

independent contractors are not considered employees of the District and are not entitled to any employment benefits provided by the District.

9.1.10 Exempt Employee

Employees whose job duties meet the Federal Fair Labor Standards Act (FLSA) requirements for overtime exemption. Exempt employees are compensated by salaries and are not eligible for overtime pay.

9.1.11 Fair Labor Standards Act (FLSA)

The FLSA is a federal law which establishes minimum wage, overtime pay eligibility, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments.

9.1.12 Hire Date

The beginning date of the employee's current period of continuous employment with the District.

9.1.13 Holiday/Holiday Pay

A declared holiday, constituting eight (8) or ten (10) hours dependent on what day the holiday falls on, is granted as time off with pay for regular full-time employees.

9.1.14 Injury Illness Prevention Program

The IIPP is a basic written workplace safety program. Title 8 of the California Code of Regulations (T8CCR) section 3203 requires every employer to develop and implement an effective IIPP.

9.1.15 Interactive Process

The interactive process is a collaborative effort involving an employer and employee to determine if the employee can return to work subsequent to an occupational or non-occupational injury, disease, or disorder.

9.1.16 Lateral Transfers

A lateral transfer is where an employee moves from one position to another that has the same wage range.

9.1.17 Layoff

Termination of employment of an employee without prejudice for any of the following reasons:

- Necessity due to lack of work, funds, or other economic reason
- Necessity for a position no longer exists

9.1.18 Logo Attire

Clothing/hats adorned with the District's name or symbol.

9.1.19 Modified Duty

Modified duty is an offer for a temporary work assignment made to a worker who is recovering from an illness or injury and who has received clearance from a physician to return to work under specific limitations.

9.1.20 Nepotism

In the business world, nepotism is the practice of showing favoritism toward an employees' family members or friends in economic or employment terms.

9.1.21 Non-Exempt Employee

Employees subject to Federal FLSA overtime regulations and are compensated for overtime hours worked in accordance with the law. Non-exempt employees must comply with District policies regarding overtime work.

9.1.22 Overtime

To the extent the District utilizes a 4/10 work schedule, overtime would constitute any hours worked in excess of 10 hours per day or 40 hours per week.

9.1.23 Pay Day

Employees are paid every two (2) weeks on every other Friday.

9.1.24 Pay Period

Fourteen (14) calendar days as designated by the District.

9.1.25 Promotion

The change of a regular employee to a position in a class allocated to a wage range where the top step is a higher maximum rate of pay than the top step of the class that the employee formerly occupied.

9.1.26 Reasonable Accommodation

Reasonable accommodation is assistance or changes to a position or workplace that will enable an employee to do his or her job despite having a disability. Under the Americans with Disabilities Act (ADA), employers are required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship.

9.1.27 Reassign

To assign a new duty, a different classification or department.

9.1.28 Reclassification

The act of changing a position by raising it to a higher class or reducing it to a lower class on the basis of significant changes in the nature, difficulty or responsibility of the duties performed in the position.

9.1.29 Regular Work Hours

The 40-hour workweek consists of seven (7) consecutive days beginning on Friday and ending the following Friday.

9.1.30 Regular Full-Time Employees

Employees normally scheduled to work and who regularly do work a schedule of 40 or more hours per week.

9.1.31 Regular Part-Time Employees

Employees who are regularly scheduled to work and do work less than 40 hours per work week. Part time employees may be assigned a work schedule in advance or may work as needed.

9.1.32 Resignation

The voluntary termination of employment with the District.

9.1.33 Safety Sensitive

Safety sensitive positions have public safety implications, such as operating water resources.

9.1.34 Temporary Employment

Individuals hired by the District for short term assignments and who are not considered regular employees. Temporary employees are not eligible for employee benefits and may be classified as exempt or non-exempt according to the job duties and method of compensation.

9.1.35 Termination

Employment dismissed for cause.

9.1.36 Work Week

The standard work week is as follows:

- October 1st to March 30th
 - Employees work a 5/8 schedule, five (5) days at 8 hours per day.
- April 1st to September 30th
 - Employees work a 4/10 schedule, four (4) days at 10 hours per day.

9.1.37 Y-Rate

The process by which an employee's base rate of pay is not decreased when either: 1) the employee is reassigned to a classification with a lower range on the salary schedule; or 2) the wage range for the employee's classification is set to a lower range on the wage schedule. Y-rating will automatically end once future increases bring the employee's new classification wage range up to a level where the employee's Y-rated wage falls within the new classification wage range.

APPENDIX A

ANTI-HARASSMENT, ANTI-DISCRIMINATION, AND ANTI-RETALIATION POLICY

I. PURPOSE

The District is committed to providing an atmosphere free of harassment, discrimination, and retaliation in employment. This policy provides an organizational action plan and workplace conduct guidelines to maintain such an environment; further defines what is meant by those terms; provides avenues for reporting discrimination, harassment, or retaliation; and provides a procedure for investigation and resolution of employee complaints.

II. POLICY

A. Harassment or discrimination on the basis of any of the following is unlawful and will not be tolerated:

- Race or color (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists)
- Religion or creed (including religious dress and grooming practices)
- Disability, mental and physical (including HIV and AIDS)
- Sex and gender (including gender, gender identity, gender expression, transgender, because an individual has transitioned, is transitioning, or is perceived to be transitioning, pregnancy, perceived pregnancy, childbirth and breastfeeding and related medical conditions)
- Ancestry or national origin
- Citizenship status
- Medical condition (cancer history and diagnosis)
- Genetic characteristics or information
- Marital status or domestic partner status
- Age (over 40)
- Sexual orientation (including homosexuality, bisexuality, or heterosexuality or sex stereotyping)
- Military and veteran status
- Protected medical leaves (requested or approved)
- Status as a victim of domestic violence, sexual assault, or stalking
- Enrollment in a public assistance program
- Membership in any other legally protected category

B. This policy applies to all employees, applicants, unpaid interns, volunteers, vendors, or independent contractors involved in the operations of the District. The District will not tolerate harassment, discrimination, or retaliation against or by employees, members of the public, or anyone conducting business with the District.

- C. Disciplinary action up to and including termination will be instituted for prohibited behavior by employees. Action will be taken on a case-by-case basis for applicants, unpaid interns, volunteers, vendors, or independent contractors for prohibited behavior.
- D. Protected activity includes making a request for an accommodation for a disability; making a request for accommodation for religious beliefs; making a complaint under this policy; opposing or reporting violations of this policy; or participating in an investigation under this policy.
- E. Employees found to be retaliating in violation of this policy will be subject to disciplinary action up to and including termination. Action will be taken on a case-by-case basis for applicants, unpaid interns, volunteers, vendors, or independent contractors for retaliating in violation of this policy.

III. HARASSMENT, DISCRIMINATION, AND RETALIATION DEFINED

A. Harassment

1. Harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation will not be tolerated, whether or not it is severe enough to be unlawful. Harassment includes conduct that has the purpose or effect of unreasonably interfering with an individual's work performance; creating an intimidating, hostile, threatening, or offensive working environment; or adversely affecting the employee's performance, evaluation, assigned duties, or any other condition of employment or career development. This policy prohibits harassment in any form, including, but not limited to:
 - a. Oral or written harassment such as epithets, derogatory comments, slurs, unwanted sexual advances or invitations, race-oriented stories or jokes, or inappropriate comments on appearance (including dress or physical features) or gender identification.
 - b. Visual harassment such as derogatory posters, photography, cartoons, drawings, or gestures.
 - c. Physical harassment such as assault, touching, impeding, or blocking movement, or interfering with work directed at an employee because of his or her sex or any other protected basis.
2. Sexual harassment includes any unsolicited, offensive, or unwelcome sexual advances, requests for sexual favors, and other oral or written, visual, or physical conduct of a sexual nature which occurs under any of the following circumstances:

- a. Submission to such conduct is made by expressing or implicating a term of condition of an individual's employment.
 - b. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the individual.
 - c. Other examples of sexual harassment include unwelcome sexual flirtation or propositions, verbal abuse of a sexual nature, graphic verbal comments about an individual's body, sexually degrading words used to describe an individual, and the display or use in the work environment of sexually suggestive objects or pictures, posters, jokes, cartoons, or calendar illustrations.
3. Sexual harassment also includes gender-based harassment by a person of the same gender. Prohibited sexual harassment may not always be motivated by sexual desire. Such conduct has the potential to negatively affect an employee's work performance.

