

YUBA COUNTY WATER AGENCY



Human Resources Policies and Practices Manual

September 2017

MESSAGE FROM THE GENERAL MANAGER

Employees at the Yuba County Water Agency ("YCWA") are the cornerstone of our operations and our goal is to create a respectful, professional, and educational environment for them to work in. We feel one way to meet this goal is through the *Human Resources Policies and Practices Manual*.

The *Human Resources Policies and Practices Manual* (the "Manual") outlines some of the personnel policies and practices that govern employment with YCWA. It is designed to ensure consistent, fair, and uniform treatment of all YCWA employees.

Please review all the policies and ask Human Resources or any YCWA manager if you have any questions. Also, please let your supervisor and/or Human Resources know if you have ideas about ways that YCWA can improve this Manual and our organization. Sharing ideas and providing suggestions for improvement are the greatest gifts we can give each other, and we encourage you to feel free to share your thoughts with us. If you are unclear about a policy or practice, or cannot locate an answer to your question, please talk to your manager or contact Human Resources. We appreciate hearing from you!

If you are a new employee, thank you for deciding to join the Yuba County Water Agency. You are in for the professional experience of a lifetime! If you are a current employee, thank you for the excellent work that you perform for the community!

Sincerely,



Curt Aikens
General Manager

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INTRODUCTION

The General Manager is authorized to implement this Policy by the YCWA Board of Directors through Board-approved delegation of authority.

Every effort has been made to align the manual with the most recent state and federal laws. If there is any conflict between these policies and state or federal laws or regulations, the provision in the law or regulation shall take precedence.

Every effort has been made to align this manual with the most current Memorandum of Understanding (MOU) between YCWA and the IBEW 1245. If there is any conflict between these policies and the MOU or Board resolutions authorizing pay and benefits between the YCWA and a recognized employee organization, the provisions contained in the MOU shall take precedence.

Periodically, as laws and practices change, then revisions, changes, additions or deletions may be needed to the policies in this Manual. Updates will be forwarded to employees when they are made. Updated versions of this Manual are also available on the YCWA website. Employees are expected to comply with all policies. Failure to comply may result in discipline, up to and including termination.

SECTION 1 WORKPLACE STANDARDS AND CONDUCT

This section addresses the conditions that contribute to a safe, healthy, and productive workplace and summarizes the standards of personal and professional conduct that is expected of all YCWA employees.

YCWA believes it is important to communicate openly and freely to resolve problems. Accordingly, the Agency has an "Open Door" policy whereby it encourages employees with work-related questions or concerns to bring them to the attention of their immediate supervisor. If the employee is unable to resolve the concerns through this discussion, or if the employee feels uncomfortable discussing the issue with the supervisor, the employee should contact any Agency manager, or Human Resources, to discuss the matter.

In this manner, YCWA intends to provide employees an opportunity to raise workplace concerns in confidence, and without fear of reprisal. It is the Agency's goal to review and to work collaboratively in an effort to resolve all such questions and concerns timely and equitably.

1.1 WORKPLACE STANDARDS

1.1.1 Drug and Alcohol-Free Workplace

The use, possession, purchase, or distribution of alcohol, marijuana, or any controlled substances while on the job is strictly prohibited. The sole exception to this is that employees may have and use prescription or over-the-counter medication in accordance with a doctor's instruction, or with the instructions on the medication, provided the medication does not render the employee unfit for duty or 'under the influence' while on the job. Being under the influence of drugs or alcohol while on the job is prohibited. YCWA employees may be tested upon reasonable suspicion that they have violated this Policy.

While substance abuse will not be tolerated in the workplace, YCWA recognizes dependency on alcohol and other drugs as a treatable condition and offers programs and services for employees with substance dependency problems. Such employees are encouraged to seek confidential assistance, as appropriate, from the Employee Assistance Program (EAP), health centers, and counseling or psychological services available through YCWA's EAP and medical plans.

1.1.2 Non-Smoking Policy

To protect the health and safety of its employees and visitors, and to comply with state and local ordinances, YCWA prohibits smoking in all its facilities, including without limitation offices, workshops/garages, conference rooms, hallways, restrooms, break rooms, elevators, lobbies, temporary project offices, etc. Smoking is only allowed according to the limitations set by California law and where it is safe and does not pose a fire hazard. YCWA also prohibits smoking in any YCWA-owned or leased vehicles.

1.1.3 Workplace Violence

YCWA is committed to providing a workplace that is free from violence or threats of violence. YCWA periodically conducts training on general workplace violence prevention issues in an effort to recognize and prevent violent or threatening behavior. Threats, threatening behavior, or acts of violence against an employee, supervisor, customer, contractor, visitor, or any other individual on YCWA premises or conducting YCWA business cannot and will not be tolerated. All reports of workplace violence are taken seriously and will be investigated promptly and thoroughly. Corrective action will be taken as appropriate.

Any form of violence or threat of violence – whether actual or perceived – involving a YCWA employee, or occurring in the workplace or in connection with YCWA business, must be reported to a YCWA manager, Human Resources, the General Manager, or his/her designee. Employees should also report to any YCWA manager or to Human Resources any circumstances of which they are aware that could result in violence at the workplace.

Examples of Conduct that May Be Considered Threats or Acts of Violence
Violent physical actions
Direct or implied threats to do harm to another or to property (including the intimidating use of one's body or physical objects)
Verbally abusive or intimidating language or gestures
Threatening, abusive, or harassing communication (e.g., telephone calls, letters, memoranda, faxes, emails, texts, etc.)
Unauthorized possession of a weapon at the workplace (including YCWA parking lots)
Destructive or sabotaging actions against YCWA or personal property
Engaging in a pattern of unwanted or intrusive behavior against another (e.g., stalking, spying, following)

1.1.4 Workplace Discrimination and Related Harassment

Harassment and discrimination in employment on the basis of sex, race, color, national origin, ancestry, citizenship, religion, age, physical or mental disability, medical condition, sexual orientation, gender identity or gender expression, military or veteran status, marital status, registered domestic partner status, genetic information, or any other protected basis is unlawful under federal and state law. YCWA does not tolerate discrimination or harassment in the workplace or in a work-related situation. Unlawful discrimination and harassment is a violation of YCWA's rules of conduct.

1.1.4.1 Unlawful Harassment

Unlawful harassment in employment may take many different forms. Some examples are:

- Verbal conduct such as epithets, derogatory comments, slurs, unwanted or bullying comments and jokes;
- Visual conduct such as derogatory posters, cartoons, drawings, or gestures;
- Physical conduct such as blocking normal movement, restraining, touching, or otherwise physically interfering with work of another individual;
- Threatening or demanding that an individual submit to certain conduct, or perform certain actions in order to keep or get a job, to avoid some other loss, or as a condition of job benefits, security, or promotion; and
- Retaliatory conduct by any of the above means for having reported harassment or discrimination, or having assisted another employee to report harassment or discrimination.

1.1.4.2 Sexual Harassment

Sexual harassment under the law includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

1.1.4.3 Internal Complaint Procedure

Every individual is entitled to work free of discrimination and harassment based on sex, race, color, national origin, ancestry, citizenship, religion, age, physical or mental disability, medical condition, sexual orientation, gender identity or gender expression, military or veteran status, marital status, registered domestic partner status, genetic information, or any other protected basis. Discrimination and harassment will not be tolerated. YCWA prohibits retaliation for having made a report or otherwise participating in the reporting or investigative process under this policy. Violation of this policy will result in disciplinary action up to, and including, immediate discharge.

Any individual who believes that he/she is the object of harassment or discrimination on any prohibited basis, or who has observed such harassment or discrimination, or who believes he/she has been subjected to retaliation, should notify his/her supervisor, or YCWA's Human Resources Manager or the General Manager. Supervisors who receive a complaint under this policy will report it to the HR Manager and/or the General Manager. YCWA will timely and thoroughly investigate the matter and will do so in a confidential manner to the extent possible. The investigation will be performed by impartial and qualified personnel, and will be documented as appropriate. Following the investigation, YCWA will take such action as is warranted under the circumstances.

1.14.4 Confidentiality

YCWA will make reasonable efforts to maintain the confidentiality of all concerns raised under this policy.

1.14.S Retaliation

Retaliation against any individual for making a report, or for participating in an investigation, under this policy is strictly prohibited. Individuals are protected by law and by YCWA policy from retaliation for opposing unlawful discriminatory practices, for filing an internal complaint under this policy or for filing a complaint with the DFEH or EEOC, or for otherwise participating in any proceedings conducted by YCWA under this policy and/or by either of these agencies.

