

Avila Beach
Community
Services
District
Policy Manual

Avila Beach Community Services District

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Avila Beach Community Services District

POLICY TITLE: Purpose of Board Policies
POLICY NUMBER: 1000

1000.1 It is the intent of the Board of Directors of the Avila Beach Community Services District (ABCSD) to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

1000.2 If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over ABCSD, said rules, regulations or legislation shall prevail.

Avila Beach Community Services District

POLICY TITLE: Adoption/Amendment of Policies

POLICY NUMBER: 1010

1010.1 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director, or by the General Manager. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to the General Manager through the District office, and requesting that the item be included for consideration on a future agenda.

1010.2 Adoption of a new policy or amendment of an existing policy shall require a majority affirmative vote of the entire Board of Directors.

1010.3 Before considering adopting or amending any policy, Directors shall have the opportunity to review the proposed adoption or amendment prior to the meeting at which consideration for adoption or amendment is to be given. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Director for review at least two (2) days prior to any meeting at which the policy(ies) are to be considered.

The requirement to review of a proposed new or amended policy prior to the meeting at which adoption is to be considered may be waived by a 4/5 affirmative vote of the entire Board, with the agenda specifying consideration of such action.

Avila Beach Community Services District

POLICY TITLE: Conflict of Interest/Ethics Training
POLICY NUMBER: 1020

1020.1 The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. §18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Avila Beach Community Services District.

1020.2 Designated employees shall file statements of economic interests with the Clerk of the County of San Luis Obispo.

1020.3 In addition to the Board of Directors, the General Manager and the District's Finance Officer are designated as "Local Agency Officials for the purpose of Government Code §5324 (c)(2).

APPENDIX "B"

Avila Beach Community Services District Conflict of Interest Code

Appendix of Designated Officers & Employees With Disclosure Categories

I. DESIGNATED POSITIONS

The persons occupying the positions listed below are hereby considered designated officers and employees and are deemed to make, or participate in the making of, decisions which may have a material effect on a financial interest.

DESIGNATED POSITION:

- Members of the Board of Directors
 - General Manager
 - District Legal Counsel
 - District Engineer
- Consultants, Contractors and Contract Employees that are identified by contract

II. DISCLOSURE CATEGORIES

The disclosure categories for each of the above-designated officers and employees shall be those described in subparagraphs (A) through (E) of Section 7 of Regulation 18730, the District's Conflict of Interest Code as follows:

- A. Investments of Real Property Disclosure
- B. Personal Income Disclosure
- C. Business Entity Income Disclosure
- D. Business Position Disclosure
- E. Acquisition or Disposal During Report Period

Avila Beach Community Services District

POLICY TITLE: Public Complaints
POLICY NUMBER: 1030

1030.1 The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

1030.2 A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute of which the individual has been adversely affected.

1030.3 The method of resolving complaints shall be as follows:

1030.3.1 The individual with a complaint shall first discuss the matter with the Department Supervisor with the objective of resolving the matter informally.

1030.3.2 If the individual registering the complaint is not satisfied with the disposition of the complaint by the Department Supervisor, the complaint may be filed with the General Manager. At the option of the General Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The individual filing the complaint may request a written decision from the General Manager.

1030.3.3 If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager, a written complaint may be filed with the Board of Directors within ten (10) days of receiving the General Manager's decision. The Board may consider the matter at the next regular meeting, or call a special meeting. The Board will expeditiously resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The individual filing the complaint may request a written decision from the Board.

1030.4 This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

Avila Beach Community Services District

POLICY TITLE: Copying Public Documents
POLICY NUMBER: 1050

1050.1 Individuals requesting copies of public documents shall be charged ten cents (10¢) per sheet copied to defray expenses associated with the copying process.

1050.2 Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting will be charged ten cents (10¢) per sheet. The copy charge will be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.

1050.3 Copies of agenda information (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available at no cost to former Directors for a period of one year following departure from office. A request for this information must be made in writing, and provide a desired method of delivery of the packet of information. An extension may be requested for each subsequent year and shall be filed with the District during January of each year.

Avila Beach Community Services District



POLICY TITLE: Policy Complaints

POLICY NUMBER: 1060

1060.1 A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state or federal statute by which the individual has been adversely affected.

1060.2 The Board of Directors of the Avila Beach CSD desires that public complaints be logical and systematic.

1060.3 The method of resolving complaints shall be as follows:

1060.3.1 The citizen with a complaint shall first discuss the matter with the appropriate Division Manager with the objective of resolving the matter informally.