B. Discrimination

This Policy prohibits treating individuals unequally because of the individual's protected category as defined in this Policy.

C. Retaliation

1. Any adverse treatment of an employee, applicant, unpaid intern, volunteer, vendor, or independent contractor, which occurs because that person has:
 - Reported harassment or discrimination
 - Has participated in the complaint and investigation process
 - Has otherwise engaged in a protected activity
2. Retaliation against an employee for engaging in protected activity is strictly prohibited. If an employee believes to have been subjected to any such retaliation, he or she is required to report it in accordance with the complaint procedures that follow.

IV. HARASSMENT INVOLVING THE PUBLIC

The District strictly prohibits harassment of any member of the public by any person conducting District business or otherwise representing the District.

Dealing with the public can be challenging and sometimes contentious. While employees are expected to interface with the public as their duties dictate (sometimes in difficult or even volatile situations), employees are not expected to endure actual harassment by members of the public. If an employee feels that he or she is being subjected to harassment by a member of the public, the

employee should report such harassment to his or her supervisor, the Chief Financial Officer, General Manager, or any District supervisor with whom the employee feels comfortable speaking. Employees will not be penalized for refusing to tolerate harassment from a member of the public.

V. COMPLAINT PROCEDURE

- A. Employees may have legitimate claims of harassment even if they have not lost a job or some other economic benefit. Harassment that unreasonably impairs working ability or emotional well-being at work violates this policy and will not be tolerated even when the harassment does not rise to the level of unlawful harassment.
- B. Employees who believe they have been subjected to harassment, discrimination, or retaliation on the job because of a prohibited basis, are encouraged to immediately use the procedure outlined in this policy to file a complaint and have it investigated. The District requires all employees to report conduct prohibited by this policy whether or not they are personally involved. It is important that employees inform the District as soon as possible about any prohibited harassment, discrimination, or retaliation.

1. Employee Responsibilities

All employees are required to report any incidents of harassment, discrimination, and retaliation forbidden by this policy immediately so that complaints can be quickly and fairly resolved. Any individual who feels comfortable doing so should let a fellow employee know when that employee's behavior or comments are offensive or unwelcome, even if the situation does not rise to the level of a violation of this policy. However, individuals are not required to handle these situations on their own. Individuals may report to his or her supervisor, the Chief Financial Officer, General Manager, or any District supervisor with whom the individual feels comfortable speaking to for any of the following:

- An individual is not comfortable handling a situation directly with another employee
- An individual believes that he or she has been or is being harassed, discriminated, or retaliated against
- An individual is aware or suspects that another person has been harassed, discriminated, or retaliated against

The District provides a workplace complaint form that employees can use to submit and document complaints. Employees are encouraged to submit complaints in writing, but they are not required to use this form. Employees should feel free to submit complaints orally if they choose. The workplace complaint form may be found as Attachment A.

2. Supervisor Responsibilities

Each supervisor has the responsibility of maintaining a work environment free of harassment, discrimination, and retaliation. This responsibility includes being available to discuss this policy with the employees they supervise and to assure the employees that they are not required to endure any form of prohibited harassment, discrimination, and retaliation.

If someone reports a harassment allegation to a supervisor, it is the responsibility of the supervisor to take immediate action by documenting the incident(s) and reporting the allegation of harassment to the Chief Financial Officer or General Manager.

Any supervisor who fails to take appropriate action to report or address harassment, discrimination, or retaliation can and will be disciplined up to and including termination.

3. Investigation

The District will investigate all complaints of harassment, discrimination, and retaliation in a prompt, objective, and thorough manner. This investigation can include interviews of those with relevant knowledge where appropriate. The District's investigation will be designed to maintain, to the extent possible, the privacy and confidentiality of all parties involved. The General Manager is responsible for directing an investigation into such allegations and for facilitating the imposition of appropriate remedial action, where warranted.

The District prohibits conduct severe enough to be unlawful. Yet even more, the District's workplace conduct standards also prohibit conduct and comments which are not severe enough to violate state or local or federal law—but which are still inappropriate in the workplace. As a result, the District will take prompt, appropriate, and effective corrective action (e.g., remedial measures) any time it is established that discrimination, harassment, or retaliation in violation of this policy has occurred—whether or not such violation also violates the law. Corrective action may include, for example: training, referral to counseling, or disciplinary action ranging from a verbal or written warning to termination of employment, depending on the circumstances.

After completion of the investigation, the District will communicate the confidential findings (i.e., "sustained," "not sustained," or "inconclusive") to the complainant, the alleged harasser, and members of management with a legitimate need to know.

If there is a finding that harassment, discrimination, or retaliation in violation of this policy has occurred, the District will take appropriate and immediate action. This may include imposing discipline, up to and including termination. The specific action taken will depend upon the specific circumstances.

The District will not tolerate retaliation against an individual for good faith reports of harassment, discrimination, or retaliation; assisting another in making a report; cooperating in an investigation; filing an administrative complaint with a government agency; or engaging in other protected activity. Such retaliation is a separate violation of the law and of District policy and is subject to disciplinary action up to employment termination. Individuals who believe they have experienced or been threatened with such retaliation, and any manager or supervisor who learns of possible retaliation, must immediately report it using the same reporting process above.

Employees are urged to contact the Chief Financial Officer or General Manager if they have any questions or concerns about this policy.

4. Reporting and Performance Standards

An employee, job applicant, unpaid intern, volunteer, or contractor who makes a complaint of discrimination, harassment, or retaliation is in no manner excused or exempt from the same performance standards to which others performing the same or similar work are held accountable. All job performance standards will be maintained throughout and following any investigation undertaken as a result of this procedure. Failure to meet job-related performance standards may be grounds for disciplinary action.

5. Other Complaint Options

Complaints of unlawful harassment may be filed with the California Department of Fair Employment and Housing (DFEH) and/or the federal Equal Employment Opportunity Commission (EEOC). These agencies may accept, investigate, and prosecute complaints. DFEH provides additional information regarding the legal remedies and complaint process available through the government agencies.

California Department of Fair Employment and Housing (DFEH): (800) 884-1684 or www.dfeh.ca.gov

Equal Employment Opportunity Commission (EEOC): (800) 669-4000 or www.eeoc.gov

VI. CONFIDENTIALITY

Every effort possible will be made to assure the confidentiality of complaints made under this policy. Complete confidentiality cannot occur, however, due to the need to fully investigate and the duty to take effective remedial action. As a result, confidentiality will be maintained to the extent possible. The District will not disclose a completed investigation report except, as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

Attachment A – Workplace Complaint Form



ATTACHMENT A WORKPLACE COMPLAINT FORM

Please check one:

Informal Complaint

Formal Complaint

SECTION I

Employee's Name (Complainant): _____

Address: _____

Work Phone: _____

Home Phone: _____

Position / Title: _____

Department: _____

Supervisor's Name: _____

SECTION II

Please list the Employee Policy that you believe has been violated:

SECTION III

Please list the accused by name and title. Also, please include his/her Department:

Name: _____ Title: _____

Department: _____

Name: _____ Title: _____

Department: _____

Name: _____ Title: _____

Department: _____

SECTION IV

- Please list date(s) and location(s) of workplace incident.
- Please list each incident separately.
- Please describe the specific act(s) or omission(s) which is alleged to be inappropriate as clearly and completely as possible.

