kind which could result in the impedance of the normal work day routine during working hours on Agency property.
- l. Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management.
- m. Failure to be punctual in reporting for work and efficient with the use of their time while on duty. All employees are encouraged to live close to the area and employees having on-call responsibilities are required to live within a thirty (30) minute drive of the Agency office.
- n. Failure to notify a supervisor when unable to report to work.
- o. Unreported absences.
- p. Failure to obtain permission to leave work for any reason during normal working hours.
- q. Failure to provide a physician's certificate when requested or required to do so.
- r. Sleeping or malingering on the job.
- s. Making or accepting personal telephone calls during working hours, except in cases of emergency.
- t. Working overtime without authorization, or refusing to work assigned overtime.
- u. Violation of any safety, health, security or Agency policies, rules or procedures.
- v. Committing a fraudulent act or a breach of trust under any circumstances.

- w. Unlawful harassment or discrimination.
- x. Discourteous treatment of others.
- y. Violation of Agency rules or policies.

5.2 DRUG AND ALCOHOL ABUSE/DRUG TESTING PROGRAM

The Agency is concerned about the use of alcohol, illegal drugs or controlled substances as it affects the workplace. Use of these substances whether on or off the job can adversely affect an employee's work performance, efficiency, safety and health and therefore seriously impair the employee's value to the Agency. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Agency to the risks of property loss or damage, or injury to other persons. Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and seriously impair the employee's value to the Agency.

The following rules and standards of conduct apply to all employees either on Agency property or during the work day (including meals and rest periods). The following are strictly prohibited by the Agency:

- a. Possession or use of alcohol, or being under the influence of alcohol while on the job.
- b. Driving an Agency vehicle while under the influence of alcohol.
- c. Distribution, sale or purchase of an illegal or controlled substance while on the job.
- d. Possession or use of an illegal, or controlled substance or being under the influence of an illegal or controlled substance while on the job.

Violation of the above rules and standards of conduct will not be tolerated. The Agency also may bring the matter to the attention of appropriate law enforcement authorities. Except as prohibited by law, an employee's conviction on a charge of illegal sale or possession of any controlled substance while off Agency property will not be tolerated because such conduct, even though off duty, reflects adversely on the Agency. In addition, the Agency must keep people who sell or possess controlled substances off the Agency's premises in order to keep the controlled substances themselves off the premises.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work. (This does not require disclosure of the reason for taking the drug.) The employee may be required to provide a physician's statement confirming their fitness for duty.

The Agency is required to implement a drug testing program for all of its employees whose job classification requires them to have a commercial drivers license and perform

safety-sensitive functions regulated by Title 49 of the Code of Federal Regulations. The Agency's Drug and Alcohol Testing Policy is for those safety-sensitive positions.

5.3 OFF-DUTY CONDUCT

While the Agency does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the Agency's legitimate business interests. For this reason, employees should be aware of the following policies: Employees are expected to conduct their personal affairs in a manner that does not adversely affect the Agency's or their own integrity, reputation or credibility. Illegal off-duty conduct on the part of an employee that adversely affects the Agency's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

While employed by the Agency, employees are expected to devote their energies to their jobs with the Agency. For this reason, second jobs are discouraged. The following types of outside employment are strictly prohibited:

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

5.4 PUNCTUALITY AND ATTENDANCE

As an employee of the Agency, you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees and your supervisor. When you are absent, your workload must be performed by others, just as you must assume the workload of others who are absent.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized Agency business. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must call your supervisor at least one half hour before the time you are scheduled to begin working for that day. In all cases of absence or tardiness, employees must provide their supervisor with an honest reason or explanation. Employees also must inform their supervisor of the

expected duration of any absence. Unless there are extenuating circumstances, you must call in on any day you are scheduled to work that you will be absent or tardy.

Excessive absenteeism or tardiness (whether excused or not) will not be tolerated.

If you fail to report for work without notification to your supervisor and absence continues for a period of three consecutive days, the Agency will consider that you have abandoned your employment and have voluntarily terminated.

5.5 PERSONAL STANDARDS

Employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. Clothing should be neat, clean and tasteful. Avoid clothing that can create a safety hazard. Department managers may issue more specific guidelines.

Field employees shall be issued uniforms which they are required to wear daily. It is the responsibility of the employee to launder their own uniforms.

Field employees are required to wear approved steeltoe safety shoes at all times and will be reimbursed up to \$150 for one pair each year by the Agency. It is the responsibility of the employee to purchase properly fitting foot wear prior to reimbursement.

Employees and visitors are required to wear safety equipment when visiting or working in an area designated as a "hard hat area".

Field employees, when leaving the Agency's employees, shall return all uniforms to the Agency. Violation of the Agency's dress code policy could result in disciplinary action up to and including termination.

5.6 CUSTOMER RELATIONS

We are a service oriented business and we must remember that the customer is our first priority. Customers are to be treated courteously and given proper attention at all times. Never regard a customer's question or concerns as an interruption or an annoyance. Customer inquiries, whether in person or by telephone, must be addressed promptly and professionally. Never place a telephone caller on hold for an extended period. Direct incoming calls to the appropriate person and make sure the call is received. Employees are expected to be polite, courteous, prompt and attentive to every customer. When a situation arises where the employee does not feel comfortable or capable of handling the problem, the supervisor or General Manager should be called immediately.

5.7 CONFIDENTIALITY

Each employee is responsible for safeguarding confidential information obtained in connection with his or her employment. In the course of your work, you may have

access to confidential information regarding the Agency, its suppliers, its customers or perhaps even fellow employees. Employees shall not reveal or divulge any such confidential information. This obligation to maintain the confidentiality of information shall continue even after employment with the Agency ends. Access to confidential information should be on a "need-to-know" basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated and legal action may be taken by the Agency.

5.8 BUSINESS CONDUCT AND ETHICS

No employee may accept a gift or gratuity from any customer, vendor, supplier or other person doing business with the Agency that may give the appearance of influence regarding their business decision, transaction or service. Please discuss expenses paid by such persons for business meals or trips with the General Manager in advance.

5.9 FRAUD IN THE WORKPLACE

PURPOSE AND SCOPE

To establish policy and procedures for clarifying acts that are considered to be fraudulent, describing the steps to be taken when fraud or other related dishonest activities are suspected, and providing procedures to follow in accounting for missing funds, restitution and recoveries.

I. GENERAL

A. The Bighorn-Desert View Water Agency ("Agency") is committed to protecting its assets against the risk of loss or misuse. Accordingly it is the policy of the Bighorn-Desert View Water Agency to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the Agency and, when appropriate, to pursue legal remedies available under the law.