1060.3.2 If the citizen registering the complaint is not satisfied with the disposition of the complaint by the Division Manager, the complaint may be filed with the General Manager. Within a reasonable time, the General Manager shall discuss the matter with the plaintiff. At the option of the General Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. A written decision from the General Manager may be requested by the plaintiff.

1060.3.3 If the citizen filing the complaint is not satisfied with the disposition of the matter by the General Manager, a written complaint may be filed with the Board of Directors within ten days of receiving the General Manager's decision. The Board may consider the matter at the next regular meeting, or call a special meeting. The Board will expeditiously resolve the matter and, as such, it will be implemented as if it were the official action of the Board. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The citizen filing the complaint may request a written decision from the Board.

1060.4 This policy in no way prohibits or is intended to deter a member of the community or staff from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

Avila Beach Community Services District

POLICY TITLE: Executive Officer
POLICY NUMBER: 2000

2000.1 The General Manager shall be the Executive Officer of the Avila Beach Community Services District and for the Board of Directors.

2000.2 The terms and conditions of the General Manager's employment shall be specified in the agreement of employment established between the General Manager and the Board of Directors. The agreement of employment shall be for the period of time as specified therein.

2000.3 Whenever the agreement of employment established between the General Manager and the Board of Directors is in conflict with any District policy, said agreement of employment shall prevail.

Avila Beach Community Services District



POLICY TITLE: Hours of Work and Overtime
POLICY NUMBER: 2010

2010.1 This policy shall apply to all Full- time employees.

2010.2 The regular hours of work each day shall be consecutive except for interruptions for meal periods.

2010.3 The workweek shall consist of seven consecutive days from 12:01 o'clock A.M. Monday, through midnight Sunday.

2010.4 Overtime is define as:

2010.4.1 Time worked in excess of 40 hours in a workweek; or seventy two (72) hours in a work week for Fire Department employees;

2010.4.2 Time worked in excess of eight hours on a scheduled workday if a five-day, eight-hour per day workweek is in effect; or,

2010.4.3 Time worked in excess of ten hours on a scheduled workday if a four-day, ten-hour per day workweek is in effect; or,

2010.4.4 Time worked on a designated holiday.

2010.5 Other than regular hours of work, any time worked by an employee in emergency repair or emergency maintenance of facilities of the District shall be compensated at the overtime rate of pay.

2010.5.1 A schedule shall be maintained by the General Manager whereby maintenance employees shall be assigned, on a rotational basis, to be "on-call" on weekends, holidays, and other times not considered regular hours of work for District employees.

2010.5.2 When an employee is on-call, he/she shall be provided a radio, pager or cell phone which will provide notification in the event of an emergency repair/maintenance work need. Said equipment shall be kept in the on-call employee's possession during the entire on-call period. Notification of an emergency-repair/ maintenance job may also be given verbally, in person or telephonically by the General Manager or responsible supervisor.

2010.5.3 When an employee is on-call, he/she shall be free to utilize his/her time as desired, but must remain within the general Avila Beach CSD area, going no farther than 20 minutes travel time away from any District facility.

Avila Beach Community Services District



POLICY TITLE: Vacations
POLICY NUMBER: 2020

2020.1 This policy shall apply to regular and introductory employees in all classifications.

2020.2 Paid vacations shall be accrued according to the following schedule on an annual basis:

- (a) During the first year of continuous work, five days;
- (b) Two through five years of service, ten days;
- (c) Six through ten years of service, 15 days;
- (d) After ten years of service, one additional day of paid vacation for each additional year of service to a maximum of 20 days.

2020.3 Employees who have completed six months in regular status may take their vacation time all at once, or gradually. No vacation may be taken until the employee has completed at least six months in regular employee status.

2020.4 Vacation time may be accumulated or postponed. The total accumulated vacation time shall not exceed that amount earned annually by the employee. Only one week of accumulated vacation may be used in addition to regular vacation time during any given year.

2020.5 At termination of employment for any reason, the District shall compensate the employee for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination.

2020.6 The District will not require an employee to take vacation time in lieu of sick leave or leave of absence during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used.

2020.7 If a holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.

2020.8 Vacations may be scheduled at any time during the year upon approval of the responsible supervisor and General Manager.

2020.9 Introductory employees shall not accrue vacation time during the introductory period. However, if a introductory employee becomes a regular employee of the District, after 12 months of employment with the District, the period which the employee occupied introductory status shall be included in calculating his/ her entitlement to vacation with pay.

2020.10 Vacations are provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee. As such, pay in lieu of vacation time away from work shall be at the discretion of the General Manager.