INCIDENT #1

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

Description of Incident: _____

INCIDENT #2

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

Description of Incident: _____

INCIDENT #3

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

Description of Incident: _____

SECTION V

Please state the information/facts known in support of the allegation(s):

SECTION VI

Please identify the name(s) of whom you (complainant) wish to have interviewed as possible witness(es):

SECTION VII

Please describe the relief or corrective action sought by you (complainant):

SECTION VIII

Other comments:

I declare that to the best of my knowledge, the information provided in this complaint is true and correct:

Print Name

Complainant's Signature

Date

APPENDIX B

DRUG FREE WORKPLACE POLICY

I. PURPOSE

In compliance with the Drug Free Workplace Act of 1988, the District has a longstanding commitment to provide a safe, quality-oriented, and productive work environment. Alcohol and/or controlled substance abuse poses a threat to the health and safety of the Districts employees and to the security of the equipment and facilities. The unlawful manufacture, distribution, possession, or use of a controlled substance is prohibited in the workplace and District vehicles. For these reasons, the District is committed to the elimination of alcohol and/or controlled substance use and abuse in the workplace. A violation of this policy will subject the employee to disciplinary action, up to and including termination.

II. POLICY

This policy establishes the District's goal to provide a safe and drug free work environment for employees.

III. EMPLOYEE ASSISTANCE PROGRAMS (EAP)

The District provides an EAP that offers counseling and treatment of drug- and/or alcohol-related problems.

IV. PROHIBITED CONDUCT

- A. Employees may not have any alcohol, marijuana, and/or controlled substances in their bodily system during working hours, on-call duty, or being subject to call back. Additionally, the manufacture, distribution, possession, or use of controlled substances by any employee in any District workplace or wherever District business is performed is prohibited. (41 U.S.C. §§ 8102-8103; Gov. Code § 8355(a)(1))
- B. Employees are required to notify their supervisor, Chief Finance Office, or General Manager before beginning work when taking medications that may affect the employee's ability to safely and efficiently and/or competently conduct his or her job duties. The employee does not need to report the specific medication or the employee's underlying medical condition.
- C. Failure to notify the Chief Finance Office or General Manager of any criminal conviction for a drug violation that occurred in the workplace within five (5) days after such conviction is prohibited. (41 U.S.C. §§ 8102-8103)

V. DEFINITIONS

- A. Being under the influence of controlled substances and/or alcohol means being impaired in any way from fully and proficiently performing job duties and/or having a detectable amount of said substances in one's body.
- B. For purposes of this policy, "controlled substances" includes any drug not legally obtainable under either state or federal law, or both, or any drug that is legally obtainable but not legally obtained or used. This includes prescription drugs obtained illegally and prescription drugs not being used for the prescribed purpose or being used in excess of the prescribed dosage. It does not include prescription drugs possessed and used under a valid prescription.
- C. Further, the District's safety sensitive classifications will be held to the federal standards under the Department of Transportation (DOT) as applicable.

VI. DRUG AND ALCOHOL TESTING

- A. The District has discretion to test applicants and employees for alcohol and drug use, using an outside laboratory, under the following circumstances:

1. Pre-Employment

All individuals offered employment in a safety sensitive position must submit to a pre-employment drug and alcohol test prior to hiring. All offers of employment for safety sensitive positions are contingent upon successful completion and passing of a drug test. If the applicant is under age 18, a consent form must be signed by the employee's parent or guardian prior to screening

At the applicant's request, any positive test result may be retested independently and at the applicant's expense. Applicants whose test results are positive for the use of controlled substances or alcohol intoxication will be deemed to have failed the pre-employment physical examination.

2. Post-Accident

Post-accident drug and alcohol testing will be required if an employee is involved in an accident and there is a reasonable suspicion that drug or alcohol use may have been a factor or cause.

3. Random

Random drug and alcohol testing of employees may be required where permitted by state and federal law; or

4. Reasonable Suspicion

The District may require a blood test, urinalysis, or other drug and/or alcohol screening of those employees who are reasonably suspected of using or being under the influence of drugs or alcohol at work, under the following circumstances:

- a. Reasonable suspicion to test exists if, based on objective factors, a reasonable person would believe that the employee is under the influence of drugs or alcohol at work. Examples of objective factors, include, but are not limited to: unusual behavior, slurred or altered speech, body odor, red or watery eyes, untidy appearance, unsteady gait, lack of coordination, sleeping on the job, a pattern of abnormal or erratic behavior, a verbal or physical altercation, puncture marks or sores on skin, runny nose, dry mouth, dilated or constricted pupils, agitation, hostility, confused or incoherent behavior, paranoia, euphoria, disorientation, inappropriate wearing of sunglasses, tremors, an accident involving agency property or equipment, or other evidence of recent drug or alcohol use.
 - b. Document and Analysis: In order to receive authority to test, the supervisor must record the factors that support reasonable suspicion in writing and analyze the matter with the Chief Financial Officer or General Manager. Any reasonable suspicion testing must be pre-approved by the Chief Financial Officer or General Manager.
 - c. Testing Protocol: If the documentation and analysis show that there is a reasonable suspicion of drug or alcohol abuse at work, upon approval by the Chief Financial Officer or General Manager, the employee will be relieved from duty, and transported to the testing facility and to the employee's home after the test. The employee will be placed on sick or other paid leave until the test results are received.
- B. Employees who refuse or fail to take a lawfully required drug and/or alcohol test, those who fail a drug and/or alcohol test, those who refuse to consent, in writing, to take a drug and/or alcohol test, those who tamper with or otherwise attempt to improperly influence the result of a drug and/or alcohol test, or those who otherwise violate this policy are subject to immediate termination of employment in the first instance.
- C. The District reserves the right to conduct reasonable searches of offices, lockers, storage areas, furniture, District vehicles and other places under the common control of the District and its employees, and to enlist the assistance of law enforcement personnel in connection with the enforcement of this policy.

VII. CONVICTION FOR DRUG-RELATED OFFENSE

An employee who is convicted under a federal or state criminal drug statute relating to any conduct prohibited by this policy will be deemed to have violated this policy. Upon receiving notice of an employee conviction for any such violation, the District will either (a) take appropriate disciplinary action in accordance with this policy, and/or (b) require the employee to participate in and satisfactorily complete a drug abuse assistance, rehabilitation, or counseling program. Employees will notify the Chief Financial Officer or General Manager of any conviction under a criminal drug statute.

APPENDIX C
CONFLICT OF INTEREST CODE
OF THE
IDYLLWILD WATER DISTRICT

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted 2 Cal. Code of Regs. Section 18730 which contains the terms of a standard conflict of interest code which can be incorporated by reference in an agency's code. After public notice and hearing Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, regulation and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the Idyllwild Water District (the "District").

All Officials and Designated Positions required submitting a statement of economic interests shall file their statements with the Board Secretary as the District's Filing Officer. The Board Secretary shall make and retain a copy of all statements filed by Members of the Board of Directors, General Manager, and Chief Financial Officer and forward the originals of such statements to the Clerk of the Board of Supervisors in the County of Riverside. The Board Secretary shall retain the originals of the statements of all other Officials and Designated Position and shall make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code Section 81008)

**CONFLICT OF INTEREST CODE
OF THE
IDYLLWILD WATER DISTRICT**

EXHIBIT "A"

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

District Officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18700.3(b), are NOT subject to the District's Code, but must file disclosure statements under Government Code Section 87200 et seq. [Regs. § 18730(b)(3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments¹:

- Members of the Board Directors
- General Manager
- Chief Finance Officer

¹ Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT-OF-INTEREST CODE

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Chief Finance Officer
General Counsel
General Manager

?
?
?

EXHIBIT "B"

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the Designated Position must disclose for each disclosure category to which he or she is assigned.³

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, that do business in or own real property within the jurisdiction of the District.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the District.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, that provide services, products, materials, machinery, vehicles, or equipment of a type utilized by the District.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, that provide services, products, materials, machinery, vehicles, or equipment of a type purchased or leased by the Designated Position's department, unit, or division.