1.15 Workplace Safety

It is the policy of the YCWA to maintain an effective safety and loss control program. The prevention of job-related accidents and injuries is the responsibility of each employee. To achieve YCWA's goal of providing a safe workplace, all employees must be safety conscious. Employees should immediately report any perceived, potential, or actual unsafe or hazardous condition directly to their manager. Every effort will be made to remedy problems as quickly as possible.

In the case of any work-related accident involving a personal injury or illness, regardless of how minor or serious, the employee is required to immediately notify his/her supervisor or manager, or the Power Systems Manager or General Manager. Failure to report accidents may be a violation of legal requirements and/or lead to difficulties in processing of related insurance benefit claims.

If an employee is injured on the job, he/she may be entitled to benefits under the state workers compensation law. YCWA maintains workers compensation insurance and will assist employees in applying for these benefits.

Further details of YCWA's Safety Program can be found in the "Yuba County Water Agency Illness and Injury Prevention Program Manual" (IIPP) located in each department, in the office of the Human Resources Manager, and on YCWA's SharePoint site.

1.16 Security

YCWA owns critical infrastructure and provides critical services to the public. The public depends upon YCWA's ability to secure its operations and maintain public safety standards. YCWA must also comply with regulatory compliance from both the Federal Energy Regulatory Commission (FERC) and the North American Electric Reliability Corporation (NERC) for physical and cyber security. Additionally, YCWA works closely and cooperatively with local law enforcement, the California DWR Division of Safety of Dams, and the Department of

Homeland Security, to manage physical and cyber security. As such, certain physical locations within YCWA are designated as secure areas, in which YCWA uses various types of security systems and processes to protect employees, physical assets, and computer business and control systems. These include traditional lock and key hardware, fencing and razor wire, controlled access gates, building alarm access panels with third party monitoring, door switches, video cameras, electronic access cards or fobs, signage, multi-factor authentication, firewalls, intrusion detection, and continuous monitoring and alerting of devices and networks.

In addition, certain cyber locations and assets within YCWA are designated as secure areas and are restricted in access to appropriate personnel. YCWA BES (Bulk Electric System) Cyber Assets and BES Cyber Systems shall only be used for their intended purpose. Personal use of these systems is not allowed under any circumstances.

Employee involvement, awareness and commitment to workplace security is a critical component of preventing security breaches, including theft, vandalism, or acts of terrorism. Employees should be mindful of security matters and take action regarding any suspected or actual security issue as follows:

Employee Responsibilities Concerning Security Issues
Suspicious behavior near or within YCWA facilities should be reported to management as soon as possible, even during non-work hours.
Evidence of unauthorized entry, theft, or damage within YCWA facilities should be reported to management as soon as possible, even during non-work hours.
Employees should never improperly loan or share keys, access cards, or electronic codes or passwords either inside or outside YCWA.
Loss of keys, access cards, fobs or gate openers should be reported to management as soon as possible.
Suspicious phone calls, emails, or computer behavior should be reported to management as soon as possible.
Engineering records and technical details of YCWA facilities should not be shared outside YCWA except in the normal "need to know" course of business and with prior written approval of management. Any unauthorized information should be redacted from data, documents, and drawings.

117 Technology and Email Usage

Sections 1.1.6 through 1.1.15 describe YCWA's policies regarding the use of YCWA computer, mobile devices, and electronic communications systems. All employees are responsible and accountable for the protection and appropriate use of YCWA assets. Employees may only access that information for which they have a valid business need and proper authorization.

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asset, regardless of its medium. This includes, but is not limited to, files, database records,

electronic mail, voice mail, facsimile (fax), and online services. Employees have no ownership rights to YCWA electronic communication systems or network applications.

Only software that is licensed to YCWA and authorized for its use is permitted on YCWA computers. All software installations, updates, and removal shall be performed by YCWA's IT Department or authorized delegated personnel and only with the proper authorization(s).

118 Internet Code of Conduct

Access to the Internet on the YCWA network has been provided to employees for the benefit of the organization. Every employee has a responsibility to maintain and enhance YCWA's public image, and to use the YCWA-provided Internet in a productive and appropriate manner. To ensure that all employees are responsible, productive and secure Internet users and are protecting YCWA's public image, guidelines have been established for using the Internet, as set forth below.

119 Acceptable Uses of the Internet

Employees accessing the Internet at work and on YCWA systems are representing YCWA. All browsing and communication during work times should be for professional reasons. Employees are responsible for ensuring that their Internet use is professional, effective, ethical, and lawful. Employees are allowed to use YCWA systems to access the Internet for personal reasons while off duty only (breaks, lunches, non-working hours) unless particular system policies forbid that practice. Employees' conduct in using the Internet for personal reasons must remain professional, effective, ethical, decent, and lawful.

1110 Unacceptable Use of the Internet

Employees using the YCWA-provided Internet at work should not do so for personal gain or the advancement of individual political viewpoints. Solicitation of non-YCWA business, or any use of YCWA Internet for personal gain, is strictly prohibited. Use of the Internet must not disrupt the operation of the YCWA network or the networks of other YCWA users. Employees should not engage in illegal activities while using the Internet or YCWA-provided devices.

1111 Internet Communications

Employees are responsible for the content of all text, audio, or images that they place on or send over the Internet. Employees are prohibited from publishing any information on the Internet that violates any YCWA policy, including but not limited to the policy prohibiting workplace harassment and discrimination. No harassing, abusive, profane, or offensive language is to be transmitted through YCWA's systems. Employees should use their YCWA email address for business communications only. While incidental personal use of YCWA email and/or electronic communications is acceptable, personal email should be sent via a personal email account.

112 Downloading of Software

To prevent malware of any kind from being transmitted through YCWA's internal network, employees may not download any software, information, or programs or utilize unauthorized hardware on YCWA systems without prior authorization. Any changes to software or hardware of any kind must be approved in advance by the employee's manager and the IT Manager.

113 Network Security/No Personal Privacy

All documents, information, and writings of any kind, including but not limited to emails created, sent, or retrieved over the Internet on YCWA systems, are the property of YCWA and should be considered public information, except as allowed by law.

YCWA reserves the right to access and monitor all messages, emails, files, and information on the computer system and mobile devices at any time as it deems necessary and appropriate. Information of any kind contained on YCWA's systems is not private and may be reviewed, monitored, and/or disclosed by YCWA without prior consent or knowledge of the sender or the receiver. Therefore, employees should not have an expectation of privacy regarding any information contained on YCWA computer systems or mobile devices.

114 Network Files

Employees are directed to store all work-related data on the YCWA network servers. The YCWA network servers are backed up nightly and all work product is assured of being preserved when stored on network servers. YCWA also recommends that employees use software features that allow them to save their work automatically at established intervals. This allows work product to be retrieved in the event that the network goes down unexpectedly. If any files are required to be stored elsewhere, contact the IT Department.

115 Energy SCADA Network

YCWA has an energy SCADA network that is separate and distinct from the corporate network. This Technology Acceptable Use Policy does not apply to the energy SCADA network. The devices on the energy SCADA network, including hardware, software, and firmware, fall under regulatory compliance from both FERC and NERC, and use of this network must comply with applicable infrastructure protection requirements.

12 CODE OF ETHICS

The purpose of this Code of Ethics is to provide guidance to all officials and employees so that they may conduct themselves in a manner that will be compatible with the best interests of YCWA. Failure to comply with the Code of Ethics, or with any YCWA policy, will subject the employee to discipline, up to and including immediate dismissal.

Proper operation of YCWA requires that:

- Actions of employees and officials are impartial.

- YCWA decisions are made within the proper policies.
- YCWA information, property, and equipment are not used for personal gain.

It is also the purpose of this Code of Ethics to protect YCWA's integrity and to facilitate the recruitment and retention of YCWA personnel without creating unnecessary barriers to public service. Employees, contractors, consultants, and volunteers are expected to follow this Code of Ethics in their daily work-related activities to:

- Protect and enhance the reputation of YCWA and its employees.
- Treat all people equally with courtesy and impartiality, and refrain from granting any special advantage to any person beyond what is available to others.
- Give efficient, productive, and economic service to YCWA's customers.
- Avoid real or potential conflicts between private activities and public duties, remembering that the public interest should be the principal concern.
- Keep confidential all information acquired by reason of one's position, and not use such information for personal or financial gain of the employee or other persons.
- Use YCWA vehicles, equipment, supplies, and/or property only for YCWA work, and not for personal benefit or profit, except as it is available to the public generally.
- Cooperate fully with other employees unless prohibited by law or confidentiality.
- Handle all personnel matters with impartiality and fairness.
- Meet the minimum standards required by all applicable laws.