Avila Beach Community Services District



POLICY TITLE: Holidays
POLICY NUMBER: 2030

2030.1 This policy shall apply to all employees.

2030.2 The following days shall be recognized and observed as paid holidays:

New Years Day;
Martin Luther King, Jr.'s Birthday;
President's Day;
Memorial Day;
Independence Day;
Labor Day;
Veteran's Day;
Thanksgiving Day;
Christmas Day;

2030.3 All regular work shall be suspended and employees shall receive one-day's pay for each of the holidays listed above. An employee is eligible for any paid holiday if he/she works the day before and the day after said holiday. Eligibility is also granted if the employee was on vacation or had notified the General Manager or responsible supervisor and received permission to be absent from work on that specific day or days.

2030.4 Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday.

2030.5 When an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall not be charged against said leave with pay.

2030.6 If any employee works on any of the holidays listed above, he/she shall, in addition to his/her holiday pay, be paid for all hours worked at the rate of time and one-half (1½) his/her regular rate of pay, or as otherwise specified under Policy #2010, "Hours of Work and Overtime."

Avila Beach Community Services District



POLICY TITLE: Sick Leave

POLICY NUMBER: 2040

2040.1 This policy shall apply to introductory and regular employees in all classifications.

2040.2 Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided to the responsible manager or General Manager.

2040.3 Employees shall earn sick leave at the rate of one working day per month cumulative to a maximum of 60 days. The determination of total accumulated sick leave days shall be made on January 2 of each year.

2040.4 Sick leave is not a privilege that an employee may use at his/her discretion, but shall be allowed only in case of necessity and actual sickness or disability of the employee, or because of illness in his/her immediate family.

2040.4.1 The definition of "immediate family" shall be the same as specified in Section 2050.3 of the *Bereavement Leave* policy (#2050).

2040.5 In order to receive compensation while on sick leave, the employee shall notify his/her supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical.

2040.6 If absence from duty by reason of illness occurs, satisfactory evidence may be required by the General Manager.

2040.7 Unused sick-leave time shall be "bought back" by the District at a rate of one-half ($\frac{1}{2}$) day for each whole day accrued. Said buy back shall be limited only to time over and above 30 days of accrued sick leave. No more than 12 days of accrued sick leave shall be bought back in any given calendar year unless employment is terminated for non-cause reasons, in which case all accrued sick leave over and above 30 days shall be bought back at said one-half ($\frac{1}{2}$) rate. Termination for cause shall result in loss of all accrued sick leave.

Avila Beach Community Services District



POLICY TITLE: Family and Medical Leave
POLICY NUMBER: 2045

2045.1 The purpose of this policy is to clarify how the Avila Beach CSD (ABCSD) will implement the Family and Medical Leave Act of 1993 (FMLA). The provisions of the employee association shall prevail, notwithstanding the contents of this policy, unless said provisions are in conflict with the FMLA.

2045.2 Eligibility. To be eligible for leave under the FMLA, an employee must have: (1) been employed by ABCSD for at least 12 months, which need not be consecutive; (2) worked for ABCSD at least 1,250 hours during the 12 months immediately preceding the commencement of leave; and, (3) be employed at a worksite where the District employs at least fifty (50) employees within seventy-five (75) miles of the worksite.

2045.3 Leave Benefit.

2045.3.1 Eligible employees will be provided with up to 12 weeks of unpaid leave each year to care for a newborn, adopted, or foster child or for a seriously ill child, parent, or spouse. In addition, employees who are unable to perform the functions of their position because of a serious health condition will also be entitled to 12 weeks of unpaid leave. "Serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that entails
(1) inpatient care in a hospital, hospice, or residential medical care facility; or,
(2) continuing treatment by a health care provider.

2045.3.2 To be eligible for leave under the FMLA, the employee will first be required to use applicable accrued paid leaves permitted by the District, including vacation leave and sick leave for the first part of the 12-week statutory leave. Paid leave may not be added to the end of the 12 weeks of unpaid leave without the General Manager's prior approval. If a husband and wife are both employed by ABCSD, the total number of workweeks of leave to which both may be entitled shall be limited to 12 weeks if leave is taken for the birth, adoption, or foster placement of a child or for the purpose of caring for a seriously ill parent.

2045.3.3 Employees on leave who were previously covered by ABCSD's health benefit shall continue to be covered at the level and under the conditions that coverage would have been provided if the employee were continuing to work.