³ This Conflict-of-Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)

APPENDIX D

TRAVEL PROCEDURES AND EXPENDITURES POLICY

I. PURPOSE

It is in the best interest of the District to invest in the employees to allow them to stay current and educated about activities, developments, and professional trends affecting their ability to provide high-quality job performance, which includes external and internal customer service. As such, travel to attend hearings, meetings, conferences, or other gatherings is of value to the District and its rate payers.

II. POLICY

This policy establishes business travel guidelines for employees that are fair, accountable, and transparent.

This policy applies to all District employees who travel on official business for the District. Contract employees and consultants are not covered under this policy, and they will be governed by the contractual agreement between their company and the District.

III. GENERAL GUIDELINES

- A. Employees are responsible for exercising good judgment when requesting, arranging, and traveling. Good judgment includes being fiscally responsible when spending District funds on travel and related activities. Travel should be thoroughly planned well in advance. Personal business should not be mixed with official business if it will cost the District in dollars or lost time, or if it will harm the District's interests in any way.
- B. This policy is not intended to address every issue, exception, or contingency that may arise during District travel. Accordingly, the basic standard that should always prevail is to exercise good judgment in the use and stewardship of the District's resources.
- C. Prior to travel or expense, funds shall be identified and accounted for in each department's line-item budget. If possible, funds shall be encumbered prior to actual travel.
- D. The District's preference is to reimburse an employee's actual and necessary costs after travel has occurred through receipts, rather than provide funds in advance of travel or expense. However, the District will, on a case-by-case basis, provide travel advances upon request by the employee and approval of the Chief Financial Officer or designee.
- E. Itemized receipts are required for all business travel expenditures. Itemized receipts include a list of each cost incurred, item by item. For example, an itemized receipt for a lunch establishment would include the cost of the hamburger, fries, soda plus tax and tip on separate lines. In addition to the itemized receipt, all travel expenses shall include the following information:

- The amount of the expenditure
 - The date and place of the expenditure
 - The business purpose of the expenditure; and
 - The business relationship to the person(s) entertained, as well as the individual's names.
- F. Business travel expenditures not substantiated with the above information will be deemed non-business related. Non-business travel related expenses paid for with District issued credit card or a travel advancement will be repaid to the District by the employee within ten (10) business days of returning from such travel. Non-business-related travel expenses paid for directly by employees will not be eligible for reimbursement by the District. Failure to repay non-business-related travel expenses will result in a suspension of future travel and/or withholding such amounts from the employee's paycheck, as well as disciplinary action, up to and including termination.

IV. PROCEDURES

- A. Upon completion of travel, a final accounting of all expenses shall be approved by the appropriate manager or supervisor and submitted to the Chief Financial Officer within ten (10) business days. The final accounting is made by submitting all receipts with the information detailed in Section III, E above along with any relevant District credit card statements.
- B. The District will pay all approved expenses including transportation, lodging, registration fees, meals, and any other related expenses for official business in compliance with this policy.
- C. There are four (4) methods of payment for travel expenses:
1. Direct vendor payment by check in advance. Direct vendor payments are made by the District to an organization to pay for specific travel related costs such as registration fees, lodging and airfare and is the best method of payment.
 2. Use of a District issued credit card. Credit cards are issued and used pursuant to District policy.
 3. Payment by the employee to be claimed for reimbursement. Reimbursement for out-of-pocket expenditures is processed after travel has been completed; or
 4. Travel advance. Travel advances are provided to the employee prior to travel and may be provided upon request subject to approval by the Chief Financial Officer or designee. If the employee fails to reconcile expenses upon returning to work, they shall forfeit the ability to receive future advances.

V. AUTHORIZED TRAVEL

Expenses incurred by employees while engaging and/or participating in the following activities and/or events constitute authorized and reimbursable expenses provided all other requirements of this policy are met:

1. The seminar, meeting, or conference is mandatory, reimbursable, or otherwise necessary to accomplish key District or employee goals and objectives and is unavailable locally if overnight accommodations are required.
2. Communication with representative(s) of regional, state, and national government and their respective agencies and entities on District adopted or authorized policy positions.
3. Attendance of educational seminars designed to improve skill and information levels.
4. Attendance at an approved conference, convention, training, seminar, or other meeting.
5. Participation in regional, state, and national organizations whose activities affect the District's interests.
6. Attendance of functions of local civic or community organizations where there is a clear nexus between the event and the employee's job.

VI. UNAUTHORIZED EXPENSES

The following personal expenditures shall not be reimbursed:

- The personal portion of any trip
- The purchase of alcohol, tobacco, or related costs
- Political or charitable contributions
- Family expenses, including those of a partner when accompanying the employee on official business; child or pet care
- Entertainment expenses including theatre, shows, movies (either in-room or in theaters). Sporting events, golf, spa treatments, etc.
- Non-mileage personal automobile expenses including repairs, gasoline, traffic citations, and other expenses
- Loss of or damage to personal items while on District business; or
- Changes to travel arrangements for personal reasons that could have reasonably been foreseen

VII. TRANSPORTATION

- A. Air, train, private automobile, or other mode of public transportation shall be selected on the basis of the lowest reasonable cost to the District after all expense items are tabulated, including travel time salary costs.
 1. Airfare: Employees shall book the most economical and reasonable mode and class of transportation available that is consistent with scheduling needs. First class travel is prohibited.
 2. Automobile: The District's preferred travel method is to utilize a District vehicle for official business. If a District vehicle is not available the employee may use a personal vehicle and will be reimbursed as described in section VII, B below.

3. Car Rental: Rental rates that are reasonable and economical are eligible for reimbursement.
 4. Taxis/Shuttles: Reasonable actual costs for taxi and shuttle fares will be reimbursed including up to a 15 percent gratuity per fare.
- B. Automobile mileage is reimbursable if the employee is required to use a personal vehicle for travel at the IRS rates in effect at the time of travel. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include reimbursable expenses such as bridge and road tolls, which are also reimbursable. Proof of insurance must be presented if requested.
- C. Reimbursement for personal auto usage for business will be calculated per the current IRS guidelines, based on the following:
1. If an employee drives round-trip from her or his residence to work function, including driving to an airport, the round-trip mileage the employee would have driven from his or her residence to work must be subtracted from the round-trip mileage. Any excess mileage is reimbursable to the employee at the current IRS approved rate.
 2. If an employee drives from work to a meeting, training function or airport, the round-trip mileage from the District facility to the event is reimbursable at the current IRS approved rate.
 3. Employees who receive a car allowance will not receive any additional mileage/travel reimbursement.
 4. In instances where more than one (1) employee is traveling to the same event, the employee that receives a car allowance shall drive if both employees are departing and returning near the same time from the same location.
 5. The District highly encourages carpooling to save District resources, and to be eco-friendly.

VIII. TRAVEL TIME AND HOURS WORKED

- A. The following principles shall be applied when determining hours worked for the purposes of calculating work hours and proper compensation, in compliance with the Fair Labor Standards Act.
1. Travel time to and from an airport or public transportation terminal is considered hours worked.
 2. Time spent for air travel or other means of public transportation when required by the District shall be considered hours worked. Travel time shall include actual hours for travel, up to one- and one-half hours of wait time prior to departure of the flight and shall conclude upon arrival at the hotel or when returning, upon return to the employee's home.
 3. Employees are required to take the most expedient and efficient means of travel possible to meet the needs of the District. Therefore, an employee who opts to drive a personal vehicle instead of taking air travel or other faster means of travel, shall only record the

time he or she would have received had they traveled via a faster mode of transportation reasonably available. For example, an employee may prefer to drive to San Diego, taking nine (9) hours, rather than flying which takes one- and one-half hours plus the one- and one-half hours of wait time prior to the departure of the flight. The employee shall only record three (3) hours of work time on their timesheet.