1.2.1 Regulatory Compliance

Employees are required to support, maintain and promote the culture of regulatory compliance, as YCWA is required to comply with several regulatory standards, including but not limited to, NERC, WECC, FERC and OSHA regulations. Employees are required to adhere to regulatory requirements and related policies and procedures in order to perform their functions in a manner that complies with the NERC Standards and supports YCWA's mission and strategic objectives. Employees can find more information about regulatory compliance from the appropriate departmental manager.

Employees are expected to immediately notify their supervisor, manager, the YCWA Human Resources Manager, the Power Systems Manager or the General Manager if they know or suspect any YCWA non-compliance with NERC, WECC, FERC and OSHA or other required regulations. YCWA will investigate the matter and take such disciplinary and/or remedial action as is warranted under the circumstances.

1.2.2 Attendance

Employees are expected to be ready to begin and to end work according to their pre-established work schedules. Adhering to work schedules and attending predetermined work-related appointments on time is a YCWA priority. Arriving to work late or leaving early without prior authorization, or failing to observe scheduled work times, breaks, or meal periods is impermissible.

As a public agency, YCWA exists to serve the customers. To do this effectively, employees must be available to members of the community and to their co-workers, who depend on one another for vital information and input, during working hours. Therefore, regular attendance is essential for every YCWA position. Appropriate advanced notice on leave requests, especially vacation leave, is expected to support ongoing business operations.

1.2.3 Confidentiality Policy

While many of YCWA's records and much of its work product are considered public information, there are still many aspects of YCWA operations here law and/or YCWA policy requires confidentiality. In many cases, YCWA's ultimate success in reaching its goals depends upon its ability to safeguard confidential and sensitive information.

All requests for information under any law (including but not limited to the California Public Records Act), shall be routed through the Administrative Manager with a copy to the General Manager.

1.2.4 Customer Service

YCWA is a public agency that exists for the benefit of the people of Yuba County. Employee attitudes, actions, and appearances reflect upon YCWA and the County; therefore, employees must exercise appropriate judgment, discretion and restraint when dealing with the public and/or when wearing a YCWA uniform or insignia. It is the personal responsibility of each employee to be courteous, professional, and helpful to all citizens and colleagues when at work, or in a work-related situation.

1.2.5 Media Contacts

Employees may be approached for interviews or comments by the news media about YCWA-related business. Employees must forward any news media requests, or requests for information from anyone else (e.g., members of the public, the YCWA Board, other officials, etc.), to the General Manager or his/her designee.

13 CONFLICT OF INTEREST

YCWA employees have an obligation to conduct YCWA business within applicable ethics laws and guidelines that prevent the occurrence of actual, potential, or perceived conflicts of interest. This section of the Manual provides general information to help employees decide whether to seek clarification on issues concerning conflicts of interest. The Board of Directors' Ethics Policy provides further information on conflicts of interest and mandatory ethics training.

What is a conflict of interest? An actual or potential conflict of interest occurs when an employee is in a position, as a result of YCWA business dealings, to influence a decision that may result in a personal gain for him/herself, or for a relative or friend.

How can conflicts of interest be avoided? Transactions with outside firms (including vendors, suppliers, and contractors) must be conducted within the purchasing and procurement policies and practices established by YCWA, found on YCWA's website. Employees are not permitted to conduct business with outside firms that results in unusual gains. "Unusual gains" refers to payments, bribes, product bonuses, special fringe benefits, unusual price breaks, or any other form of preferential treatment that benefits either YCWA, and or a YCWA employee, relative, or friend. Promotional plans that could be interpreted to involve unusual gains require specific General Manager approval in advance.

YCWA employees who have any influence on transactions involving purchases, contracts, or leases are required to disclose the existence of any actual, potential, or perceived conflict(s) of interest to the General Manager as soon as possible so that safeguards can be established to protect all parties.

131 Gratuities, Favors, Honoraria and Fees

YCWA employees shall not accept any gifts, gratuities, or favors of any kind that might reasonably be interpreted as an attempt to influence their actions with respect to YCWA business.

132 Outside Business Activities and Employment

YCWA is concerned that outside business activities and other outside employment relationships may adversely affect an employee's commitment to YCWA and job performance. Such activities may create distractions, conflicts of interest, scheduling problems, fatigue, and other problems that could negatively impact an employee's performance or YCWA's interests.

Employees should not actively participate or engage in any outside business activity or employment relationship that would affect their ability to do their jobs, without obtaining specific written authorization from the employee's manager prior to engaging in such outside activity. Employment outside YCWA is permissible only if all of the following conditions are met:

- The outside employer is not an entity that regularly conducts business with YCWA.
- The requirements of the outside employment may be, and are, fulfilled outside YCWA working hours.
- The requirements of the outside employment are not incompatible, inconsistent, or in conflict with the requirements of the employee's YCWA duties.
- The outside employment does not induce or require the disclosure of confidential YCWA information.

YCWA employees seeking to participate in outside employment must obtain initial authorization for such outside employment in advance of beginning the employment. If authorized, the employee must obtain renewed, authorization at the beginning of each calendar year. YCWA is not liable for any injury or illness resulting from outside employment.

SECTION 2 EMPLOYMENT

This section of the Manual summarizes YCWA's Equal Employment Opportunity programs as well as some basic employment conditions and practices.

2.1 EQUAL EMPLOYMENT OPPORTUNITY

YCWA is an equal opportunity employer.

YCWA does not unlawfully discriminate against applicants or employees based upon race, color, religion, sex, national origin, ancestry, citizenship, age, marital status, registered domestic partner status, physical disability, mental disability, medical condition, sexual orientation, military or veteran status, gender identity or gender expression, marital status or registered domestic partner status, genetic information, or any other characteristic protected by state or federal law. Equal employment opportunity is extended to all persons, regardless of any protected characteristic, and applies to all aspects of the employment relationship, including but not limited to recruiting, hiring, training, promotion, transfer, retention, discipline, etc.

2.2 COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

It is the policy and practice of YCWA to comply as fully as possible with the Americans with Disabilities Act and applicable state law, and to ensure equal opportunity in employment for all qualified persons with disabilities. YCWA provides reasonable accommodation within the meaning of applicable law for otherwise qualified employees and applicants.

2.3 RECRUITMENT AND PROMOTIONS

Whenever a YCWA personnel vacancy occurs for a position and the General Manager or his designee deems it appropriate, YCWA will typically take one or more of the following steps to fill the position:

- 1. Recruitment** – Job openings are typically announced in recruitment bulletins and/or on the YCWA website. The bulletin announcement typically indicates the level of education, training and/or experience required for the job, the salary and benefits, a description of the major job duties, the type of selection tool or examination to be given, and the application filing procedures.

- 2. Selection Tools/Examination** -Candidates whose background and experience are deemed by YCWA best to meet the requirements for the vacant position will be invited to participate in the next step of the selection process. The selection process may include one or more examinations, which may consist of a written test, an oral panel evaluation, a performance test, a training and experience rating, or any combination of these selection tools as stated in the job bulletin. All individuals applying for a YCWA position will be notified whether or not they are selected.

- 3. Promotional Opportunities** – As a position becomes vacant, a determination is made whether to hold a "promotional only" or "open" recruitment. Only full-time or part-time YCWA employees may apply for a "promotional only" recruitment. Any employee or member of the public may apply for an "open" recruitment.
- 4. Appointment** – The General Manager reserves the right to forgo formal recruitment as deemed necessary and appropriate. In all cases, YCWA's objective is to fill the position with the candidate it deems best qualified.
- 5. Background Checks** – YCWA may conduct background screening, including references, work history checks, criminal history checks, drug testing and medical screening, on candidates for positions within YCWA as determined necessary due to access, function, and requirements of the particular job.

2.4 CHANGES IN EMPLOYEE INFORMATION

Each employee must promptly notify Human Resources of any changes in his/her name, home address, telephone number, emergency contact information, marital status, number of dependents, and when a dependent who is on the employee's medical plan reaches age 26. This is necessary to ensure that Human Resources maintains current and accurate benefits status and information for all employees.

2.5 ACCESS TO PERSONNEL FILES

Access to official personnel files is limited to the employee, the immediate supervisor, the employee's manager, Human Resources personnel, and the General Manager. To review his/her official personnel file, an employee must make an appointment with Human Resources. Employees may request copies of any of the file contents but may not take any original documents from the file.

2.6 EMPLOYMENT OF RELATIVES

The relatives of YCWA employees will not be eligible for YCWA employment where the employee and the family member would be in a direct or indirect supervisory or management relationship or in the chain of command, or where employment of the relative would pose other potential problems of safety, security, morale, or conflict of interest. For purposes of this policy, "relative" includes an employee's parent, grandparent, child, grandchild, spouse, registered domestic partner, brother, sister, in-laws, and step relationships, half relations, foster parents, aunts, uncles, as well as anyone living with the employee.