2045.3.4 At the end of the leave the employee will be reinstated to their previous position or to an equivalent job with equivalent pay, benefits, and working conditions. However, the employee will not

accrue seniority or employment benefits during the leave period. *[Name of district]* may also require the employee to obtain medical certification that they are able to resume work.

2045.4 Employee Obligations

2045.4.1 If an employee requests leave for the birth, adoption, or the foster placement of a child, and the need for leave is foreseeable, the employee must provide his or her division manager with at least 30 days' notice. However, if the date of the birth, adoption, or foster placement requires that leave begin in less than 30 days, the employee must provide the division manager with as much notice as practicable. If the employee requests leave because of a serious health condition, the employee must provide the division manager with 30- days notice, or with as much notice as practicable.

2045.4.2 Employees seeking leave on account of a serious health condition must provide the division manager with medical certification regarding their condition. The General Manager may require employees to obtain, at ABCSD's expense, a second opinion. If the second opinion differs from the first, the General Manager may require a third opinion from a mutually agreed on health care provider.

2045.4.3 For most leaves, employees will not be permitted to take their leave intermittently or on a reduced-leave schedule without the General Manager's approval. However, intermittent leave or a reduced-leave schedule may, if medically necessary, be taken by the employee because of a serious health condition. An employee who seeks intermittent leave or leave on reduced-leave schedule because of planned medical treatment may be required to transfer temporarily to a different position, with equivalent working conditions, that accommodates recurring periods of leave better than the employee's regular job.

Avila Beach Community Services District



POLICY TITLE: Bereavement Leave

POLICY NUMBER: 2050

2050.1 This policy shall apply to introductory and regular employees in all classifications.

2050.2 In the event of a death in the immediate family, an employee may be granted a paid leave of absence not to exceed three days. This is in addition to regular sick leave and vacation time. Certification may be required by the General Manager

2050.3 "Immediate family" is defined as being spouse, parents, children, brother, sister, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law or any other person who is a legal dependent of the employee.

Avila Beach Community Services District



POLICY TITLE: Jury Duty
POLICY NUMBER: 2060

2060.1 This policy shall apply to introductory and regular employees in all classifications.

2060.2 An employee summoned for jury duty will immediately notify the responsible manager or General Manager. While serving on a jury, he/she will be given a paid leave of absence for the duration of said jury duty. Said paid leave of absence is conditional upon the employee returning to work upon dismissal each day to complete his/her remaining normal workday. It is also conditional upon the employee's conveyance to the District of any compensation received as a juror, not including any travel allowance received.

Avila Beach Community Services District



POLICY TITLE: Continuity of Service
POLICY NUMBER: 2070

2070.1 For introductory and regular employees in all classifications, length of continuous service with the District will be used as the basis for determining benefits such as sick leave and vacation time. Length of continuous service will also be one of the considerations in promotions, demotions and layoffs.

2070.2 Continuous service with the District will start with the date of employment and continue until one of the follow occurs:

2070.2.1 An employee is discharged for cause;

2070.2.2 An employee voluntarily terminates his/her employment; or,

2070.2.3 An employee is laid off.

2070.3 Continuity of an employee's service will not be broken by absence for the following reasons, and his/her length of service will accrue for the period of such absence:

2070.3.1 Absence by reason of industrial disability;

2070.3.2 Authorized absence without pay for less than 30 days in a calendar year; or,

2070.3.3 Absences governed by applicable state and/or federal laws such as military or National Guard service.

2070.4 A re-employment list shall be maintained by the District. The re-employment list shall be used to determine the order in which part-time and temporary employees shall be employed when other than regular work is available and additional employees are needed. The list shall be arranged on the basis of seniority. An individual is considered to have seniority if his/her length-of-service, as defined above, is greater than that of another individual on the list. An individual on the re-employment list shall be rehired to fill a vacant position within a specific job classification if:

2070.4.1 He/she was previously employed within said job classification or within a job classification requiring higher qualifications, and/or satisfies the qualifications as specified in the job description for said vacant position; and,

2070.4.2 He/she has seniority, as defined above.

2070.5 When an individual on the re-employment list is called to work and is unavailable to work, the next person on the list having seniority and satisfying the conditions listed in Section 2070.4, above, shall be called. If an individual is called to work three times without being available to work, his/her name may be removed from the re-employment list. An individual shall be removed from the re-employment list when he/she notifies the District that he/she has taken a regular position elsewhere and is unavailable to work for the District.

2070.6 Regular employees who are laid off will be placed on the re-employment list and shall receive seniority based on previously earned length-of-service.