B. DEFINITIONS

1. Fraud - Fraud and other similar irregularities include, but are not limited to:
 - a. Claim for reimbursement of expenses that are not job-related or authorized by the current Agency policy.
 - b. Forgery or unauthorized alteration of documents (checks, promissory notes, time sheets, independent contractor agreements, purchase orders, budgets, etc.).
 - c. Misappropriation of Agency assets (funds, securities, supplies; furniture, equipment, etc.).
 - d. Improprieties in the handling or reporting of money transactions.
 - e. Authorizing or receiving payment for goods not received or services not performed.
 - f. Computer-related activity involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of Agency-owned software.

- g. Misrepresentation of information on documents.
 - h. Any apparent violation of Federal, State, or Local laws related to dishonest activities or fraud.
 - i. Any violation of the Fair Political Practices Act, regulation of the Fair Political Practices Commission, or the Bighorn-Desert View Water Agency Conflict of Interest Code.
- 2. Employee - In this context, employee refers to any individual or group of individuals who receive compensation, either full- or part-time, from the Bighorn-Desert View Water Agency. The term also includes any volunteer who provides services to the Agency through an arrangement with the Agency.
 - 3. Management - In this context, management refers to any administrator, manager, director, supervisor, or other individual who manages or supervises funds or other resources, including human resources.
 - 4. Personnel Department - In this context, Personnel Department refers to any person or persons assigned by the General Manager to investigate any fraud or similar activity.
 - 5. External Auditor - In this context, External Auditor refers to independent audit professionals who perform annual audits of the Agency's financial statements.
- C. It is the Agency's intent to fully investigate any suspected acts of fraud, misappropriation, or other similar irregularity. An objective and impartial investigation will be conducted regardless of the position, title, and length of service or relationship with the Agency of any party who might be or become involved in or becomes the subject of such investigation.
- D. Each department of the Agency is responsible for instituting and maintaining a system of internal control to provide reasonable assurance for the prevention and detection of fraud, misappropriations, and other irregularities. Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.
- E. The Personnel Department, in conjunction with the Agency Attorney, has the primary responsibility for the investigation of all activity as defined in this policy.
- F. Throughout the investigation, the Personnel Department will inform the General Manager of pertinent investigative findings.
- G. Employees will be granted whistle-blower protection when acting in accordance with this policy. When informed of a suspected impropriety, neither the Agency nor any person acting on behalf of the Agency shall:
- 1. Dismiss or threaten to dismiss the employee,
 - 2. Discipline, suspend, or threaten to discipline or suspend the employee,
 - 3. Impose any penalty upon the employee, or
 - 4. Intimidate or coerce the employee.
- Violations of the whistle-blower protection will result in discipline up to and including dismissal.

- H. Upon conclusion of the investigation, the results will be reported to the General Manager.
- I. The General Manager, following review of investigation results, will take appropriate action regarding employee misconduct. Disciplinary action can include termination, and referral of the case to the District Attorney's Office for possible prosecution.
- J. The Agency will pursue every reasonable effort, including court ordered restitution, to obtain recovery of Agency losses from the offender, or other appropriate sources.

II. PROCEDURES

A. Board of Directors Responsibilities

- 1. If a member of the Board of Directors has reason to suspect that a fraud has occurred, he or she shall immediately contact the General Manager (or contact the Agency Attorney if the General Manager is involved).
- 2. The Board member shall not attempt to investigate the suspected fraud or discuss the matter with anyone other than the General Manager or Agency Attorney.
- 3. The alleged fraud or audit investigation shall not be discussed with the media by any person other than through the General Manager in consultation with the Agency Attorney and the Personnel Department.

B. Management Responsibilities

- 1. Management is responsible for being alert to, and reporting fraudulent or related dishonest activities in their areas of responsibility.
- 2. Each manager should be familiar with the types of improprieties that might occur in his or her area and be alert for any indication that improper activity, misappropriation, or dishonest activity is or was in existence in his or her area.
- 3. When an improper activity is detected or suspected, management should determine whether an error or mistake has occurred or if there may be dishonest or fraudulent activity.
- 4. If management determines a suspected activity may involve fraud or related dishonest activity, they should contact the General Manager immediate supervisor (or contact the Agency Attorney if the General Manager is involved).
- 5. Department Directors should inform the General Manager (or contact the Agency Attorney or Personnel Director if the General Manager is involved).
- 6. Management should not attempt to conduct individual investigations, interviews, or interrogations. However, management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper actions.
- 7. Management should support the Agency's responsibilities and cooperate fully with the Personnel Department, other involved departments, and law enforcement agencies in the detection, reporting, and investigation of criminal acts, including the prosecution of offenders.

8. Management must give full and unrestricted access to all necessary records and personnel. All Agency furniture and contents, including desks and computers, are open to inspection at any time. There is no assumption of privacy.
 9. In dealing with suspected dishonest or fraudulent activities, great care must be taken. Therefore, management should avoid the following:
 - a. Incorrect accusations.
 - b. Alerting suspected individuals that an investigation is underway.
 - c. Treating employees unfairly.
 - d. Making statements that could lead to claims of false accusations or other offenses.
 10. In handling dishonest or fraudulent activities, management has the responsibility to:
 - a. Make no contact (unless requested) with the suspected individual to determine facts or demand restitution. Under no circumstances should there be any reference to "what you did", "the crime", "the fraud", "the misappropriation", etc.
 - b. Avoid discussing the case, facts, suspicions, or allegations with anyone outside the Agency, unless specifically directed to do so by the Agency Attorney.
 - c. Avoid discussing the case with anyone inside the Agency other than employees who have a need to know such as the General Manager, Personnel Department, or Agency Attorney or law enforcement personnel.
 - d. Direct all inquiries from the suspected individual, or his or her representative, to the General Manager or Agency Attorney. All inquiries by an attorney of the suspected individual should be directed to the Agency Attorney. All inquiries from the media should be directed to the General Manager.
 - e. Take appropriate corrective and disciplinary action, up to and including dismissal, after consulting with the Personnel Director, in conformance with the Agency's Personnel Policies and Procedures.
- C. Employee Responsibilities
1. A suspected fraudulent incident or practice observed by, or made known to, an employee must be reported to the employee's supervisor for reporting to the General Manager.
 2. When the employee believes the supervisor may be involved in the inappropriate activity, the employee shall make the report directly to the General Manager (or contact the Agency Attorney if the next higher level of management and/or the General Manager is involved).
 3. The reporting employees shall refrain from further investigation of the incident, confrontation with the alleged violator, or further discussion of the incident with anyone, unless requested by the General Manager, Personnel Department, Agency Attorney or law enforcement personnel.
- D. Personnel Department Responsibilities

