

**SIERRA LAKES COUNTY WATER DISTRICT
(SLCWD)
EMPLOYEE HANDBOOK**

I. YOUR EMPLOYMENT AT SLCWD

A. Introduction

This Employee Handbook is provided to answer common questions posed by employees. It is a summary of SLCWD's personnel policies, benefits, and work rules and how they will affect you. Please read it carefully and learn its contents. If you have any questions about our policies and practices that are not answered by this handbook, please feel free to ask your supervisor. Please understand that the policies and practices set out in this handbook are not a contract and are not intended to imply a contractual relationship.

This Handbook replaces all earlier SLCWD handbooks, and takes precedence over all memoranda and oral descriptions of the terms and conditions of employment. To avoid confusion, please discard any old manuals and handbooks you may have.

B. Equal Employment Opportunity Is Our Policy

In keeping with our commitment to our community, SLCWD is an equal employment opportunity employer. This means that employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, sex, sexual orientation, age, religion, creed, physical or mental disability, physical handicap, medical condition, marital status, or veteran status. SLCWD complies with the law regarding reasonable accommodation for handicapped and disabled employees to the extent it is required of a public local agency in the State of California.

C. At-Will Employment

At-Will Employment means that the employee is free to terminate his/her employment with SLCWD at any time, with or without a reason, and SLCWD has the right to terminate the employment at any time, with or without reason. All SLCWD employees are at-will employees.

No one other than the SLCWD Board of Directors can approve an agreement for employment for a specified period of time, or make any agreement or representations contrary to the policy of at-will employment. Any such agreement must be in writing, and signed by the President of SLCWD.

D. New Hires

All offers of employment are contingent on verification of your right to work in the United States. On your first day of work, you will be asked to provide original documents verifying your right to work and to sign a verification form required by federal law. If you at any time cannot verify your right to work in the United States, SLCWD may be obliged to terminate your employment.

New employees are introductory employees for the first six months of employment. During this period, you will have an opportunity to learn your new position and see whether you enjoy your employment at SLCWD. SLCWD will use this period to see if you are able to meet SLCWD's expectations.

During your introductory period, you will not earn certain benefits, such as vacation, sick pay, or personal holidays. Successful completion of your introductory period is not a guarantee of continued employment.

Introductory periods may be extended for business reasons, or because of permitted time off taken by the employee.

The SLCWD Board of Directors shall hire for the following positions: Operations Manager/Supervisor; District Secretary/Office Manager; District Assessor/Tax Collector.

E. Employment Status

There are four types of employees at SLCWD. Your employment status is one of the following:

- (1) Introductory employees – employees who have not yet completed the introductory period of six months.
- (2) Regular full-time employees – employees who have completed their introductory period and work 40 hours or more per week.
- (3) Regular part-time employees – employees who have completed their introductory period and work less than 40 hours per week.
- (4) Temporary employees – employees who are hired for a specific period or specific project, and who are not considered regular or introductory employees. Temporary employees are at-will employees. The terms and conditions of temporary employment will be decided individually for each case prior to actual employment, subject to approval by the Board of Directors.

F. Eligibility for Benefits

The chart below summarizes when, as a regular time or regular part-time employee, you may be eligible to receive certain benefits:

Vacation Pay: after completion of introductory period.

Sick Pay: after completion of introductory period.

Personal Holidays: after completion of introductory period.

Medical Insurance: after completion of introductory period, provided you qualify for coverage.

Dental and Vision Insurance: after completion of introductory period.

Pension Plan (PERS): after completion of introductory period.

Temporary employees are not entitled to any of the above benefits.

G. Work Schedules

Your supervisor will inform you of your work schedule. You will be scheduled to work a particular shift for the next week, beginning on the first work day of the following week. Trading shifts is not allowed except with prior written approval of your supervisor.

If you are a minor (under 18 years of age and not a high school graduate) it is against the law for you to work past 10:00 p.m. on a day preceding a school day. You may work until 12:30 a.m. of a non-school day. You may not work more than eight (8) hours in one day, or more than forty-eight (48) hours in one week.

H. Outside Employment

Your position with SLCWD is your primary work responsibility. So that you can do your best, we ask that you do not work full-time for another employer while you are employed by SLCWD without prior written approval of the SLCWD Board of Directors.

I. Personnel Records

SLCWD keeps a personnel file on each employee. The contents of your file, except for letters of reference, and certain other limited kinds of information, are open for your inspection at reasonable times and at reasonable intervals at your request. You may make copies of certain papers in your file. Call the Secretary if you wish to see or copy your personnel file.

Should you have any personal changes such as address, phone number, marital status, or changes in the number of your dependents, you must inform the Secretary in writing so our records and your benefits are kept up to date.

SLCWD will keep your personal records private to the extent allowed by law. However, there are certain times when information may be given to persons outside the District. These are:

- (1) In response to a subpoena, court order, or order of an administrative agency.
- (2) In a lawsuit, grievance, or arbitration in which you and SLCWD are parties.
- (3) To administer employee benefit plans.
- (4) To a health care provider.
- (5) To a prospective employer or other person requesting a verification of your employment, but only (a) if you give us a written release allowing us to give out information, or (b) we are providing only the dates of your employment, your last or present job title, and the fact of your employment.
- (6) Request pursuant to California Public Records Act.

J. Job Description

The responsibilities, duties, qualifications and specifications for all current employment positions with the District shall be in accordance with the job descriptions attached as an exhibit at the end of this Employee Handbook. The current employment positions with the District are: Water Treatment Operators III, II and I; and Administrative Specialists III and II. (rev. 7-13-07)

K. Separation Procedures

When you leave SLCWD you must return all supplies, keys, and other SLCWD property. You will also be able to talk about your employment and/or your departure. You will be asked to sign an exit form which states that you have received your final paycheck and that you have returned all SLCWD property.

The Secretary will provide you with information regarding any conversion or continuation rights you may have with respect to your insured benefits.

L. Business Office Hours

Business office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday, with one hour for lunch normally taken between noon and 1:00 p.m. In the interest of employee efficiency, a 15-minute coffee break is recommended in both the morning and afternoon. Unused break time is forfeited. It may not be used to extend a meal period or the work day.

M. Maintenance and Operations Office Hours

Maintenance and operations office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday, with one hour for lunch, which will normally be taken between noon and 1:00 p.m. In the interest of employee efficiency, a 15-minute coffee break is recommended in both the morning and afternoon. Unused break time is forfeited. It may not be used to extend a meal period or the work day.

Maintenance and operations employees who are working an alternative work schedule are subject to the policies and practices outlined in the July 13, 2007 Addendum to Employee Handbook. (rev. 7-13-07)