2070.7 Previous regular employees who were laid off and called back for work not being regular in nature will have their employment service records maintained so that they accumulate length-of-service as they work on an "hour-for-hour" basis.

2070.8 Part-time and temporary employees who are hired for a position having regular status will have previously earned length-of-service maintained in their employment service records.

2070.9 Previous temporary employees who are rehired within 18 months of their last date of employment shall have their employment service records restored to include previously earned length-of-service.

Avila Beach Community Services District



POLICY TITLE: Employee Status

POLICY NUMBER: 2080

2080.1 A "Regular" employee is one who has been hired to fill a regular position in any job classification and has completed his/her introductory period.

2080.2 A "Introductory" employee is one who has been hired to fill a regular position in any job classification and has less than six continuous months of service with the District. Upon completion of six months of continuous service with the District in said classification, and upon the General Manager's decision to retain said employee, said employee shall be granted regular employee status.

2080.3 A "Temporary" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The duration of the work assignment of a temporary employee may range from one day to a maximum of 12 months of continuous service.

2080.4 A "Part-time" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The part-time employee works whenever the District's workload increases to a level that regular employees cannot accommodate it. He/she also works standby as discussed in Policy #2010, "Hours of Work and Overtime."

Avila Beach Community Services District



POLICY TITLE: Uniforms

POLICY NUMBER: 2090

2090.1 The cost of uniforms and/or protective clothing, shoes, etc., that employees are required to wear shall be reimbursed to full-time District employees a maximum of \$240.00, part-time District employees a maximum of \$70.00 per year. The District's fiscal year July 1, to June 30 being the reimbursement time period. Proper receipts detailing item(s) purchase, price paid and date of purchase are required. Employee reimbursement must be requested during the months of November or May for the current year.

2090.2 The District has the option of authorizing reimbursements to qualifying employees upon proof of purchase; or, of arranging with local retailers to supply all qualifying employees with a specific product that meets the needs and/or safety requirements, and bill the District for the total cost of all products purchased.

2090.3 When an employee for whom said uniforms, clothing, shoes, etc., were purchased or reimbursed is terminated for any reason prior to completing three continuous months of service after said purchase, a portion of the cost of said items shall be retained from his/her final payment. That portion retained shall be a percentage of the total cost of said items equal to 100% less the ratio of the amount of time worked to three continuous months of regular work.

Avila Beach Community Services District



POLICY TITLE: Vehicle Cost Reimbursement

POLICY NUMBER: 2100

2100.1 When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage.

2100.2 Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available and safely operational.

2100.3 Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work.

2100.4 Proof of adequate insurance covering collision, personal injury, and property damage shall be required by the District of any employee using a personal vehicle in the performance of District work.

Avila Beach Community Services District

POLICY TITLE: Health and Welfare Benefits

POLICY NUMBER: 2110

2110.1 Medical Expense Insurance. An amount equal to the premium for an employee with no dependents or an amount not less than that, to be determined by the Board of Directors as part of the budget proceedings, shall be paid towards accident, health, hospital and dental insurance to cover non-occupational injuries and sickness for full time introductory and regular employees in all job classifications, shall be provided by the District. The scope of coverage and the payment of premiums is subject to periodic review and revision by the Board of Directors.

2110.2 Workers' Compensation Insurance. All District employees will be insured against injuries received while on the job as required by State law.

2110.3 Retirement Plan. Upon achieving full-time employee status, employees shall be enrolled in the District's employee retirement plan.

Avila Beach Community Services District



POLICY TITLE: Educational Assistance
POLICY NUMBER: 2120

2120.1 Employees of the District are encouraged to pursue educational opportunities which are related to their present work, which will prepare them for foreseeable future opportunities within the District or which will prepare them for future career advancement.

2120.2 The District will reimburse regular employees for approved courses of study on the following criteria:

2120.2.1 A refund of the entire cost of tuition and required class materials will be made if the employee received a grade of C for the class or Pass if the course is Pass/Fail.

2120.2.2 No refund will be made to employees who receive a grade below C for the class.

2120.3.4 The total amount of reimbursement which will be paid to an employee is limited to \$500 in any calendar year.

2120.3 To be eligible for reimbursement of course costs, the employee must receive advance approval for the class(es) from the General Manager. Requests for reimbursement should be submitted in writing. The employee will be notified of final approval, or the reasons for disapproval. Those requests for reimbursement which are received after the class begins will be eligible for only one-half ($\frac{1}{2}$) of the usual reimbursement.

2120.4 Upon completion of the class(es) the employee is responsible for sending copies of the grade slip(s) and expense receipt(s) to the General Manager.