1. Upon assignment by the General Manager, the Personnel Department or General Manager's designee will promptly investigate the fraud.
2. In all circumstances where there appears to be reasonable grounds for suspecting that a fraud has taken place, the Personnel Department, in consultation with the Agency Attorney, will contact the County of San Bernardino Sheriff Department.
3. The Personnel Department shall be available and receptive to receiving relevant, confidential information to the extent allowed by law.
4. If evidence is uncovered showing possible dishonest or fraudulent activities, the General Manager or Personnel Department will proceed as follows:
 - a. Discuss the findings with the appropriate management/supervisor and the Department Director.
 - b. Advise management, if the case involves staff members, to meet with the General Manager (or his/her designated representative) to determine if disciplinary actions should be taken. Any disciplinary action taken will be in accordance with the Agency Personnel Rules.
 - c. Report to the External Auditor such activities in order to assess the effect of the illegal activity on the Agency's financial statements.
 - d. Coordinate with the Agency's Risk Management insurer regarding notification to insurers and filing of insurance claims.
 - e. Take immediate action, in consultation with the Agency Attorney, to prevent the theft, alteration, or destruction of evidentiary records. Such action shall include, but is not limited to:
 - 1) Removing the records and placing them in a secure location, or limiting access to the location where the records currently exist.
 - 2) Preventing the individual suspected of committing the fraud from having access to the records.
5. In consultation with the Agency Attorney and the County of San Bernardino Sheriff Department, the Personnel Department may disclose particulars of the investigation with potential witnesses if such disclosure would further the investigation.
6. If the Personnel Department is contacted by the media regarding an alleged fraud or audit investigation, the Personnel Department will consult with the General Manager and the Agency Attorney, as appropriate, before responding to a media request for information or interview.
7. At the conclusion of the investigation, the Personnel Department will document the results in a confidential memorandum report to the General Manager and the Agency Attorney. If the report concludes that the allegations are founded, the report will be forwarded to the County of San Bernardino Sheriff Department.
8. Unless exceptional circumstances exist, a person under investigation for fraud is to be given notice in writing of essential particulars of the allegations following the conclusion of the audit. Where notice is given, the person against whom allegations are being made may submit a

written explanation to the Personnel Department no later than seven calendar days after notice is received.

9. The Personnel Department will be required to make recommendations to the appropriate department for assistance in the prevention of future similar occurrences.
10. Upon completion of the investigation, including all legal and personnel actions, all records, documents, and other evidentiary material, obtained from the department under investigation will be returned by the Personnel Department to that department.

III. EXCEPTIONS

There will be no exceptions to this policy unless provided and approved in writing by the General Manager and the Agency Attorney.

ARTICLE 6.0 OPERATIONAL CONSIDERATIONS

6.1 EMPLOYER PROPERTY

Lockers, desks, vehicles and tools are Agency property and must be maintained according to Agency rules and regulations. The Agency reserves the right to search all Agency property. They must be kept clean and are to be used only for work-related purposes. Prior authorization must be obtained before any Agency property may be removed from the premises.

6.2 USE OF ELECTRONIC MEDIA

The Agency uses various forms of electronic communication including, but not limited to computers, e-mail, telephones, Internet, cell phones, & PDAs. All electronic communications, including all software, databases, hardware, and digital files, remain the sole property of BDVWA and are to be used only for Agency business and not for any personal use. Employees therefore have no expectation of privacy in their personal use of Agency computers and other electronic communications equipment.

Electronic communication and media may not be used in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal, against Agency policy, or not in the best interest of the Agency.

Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline and/or immediate termination.

Employees may not install personal software on Agency computer systems.

All electronic information created by any employee using any means of electronic communication is the property of the Agency and remains the property of the Agency. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the Agency's ownership of the electronic information.

The Agency will override all personal passwords if necessary for any reason.

The Agency reserves the right to access, audit and review electronic files, messages, mail, and other digital archives, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of Agency policy or any law occurs.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by Agency management.

No employee may install or use anonymous e-mail transmission programs or encryption of e-mail communications, except as specifically authorized by the General Manager.

Employees who use devices on which information may be received and/or stored, including but not limited to cell phones, cordless phones, portable computers, fax machines, and voice mail communications are required to use these methods in strict compliance with the trade secrets and confidential communication policy established by the Agency. These communications tools should not be used for communicating confidential or sensitive information or any trade secrets.

Access to the Internet, websites, and other types of Agency-paid computer access are to be used for Agency-related business only. Any information about the Agency, its products or services, or other types of information that will appear in the electronic media about the Agency must be approved by the General Manager before the information is placed on an electronic information resource that is accessible to others.

Questions about access to electronic communications or issues relating to security should be addressed to your immediate supervisor.

6.3 OFF-DUTY USE OF FACILITIES

Employees are prohibited from making use of Agency facilities while not on duty. Employees are expressly prohibited from using Agency facilities, Agency property or Agency equipment for personal use.

6.4 HEALTH AND SAFETY

Every employee is responsible for the safety of him or herself as well as others in the workplace. To achieve our goal of maintaining a safe workplace, everyone must be safety conscious at all times. In compliance with California law, and to promote the concept of a safe workplace, the Agency maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in the General Manager's office.

In compliance with Proposition 65, the Agency will inform employees of any known exposure to any hazardous material.

6.5 HOUSEKEEPING

All employees are expected to keep their work areas and vehicles clean and organized. Common areas such as lunch rooms, locker rooms and rest-rooms should be kept clean by those using them. Please clean up after meals. Dispose of trash properly.

6.6 SOLICITATION AND DISTRIBUTION OF LITERATURE

In order to ensure efficient operation of the Agency's business and to prevent annoyance to employees, it is necessary to control solicitations and distribution of literature on Agency property. All employees are expected to follow the following rules regarding solicitation or distribution of literature. Any employee who is in doubt concerning the application of these rules should consult with his or her supervisor immediately.

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- No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom such activity is directed.
- No employee shall distribute or circulate any written or printed material in work areas at any time, or during his or her working time or during the working time of the employee or employees at whom such activity is directed.
- Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on Agency property.

ARTICLE 7.0 EMPLOYEE BENEFITS

7.1 HOLIDAYS

The Agency observes the following paid holidays for regular full-time employees:

- January 1 (New Years Day)
- Third Monday in January (Martin Luther King Day)
- Third Monday in February (Presidents Day)
- Last Monday in May (Memorial Day)
- July 4 (Independence Day)
- First Monday in September (Labor Day)
- Second Monday in October (Columbus Day)
- November 11 (Veterans Day)
- Thanksgiving Day
- The Day Following Thanksgiving Day
- December 25 (Christmas Day)

When a holiday falls on a Saturday, the previous Friday will be observed. When a Holiday falls on a Sunday, the following Monday will be observed.