4. If an employee is required to report to work at a location other than the normal work location, the travel time to and from the other location may be considered work time if travel to that location falls outside the definition of ordinary home to work travel. For example, an employee living in Hemet being asked to report to Riverside would be compensated for the travel time to/from their Idyllwild workplace to the Riverside location. However, an employee living in Beaumont reporting to the Riverside location would not record travel time as hours worked since it would be less than their normal home to work commute time.
5. Managers and supervisors should be mindful of employee's schedules and try to reduce/prevent over-time as a result of travel whenever possible. Additionally, managers and supervisors shall use their discretion when accounting for multiple attendees at events and the impact related to the specific mode of transportation.

- B. Ordinary home to work travel shall not be considered as hours worked. If an employee is required by the District to conduct business on the way to work, the employee shall record all hours worked from the onset of that activity to the time the employee reaches the workplace to begin his or her shift. For example, if an employee is directed to pick up supplies on their way into the office, the employee shall record hours from the time they make the stop to pick up those supplies to the time they arrive at the worksite through the completion of their shift, less normal meal periods

IX. LODGING

- A. The District will pay for or reimburse for lodging expenses when travel on official district business reasonably requires an overnight stay. Lodging shall be booked at the most economical and reasonable rates for lodging that is in a location that is reasonable and convenient in relation to the employee's official business needs. For lodging in connection with a conference or organized educational activity, such lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, if lodging at the group rate is available to the traveler at the time of booking. If the group rate is not available, the traveler shall use comparable lodging.
- B. It is recommended that employees inquire with the Chief Financial Officer or designee about the use of the Claim for Exemption from Transit Occupancy Tax when possible.
- C. While determining appropriate lodging arrangements, employees shall take into consideration the start and end times as well as the duration of the event. Employees generally shall not book prior evening overnight accommodations for travel within the local vicinity, which includes a round trip distance of 100 miles or less. Additionally, employees shall not book overnight accommodations for the same day the event ends. Any exception to this shall be pre-approved by the Chief Financial Officer or designee.

X. MEAL EXPENSES

- A. Daily meal expenses shall be reimbursed in accordance with current IRS published Maximum Federal Per Diem Rates in effect for the highest cost area of California at the time of travel. The District will reimburse for documented meal expenditures, including gratuity, up to the Maximum Federal Rate. Documentation shall include all items as outlined in Section III, E of this policy.
- B. The Chief Financial Officer shall provide the current IRS published Maximum Federal Rates and the applicable guidelines, including time departure reductions. The Finance Department shall account for meals that are provided at a meeting or while in transit (a group lunch advertised in a conference brochure, for example). Appropriate reductions must be made from the Maximum Federal Rate based on available information to Finance. After travel is completed, if the employee did not utilize the paid meal and incurred a personal meal expense, the employee may be reimbursed for the applicable meal with proper documentation if the employee can demonstrate a compelling reason why the paid meal was not utilized.
- C. Meal expenses, including gratuity, in excess of the Maximum Federal Rate will not be reimbursed without approval of the Chief Financial Officer. The employee may receive reimbursement above the Maximum Federal Rate if a compelling reason can be demonstrated.
- D. District funds cannot be used to purchase alcohol, tobacco, or other related costs.

XI. MISCELLANEOUS EXPENSES

- A. Employees will be reimbursed for actual telephone, internet, fax, parking, tolls, tipping (meals fall under the Maximum Federal Rates), taxi, or other reasonable expenses which shall be supported by receipts. Where receipts are not available, a signed declaration of expenditure may be accepted by the Chief Finance Officer at his or her discretion.
- B. Employees shall make every effort to utilize cost effective means to park vehicles overnight. The District recommends overnight parking in the hotel where the employee is staying. Valet parking, while not encouraged, is allowed if it is the only means available for reasonable and safe parking.

XII. CASH ADVANCES

- A. Employees may request a cash advance to cover anticipated expenses while traveling or conducting business on behalf of the District. The request for an advance should be submitted to the Chief Financial Officer or designee no more than 30 days before and no less than ten (10) days prior to the disbursement. Every effort should be made to request the cash advance ahead of the normal check run date occurring prior to the disbursement.

- B. Upon request, the Chief Financial Officer or designee shall determine if a cash advance is necessary and appropriate. Employees who have a District issued credit card are not eligible for a cash advance unless credit cards are not accepted.
- C. Any unused advance must be returned to the District within ten (10) calendar days of the employee's return along with supporting receipts documenting advance expenditures. If the employee fails to reconcile expenses upon their return, they forfeit the ability to receive future advances.

XIII. SPOUSES AND GUESTS

Spouses and guests may accompany employees on District travel and at conferences, seminars, and meetings. However, any additional costs associated with the participation of a spouse or guest is the employee's responsibility.

XIV. EXPENSES TO ACCOMMODATE DISABILITIES

This policy shall not be construed to limit the District's ability to reimburse travelers for necessary expenses in excess of that which is otherwise permitted under this policy where such additional expenses are necessary to accommodate for a disability.

XV. RATES

The Chief Financial Officer is responsible for updating the Maximum Federal Rates published by the U.S. General Services Administration (GSA) annually on October 1st. The Finance Department shall also update the IRS allowed mileage reimbursement rate on January 1st of each year or as any changes are implemented by the IRS.

XVI. UNFORESEEN AND UNCONTROLLABLE NATURAL EVENTS

Unforeseen and uncontrollable natural events are directly and exclusively results from the occurrence of natural causes that could not have been prevented by the exercise of foresight or caution. Examples include earthquake, flood, hurricane, and tornado. During such an event, the District will work with the employee to make lodging, meal, travel, and other reasonable accommodations. However, the District shall not pay overtime costs associated with such events.

APPENDIX E

CREDIT CARD POLICY

I. PURPOSE

The purpose of this policy is to establish guidelines for the District to issue credit cards to employees for covering expenses related to authorized travel and enabling a cost-effective, convenient, and streamlined method of purchasing items.

II. POLICY

A credit card may be issued to an individual who is a regular employee of the District and agrees to be held liable to the credit card company for all charges while conducting official District business. Credit cards are issued through the authorization of the Chief Financial Officer or General Manager or designee.

III. PROCEDURES FOR OBTAINING CREDIT CARDS

- A. The District may establish a credit card in the name of the District employee, with an approved financial institution provider, for District business use only. The cardholder will receive monthly statements.
- B. The Chief Financial Officer shall establish procedures and forms for implementing and monitoring a credit card purchasing program through a financial institution provider that includes, but is not limited to, the following:
 - 1. A dollar limitation on the credit card.
 - 2. A dollar limitation of purchasing authority assigned to the cardholder per transaction made with the credit card.
 - 3. A dollar limitation of purchasing authority assigned to the cardholder for the total of all charges made during each monthly billing cycle.
 - 4. Merchant category blocking.

IV. AUTHORIZED CREDIT CARD USE

- A. Cardholders are authorized to use their credit card to purchase merchandise or services required as a function of their duties at the District.
- B. A purchase made with a credit card may be made in-store, by telephone, fax, and internet or U.S. mail. A purchase order may be required per established procurement policies and procedures.
- C. If a credit card is issued for the purpose of covering expenses related to authorized travel, upon billing or no later than ten days of the billing date, the employee using a credit card

shall submit a fully itemized travel expense log. Any charges against the credit card not properly identified on the travel expense log shall be paid by the employee by check or cash.