2120.5 Two types of classes are generally eligible for reimbursement per this policy:

2120.5.1 Classes which are related to the employee's present work assignment or which may prepare him or her for future foreseeable opportunities within the District. Such classes may be taken individually and need not be directed toward a degree or certificate.

2120.5.2 Classes that are taken as part of the requirement for a degree or certificate. In this case the employee must first have completed the equivalent of two (2) full years of college level study and have reached the equivalent of the "junior" year of a four-year degree program.

2120.6 Only residence courses are approved for reimbursement. Correspondence courses are not reimbursable under this policy.

Avila Beach Community Services District



POLICY TITLE: Pay Periods

POLICY NUMBER: 2130

2130.1 The salaries and wages of all District employees shall be paid semi-monthly , pay periods are 1st through the 15th day and 16th through the last day of every month.

2130.2 In the event a payday falls on one of the holidays listed in Policy #2030, "Holidays", or on a Saturday or Sunday, the immediately previous working day shall become the payday.

Avila Beach Community Services District



POLICY TITLE: Advancement of Wages

POLICY NUMBER: 2140

2140.1 This policy shall apply to all District employees.

2140.2 Employees requesting payment of wages in advance of regular pay days as defined in Policy No. 2130, "Pay Periods", shall submit said request to the General Manager.

2140.3 The General Manager may authorize the requested advancement of wages if the amount requested does not exceed the wages accrued (excluding applicable deductions) by the employee to the date of said request.

2140.4 Advancement of wages prior to a regular payday is not a privilege that an employee may use as his/her discretion, but may be authorized by the General Manager at his/her discretion in case of employee necessity and/or personal financial emergency.

2140.5 Requests for advancement of wages may be submitted only once in any pay period, and frequent requests shall be grounds for denial.

Avila Beach Community Services District

POLICY HANDBOOK

POLICY TITLE: Compensation

POLICY NUMBER: 2150

2150.1 This policy shall apply to all District employees.

2150.2 Compensation at Hiring.

2150.2.1 New Employees. All newly appointed employees shall be paid at the first step of the salary range for the position to which the employee is appointed except as provided elsewhere herein.

2150.2.2 Advanced Step Hiring. If the General Manager finds that qualified applicants cannot be successfully recruited at the first step of the salary range, he/she may request the Board of Directors to authorize an appointment at an advanced step of the salary range.

2150.2.3 Former Employees. A person who previously held a full-time position from which the person was separated in good standing may, when re-employed in a position with the same or lower pay range than held at separation, be appointed at the same salary rate which was paid at the effective date of the person's termination, or the nearest lower applicable step for the range to which the person is appointed, provided such re-employment occurs within twelve (12) months from the date of said termination.

2150.3 Merit Advancement Within Range.

2150.3.1 Performance Evaluation Required. The General Manager shall authorize a merit advancement within the salary range only after evaluating the employee's performance and determining that it is satisfactory. This determination shall be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee.

2150.3.2 Period of Employment Required for Merit Advancement. Unless otherwise specified herein, each employee shall, in addition to receiving a satisfactory performance evaluation, complete the following required time of employment to be eligible to receive a merit increase:

2150.3.2.1 New Employees. A person hired as a new employee shall have a merit advancement date which is six months following the appointment date.

2150.3.2.2 Promotion or Demotion. An employee who is promoted or demoted shall have a new merit advancement date which shall be one year from the date of promotion or demotion.

2150.3.2.3 Voluntary Demotion. An employee who voluntarily demotes to a position at a lower salary range shall have no change in merit advancement date.

2150.3.2.4 Change-in-Range Allocation. If the salary range for an employee's position is changed, the employee's merit advancement date shall not change.

2150.3.2.5 Position Reclassification. An employee whose position is reclassified to a position having the same or lower salary range shall have no change in merit advancement date. An employee whose position is reclassified to a position having a higher salary range shall have a new merit advancement date which is six months following the effective date of the position reclassification.

2150.3.2.6 Non-Merit Step Adjustments. An employee whose salary step is adjusted to a higher step for reasons other than regular merit advancement shall have a new merit advancement date effective one year from the date of said adjustment.

2150.3.3 Effective Date. An employee's merit increase shall take place on the first day of the pay period in which his/her merit advancement date falls. The General Manager may delay authorizing the merit advancement up to 90 days beyond the employee's merit advancement date without affecting the normal merit advancement date. In case of such a delay, the employee's merit advancement shall be effective the first day of the pay period following the General Manager's authorization. If authorization for a merit advancement is delayed beyond 90 days from the employee's merit advancement date, the employee shall not be eligible for a merit increase until his/her next normal merit advancement date.