2.7 INTERNSHIPS

YCWA encourages interest and development in its business operations, including hydroelectric, flood protection, and water supply industries through its internship program. Currently enrolled college students may be appointed to an intern position with the approval

of the General Manager or his/her designee. Interns are considered seasonal/temporary employees.

SECTION 3 COMPENSATION

This section discusses items related to employee pay, including overtime.

3.1 PAY PERIODS

Employees are paid on a bi-weekly basis, i.e., every other Thursday. Approved timesheets must be turned in to Payroll by supervisors by 8:00 am Friday every week unless otherwise specified by Payroll. Employees must submit their accurately completed time cards to their supervisors/managers for approval on a weekly basis. If a YCWA holiday falls on a scheduled payday, paychecks are generally issued on the business day before the holiday unless otherwise specified by Payroll.

3.2 OVERTIME AND COMPENSATORY TIME

It is the policy of YCWA that the manager, department manager, or General Manager must authorize overtime work in advance of the work being performed. Employees must receive permission before working overtime, except in the case of an emergency. Because unauthorized overtime violates YCWA policy, employees who work unauthorized overtime may be subject to disciplinary action.

Except where there is a different rate provision in the IBEW MOU, or otherwise as required by law, overtime for hours worked in excess of 40 hours in one workweek is compensated at the rate of 1.5 times the regular rate of pay. Employees may elect to receive compensatory time for overtime worked rather than direct pay, as allowed by the Federal Labor Standards Act (FLSA). Employees may carry up to a maximum of 40 hours of compensatory time at any time. Certain classifications have alternative overtime and compensatory time practices based upon their seasonal schedule, as outlined in the FLSA.

3.2.1 Non-Exempt/Exempt

For represented non-exempt employees, overtime is defined by the MOU. For unrepresented non-exempt employees, overtime is defined by YCWA policy as time worked in excess of 40 hours in a week; in excess of eight hours in a workday; or time worked on a YCWA holiday.

Employees classified as exempt under the provisions of the Federal Labor Standards Act (FLSA) are not entitled to, and will not receive, overtime compensation. Exempt employees are paid a predetermined salary that constitutes the employee's entire compensation for the pay period. The salary is not subject to reduction because of variations in the quality or quantity of the employee's work. Exempt employees may be directed to allocate their time to projects for costing purposes, but are not paid based on hourly recorded timecards.

3.3 WORK WEEK AND ATTENDANCE

YCWA's workweek begins at 12:01 am on Sunday and concludes at midnight on Saturday, unless otherwise noticed to the employee.

The employee's manager determines the employee's work schedule. Typically, YCWA employees work five (5) eight (8)-hour days in a workweek; however, some employees may be required to work alternative schedules, shifts and/or overtime.

Regularly scheduled attendance and punctuality are expected of every YCWA employee. If unable to timely report for work, an employee must notify his/her manager prior to the employee's regular scheduled start time.

3.3.1 Breaks

YCWA allows every non-exempt employee to take a 15-minute paid break in the morning and another in the afternoon. If not otherwise scheduled by your supervisor, breaks should be taken approximately once in the middle of each four-hour period worked. Breaks cannot be "banked" in order to extend meal periods or to leave work earlier than regularly scheduled.

3.3.2 Meal Breaks

Non-exempt employees are required to take an unpaid meal break of at least 30 minutes and no longer than sixty minutes. Meal breaks will normally be scheduled by the employee's supervisor.

3.4 LONGEVITY PAY

3.4.1 Purpose and Objective

The purpose of this policy is to summarize YCWA's longevity pay practices. The following procedures will govern the Longevity Pay Program for YCWA employees.

The objective of this policy is to recognize employees for their contributions to the YCWA, to reward employees' years of service to YCWA, and to retain their institutional knowledge for the benefit of YCWA by providing a monetary incentive for the employee to remain with YCWA.

3.4.2 General Information

Eligible non-exempt administrative and accounting personnel receive longevity pay. After being employed with YCWA at least ten years, the eligible employee will receive a one-time 5% increase to salary for the remainder of his/her employment with YCWA. Specific employee classifications that are eligible for Longevity Pay are noted on the annual Administrative Salary Schedule, approved by the Board of Directors in the annual budget.

The General Manager is authorized by Board-approved delegation of authority to implement this policy. Longevity pay may be awarded to eligible employees who have at least a satisfactory performance rating. YCWA will apply the longevity pay increase beginning on the first day of the pay period in which the ten years of service is completed. If an employee is promoted to a higher paying position after attaining Longevity Pay, the 5% increase will be

added to the employee's current pay step in that higher paying position if the higher paying position is a non-exempt administrative or accounting position that receives longevity pay.

Unpaid time off shall not be counted towards service when calculating longevity eligibility. Unpaid time is considered time that an employee does not use sick, vacation, or CTO to supplement his/her regular service time in a pay period. Calculating the unpaid time off will adjust an employee's longevity date. Staff shall subtract any unpaid leave of absence time from the calculated 10 years of service for the purposes of calculating longevity pay.

3.4.3 Y-Rated Status and Longevity

A "Y-rated" employee is one whose salary is frozen at a rate which is above the YCWA Board-approved Step E of the salary range for that classification, due to demotion, classification changes or other employment action. "Y-rated" employees shall not be eligible to receive a longevity increase until their pay rate falls within the YCWA Board-approved pay range for their classification. If they qualify for longevity, they would receive Step E +5% in their approved classification. If their current rate still exceeds Step E+S%, they remain "Y-rated."

3.5 SPECIAL CLASSIFICATION UPGRADES

The General Manager may assign an employee to a special project or to take on work on a special assignment including work from a different classification. A "special project" is defined by this policy as one requiring significant additional responsibility for a period of more than two weeks or other assignment of a special project that is beyond the job description of the employee. At his discretion, the General Manager may consider a differential of up to 10% of that employee's normal pay while working on the special project or special assignment. An employee may be assigned to more than one special project simultaneously, but only one special project differential will be paid for any hours worked.

For IBEW employees, please refer to the MOU for special classification upgrades.

SECTION 4 BENEFITS

This section of the Manual summarizes some of the significant features of YCWA's benefits programs. YCWA provides a benefits plan to eligible employees that includes: health insurance, dental insurance, vision insurance, and life insurance. Full-time YCWA employees are eligible for benefits. Part-time employees who work a minimum average of 20 hours per week are eligible for benefits on a pro-rata basis.

More detailed information is set forth in the MOU and the insurance policies and summary plan descriptions that govern the plans. Employees who desire more detail on these plans may review these documents, or schedule an appointment with Human Resources to discuss these benefits.

4.1 INSURANCE

4.1.1 Medical

For those employees who wish to participate, YCWA offers health insurance, including medical, dental, and vision coverage, to all regular full-time and part-time employees who work a minimum 20 hours per week. At this time, YCWA pays the full cost for regular full-time employees and the pro-rated cost for part-time benefitted employees of health insurance for the eligible employee and his/her dependents under the YCWA-sponsored low cost plan. If an employee chooses a more expensive plan offered through YCWA's insurance provider, the additional premium will generally be paid through a payroll deduction authorized by the employee. The cost of benefits is pro-rated for part-time employees working a minimum average of 20 hours per week and not more than 36 hours per week over the benefit year.

If an employee elects not to enroll in the YCWA-provided health benefit plan then, upon providing proof of other coverage of health, vision, and dental coverage, and completing the Waiver of Health Plan Coverage form, YCWA may reimburse the employee a fixed amount of \$150 per month. Any amount paid is reported as taxable income to the employee.

4.1.2 Vision and Dental

Vision and dental benefits are accorded to all full- and part-time employees and their eligible dependents. Currently, YCWA pays the full cost of the YCWA-sponsored vision and dental plans for the employee and his/her dependents as a packaged plan. If an employee chooses a more expensive plan offered through YCWA's insurance provider, the additional premium will generally be paid through a payroll deduction authorized by the employee.

4.1.3 Life

YCWA provides \$50,000 in term life insurance coverage for each employee during his/her term of employment with YCWA, to the extent that he/she is eligible. Dependent life insurance coverage is optional, and may be purchased at the employee's expense.

4.1.4 Workers Compensation

YCWA subscribes to workers compensation insurance, which provides qualified employees with medical, surgical, and hospital treatment, in addition to partial payment for loss of earnings, that result from work-related injuries or illnesses. The cost of this coverage is paid completely by YCWA. An employee who is injured while working is required to report the injury immediately to his/her manager, regardless of how minor the injury may be.