V. UNAUTHORIZED AND/OR INAPPROPRIATE CREDIT CARD USE

Credit cards shall not be used to purchase items for non-District purposes, even if the cardholder intends to reimburse the District. Unauthorized and/or inappropriate credit card use includes, but is not limited to:

- Items for personal use
- Cash advances
- Non-business-related food and beverages for an individual employee. (However, authorized cards may allow for food and non-alcoholic beverages for business-related meetings and travel in compliance with travel policies and after obtaining approval for special expenses)
- Alcoholic beverages or tobacco
- Weapons of any kind or explosives
- Relocation expenses
- Entertainment
- Recreation

VI. DISCIPLINARY ACTION

- A. A cardholder who makes an unauthorized purchase with the credit card will be subject to revocation of the credit card, potential disciplinary action including restitution to the District for unauthorized purchases, possible card cancellation, up to and including termination and criminal prosecution.
- B. If any item purchased with a credit card is not acceptable, arrangements must be made for a return for credit or an exchange. A cash refund or check is prohibited unless the vendor insists that a refund must be made by cash or check, then the funds must be deposited immediately with the Chief Financial Officer.
- C. If, for any reason, disallowed charges are not repaid before the credit card billing is due and payable, the District shall have a prior lien against and a right to withhold any and all funds payable to the employee.
- D. Any employee who has been issued a credit card by the District shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the Chief Financial Officer. The District shall have unlimited authority to revoke use of any credit card issued under this section, and, upon such revocation order being delivered to the credit card company, shall not be liable for any costs.

VII. RESPONSIBILITY AND ACCOUNTABILITY

It is the responsibility of each individual cardholder to:

1. Always safeguard the credit card and associated account number; lost or stolen credit cards shall be reported immediately to the credit card agency and the District Finance Department
2. Always keep credit card in a secure location
3. Prevent unauthorized persons from using the credit card and or associated account number
4. Obtain and retain original itemized receipts for goods and services purchased. All forms of canceled checks and copies of credit card bills do not substitute for original receipts. An employee may be allowed to file an affidavit in lieu of receipt if the original is lost or not obtained
5. Review in a timely manner, monthly statements from the financial institution for accuracy and ensuring all transactions posted are legitimate transactions made by the cardholder. Receipts and/or packing slips must be attached to the monthly statement. The cardholder must sign the statement certifying all the charges.
6. Submit the statement and receipts to the Chief Financial Officer within ten (10) business days of the billing date for payment processing
7. Surrender the credit card and corresponding support documentation to the Chief Financial Officer upon separation from the District

VIII. PERIODIC REVIEWS

The Chief Financial Officer shall conduct periodic reviews for proper card use. Credit card records will be audited from time to time.

APPENDIX F

4/10 WORKWEEK SCHEDULE POLICY

I. PURPOSE

To set forth the District's policy and procedure governing the establishment and administration of an available 4/10 workweek schedule.

II. POLICY

The District has designated a 4/10 workweek schedule for field employees and administration staff as approved by the General Manager. If at any time the District determines the work schedules and/or workweek periods offered must be changed, affected employees will be notified of the change at least one (1) pay period in advance of the change. Scheduling of a 4/10 work schedule, including the selection of workdays, work times, and the day off, shall be done by management based on business needs. Employees may, however, request consideration for an alternate schedule and day off. Written management approval is required.

III. 4/10 WORKWEEK SCHEDULE

A. Work Schedule

The 4/10 work schedule shall consist of four (4) workdays of ten (10) hours for a total of forty (40) hours per week. The 4/10 work schedule begins on March 1st and ends on August 31st of each year. The 4/10 daily work schedule starts at 7:00 am and ends at 5:30 pm.

Under the Federal Fair Labor Standards Act (FLSA), the workweek is defined as "a fixed and regularly recurring period of seven (7) consecutive 24-hour periods (168 hours)." When an employee is assigned to a 4/10 schedule, the 4/10 work week begins on Monday or Tuesday, depending on the supervisor approved work schedule.

B. Pay Periods

Employees should be aware that pay periods may not coincide with the designated FLSA workweek. For purposes of assessing overtime, management determines whether the employee worked over ten (10) hours on a scheduled workday or 40 hours within the FLSA workweek, regardless of the pay period.

IV. HOLIDAYS, PERSONAL TIME OFF AND JURY DUTY

A. Holidays

Employees who are eligible for holiday pay will be paid for the appropriate workday hours in which the holiday falls, in accordance with the 4/10 work schedule.

B. Leave

Time off from work using accrued vacation, sick, or other paid leave banks or bereavement leave will be charged one (1) hour for every hour taken. Time off from work on the eight (8) hour workday will be charged at eight (8) hours. Time off from work on the ten (10) hour workday will be charged ten (10) hours.

C. Jury Duty and Grand Jury Duty

An employee shall not be entitled to jury duty pay, or to overtime pay or compensatory time off for jury duty on their day off.

V. OVERTIME

A. Overtime Earned

When a non-exempt employee is on a 4/10 work schedule, overtime for hours exceeding ten (10) hours in a scheduled workday or 40 hours in a workweek will be based on the FLSA workweek. Overtime will be paid at one- and one-half rate of an employee's regular rate of pay.

B. Overtime Paid

The 4/10 FLSA workweeks may not correspond with the District's pay periods. Therefore, where adjustments to overtime compensation cannot be calculated until the completion of the employee's workweek (e.g., when they occur in the last half of the 8-hour day), a one (1) pay period-delay in the employee receiving the additional compensation may occur.

VI. TRANSITIONING TO OR FROM A 4/10 WORK SCHEDULE

When an employee transitions from a different work schedule to a 4/10 alternate work schedule, there will be a change to the beginning of the FLSA workweek.

A. Transitioning to a 4/10 Alternate Work Schedule

For a non-exempt employee, the transition to a 4/10 alternate work schedule will be set to begin during a 40-hour calendar workweek.

B. Transitioning to a Normal 40 Hour Work Schedule

For a non-exempt employee, the transition back to a normal 40-hour workweek from a 4/10 work schedule will be set to begin the week following. This will result in working Monday

through Friday eight (8) hours per day for five (5) days a week that produce a 40 hours of straight time per work week.

APPENDIX G

APPROVAL DATE 3/20/2019	EMPLOYEE MANUAL	POLICY NO. 2019.001
APPROVED BY: Board of Directors	POLICY TITLE EMPLOYEE STIPEND FOR RESIDING WITHIN 6 MILES OF THE DISTRICT	EFFECTIVE DATE 4/1/2019
		Page 1 of 1

Purpose:

To attract employees to live in Idyllwild area to increase the efficiency and effectiveness of the district, as well as to reduce any turn-over.

Policy:

- Stipend applies for all administrative and field work staff who reside in Idyllwild or reside within 6 miles from Idyllwild Water District Office at 24945 Highway 243, Idyllwild, CA 92549
- Stipend needs to be approved by the General Manager of Idyllwild Water District
- Stipend will not apply for the General Manager or Temporary workers
- Stipend will be \$350 per month for full time employee and \$262.50 for part time employee, paid bi-weekly
- Stipend will be a separate item on the paycheck under name "Housing Allowance"
- Stipend will not be eligible for Pension contribution or Medical Contribution
- The Board has the right to cancel this policy for any reason
- The stipend will be eligible for any tax deduction
- The stipend will apply after the worker has passed the probation period of 6 months or one year, upon General Manager's discretion
- The stipend will cease after separation of the employee from Idyllwild Water District, whether by resignation or termination
- If the admin or the field worker moves away from the 6-mile requirement, the stipend will stop right away
- The employee will be responsible to show proof of the residency

APPENDIX H

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) for the IDYLLWILD WATER DISTRICT

RESPONSIBILITY

The Injury and Illness Prevention Program (IIP Program) administrator, the District's General Manager, has the authority and responsibility for implementing the provisions of this program for the Idyllwild Water District.

All managers and supervisors are responsible for implementing and maintaining the IIP Program in their work areas and for answering worker questions about the IIP Program.

COMPLIANCE

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices include one or more of the following checked practices:

- ✓ Informing workers of the provisions of our IIP Program.
- ✓ Evaluating the safety performance of all workers.
- ✓ Recognizing employees who perform safe and healthful work practices.
- ✓ Disciplining workers for failure to comply with safe and healthful work practices.