2150.4 Promotion. Employees promoted to a position with a higher salary range may be paid either at the minimum rate of the new range or at the nearest higher rate that the employee would otherwise be entitled to on the date the promotion is effective, whichever is greater, provided that an employee promoted to a salary range in excess of one range above his/her former range shall receive no less than one range increase, at the same step, in rate.

Avila Beach Community Services District

POLICY HANDBOOK

POLICY TITLE: Authorized Leave

POLICY NUMBER: 2160

2160.1 With the approval of the General Manager , an employee may request a leave of absence without pay for a period of up to three (3) months.

2160.2 Such a leave of absence may be taken in conjunction with, and at the conclusion of, an authorized use of vacation.

2160.3 At the conclusion, once the employee who has been authorized leave of absence without pay has used all available vacation and any other accrued leave time, then the continuation of such leave will be without any accrual of pay and/or other benefits available to regular employees of the District.

2160.4 If the employee is disabled or otherwise injured or unable to work, such period of time when the employee is on disability and/or receiving benefits under the District's Workers' Compensation program, shall be considered a period of authorized leave without pay and no other accrual of vacation, holiday, or sick leave shall be allowed during such periods of time, excepting applicable provisions of Policy No.2070.

2160.5 Due to the District's limited work force, maintenance of job classifications for the term of an authorized leave of absence cannot be guaranteed beyond one month. Employees returning from a leave of absence will be reinstated with the first available job classification for which they are qualified.

Avila Beach Community Services District

POLICY HANDBOOK

POLICY TITLE: Unauthorized Voluntary Absence

POLICY NUMBER: 2165

2165.1 Voluntary absence from work without permission for five consecutive working days shall be considered an automatic resignation.

2165.1.1 After three consecutive days of voluntary absence from work without permission, the employee shall be notified in writing that the absence will be considered as resignation if it continues consecutively through the fifth working day. Said notice shall provide factual evidence that the employee's absence is voluntary and unauthorized and an invitation to the employee to present his/her version of the "facts" at an informal hearing before the General Manager.

2165.1.1.1 Constructive resignation shall not be determined to have occurred until after the employee has an opportunity to present his/her version of the "facts" at the informal fact-finding hearing.

2165.1.1.2 The fact-finding hearing shall be held within ten days after the end of the five consecutive days of unauthorized voluntary absence.

2165.2 The General Manager may, prior to the informal fact-finding hearing, reinstate the employee who has been voluntarily absent without leave for five consecutive days if the employee provides a satisfactory explanation. If the employee is reinstated after providing a satisfactory explanation, back pay for the period of absence may be disallowed, including the employee's use of vacation or "comp" time to cover the period of absence.

2165.3 If the General Manager determines, as a result of the evidence presented at the fact-finding hearing, that the employee was voluntarily absent without leave and did not have a satisfactory explanation, the employee shall not be entitled to a post-severance evidentiary hearing and the employee's resignation shall be considered to be effective at the end of the fifth consecutive day of his/ her unauthorized voluntary absence.

Avila Beach Community Services District

POLICY HANDBOOK

POLICY TITLE: Performance Evaluation

POLICY NUMBER: 2170

2170.1 This policy shall apply to all employees.

2170.2 The General Manager or his/her designated representative shall conduct a scheduled performance review of each employee prior to the merit advancement date. If the employee's immediate supervisor is not the evaluator, he/she shall be consulted during the preparation of the evaluation.

2170.3 Performance evaluations shall be in writing on forms prescribed by the General Manager. Said evaluation shall provide recognition for effective performance and also identify areas that need improvement. In addition to providing scaled scores in each performance and characteristic category, the evaluator will also provide a narrative explanation of the reason for each score.

2170.4 The performance evaluation shall be signed by the evaluator and shall be discussed with the employee. The employee will be provided an opportunity to prepare a written response to the evaluation that will be attached to the evaluation for inclusion in his/her personnel file.

2170.5 Unscheduled performance evaluations may be made at the discretion of the General Manager or his/her designated representative.

Avila Beach Community Services District

POLICY HANDBOOK

POLICY TITLE: Grievance

POLICY NUMBER: 2180

2180.1 This policy shall apply to all regular employees in all classifications.

2180.2 The purpose of this policy is to provide a procedure by which employees may formally claim that he/she has been affected by a violation, misapplication, or misinterpretation of a law, District policy, rule, regulation, or instruction.