Eligibility for holiday pay begins after completion of the training period, unless otherwise approved by the General Manager.

7.2 VACATIONS

It is the intent of the Agency that paid vacation leave be provided to the Agency's employees to facilitate time for rest and relaxation. Therefore, it is in the best interest of the Agency and the employee for them to use their vacation leave and not be paid for it in lieu of time off.

Regular full-time employees accrue paid vacation time in accordance with the following schedule:

LENGTH OF SERVICE FROM BENEFIT DATE	ANNUAL VACATION ALLOWANCE	ACCRUAL RATE PER STRAIGHT TIME HOUR	MAXIMUM ALLOWED UNUSED BALANCE
Date of hire through 4 th year:	80 hours per year	.0385	160 hours
5 th year (1461 st day) through 10 th year (3285 th day):	120 hours per year	.0575	240 hours
11 th year (3286 th day) and thereafter:	160 hours per year	.0770	320 hours

Vacation Definition: Vacation is a leave of absence with pay for the recreation and well-being of the employee. If an employee has exhausted sick leave, vacation leave may be used for sick leave purposes upon special request of the employee and with the written approval of the General Manager.

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As set forth above, vacation shall be available for use on the first day following the pay period in which it is earned, provided an employee has completed ninety (90) days of continuous service.

Temporary and part-time employees do not accrue paid vacation time.

Vacation periods should be taken annually with the approval of the General Manager at such time as will not impair the work schedule or efficiency of the Agency but with consideration given to the well-being of the employee. No employee shall lose earned vacation leave time because of work urgency. If an employee has reached the maximum allowed unused balance and is unable to take vacation leave the employee shall be compensated for up to fifty percent (50%) of the accrued vacation balance with the remaining amount remaining available for use. Otherwise, employees are not allowed to "cash out" vacation.

Vacations shall be scheduled to provide adequate coverage of job responsibilities and staffing requirements. The General Manager will make final determinations and all vacation leave must be approved two (2) weeks in advance. The General Manager may, at his/her discretion, grant vacation leave in the event of an unforeseen emergency without applying the two (2) week advance notice requirement.

Employees on unpaid leave do not accrue vacation time. If a holiday occurs during your vacation period, you will be granted one additional day of vacation, to be taken at a time approved in advance by your supervisor.

An employee whose employment terminates will be paid for accrued unused vacation days.

7.3 INSURANCE BENEFITS

MEDICAL INSURANCE: The Agency provides a comprehensive medical, vision, dental, and life insurance plan for full and eligible part time employees. Medical insurance for employee dependents is provided on a cost sharing basis. An employee becomes eligible within one (1) month following the successful completion of their training period and at that time the employee and their dependents may begin to take advantage of the insurance benefits. In the event of an increase in medical insurance premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage.

DISABILITY INSURANCE: Each employee contributes to the state of California to provide disability insurance pursuant to the California Unemployment Insurance Code. Contributions are made through a payroll deduction. Disability insurance is payable when you cannot work because of illness or injury not caused by employment. Specific rules and regulations governing disability are available from the Employment Development Department.

UNEMPLOYMENT COMPENSATION: The Agency contributes each year to the California Unemployment Insurance Fund on behalf of its employees.

WORKERS COMPENSATION: At no cost to you, you are protected by the Agency's workers' compensation insurance policy while employed by the Agency. The policy covers you in case of occupational injury or illness.

RETIREMENT PLAN: The Agency contracts with the Public Employees Retirement System to provide a plan for eligible employees in order to assist in planning for their retirement. For information regarding eligibility, contributions, benefits and tax status, contact the General Manager. All eligible participants will receive a summary plan description.

7.4 SICK LEAVE

It is the intention of the Agency that sick leave be provided to each regular employee for use in the event of illness. Sick leave shall accrue for all eligible employees at the rate of eight (8) hours per month of service. Accrued sick leave shall be awarded at the end of each accrual period. An employee using sick leave shall, on a daily basis, notify their supervisor that they will be absent from work due to illness at least one half hour before you are scheduled to report for work.

There is no limit on the amount of sick leave that may be accrued. Upon retirement or termination, an employee shall be entitled to payment for any accrued but unused sick leave in excess of 200 hours based on each two (2) hours of accrued sick leave being converted to one (1) hour of vacation leave or upon retirement unused accrued sick leave may be applied to the employee's retirement service credit with the Public Employees Retirement System.

Any employee who has used all their accrued sick leave and is still unable to return to work due to illness must make arrangements with the General Manager for additional time off. All employees shall provide written verification from a physician of sickness or injury if sick leave continues for more than three (3) consecutive days.

The use of sick leave applies to, but may not be limited to the following:

- a. Any bona fide illness or injury.
- b. Quarantine due to exposure to a contagious disease.
- c. Any required treatment or examination for medical, dental or ocular purposes.
- d. Sickness or injury in the immediate family which includes your child, parent, spouse, registered domestic partner or registered domestic partner's child

Sick leave is a benefit provided by the Agency, not a right earned by the employee. Abuse of this benefit will not be tolerated. Excessive abuse of the sick leave benefit could result in disciplinary action up to and including termination.

7.5 LEAVES OF ABSENCE

The Board shall have the authority to grant leaves to the General Manager. The General Manager shall have the authority to grant leaves to all other Agency employees in accordance with the provisions under which eligible leaves may be granted. All leaves shall be requested on a form provided by the Agency prior to the start of the requested leave. Failure to return promptly from authorized leave without prior authorization from the General Manager may result in disciplinary action up to and including termination.

A leave of absence, not to exceed thirty (30) consecutive days, may be requested in writing by any regular Agency employee. The General Manager may grant the leave provided that the leave is in the best interest of the Agency and the employee. The leave shall be without pay and no benefits shall accrue or be paid during the term of the leave. However, the employee may self-pay the premiums under the provisions of "COBRA." Your supervisor can give you additional information on this subject.

A leave of absence requested for a period longer than thirty (30) consecutive days shall be reviewed by the Agency personnel committee and may or may not be granted by the Board of Directors.

7.6 MEDICAL LEAVES

A medical leave of absence may be granted for non-work related temporary medical disabilities (other than pregnancy, childbirth, and related medical conditions) for up to four months with a doctor's written certificate of disability. Requests for leave should be made in writing as far in advance as possible. If you are granted a medical leave the Agency will pay you sick pay for the period of time equivalent to your accumulated sick pay earned. You also may use any paid vacation time previously accrued. If you are a disabled individual pursuant to the Fair Employment and Housing Act and the Agency does not grant the leave of absence, an interactive process meeting will be scheduled.