4.1.5 State Disability Insurance (SDI)

The California State Disability Insurance Program is available to provide some compensation to employees who miss work due to a non-work-related illness or injury. Qualified employees are encouraged to apply to the state for SDI benefits. For more information, either check with Human Resources or go to: http://www.edd.ca.gov/disability/disability_insurance.htm.

4.1.6 Unemployment

The State of California's Unemployment Insurance Program provides some income protection for most employees who are discharged or laid off. Employees should apply to the state for unemployment insurance benefits at the time of their separation from service. The individual wishing to receive these state benefits must file a claim with the local Unemployment Insurance Office (State Employment Development Department). Human Resources staff is available to assist employees with questions about unemployment insurance.

4.1.7 COBRA

Otherwise eligible employees who lose coverage under YCWA's health plan(s) as a result of certain "qualifying events" may be eligible to continue these group health benefits at their own expense pursuant to COBRA. Employees with questions about this are encouraged to discuss them with Human Resources.

4.2 RETIREMENT

4.2.1 California Public Employees' Retirement System

YCWA participates in the California Public Employees' Retirement System (CalPERS), which provides retirement and health benefits to more than 1.2 million members. Employees with questions about CalPERS retirement benefits are encouraged to speak with Human Resources.

4.2.2 Payment of Accumulated Sick Leave

Under certain circumstances, the YCWA permits payoff of accrued but unused sick leave for additional CalPERS service time, as allowed by the appropriate CalPERS contract with YCWA.

Upon retirement in accordance with the provisions of the Public Employee's Retirement Law, as amended, an employee may convert up to 1,040 hours of unused accumulated sick leave

to additional service credit at the rate of .004 year of service credit for each day (8 hours) of unused sick leave (i.e., 250 days of sick leave equals one additional year of service credit).

After ten years of continuous employment with YCWA and upon retirement in accordance with the provisions of CalPERS, an employee may choose to receive payment for up to 468 hours maximum pay off computed on the basis of the hourly equivalent of the employee's pay rate as of the date of retirement. The remaining accumulated sick leave up to 572 hours may be converted to additional service credit at the rate of .004 year of service credit for each day of unused sick leave.

4.2.3 Retiree Healthcare

After ten years of continuous employment with YCWA and upon retirement in accordance with the provisions of CalPERS, an employee is eligible for retiree healthcare coverage through YCWA. At this time, YCWA pays the full cost for regular full-time employees and the pro-rated cost for part-time benefitted employees of health insurance for the eligible employee and his/her dependents under the YCWA-sponsored low cost plan.

4.3 DEFERRED COMPENSATION PLAN

YCWA does not participate in Federal Social Security. YCWA offers both a 457 Deferred Compensation Plan and a 401(a) Plan to all regular employees. Check with Human Resources for the parameters of participating in each plan.

SECTION 5 EMPLOYEE PERFORMANCE REVIEWS AND DEVELOPMENT

This section of the Manual summarizes the timing and process of giving employees feedback on their work performance, and identifies YCWA's philosophy and approach on employee development and training.

5.1 PERFORMANCE REVIEWS

Providing employees with feedback on their job performance in alignment with the Agency's strategic objectives is important to employee retention, the quality of YCWA services, and the growth and development of YCWA employees. YCWA makes a major investment in employees, and it is the responsibility of every supervisor to provide stewardship to that investment and ensure that employees establish and achieve annual job performance and career development goals.

YCWA's goal is to conduct regular performance evaluations for full- and part-time employees and probationary employees to evaluate the efficiency, competency, conduct and merit of YCWA employees, with the following objectives:

1. That employees will receive regular and timely feedback on their work performance, and be given the opportunity to respond;
2. That employees will be notified of performance problems and a process established, with employee feedback, whereby goals for improvement may be developed, monitored and achieved; and
3. That new hires and newly-promoted employees will be given feedback on their performance during the probationary period of their employment.

5.2 EMPLOYEE DEVELOPMENT

5.2.1 Training

YCWA values training and strongly supports training opportunities for its employees. Additionally, YCWA provides training as legally required for harassment prevention, workplace violence, diversity, ethics, regulatory compliance and safety. YCWA also strongly encourages training in management skills for all supervisors, as well as team-building and interpersonal skills, customer service, and computer and technical training as relevant and appropriate for all employees.

5.2.2 Tuition Reimbursement

After successful completion of a course or class related to the job and approved in advance by YCWA, the employee may request reimbursement for the cost of tuition and books for such class. Employees must seek approval for any such class from the General Manager or his/her designee. Tuition reimbursement is limited to \$2,500 per fiscal year per employee.

YCWA pays the full cost of training directly related to work at the Agency and the full cost of retaining professional certifications.

SECTION 6 TIME OFF

This section of the Manual identifies the paid YCWA-recognized holidays and discusses the various other types of paid and unpaid time-off that is available to eligible YCWA employees.

6.1 HOLIDAYS

Below is a list of holidays generally recognized by YCWA and paid to eligible employees. If a holiday falls on a Saturday, the preceding Friday will generally be the recognized holiday. If a holiday falls on a Sunday, the following Monday will usually be the recognized holiday. The MOU (Appendix F) outlines use of holiday for shift employees.

Holiday	Observed
New Year's Day	January 1st
Presidents' Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labqr Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans' Day	November 11th
Thanksgiving Day	4th Thursday in November
Day After Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24th or as employee requests and supervisor approves, but prior to December 31st of that year, unless specifically approved by the employee's manager. This holiday is earned on Dec. 24th of each year.
Christmas Day	December 25th
Employee's Birthday	Granted as of each January 15th, to be taken by December 31st of that year.
Cultural Holiday	Granted as of each January 15th, to be taken by December 31st of that year.

6.2 FLOATING/BIRTHDAY/PERSONAL HOLIDAYS

Employees who are employed by YCWA on January 1st of the year, shall receive 8 hours of leave for their birthday and 8 hours of leave for their cultural holiday. Employees shall request to use their paid day off for birthday and cultural holiday by the end of the calendar year in which they are accrued. Birthday and cultural holiday leave will not be paid out if unused by the end of the year. The General Manager may approve exceptions to this policy.

6.3 VACATIONS

Full-time employees earn paid vacation leave in the amount of one and one-quarter (1.25) days for each full calendar month of service (i.e., 15 days per year), including during periods of paid time-off. Part-time employees earn vacation on a pro rata basis. To be taken, accrued vacation leave must be approved in advance by the employee's manager or designee.

After an employee has worked for YCWA for ten (10) years, the regular full-time employee is eligible to accrue an additional 5 days of paid vacation per year. Regular part-time employees with at least ten years of service are eligible to accrue additional paid vacation on a pro rata basis.

Full-time and part-time employees are eligible to accrue paid vacation leave beginning the first pay period of the month following the month in which they are hired. Vacation accrual is credited in the last pay period of the month. Vacation may be requested, and taken if approved, as soon as it is accrued.

Vacation leave may be accumulated to a maximum equal to twice the individual's annual paid vacation accrual on December 31st of each year. That is, for an employee eligible to earn 15 paid vacation days per year, the employee may accrue in his/her paid vacation bank a maximum of 30 paid days off (240 hours). On December 31st of each year, the employee may have no more vacation hours accrued than twice the employee's annual vacation accrual rate.

In addition, each eligible employee shall be granted one additional paid vacation day annually, accrued in the first pay period in February each year to all current employees.

Employees will not receive pay in lieu of vacation except at time of termination of employment or as otherwise noted above. Employees who conclude their employment with YCWA for any reason will be paid out for any accrued but unused vacation time.

6.3.1 Service Anniversary Vacation

After completing five years of employment with YCWA and then every five years thereafter, each eligible employee shall be entitled to one extra week [five (5) working days] of vacation ("service anniversary vacation"). That is, an eligible employee can receive a service anniversary vacation upon completing 5 years of service, and subsequently upon 10 years, and then 15 years, etc.

The service anniversary vacation is granted in the second pay period of July in the calendar year in which employee qualifies for a service anniversary vacation and must be taken within the following twelve (12) months. An employee whose employment is terminated for any reason prior to completion of five (5) consecutive years shall be compensated upon termination for any accumulated Service Anniversary Vacation. All vacation provided for in this paragraph shall be scheduled in accordance with YCWA rules in a manner similar to that for other regularly scheduled vacation. The provisions of this section shall not apply to part-time employees.

6.4 SICK LEAVE

All full- and part-time employees shall earn paid sick leave at the rate of one and one-quarter (1 1/4) days for each calendar month of service, including during any period of paid time-off or at a pro-rated rate for part-time employees. Sick leave accruals will only be accumulated for YCWA-paid time off and not during any unpaid time. There is no limit to the accumulation of accrued sick leave. Sick leave may be used to coordinate SDI or workers compensation payments. Managers may require a doctor's certificate or other documentation to verify an employee's request to use paid sick leave.