COMMUNICATION

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes one or more of the following checked items:

- ✓ Review of our IIP Program.
- ✓ Posted or distributed safety information.
- ✓ A system for workers to anonymously inform management about workplace hazards.

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our workplace:

Competent Observer	Area
[Enter name of competent observer]	[Enter name of area observed]

Periodic inspections are performed according to the following schedule:

1. Whenever workplace conditions warrant an inspection.

ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Visiting the accident scene as soon as possible.
2. Interviewing injured workers and witnesses.
3. Examining the workplace for factors associated with the accident/exposure.
4. Determining the cause of the accident/exposure.
5. Taking corrective action to prevent the accident/exposure from reoccurring.
6. Recording the findings and corrective actions taken.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered.

TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided as follows:

1. When the IIP Program is first established.
2. To all new workers or workers given new job assignments for which training has not previously been provided.
3. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and present a new hazard.
4. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
5. To all workers with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIP Program.
2. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
3. Proper reporting of hazards and accidents to supervisors.

EMPLOYEE ACCESS TO THE IIPP

Our employees, or their designated representative, shall have the right to examine and receive a copy of our IIPP. This will be accomplished by:

1. Providing employees with a copy of this program in the Employee Manual.

An employee must provide written authorization in order to make someone their "designated representative." The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

RECORDKEEPING

We have checked one of the following categories as our recordkeeping policy.

- ✓ Category 3. We are a local governmental entity (any county, city, or district, and any public or quasi-public corporation or public agency therein) and we are not required to keep written records of the steps taken to implement and maintain our IIP Program.

HAZARD ASSESSMENT AND CORRECTION RECORD

Date of Inspection: [Enter date] Person Conducting Inspection: [Enter name]

Unsafe Condition or Work Practice: [Provide details, including root causes]

Corrective Action Taken: [Provide details, including solutions to root causes]

Date of Inspection: [Enter date] Person Conducting Inspection: [Enter name]

Unsafe Condition or Work Practice: [Provide details, including root causes]

Corrective Action Taken: [Provide details, including solutions to root causes]

Date of Inspection: [Enter date] Person Conducting Inspection: [Enter name]

Unsafe Condition or Work Practice: [Provide details, including root causes]

Corrective Action Taken: [Provide details, including solutions to root causes]

ACCIDENT/EXPOSURE INVESTIGATION REPORT

Date & Time of Accident: [Enter information]

Location: [Provide details]

Accident Description: [Enter details, including all events that lead up to the incident]

Workers Involved: [Enter information]

The underlying cause(s) of the accident/exposure: [Detail all root causes]

Corrective Actions Taken: [Provide details, including potential solutions to the root causes]

Manager Responsible: [Enter name]

Date Completed: [Enter date]

• Toll-free Number: **1-800-963-9424** • Internet: **www.dir.ca.gov**

On-site Assistance Program Area Offices

Northern California

1750 Howe Avenue, Suite 490
Sacramento, CA 95825
(916) 263-0704

San Francisco Bay Area

1515 Clay Street, Suite
1103
Oakland, CA 94612
(510) 622-2891

San Fernando Valley

6150 Van Nuys Blvd.,
Suite 307 Van Nuys, CA
91401
(818) 901-5754

LA/Orange County

1 Centerpointe Dr., Suite 150

La Palma, CA 90623

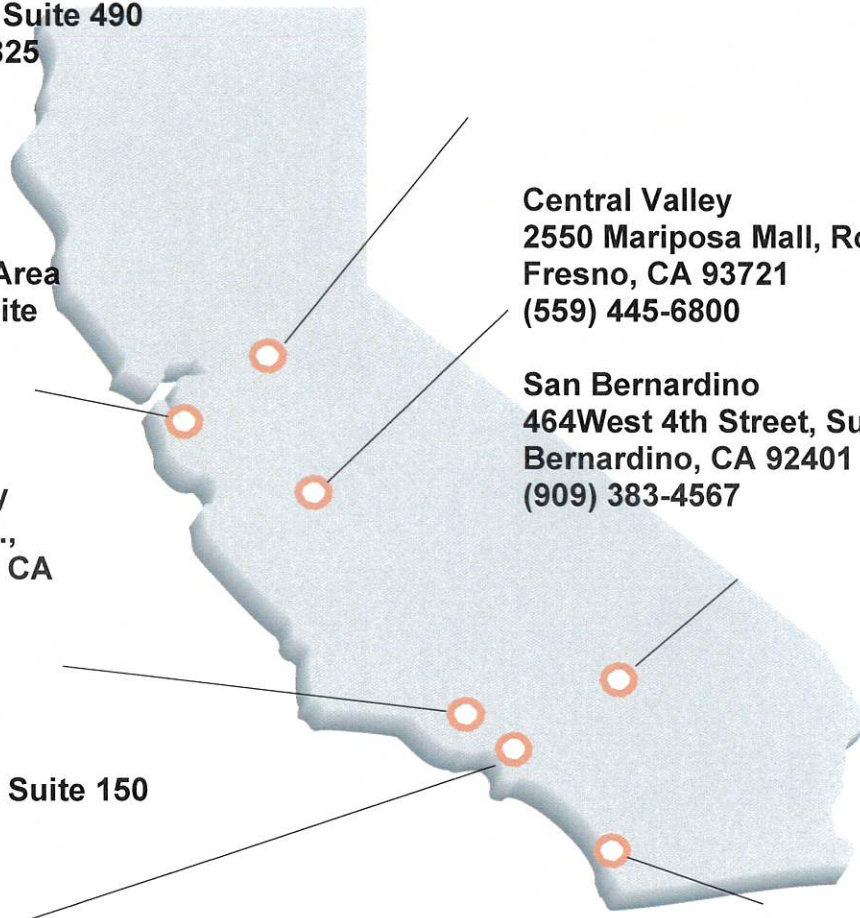
(714) 562-5525

San Diego/ Imperial

7575 Metropolitan Dr., Suite
204 San Diego, CA 92108
(619) 767-2060

Voluntary Protection Program

Oakland, CA 94612
(510) 622-1081



Central Valley

2550 Mariposa Mall, Room 2005
Fresno, CA 93721
(559) 445-6800

San Bernardino

464 West 4th Street, Suite 339 San
Bernardino, CA 92401
(909) 383-4567

APPENDIX I

WORKPLACE VIOLENCE PREVENTION POLICY

I. PURPOSE

The goal of the District is to provide every employee a safe work environment.

II. POLICY

Safety and security of employees is of vital importance to the District. Acts or threats of physical violence, including intimidation, harassment and/or coercion, which involve or affect the District, or which occur on District property, will not be tolerated. Any act or threat of violence should be documented and reported to a supervisor immediately.

The prohibition against threats and acts of violence applies to all persons involved in District operations including, but not limited to District personnel, contract and temporary workers, and anyone else on District property. Violations of this policy by any individual may result in disciplinary action, up to and including termination, and/or legal action as appropriate.

III. DEFINITIONS

Workplace violence is defined as any conduct that causes an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends, and/or property. Specific examples of workplace violence include, but are not limited to, the following:

1. Threats or acts of physical harm directed toward an individual, his or her family, friends, associates, or property
2. Bullying behavior, i.e., acts or verbal comments that could 'mentally' hurt or isolate a person in the workplace; repeated incidents or a pattern of behavior intended to intimidate, offend, degrade, or humiliate a particular person or group of people; the assertion of power through aggression
3. The destruction of, or threat of destruction, of District property or another employee's property
4. Fighting, challenging another person to fight, or participating in dangerous or threatening horseplay
5. Striking, punching, slapping, or assaulting another person.
6. Grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise
7. Harassing or threatening phone calls

8. Surveillance
9. Stalking
10. Possessing a weapon(s) on District property or in District vehicles.
"Weapon" is defined as a firearm, unauthorized chemical agent, club or baton, knife, or any other device, tool, or implement that can cause bodily harm if used as a weapon or displayed in such a manner to cause harm or threaten a person with harm

IV. INCIDENT REPORTING PROCEDURES

1. Any District employee, who is a victim of any violent threatening or harassing conduct, who is a witness to such, or who receives a report of such conduct, whether the alleged perpetrator is a District employee or non-employee, must immediately report to their supervisor or the Chief Financial Officer or General Manager. Employees also should notify the Chief Financial Officer or General Manager of any restraining order in effect, or if a potentially violent non-work-related situation exists that could result in violence in the workplace.