A medical leave begins on the first day your doctor certifies that you are unable to work and ends when your doctor certifies that you are able to return to work or after a total of four months of leave, whichever occurs first. Your supervisor will supply you with a form for your doctor to complete, showing the date you were disabled and the estimated date you will be able to return to work. An employee returning from a medical disability leave must present a doctor's certificate showing fitness to return to work.

If returning from a non-work-related medical leave you will be offered the same position held at the time of leaving, if available. If this position is not available due to an "undue hardship," a comparable position will be offered. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. There are no guarantees of reinstatement and your return will depend on your qualifications for existing openings.

California workers' compensation laws govern work-related illnesses and injuries. The Agency will fully comply with these laws.

7.7 PREGNANCY-RELATED DISABILITY LEAVE

Pregnancy, childbirth or related medical conditions will be treated like any other disability, and an employee on leave will be eligible for temporary disability benefits in the same amount and degree as any employee on leave.

All female employees should advise their supervisor of their intent to take pregnancy disability leave as soon as possible. The individual should make an appointment with the General Manager to discuss the following conditions:

- a. Employees who need to take pregnancy disability must inform the Agency when a leave is expected to begin and how long it will likely last. If the need for a leave or transfer is foreseeable, employees should provide notification at least 30 days before the pregnancy disability leave or transfer is to begin. Employees should consult with the General Manager regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Agency. Any such scheduling is subject to the approval of the employee's health care provider.
- b. If 30 days advance notice is not possible, notice must be given as soon as practical.
- c. If requested by the employee and recommended by the employee's physician, the employee's work assignment may be changed as required to protect the health and safety of the employee and her child.
- d. Requests for transfers of job duties will be reasonably accommodated only if the job and security rights of others are not breached.
- e. Temporary transfers due to health considerations will be granted where possible. However, the employee will receive the pay that accompanies the job, as is the case with any other temporary transfer due to temporary health reasons.
- f. Pregnancy leave will usually begin when ordered by the employee's physician. Employees must provide the Agency with a certification from a health care provider. The certification indicating disability should contain:
 - The date on which the employee became disabled due to pregnancy;
 - The probably duration of the period or periods of disability; and
 - A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.
- g. Leave returns will be allowed only when the employee's physician sends a release indicating fitness to return to work.
- h. An employee will be allowed to utilize accrued vacation and/or sick leave during a pregnancy disability leave.

Duration of the leave will be determined by the advice of employee's physician, but employees disabled by pregnancy may take up to four months. The four months of leave includes any period of time for actual disability caused by the employee's

pregnancy, childbirth or related medical condition. This includes leave for severe morning sickness and for prenatal care. Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed.

An employee returning from a pregnancy disability leave will be offered the same position held at the time of leaving, unless the job no longer exists, or the job has been filled in order to avoid undermining the Agency's ability to operate safely and efficiently, or you are not capable of performing the job responsibilities. If your former position is not available, a substantially similar position will be offered unless there is no substantially similar position available, or your filling the available position would substantially undermine the Agency's ability to operate safely and efficiently, or you are not capable of performing the job responsibilities.

If you are on pregnancy disability leave and are not eligible for continued paid coverage after 12 work weeks, you may continue your group health insurance coverage through the Agency in conjunction with "COBRA" guidelines by making monthly payments to the Agency for the amount of the relevant premium.

7.8 BEREAVEMENT LEAVE

In the event of a death in your immediate family, you may apply for and receive up to a maximum of five (5) days of bereavement leave per incident with pay. The immediate family is defined as your current spouse, registered domestic partner, child, parent, legal guardian, brother, sister, grandparent, grandchild, or mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, or daughter-in-law.

7.9 MILITARY LEAVE

Military leave will be granted in accordance with applicable law.

7.10 JURY DUTY LEAVE

Any employee who is required to serve on jury duty, and has completed their training period, will receive full pay while serving up to ten (10) days of jury duty per calendar year. A leave of absence without pay will be granted if jury duty exceeds the ten (10) day limit. You should notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. You may be requested to provide written verification from the court clerk of having served. If work time remains after any day of jury duty you will be expected to return to work. Any mileage allowance paid by the court for jury services is to be retained by you.

7.11 TIME OFF FOR VOTING

In the event that an employee does not have sufficient time outside of working hours to vote in a statewide election, the employee may take off enough working time to enable him or her to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be

combined with the voting time available outside of working hours. Under these circumstances an employee will be allowed a maximum of two hours on the election day without loss of pay. Where possible, the employee shall give his or her supervisor at least two working days' notice that time off to vote is needed.

7.12 SCHOOL CONFERENCES INVOLVING SUSPENSION

If it becomes necessary for an employee who is the parent or guardian of a child to attend the child's school to discuss possible suspension, the employee should alert his or her supervisor as soon as possible so that alternative arrangements may be made. No discriminatory action will be taken against the employee for taking time off for this purpose.

7.13 EXTERNAL EMPLOYEE EDUCATION

It may be necessary for employees to attend training programs, seminars, conferences, lectures, meetings or other outside activities for the benefit of the Agency or the individual employees. Attendance at such activities may be required by the Agency or requested by individual employees. However, attendance will not be considered an officially authorized activity, subject to the following policies on reimbursement and compensation, unless prior written approval has been issued by the General Manager. To obtain approval, employees wishing to attend an activity must submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and nature, purpose and justification for attendance.

Where attendance is required or authorized by the Agency, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Reimbursement for required or authorized educational classes will be awarded after successful completion of the educational class and the receipt of a passing grade (C or better). Customary and reasonable expenses generally may include registration fees, materials, meals, transportation and parking. Reimbursement policies regarding these expenses should be discussed with the General Manager in advance.

Employees will also be reimbursed following successful completion of examinations for certificates that are required by their job descriptions. Similarly, renewals for required certificates will be reimbursed by the Agency.

Employee attendance at authorized outside activities, during normal working hours, will be considered hours worked for hourly employees and will be compensated in accordance with normal payroll practices.

This policy does not apply to an employee's voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions may generally lead to improved job performance. While the Agency generally encourages all employees to improve their job skills and promotional qualifications, such activities will not be subject to this policy regarding reimbursement or compensation unless prior written approval is obtained as discussed above.