Employees begin to accruing sick leave beginning the first pay period of the month following the month in which they are hired. Sick leave accrual is credited in the last pay period of the month. Sick Leave may be taken as soon as it is accrued. There is no limit to the accrual of sick time.

Sick leave may be used only for medical/dental appointments, actual employee illness/injury, or to care for the illness/injury of an employee's immediate family member or for any other purpose permitted by law.

Employees may use sick leave for up to four (4) days for the death of the employee's immediate family member, in addition to the three (3) days of Funeral Leave provided to eligible employees.

6.5 RELEASE TO RETURN TO WORK

An employee who is medically precluded from working for three or more days will be required to obtain medical certification of the need for absence as well as a release from the treating doctor in order to return to work. This release must be provided to Human Resources and may be designated as FMLA/CFRA leave. Under certain circumstances, YCWA may require such medical certification or release for shorter absences.

6.6 SICK LEAVE PAYOFF

Upon termination of employment by retirement according to CalPERS requirements, an employee may choose to convert up to 1040 hours of unused accumulated sick leave to retirement service credit. Employees with more than ten years of continuous YCWA employment may opt to receive a portion of their unused accumulated sick leave up in pay off. (See Section 4.2.2) Sick leave balance is not paid out for employees who leave service for any other reason.

6.7 SICK LEAVE FOR SEASONAL/TEMPORARY EMPLOYEES

All seasonal/temporary employees who are directly employed by YCWA (and not by a personnel service) accrue paid sick leave at the rate of one hour for every 30 hours worked, up to a maximum of 48 hours, or six days. Seasonal/temporary employees begin to accrue paid sick time on the first day of employment. Employees may not use accrued paid sick

leave until their goth day of employment, and may use no more than 24 hours, or three days, of accrued paid sick leave in a fiscal year (i.e., July 1-June 30). Any unused sick time, up to the maximum accrual of 48 hours, is carried over to the following fiscal year.

Sick leave may be used only for a diagnosis, care, or treatment of illness or injury of the employee or his/her family members, or for other reasons as permitted by law.

Seasonal/temporary employees are not compensated for unused sick leave upon separation from employment for any reason.

6.8 FAMILY AND MEDICAL LEAVE

Employees who have been employed for at least one (1) year, and who have at least 1,250 hours of service with YCWA during the preceding twelve (12)-month period, are eligible to request family and medical leave (FMLA). Employees returning from approved FMLA leave shall be returned to the same or to a comparable position.

6.8.1 Types of Paid Leave That May Be Used

The employee taking FMLA leave must use accrued sick leave first, followed by vacation leave, any compensatory time off (CTO) and any other accrued leave during all or part of the FMLA absence, to the extent permitted by law. Employees taking FMLA leave for pregnancy-related disability are not required to use, but may elect to use, vacation and CTO during their leave. After all paid leave balances have been exhausted, the remainder of the FMLA leave shall be unpaid leave.

6.8.2 Reasons for Leave

All eligible employees may be granted, during a twelve-month period, a total of twelve (12) weeks of unpaid leave for the following reasons:

- a. The birth of the employee's child and in order to care for the child;
- b. The placement of a child with the employee for adoption or foster care;
- c. To care for a spouse, domestic partner, child, or parent who has a serious health condition; or
- d. A serious health condition that renders the employee incapable of performing the essential functions of his/her job.
- e. A "qualifying exigency" arising out of the fact that the employee's child, parent, or spouse is on covered active duty in the Armed Forces, or has been notified of a call to covered active duty. In addition, an eligible employee who is the spouse, child, parent, or next-of-kin of a covered servicemember may take up to 26 weeks of leave to care for such covered servicemember.

6.8.3 Request for Leave

In all cases, an employee requesting leave must submit a written request for leave to Human Resources. The request must state the qualifying reason(s) for the leave, the anticipated duration of the leave, and the starting and ending dates of the leave.

An employee intending to take FMLA leave because of an expected birth or placement of a child, or because of a planned medical treatment, must submit an application for leave at least thirty (30) days before the leave is to begin. For other qualifying leave requests, an employee must give notice to his/her immediate supervisor and to Human Resources as soon as the necessity for the leave arises. Human Resources will notify the employee of the approval or denial of the requested leave.

6.8.4 Medical Certification

An application for leave based on the serious health condition of the employee or the employee's qualified family member must also be accompanied by a "medical certificate" on a form obtained from Human Resources and completed by the applicable health care provider. The certificate for the employee's own illness/injury must state the date on which the serious health condition commenced, the probable duration of the condition, and a statement that, due to the serious health condition, the employee is unable to perform one or more of his/her essential job functions.

If the employee is needed to care for a qualified family member, the certificate must so state along with an estimate of the amount of time the employee will be needed to provide such care.

6.8.5 Benefits Coverage During Leave

During a period of FMLA leave not exceeding 12 weeks in the defined 12-month period, an employee will be retained in YCWA's group health plan at the level and under the conditions coverage would have been provided had the employee continued in employment for the duration of such leave.

If the employee fails to return to work after the expiration of the FMLA leave, the employee may be required to reimburse the Agency for payment of health insurance premiums paid by the Agency during the FMLA leave.

6.8.6 Restoration to Employment

An employee returning from FMLA leave will be restored to his/her previously held position or to a comparable position with the same or similar duties and equivalent pay, benefits and other terms and conditions of employment. If for any reason the previously held position is no longer available, the Manager shall recommend to the General Manager a "comparable position"; however, a determination as to whether a position is a "comparable position" shall be within the sole discretion of the General Manager and in accordance with law.

6.8.7 Return From Leave

An employee must complete a "Notice of Intention to Return from FMLA" form before he/she can be returned to active status. If the employee takes a leave due to a serious health condition, the employee must also provide a medical certificate from the employee's treating physician stating that the employee is able to resume work and perform the essential functions of his/her job, with or without reasonable accommodation. If an employee wishes to return to work prior to the expiration of the approved FMLA leave, notification must be given to Human Resources at least three working days prior to the employee's planned return.

6.8.8 Failure to Return From Leave

The failure of an employee to return to work upon the expiration of FMLA leave may subject the employee to termination, unless an extension of the leave is granted. An employee who requests an extension of FMLA leave due to the continuation, recurrence or onset of his/her own serious health condition or of the serious health condition of the employee's qualified family member must submit a request for an extension. This request must be in writing and must be accompanied by a medical certificate.

Should an employee be medically unable to return to work following the exhaustion of FMLA leave entitlement, YCWA will consider granting additional leave as a reasonable accommodation.

6.8.9 Workers Compensation Benefits and FMLA Leave

Employees who are precluded from work due to a work-related injury or illness will be granted all rights and benefits to which they are entitled under the Workers Compensation laws. However, in cases where the employee is also eligible for FMLA leave, this time off shall also be recorded as FMLA leave for the purposes of record keeping and determining whether an employee is subsequently entitled to any additional FMLA leave.

6.9 NON-FMLA MEDICAL LEAVE

Employees who have exhausted FMLA leave entitlement, or who are not eligible for such leave, may nonetheless request time off work if their doctor certifies they are temporarily medically precluded from working, and/or from performing one or more essential job functions. YCWA will consider granting such non-FMLA medical leave as a reasonable accommodation on a case-by-case basis.

6.10 PREGNANCY DISABILITY LEAVE

Employees who need to take a leave of absence due to pregnancy, childbirth, child bonding or related reasons may request such leave upon certification of the health care provider that the employee is disabled by pregnancy. Unpaid Pregnancy Disability Leave ("POL") may be granted for up to four months per pregnancy. Employees on POL will continue to be covered by YCWA's health insurance as though they remained actively employed during the period.

Employees must exhaust any accrued paid sick leave during their PDL. They may elect to use, but are not required to use, any accrued paid vacation or CTO during their PDL.

Employees returning from approved PDL will be reinstated to the same position held prior to leave, or to a comparable position, to the extent required by law.

FMLA and PDL will run concurrently, if the employee is eligible for both types of leave.

6.11 OTHER PAID LEAVE

6.11.1 Funeral Leave

A regular full-time or part-time employee is eligible to request the actual time off necessary to attend the funeral of an immediate family member, but not to exceed three (3) workdays per occurrence. Funeral leave is paid time off for eligible employees. Payroll and/or managers will request appropriate verification, e.g., relation of the deceased to the employee, of the need for funeral leave.