Anyone who fears for the safety of person(s) at the scene of the violent act should call law enforcement immediately.

2. The Chief Financial Officer or General Manager will document the incident, including the employee's name(s), date/time, location, incident description, witness name(s) and statements, description of unidentified parties, description of the act(s) and/or behavior(s) arising from the incident, action taken, and provide any other relevant information regarding the incident.
3. The Chief Financial Officer or General Manager will take appropriate steps to provide security, such as:
 - a. Placing the employee alleged to have engaged in workplace violence on Administrative Leave, pending investigation
 - b. Any threatening or potentially violent person will be requested to leave the site
 - c. Immediately contacting an appropriate law enforcement agency

V. INVESTIGATION

The Chief Financial Officer or General Manager will investigate the violations of the policy as necessary. All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, the District will inform the reporting individual of the results of the investigation. To the extent possible, the District will maintain the confidentiality of the reporting

employee and of the investigation. The District may, however, need to disclose results in appropriate circumstances, for example, in order to protect individual safety. The District will not tolerate retaliation against any employee who reports workplace violence.

If the District determines that workplace violence in violation of this policy has occurred, the District will take appropriate corrective action and will impose discipline on offending employees. The appropriate discipline will depend on the particular facts but may include written or oral warnings, probation, reassignment of responsibilities, suspension, or termination. If the violent behavior is that of a non-employee, the District will take appropriate corrective action in an attempt to ensure that such behavior is not repeated.

Under certain circumstances, the District may forego disciplinary action on the condition that the employee takes a medical leave of absence. In addition, the District may request that the employee participate in counseling, either voluntarily or as a condition of continued employment.

VI. PREVENTION

The District will enforce this policy by:

1. Training supervisors on their responsibilities under this policy
2. Assuring that reports of workplace violence are addressed and documented accurately and timely
3. Notifying the Chief Financial Officer or General Manager and/or law enforcement authorities of any incidents
4. Making all reasonable efforts to maintain a safe and secure workplace
5. Maintaining records and documents of follow up actions taken related to reports of workplace violence

APPENDIX J

PEPPER SPRAY POLICY

I. PURPOSE

The District is concerned with the welfare and safety of its employees in the field, especially in situations where employees may be confronted by a stray and/or aggressive animal. To address possible encounters with potentially dangerous animals, the District supports field staff's use of pepper spray for self-defense purposes. Pepper spray has been proven to be an effective form of self-protection when encountering dangerous animals. The spray does not kill the animal, but when properly applied, stops the animal, and provides the user with time to safely leave the area.

II. POLICY

The District supports field staff's use of pepper spray for self-defense purposes when encountering dangerous animals. Pepper spray is a chemical with an active ingredient derived from the cayenne pepper plant. Exposure to pepper spray in aerosol form has physiological effects including inflammation and swelling of the mucus membranes of the eyes, nose, and throat and involuntary closure of the eyes. Pepper spray, also known as oleoresin capsicum (OC), is available commercially in containers that can be used for self-defense purposes. Use of pepper spray solely for self-defense purposes is allowed by state law in accordance with Penal Code § 22810.

III. AUTHORIZATION

- A. Employees may request authorization by the General Manager to carry pepper spray while on duty
- B. Authorized employees who have completed the required training may carry pepper spray
- C. The District will supply the pepper spray container
- D. Training will be performed by the Safety Coordinator or approved instructor and will include:
 - 1. Review of this policy
 - 2. The instructions accompanying the pepper spray container
 - 3. Penal Code § 22810
 - 4. Usage training

IV. PROCEDURES

A. Usage Criteria

1. Pepper spray may be used for self-defense when an employee reasonably believes that it is necessary to protect him- or herself from an imminent physical threat posed by an animal. Pepper spray may be used to incapacitate an attacking animal to avoid physical harm and facilitate escape from danger
2. Employees should use verbal techniques to de-escalate a confrontation, if possible, before resorting to deployment of pepper spray
3. Once the attacking animal is incapacitated, use of pepper spray is no longer justified

B. Usage Procedures

1. Whenever possible, employees should be upwind from the attacking animal before using pepper spray and should avoid entering the spray area
2. Employees should maintain a safe distance from the attacking animal of between four (4) and six (6) feet
3. A single spray burst of between one (1) and three (3) seconds should be directed at the attacking animal's eyes, nose, and mouth. Additional burst(s) may be used if the initial or subsequent burst proves ineffective.

C. Effects of Pepper Spray and Staff Response

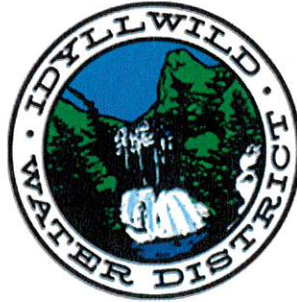
1. Within several seconds of being sprayed with pepper spray, the animal will normally display symptoms of temporary blindness and have difficulty breathing and will have a burning sensation in the throat and lungs
2. Employees should retreat to a safe distance from the attacking animal and immediately call 9-1-1 to request law enforcement assistance
3. Employees should encourage bystanders to move to a safe location, as applicable

D. Reporting Procedures

1. Any intentional, or unintentional, use of pepper spray shall be reported to the supervisor on the day of the incident, either by phone or in person
2. A written Incident Report shall be completed by the employee by the end of the next workday and submitted to their supervisor

E. Inspection and Replacement

1. Pepper spray devices shall be maintained in an operational and charged state by authorized employees or vendors
2. Employees are responsible for following the manufacturer's instructions for care and storage of the pepper spray container
3. Employees are responsible for requesting replacement of a damaged, inoperable, or empty device
4. District issued pepper spray containers must be safely stored in the authorized employee's locker at the District while employees are not on shift



ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING

I acknowledge that I have received a copy of the Employee Manual, issued by the Idyllwild Water District on _____, 20____. I have promptly read its contents. I agree to observe and abide by the conditions of employment, policies, and rules contained in this Manual. I understand that this Manual refers to current benefit plans maintained by the District and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I understand and agree that my relationship with the District is “at-will,” which means that my employment is for no definite period and may be terminated by me or by the District at any time and for any reason with or without cause or advance notice. I understand that the District retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the District.

I understand and agree that nothing in the Manual creates or is intended to create a promise or representation of continued employment and that employment at the District is employment “at-will”; employment may be terminated at the will of either the District or myself with or without cause. I also understand and agree that, except for the at will employment relationship and any other policy required by law, the District may change any policy or practice and/or my hours, wages, working conditions, job assignments, position title, compensation rates and benefits in its sole discretion.

I also acknowledge receipt of the District’s anti-harassment, discrimination and retaliation policy set forth in this Manual, and I certify that I have read it, understand it, and agree to comply with its terms and conditions.

My signature below certifies that I understand that the foregoing agreement on “at-will” status is the sole and entire agreement between the District and me concerning my employment and the circumstances under which my employment may be terminated. I also understand that if I violate the rules, policies, and procedures set forth herein that I may be subject to discipline, up to and including termination of my employment. This Manual supersedes all prior agreements, understandings, and representations concerning my employment. I understand that if I have questions regarding the

Handbook that I can discuss with my management team or the Human Resources Administrator.

Employee Name: _____

Employee Signature: _____

Date: _____

(To be place in employee's personnel file)