7.14 RECREATIONAL ACTIVITIES AND PROGRAMS

The Agency or its insurer will not be liable for the payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

7.15 WORKERS' COMPENSATION

The Agency, in accordance with state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- a. medical care,
- b. cash benefits, tax free, to replace lost wages,
- c. vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:

- a. Immediately report any work-related injury to your supervisor.
- b. Seek medical treatment and follow-up care if required.
- c. Complete a written Employee's Claim Form (DWC Form 1) and return it to the General Manager.
- d. Employees must provide the Agency with a certification from their health care provider regarding the need for workers' compensation disability leave and the employee's ability to return to work from the leave.

The Agency provides for medical treatment for work-related injuries through an Agency designated medical provider.

Employees who are injured in a work-related incident will be referred to the Agency's designated medical treatment provider, unless prior to a work-related injury, the Agency has received from the employee a written notice that the employee wishes to be treated by his/her own physician. Employees who do not designate their own physician will be treated by the Agency's designated medical treatment provider for work-related injuries, for at least 30 days, if required. Employees may seek treatment from their own physician after 30 days, should they so desire.

Upon submission of a medical certification that you are able to return to work, you will be offered the same position held at the time of leaving, unless the job has been filled in order to avoid undermining the Agency's ability to operate safely and efficiently, or you are not capable of performing the job responsibilities upon return. If your former position is not available, a substantially similar position will be offered unless there is no substantially similar position available, or filling the available position would substantially

undermine the Agency's ability to operate safely and efficiently, or you are not capable of performing the job responsibilities.

The law requires that this Agency notify the workers' compensation insurance company of any concerns of false or fraudulent claims. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. A violation of this law is punishable by imprisonment for one to five years, or by a fine not exceeding \$50,000 or double the value of the fraud, whichever is greater, or both. Additional civil penalties may be in order.

BIGHORN-DESERT VIEW WATER AGENCY EMPLOYEE HANDBOOK

APPENDIX A	JOB CLASSIFICATIONS
APPENDIX B	RANGE AND STEP SCHEDULE
APPENDIX C	ORGANIZATIONAL CHART

Appendix A
BIGHORN-DESERT VIEW WATER AGENCY

Revised: April 26, 2011

Salary Range: 04

CLASS DESCRIPTION

TITLE: EXECUTIVE SECRETARY/PERSONNEL ADMINISTRATION

Page 1 of 3

Status: Non-Exempt

Summary

Under limited supervision, performs a variety of skilled confidential administrative and human resources duties related to supporting the Board of Directors and Management of the Agency.

Distinguishing Characteristics

This position is characterized by the confidentiality requirements, the high level of skills required to perform the principal duties of the position, the frequency of contact with the Board and general public at meetings, as well as the low level of supervisory oversight provided to this position on a routine basis. Position exercises regular and substantial independent judgment and procedural knowledge in performing work requiring interpretation of rules, regulations, procedures, policies and guidelines. Position reports directly to the General Manager and has no supervisory duties.

Examples of Duties/Essential Functions

The duties listed below 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 this class.

Support to General Manager:

- Provide confidential administrative and clerical assistance to the General Manager (e.g., correspondence composition and typing; calendar/scheduling appointments/meetings; maintenance of correspondence files; screen and prioritize telephone calls, meetings).
- Independently prepares correspondence for the General Manager and routinely provides grammatical review to correspondence generated by others.
- Makes travel arrangements for General Manager and Board of Directors.
- Provides central contact for routine inquiries from the media and general public including Public Information Requests.
- Obtains and monitors information regarding community activities on issues that may affect the Agency.

Board of Directors/Committee Meetings:

- Prepare and mail/fax meeting notices and agendas to ensure meeting Brown Act requirements.
- Assembles staff information for agenda.
- Attends night meetings; takes and prepares minutes of meetings.
- Provide point-of-contact for customers at meetings.
- Composes simple resolutions.
- Maintain/update minute library, motion order index and other related Board records.
- Maintains current and other water Agency agendas, minutes and industry/legal updates.
- Administers Conflict of Interest code, Form 700 and other filings.
- Provides confidential administrative and clerical support to the Board of Directors.

BIGHORN-DESERT VIEW WATER AGENCY

CLASS DESCRIPTION

Revised: April 26, 2011

Salary Range: 04

TITLE: EXECUTIVE SECRETARY/PERSONNEL ADMINISTRATION

Page 2 of 3

Status: Non-Exempt

Personnel Administration:

- Assists with hiring, promotion, disciplinary and termination process (e.g., writing advertisements, conducting interviews, checking references, conducting investigations) for all Agency employees.
- Conducts new employee orientations.
- Monitors administrative compliance with personnel policies.
- Administers employee benefits program (including workman's compensation) and transmits information to payroll as needed.
- Maintains various confidential employee records including personnel files, performance evaluations, leave records, medical records, disciplinary actions, certifications, training and safety.
- Oversees DOT drug testing program.
- Acts as backup for payroll processing.
- Arranges and oversees training programs.
- Conducts personnel studies as needed.
- Assists with grievance resolution and compliance with all Federal and State employment laws.

Customer Service:

- Assists with review and resolution of customer complaints/problems.
- Deals with customers in a courteous and professional manner.
- Provides backup to customer service to receive payments.
- Provides direction and training to staff in the effective application of the Agency's policies and procedures.

General Administrative:

- Maintain clearinghouse of information related to Agency projects and activities.
- Maintain audio records libraries, prepare/revise agency procedures and forms, monitor supplies, update Agency files and archives, assist with mailings and phone coverage backup.

Special Projects:

- Researches, prepares reports, and makes presentations and recommendations on special projects such as new office equipment purchases, employee benefit coverage, Agency newsletter, special event arrangements.
- Performs other projects as requested by General Manager.

Safety:

- Follows proper safety practices at all times.

BIGHORN-DESERT VIEW WATER AGENCY

CLASS DESCRIPTION

Revised: April 26, 2011

Salary Range: 04

TITLE: EXECUTIVE SECRETARY/PERSONNEL ADMINISTRATION

Page 3 of 3

Status: Non-Exempt

Job Requirements

Education, Training & Experience:

- Graduation from high school or equivalent,
- Any combination of experience, education and/or training that could likely provide the required knowledge including business and general education coursework.
- Possess the ability to perform the job duties (e.g., five years of general secretarial experience).
- Notary Public Commission beneficial.

Skills and Abilities:

- Ability to work efficiently and productively when completing work tasks.
- Ability to responsibly and accurately perform skilled and confidential administrative and clerical functions using independent judgment.
- Knowledge of laws, ordinances, statutes, regulations regarding the management of a water Agency and the maintenance of records.
- Knowledge of Brown Act, Public Records Act and Conflict of Interest filing requirements.
- Ability to interact with the public and Board of Directors in a patient, polite and productive manner.
- Ability to type accurately at a minimum of 65 words per minute.
- Proficient at using word processing, presentation and spreadsheet software.
- Working knowledge of all office equipment.
- Ability to understand and carryout verbal instructions.
- Ability to read and understand water Agency terminology.
- Ability to make mathematical calculations with speed and accuracy.
- Ability to establish and maintain cooperative and respectful working relationships with those contacted in the course of work.
- Ability to maintain accurate records.