6.11.2 Jury Duty

All regular and probationary full- and part-time employees shall receive leave with regular pay and all accrued benefits if they must be absent from work to serve jury duty. Jurors may not be compensated as a juror and as an employee. Any payment to the employee for jury duty by the courts must be reimbursed to YCWA, although mileage reimbursement may be retained by the employee. All other employees will be provided unpaid leave to serve jury duty.

6.11.3 Election Day

Employees who do not have sufficient time outside their working hours to vote in an election will be allowed to take up to two hours off, with pay, for this purpose, at either the beginning or ending of their shift. To receive time off for voting, an employee must notify his/her manager at least two working days in advance of the election.

6.11.4 Military Leave

Unpaid military leave shall be granted to any employee in accordance with applicable law, including but not limited to the Uniformed Services Employment and Reemployment Rights Act (USERRA).

6.11.S Unpaid Leave

There are occasions when an employee may need to take some time off but he/she has exhausted his/her paid leave balances or is otherwise not eligible for paid leave. In recognition of these situations, any employee may request an unpaid leave. The decision to grant or deny such a leave is at the sole discretion of the General Manager and is based upon the operational needs of YCWA. For more information, contact Human Resources.

The Agency provides all other leaves in accordance with law.

SECTION 7 DISCIPLINARY ACTIONS

It is the policy of YCWA to enhance and improve employee work performance and conduct in all areas by means of clear communication and clear understanding by all employees of policy and performance requirements. As with all YCWA policies, in the case of any conflict between the procedures described herein and the MOU, the terms of the MOU take precedence for represented employees.

7.1 PROGRESSIVE DISCIPLINE

YCWA expects employees to perform to the best of their abilities at all times. Notwithstanding this expectation, if an employee performs at an unsatisfactory level, violates YCWA policy, or otherwise engages in inappropriate conduct, the Agency will generally attempt to engage in progressive discipline prior to terminating the employment relationship. For those individuals employed at will, the Agency's choice whether or not to use progressive discipline does not affect the at-will relationship.

Discipline may be initiated for various reasons, including but not limited to: violation of any YCWA work rule or policy, or unsatisfactory job performance. The severity of the disciplinary action generally depends on factors of the violation, e.g., the nature of the offense, the employee's past performance and disciplinary record, etc.

Some types of disciplinary action the Agency uses are as follows:

- Informal counseling;
- Written Reprimand;
- Suspension;
- Demotion;
- Discharge.

Any one or more of the above types of disciplinary steps may be taken in connection with a particular transgression; no formal order or progression is required or necessary, and steps may be taken, or skipped, as the Agency deems warranted by the circumstances. The Agency, in its sole discretion, may take any action, or no action, prior to moving straight to termination in the first instance.

7.2 SOME EXAMPLES OF PROHIBITED CONDUCT

It is impossible to create an exhaustive list of every type of conduct that may lead to discipline, but the following provides some examples of prohibited conduct that may subject the employee to discipline:

- Dishonesty;
- Unsatisfactory job performance;
- Insubordination;

- Violation of the Agency's policy prohibiting harassment, discrimination, and retaliation;
- Violation of the Agency's policy prohibiting drugs and alcohol in the workplace;
- Unsatisfactory attendance and/or unauthorized absence;
- Discourteous or inappropriate treatment of the public or of Agency employees;
- Unauthorized disclosure of confidential Agency information;
- Unauthorized use, removal, or waste of property, supplies, or equipment belonging to the Agency or the public;
- Violation of any of the provisions of this Manual, or departmental rules and regulations, or applicable regulatory requirements, or of any Agency policy.

7.3 NOTICE OF PROPOSED DISCIPLINE

In cases where the Agency plans to impose certain more severe types of discipline (i.e., demotion, reduction in pay, suspension without pay for more than five days, or termination), the employee will receive a notice of the proposed disciplinary action prior to the action taking effect. The sole exception to this is that seasonal and temporary employees, and employees in their probationary period are entitled to neither pre-disciplinary notice, nor to be heard, before the discipline takes effect.

The pre-disciplinary Notice will provide:

1. The specific disciplinary action proposed to be taken, and the proposed effective date;
2. The reason(s) underlying the proposed action;
3. A copy of the materials/documents upon which the proposed action is based;
4. Information about the employee's right to respond, in writing, to the proposed disciplinary action prior to the action taking effect.

If the employee chooses to respond timely to the pre-disciplinary Notice, the Agency will designate a manager to review both the proposed discipline and the employee's response, and to determine whether to uphold the proposed discipline, to reduce or revise it, or to overturn it.

7.4 APPEAL OF DISCIPLINARY ACTION

Once discipline has been imposed, the employee, under certain circumstances, may be provided the opportunity to appeal the discipline to the YCWA Board. The only types of discipline that may be appealed are: demotion, reduction in pay, unpaid suspension of more than five days, or termination. These are referred to collectively in this Policy as "Appealable Discipline." Seasonal and temporary employees, and employees in their probationary period, have no right to appeal.

To appeal, the employee must, within ten working days of his/her receipt of the order imposing Appealable Discipline, submit to the Secretary of the YCWA Board, or to the General Manager, a written request to appeal. The YCWA Board will subsequently set a hearing date for the appeal, and will notify the employee and his/her designated representative, if any, of the date.

The appeal will be heard by the Board or its designee. The appeal hearing is a full evidentiary hearing at which both the appealing employee and YCWA have the right to present evidence, and to examine and cross-examine witnesses. Following the appeal, the Board will issue a written determination either sustaining, reducing, revising, or overturning the discipline. The written determination will be provided both to the appealing employee and to the Agency. All decisions of the Board on appeal are final.

SECTION 8 SEPARATION FROM EMPLOYMENT

This section of the Manual discusses issues related to voluntary termination of employment from the Agency.

8.1 RESIGNATION

In the event that an employee wishes to resign, the employee should inform his/her manager in writing, specifying the last day the employee plans to be at work. This date will generally be considered the effective date of the employee's resignation. Full-time or regular part-time employees are asked to give at least two weeks of advanced notice of the effective date of their resignation, if possible. Employees separating from Agency employment for any reason are required to return all Agency property, such as badges, keys, and all other YCWA-owned equipment.

8.2 EXIT INTERVIEW

The Agency is committed to providing quality programs and a good working environment for employees. Exit interviews can be used to gather information about the success of Agency programs. An exit interview is an opportunity for exiting employees, in an informal setting, to provide insights into the success of recruiting efforts, benefits, compensation, and training programs, as well as information on working conditions and employee relations.

Employees who are voluntarily leaving the Agency are encouraged to participate in an exit interview. Supervisors should notify Human Resources when they are aware that an employee is leaving their division. With appropriate advance notice, an exit interview appointment with Human Resources can be set for the employee.

DEFINITION OF TERMS

The following definitions shall apply throughout this Manual:

Agency – Yuba County Water Agency is a public sector special district, often times referred to as the "Agency" or "YCWA."

Anniversary Date – The date which determines an employee's eligibility for performance evaluation and, in some cases, salary increases. In the case of new hires, this will be the date that a new employee is notified of his/her successful completion of the probationary period, usually one year after hire date. For employees in salary ranges that have Steps A through E, consideration will be given of advancing the employee to the next Step at the one-year anniversary from the date of hire and annually thereafter until the employee has attained Step E in his/her salary range. The Step advance/increase, if any, is based on meritorious service. There is no guarantee of a Step advance or salary increase at the anniversary date, or any other time. For all promotions, the new anniversary date will be the effective date of the promotion. Promoted employees serve a 12-month probationary period. The anniversary date may change over time, and shall be determined based upon the effective date of specific personnel actions such as promotions, demotions, completion of initial probationary periods, or extended leaves of absence.

Applicant – A person who has filed an application for employment with the Agency; sometimes used interchangeably with **Candidate**.

Appointment – The offer to and acceptance by a person of a position of employment in Agency.

Board of Directors – Yuba County Water Agency is a public agency governed by a seven-member Board of Directors comprising five members of the Yuba County Board of Supervisors and two members elected at large.

Bulletin Board – The official physical posting places for notices and job announcements as prescribed by law or policy. In some cases, email or the Agency website may be considered the official posting places for notices, job announcements, or other important information necessary for distribution.

Class, Classification – A group of positions similar as to duties performed, degree of supervision and responsibility exercised or required, minimum requirements of education, experience, skill and such other qualifications, so that the same title, the same tests of fitness, and the same schedule of compensation may be applied to each position in the group.

Compensatory Time – Time off with pay granted an employee in lieu of monetary payment for overtime, and in accordance with the employee's voluntary agreement to accept compensatory time instead of overtime pay.

Demotion – The voluntary or involuntary movement of an employee from one position to another position having a lower maximum rate of pay.

Discharge (Termination) – The termination of employment, either on a voluntary or involuntary basis.

Employee – A person holding a position in Agency service . All employees fall into one or more of the following categories:

a. Represented Employee – An employee who belongs to and is represented by IBEW Local 1245. Represented Employees may be either Probationary Employees or Regular Employees. Represented Employees are covered by both Agency Policy and the IBEW Memorandum of Understanding.

b. Regular Employee – Any person employed by the Agency in a non-management position who has successfully completed her/her probationary period and whose employment is subject to termination only for cause (as opposed to an at-will employee). Regular Employees may be either exempt or non-exempt from overtime compensation, as designated by the Agency and in accordance with federal and state law. Regular Employees are eligible for all benefits and privileges of Agency employment pursuant to Agency policy and applicable law.

c. At-Will Employee – A management employee, or a Probationary Employee (as defined below), who serves "at will" of the Agency, and whose employment may be terminated by either the employee or the Agency at any time, with or without cause or reason, and with or without advance notice. At-Will Employees are not considered Regular Employees (as defined above). At-Will Employees are eligible for all benefits and privileges of Agency employment pursuant to Agency policy and applicable law.

d. Probationary Employees – Newly-hired or newly-promoted full-time or part-time employee who has worked fewer than twelve (12) months in the new or promotional position. Probationary Employees may be terminated at will, at any time during their probationary period, with or without cause or reason, and with or without advance notice. Probationary Employees are not eligible for, and are not covered by, either the grievance or appeal procedure. Probationary Employees are eligible to accrue and use Agency-sponsored benefits in accordance with policy and applicable law.

e. Full-time Employee – An employee who is scheduled to work, and does work, at least thirty-six (36) hours per week. Full-time Employees are eligible to accrue vacation leave, sick leave, and any other type of paid leave. They are entitled to group health insurance in accordance with the applicable insurance policies, retirement in accordance with CalPERS policies, or any other fringe benefits accorded to Regular Employees.

f. Part-Time Employee – An employee who is scheduled to work fewer than thirty-six (36) hours per week. Employees who are scheduled to work fewer than 36 but a minimum average of 20 hours per week are generally eligible to accrue vacation leave, and any other type of paid leave on a pro-rata basis. They are entitled to group health insurance in accordance with the applicable insurance policies, retirement in

accordance with CalPERS policies, or any other fringe benefits accorded to regular employees. Part-time employees who are scheduled to work fewer than 20 hours per week generally do not earn any leaves or benefits, except as required by applicable law. (Represented Employees who are part-time may refer to the MOU for additional information.)

g. Seasonal/Temporary Employee – A position allocated by the current budget on a full- or part-time basis for a limited and specified period of time, not to exceed 920 hours per fiscal year. Seasonal/temporary assignments are to specified programs that may continue from year to year. Seasonal/Temporary Employees are employed at will, meaning the employment may be terminated at any time, for any reason or no reason, with or without cause, and with or without advance notice. Seasonal/Temporary Employees are not eligible for Agency benefits, with the exception of paid sick leave as stated in the Seasonal/Temporary Sick Leave section of this policy, or otherwise as required by applicable law. Seasonal/Temporary employees may be hired directly by the Agency or indirectly through an employment service. Individuals who work through an employment service (e.g., Rush Personnel), are employees of that employment service, and not employees of YCWA.

Exempt Status:

a. Exempt Employee – Any employee appointed to a position that is exempt from overtime compensation, as designated by the Agency and in accordance with federal and state law.

b. Nonexempt Employee – Any employee appointed to a position that is entitled to overtime compensation for work in excess of forty (40) hours in a work week or eight hours in a workday, or as defined in the MOU and in accordance with federal and state law.

Hire Date – The date on which a person is placed on the Agency payroll, and for Regular Employees, this is the date that generally establishes eligibility for leave accruals and Agency service seniority.

Immediate Family – Immediate family as defined for the purposes of this Policy shall be limited to: an employee's spouse, registered domestic partner, parent, grandparent, grandparent-in-law, parent-in-law, child, grandchild, son-in-law, daughter-in-law, stepchild, brother, sister, half-brother, half-sister, foster parent, foster child, step-parent, aunt, uncle, niece, nephew, or an individual who is/was a member of the employee's immediate household at the time, or otherwise in accordance with applicable law.

Leave of Absence – An authorized absence from work, with or without pay, for a specified period and purpose.

Management Employee – An employee generally who has a "manager" title and who has responsibility for formulating, overseeing, and/or managing the implementation of Agency

policies and practices and who may be designated as the administrative head of an Agency division.

Memorandum of Understanding (MOU) – A written document enumerating any agreement reached as a result of meeting and conferring in good faith on matters within the scope of representation and signed by the Union and the Agency.

Merit Pay Increase/ Step Increase – An increase in pay established in the salary plan for some positions, which may be granted to an employee for meritorious service and completion of prescribed periods of employment in the class. Merit/step increases must be approved by both the employee's manager and the General Manager or designee. Merit/step pay increases are not guaranteed at any time.

Probationary Period – All newly hired or newly-promoted probationary employees serve a one-year probationary period commencing their first day of employment or first day in the probationary promotional position. During the probationary period, either the employee or the Agency may terminate employment at any time, with or without reason or cause, and with or without advance notice, as probationary employees serve "at will."

Promotion – The movement of a qualified employee from his/her current classification to another classification where the maximum rate of pay in the new classification exceeds the maximum rate of pay in the current classification by at least 5%. Promotions under this definition are usually allowed through competitive examination. Employees applying for and being awarded the Promotion will be placed in the Step that compensates the employee at least 5% higher than his/her current position. General salary or merit adjustments are not considered promotions.

Recruitment - An examination for a particular class, as follows:

- a. Open Recruitment: An application process for a particular class which is open to all persons meeting the qualifications for the class, regardless of whether or not they are Agency employees.
- b. Promotional Recruitment: An application process for a particular class that is limited to current full- and part-time employees who meet the qualifications for the class.

Resignation - The voluntary separation of employment by any employee.

Resignation in Good Standing – The voluntary separation of employment by any employee, in which the employee shall provide a written statement indicating the last day of employment and reasons for leaving at least two weeks prior to leaving, or in accordance with the timeline outlined per individual employment agreement. A resignation in good standing does not include a resignation with pending disciplinary action or as a settlement of a disciplinary action.

Seniority – The amount of service time with the Agency or within a job classification.

Suspension (unpaid) – A disciplinary action taken by the Agency during which an employee is not permitted to work during a defined period of time, and is not compensated by the Agency during that period.

Supervisory Employee – Any employee having authority, in the interest of the Agency, for example: to assign work, schedule hours, acknowledge good performance, recommend discipline or promotion or termination, give direction, or to recommend these or other supervisory-type actions to a higher management level in the chain of command.

Transfer (also called "Lateral Transfer")- The lateral movement of a qualified employee from his/her current classification to another classification where the maximum rate of pay in the new classification is equal to the maximum rate of pay in the current classification, or exceeds it by 5% or less. Transfers under this definition may be through competitive examination. The employee must meet the minimum qualifications for the transfer class.

Workday - A twenty-four (24) hour period, beginning at twelve o'clock midnight and ending at 11:59 p.m., unless otherwise provided in the MOU.

Work Week – The work week generally begins at 12:00 am (midnight) on Sunday, and concludes at 11:59 pm on the following Saturday, unless otherwise noticed to the employee or provided in the MOU. An individual work week may be modified upon management approval, for some positions.

Y-Rated – A "Y-rated" employee is one whose salary is frozen at a rate which is above the YCWA Board-approved Step E of the salary range for that classification, due to, e.g., demotion, classification changes or other employment action. A "Y-rated" employee shall not be eligible to receive salary adjustments, Step increases or a longevity increase until his/her pay rate falls within the YCWA Board-approved pay range for their classification.

Policy	Adopted	Revised	By
HR Policies and Practices Manual	9/21/2017		Curt Aikens <i>/ a</i>

ACKNOWLEDGEMENT OF RECEIPT FORM

Yuba County Water Agency
Human Resources

To: Personnel File

From: _____
Employee Name *{please print}*

Subject: YCWA Human Resources Policies and Practices Manual

I received a copy of the Human Resources Policies and Practices Manual ("Manual") on _____ [Indicate date received.] I understand the Manual contains important information on the Agency's general personnel policies, and on my privileges and obligations as an employee. I acknowledge that I am expected to read, understand, and comply with these policies, as they govern my employment with YCWA. I further understand that the Agency may modify, rescind, or add to this Manual at any time, and that I will be advised of any such changes.

Date: _____

Employee Signature