Physical:

- Subject to reasonable accommodation in accordance with the requirements of the Fair Employment and Housing (FEHA)
- Possess the ability to lift and/or carry objects (no greater than 20 lbs) on an infrequent basis.
- Ability to bend, twist, turn, push, pull and reach routinely, as well as perform repetitive motion tasks.
- Ability to stoop, kneel and crouch routinely.
- Sits for extended time periods and uses office equipment such as computer terminals, copies and fax machines on a regular basis.
- Requires normal range hearing and vision.

Other:

- Maintain valid California Class C Driver's License.
- Position subject to extended work hours, evening meetings, and periodic travel.

Appendix A
BIGHORN-DESERT VIEW WATER AGENCY

CLASS DESCRIPTION

Revised: April 26, 2011

Salary Range: 02 Acct Tech I
03 Acct Tech II
04 Acct Tech III

**TITLES: ACCOUNTING TECHNICIAN I/CUSTOMER SERVICE REPRESENTATIVE
ACCOUNTING TECHNICIAN II/CUSTOMER SERVICE REPRESENTATIVE
ACCOUNTING TECHNICIAN III/CUSTOMER SERVICE REPRESENTATIVE**

Page 1 of 6
Status: Non-Exempt

Summary

Under limited supervision, routinely performs a variety of moderately complex and occasionally highly complex accounting duties related to Accounts Payable, Inventory, Purchase Orders, Payment Processing, Payroll, Fixed Asset Management, Job Cost Accounting, Audit, Fiscal Record Keeping support related to the processing and maintenance of agency financial data and reports, maintains the General Ledger and Subsidiary Ledgers; also analyzes and tracks cash flow. Performs Customer Service duties on a daily basis.

Position Title

Title of this position is commensurate upon the following factors: degree of supervision required, abilities, skill level, education level, qualifications, experience, and the performance of the individual.

Distinguishing Characteristics

This position is characterized by the level of skills required to perform the principal duties of the position, as well as the level of supervisory oversight provided to this position on a routine basis and the independent judgment required. Position reports directly to the General Manager, and has no supervisor duties.

Examples of Duties/Essential Functions

The duties listed below 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 this class.

Purchase Orders:

- Maintains purchase order database and files, providing reconciliation and review of journals and related general ledger accounts.
- Processes all paperwork required for Purchase Orders using computerized system (i.e. inputs, print journals, follow-up).
- Provides purchase orders to authorized personnel.

Accounts Payable:

- Maintains Accounts Payable database and files.
- Gathers, assembles, tabulates, checks, verifies, prepares and inputs all paperwork required to process accounts payable for payment (i.e. review for correctness).
- Processes documents involved in financial transactions and financial recordkeeping.
- Responsible for vendor payments and other claims against the agency.
- Matches invoices with purchase orders to insure correct billing.
- Makes mathematical calculations.
- Assigns GL account numbers.
- Prepares checks.
- Obtains approval and signatures for distribution of payment.

Appendix A
BIGHORN-DESERT VIEW WATER AGENCY
CLASS DESCRIPTION

Revised: April 26, 2011

Salary Range: 02 Acct Tech I
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04 Acct Tech III

TITLES: ACCOUNTING TECHNICIAN I/CUSTOMER SERVICE REPRESENTATIVE
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ACCOUNTING TECHNICIAN III/CUSTOMER SERVICE REPRESENTATIVE

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Status: Non-Exempt

- Maintains control of all accounts payable checks by monitoring number sequence.
- Provides reconciliation and review of A/P Journals and related General Ledger accounts.
- Prepares disbursements packages.
- Files financial data.

Accounting:

- Performs accounting tasks (low to moderately complex depending on position title assigned) including regular analysis and reconciliation of revenue, expenditure and balance sheet accounts.
- Prepares monthly and year-end financial statements including balance sheet, income statement, and supporting ledgers and journals in an accurate and timely manner.
- Makes appropriate periodic journal entries at month-end and year-end closings.
- Determines appropriate accounts, reconciles, inputs and posts to general ledger.
- Monitors and makes recommendations for cash flow requirements.
- Performs periodic internal audits of accounting records to assure adequate controls.
- Reconciles Agency bank accounts monthly.
- Prepares special reports for the State of California, management staff and the Board of Directors.
- Performs special analytical studies as directed by the General Manager.
- Assists with cross training of other staff on critical job functions.
- Provides assistance and directs annual audit, interfacing with outside auditors and preparing audit schedules as required (i.e. fixed asset, debt, prepaid).
- Prepares the annual audit binder including reconciliation of all accounts.
- Assists with analysis, preparation and presentation of the Agency budget and audit.

Job Cost:

- Maintains Job Cost accounting database and files.
- Provides reconciliation and review of journal and related general ledger accounts.

Inventory:

- Maintains inventory database and files.
- Assists with field representative to reconcile periodic inventory count.
- Prepares and inputs all paperwork required to add inventory purchased and remove inventory used.
- Provides reconciliation and review of journal and related general ledger accounts.

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BIGHORN-DESERT VIEW WATER AGENCY

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Status: Non-Exempt

Fixed Assets:

- Maintains fixed asset database and files.
- Sets up, calculates and monitors annual fixed asset depreciation; adjusts for new or retired assets as appropriate.
- Prepares annual schedule for audit.
- Provides reconciliation and review of journal and related general ledger accounts.

General Ledger:

- Makes miscellaneous regular general ledger postings and balances accounts.
- Ensures timely and accurate posting to the general ledger and researches information for adjustments to general ledger.
- Prepare and post payroll journal entries and time-off accruals to the general ledger.
- Responsible for all bank reconciliations.
- Sets up accounts as needed for general ledger posting.
- Prepares month-end journal entries.
- Assists in the preparation of periodic financial reports and statements and prepares and maintains spreadsheet analyses and reports.
- Closes and adjusts journals and ledgers each fiscal year.
- Prepares monthly financial statements.
- Works with other accounting staff to balance accounts receivable database records and journals to General Ledger.

Customer Service:

- Performs cashier duties.
- Deals with customers in a courteous and professional manner.
- Maintains assigned cash drawer in an accurate and accountable manner.
- Communicates account status and Agency Rules & Regulations to customers.

Other Duties:

- Compile and verify accuracy of bank deposits.
- Maintain and process Petty Cash disbursements and replenishments.
- Prepares Monthly Disbursements Report and the Monthly Financial Statements Report for agenda deadlines for Board meetings.
- Processes customer refunds and voids through credit cards based on utility billing transactions.
- Prepares and distributes 1099's annually.
- Other duties as assigned.

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Status: Non-Exempt

Lead:

- Answers technical accounting questions from staff
- Directs staff in proper procedures for accounting.
- Trains staff.
- Uses independent judgment to solve problems and efficiently lead the work of other finance staff.
- May organize and coordinate daily accounting functions and assignments.

Payroll:

- Prepares and processes payroll for agency employees.
- Gathers, organizes, and prepares a variety of information for the preparation of the Agency's payroll.
- Audits time records for accuracy and proper distribution of costs.
- Posts payroll distribution to general ledger.
- Provides reconciliation and review of journal and related general ledger accounts.
- Calculates payroll changes to determine fiscal impact on budgeting.
- Audits, reviews, and adjusts payroll data concerning vacation, sick leave, and overtime balances.
- Maintains and updates employee payroll records.
- Prepares payroll reports and summaries for retirement systems.
- Prepares and distributes payments to insurance agencies, CalPers, EDD, garnishments and others receiving monies from payroll withholdings.
- Prepares period reports on wages paid.
- Researches and corrects payroll discrepancies.
- Ensures that Agency payroll and compensation policies are adhered to.
- Uses a computer and appropriate software in processing the Agency's payroll.
- Answers a variety of questions concerning leave balances, payroll discrepancies, and net payments for Agency staff.
- Distributes W-2 forms annually.
- Provides assistance to the Human Resources department/Personnel Administrator as needed.

Clerical:

- Prepares reports
- Types correspondence and files.
- Banking and mail errands.

Safety:

- Follows proper safety practices at all times.
- Attends safety meetings.

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Status: Non-Exempt

Job Requirements

Education, Training & Experience:

- Graduation from high school or equivalent.
- Any combination of experience, education and/or training that would provide the required knowledge and abilities is qualifying.
- A typical way to obtain the knowledge and abilities would be:
 - College level course work in accounting.
 - 3 -5 years of accounting experience, including experience in computerized accounting system, accounts payable, payroll, and general ledger.
 - Experience in governmental accounting highly desirable.
 - AA Degree in Accounting or Bachelor's degree in accounting is highly desirable.

Skills and Abilities:

- Ability to work independently, efficiently and productively when completing work tasks with little or no supervision.
- Prioritization, organization, and coordination skills.
- Ability to interpret and apply Agency rules, policies, and procedures governing the accounting process.
- Ability to responsibly and accurately perform semi-skilled to skilled bookkeeping functions and the most skilled financial record keeping functions using independent judgment; including performing confidential administrative and clerical functions.
- Knowledge of principles and practices of accounts payable, payroll, and general ledger.
- Knowledge of procedures and requirements for payroll and accounts payable.
- Knowledge of laws, ordinances, statutes, regulations of the management of a water agency; controlling the preparation of and maintenance of accounting records including issuance of payroll.
- Work with vendors to resolve payment issues.
- Knowledge of general and subsidiary ledger functions and requirements.
- Proficient, effective and accurate at using word processing, presentation and spreadsheet software; using 10-key adding machines by touch; and familiar with governmental accounting software which includes accounts payable, payroll and accounting systems.
- Ability to understand and carry out verbal instructions.
- Ability to read and understand water agency terminology.
- Ability to read and understand accounting terminology.
- Ability to make mathematical calculations with speed and accuracy.

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Status: Non-Exempt

- Ability to establish and maintain cooperative and respectful working relationships with those contacted in the course of work, and to interact with the public and Board of Directors in a prompt, courteous, patient, polite, productive, and efficient manner.
- Ability to maintain accurate records.
- Ability to recommend improvements in Accounting Technician job-related policies and procedures
- Know safety standards and requirements.

Physical:

- Subject to reasonable accommodation in accordance with the requirements of applicable law.
- Possess the ability to lift and/or carry objects (no greater than 20 lbs) on an infrequent basis.
- Ability to bend, twist, turn, push, pull and reach routinely, as well as perform repetitive motion tasks.
- Ability to stoop, kneel and crouch routinely.
- Sits for extended time periods and uses office equipment such as computer keyboards and terminals, telephones, 10-Key adding machine, copiers and fax machines on a regular basis.
- Requires normal range hearing and vision.
- Travels by automobile in conducting Agency Business.

Other:

- Maintain valid California Class C Driver's License.
- Proof of a good driving record free from multiple or serious traffic violations or accidents for a period of at least two years.
- Position subject to extended work hours, evening meetings, and periodic travel.

2008/2009

APPENDIX 'B'

BDVWA EMPLOYEE RANGE STEP SCALE

RANGE	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
NO	A	B	C	D	E	F	G	
1								
Per Hour Rate	11.679	12.263	12.876	13.520	14.196	14.906	15.651	
Monthly	2,024.401	2,125.622	2,231.903	2,343.498	2,460.673	2,583.706	2,712.892	
Annually	24,292.82	25,507.46	26,782.83	28,121.97	29,528.07	31,004.48	32,554.70	
2								
Per Hour Rate	12.404	13.024	13.675	14.359	15.077	15.831	16.622	
Monthly	2,150.015	2,257.516	2,370.391	2,488.911	2,613.356	2,744.024	2,881.225	
Annually	25,800.177	27,090.186	28,444.695	29,866.930	31,360.277	32,928.291	34,574.705	
3								
Per Hour Rate	15.349	16.116	16.922	17.768	18.656	19.589	20.569	
Monthly	2,660.425	2,793.447	2,933.119	3,079.775	3,233.764	3,395.452	3,565.224	
Annually	31,925.105	33,521.360	35,197.428	36,957.299	38,805.164	40,745.423	42,782.694	
4								
Per Hour Rate	20.150	21.158	22.216	23.326	24.493	25.717	27.003	
Monthly	3,492.718	3,667.354	3,850.722	4,043.258	4,245.421	4,457.692	4,680.577	
Annually	41,912.621	44,008.252	46,208.665	48,519.098	50,945.053	53,492.306	56,166.921	
5								
Per Hour Rate	21.587	22.666	23.799	24.989	26.239	27.551	28.928	
Monthly	3,741.685	3,928.769	4,125.208	4,331.468	4,548.042	4,775.444	5,014.216	
Annually	44,900.220	47,145.231	49,502.493	51,977.618	54,576.499	57,305.324	60,170.590	

APPENDIX 'C'