2180.3 Specifically excluded from the grievance procedure are subjects involving the amendment of state or federal law; resolutions adopted by the District's Board of Directors, ordinances or minute orders, including decisions regarding wages, hours, and terms and conditions of employment.

2180.4 Grievance Procedure Steps.

2180.4.1 Level I, Preliminary Informal Resolution. Any employee who believes he/she has a grievance shall present the evidence thereof orally to his/her immediate supervisor within five working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The immediate supervisor shall hold discussions and attempt to resolve the matter within three working days after the presentation of such evidence. It is the intent of this informal meeting that at least one personal conference be held between the employee and the immediate supervisor.

2180.4.2 Level II, General Manager. If the grievance has not been resolved at Level I, the grievant must present his/her grievance in writing on a form provided by the District (attached hereto as Appendix "A") to the General Manager within ten working days after the occurrence of the act or omission giving rise to the grievance.

2180.4.2.1 The statement shall include the following:

(a) A concise statement of the grievance including specific reference to any law, policy, rule, regulation, and/or instruction deemed to be violated, misapplied or misinterpreted;

(b) The circumstances involved;

- (c) The decision rendered by the immediate supervisor at Level I;
- (d) The specific remedy sought.

2180.4.2.2 The General Manager shall communicate his/her decision within ten days after receiving the grievance. Decisions will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest. If the General Manager does not respond within the time limits, the grievant may appeal to the next level. Time limits for appeal shall begin the day following receipt of the General Manager's written decision. Within the above time limits, either party may request a personal conference with the other.

2180.4.3 Level III, Board of Directors. In the event the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision in writing on a form provided by the District (attached hereto as Appendix "A") to the District's Board of Directors within five (5) days. The statement shall include a copy of the original grievance; a copy of the written decision by the General Manager; and a clear, concise statement of the reasons for the appeal to Level III.

2180.4.3.1 The Board of Directors, as soon as possible at a regular monthly meeting of the Board, shall schedule a hearing in closed session to formally receive the written grievance and the answers thereto at each step and to hear evidence regarding the issue or issues. The Board's decision shall be announced in open session immediately after the closed session in which it was made.

2180.5 Basic Rules.

2180.5.1 If an employee does not present the grievance, or does not appeal the decision rendered regarding the grievance within the time limits specified above, the grievance shall be considered resolved.

2180.5.2 By agreement in writing, the parties may extend any and all time limitations specified above.

2180.5.3 The General Manager may temporarily suspend grievance processing on a District-wide basis in an emergency situation. Employees covered by this policy may appeal this decision to the Board of Directors.

2180.5.4 A copy of all formal grievance decisions shall be placed in the employee's permanent personnel file

Appendix "A"

EMPLOYEE GRIEVANCE FORM
Avila Beach Community Services District

Employee's Name: _____ Date: _____

Statement of grievance, including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted:

Circumstances involved:

Decision rendered by the informal conference:

Specific remedy sought:

Avila Beach Community Services District

POLICY HANDBOOK

POLICY TITLE: Drug & Alcohol Abuse
POLICY NUMBER: 2190

2190.1 It is the desire of the Board of Directors that all work environments of District employees be safe and productive and free of the influence of drugs, alcohol and/or other controlled substances. The Board of Directors is concerned with the physical safety of all employees, potential damage to property and equipment, mental and physical health of employees, productivity and work quality, medical insurance costs, and the harm done to employees and their families by the inappropriate use of controlled substances.

2190.2 The use (except as prescribed by a physician), sale, possession, purchase, or transfer of drugs, alcohol and/or other controlled substances by any District employee or officer on District property or work sites or while said employee or officer is on District business is prohibited.

2190.2.1 Employees are also prohibited from being under the influence of drugs, alcohol and/or other controlled substances during hours of work where such substances could impair the fitness of an employee to perform his/her work.

2190.2.2 Commission of any of the actions described above will subject the employee to disciplinary action up to and including termination.

2190.2.3 For the purpose of applying this policy, being under the influence of drugs, alcohol and/or other controlled substances 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.

2190.3 The decision to discipline or terminate an employee found to have used and/or be under the influence of drugs, alcohol and/or other controlled substances during working hours may be waived or held in abeyance by the General Manager pending said employee's attempt at rehabilitation. The General Manager has discretion to handle each case individually with factors such as the employee's frequency of use, commitment to rehabilitation, and type of substance taken into consideration regarding the waiving of penalties.

2190.3.1 Discipline or termination that is waived or held in abeyance pending rehabilitation should be done on the condition, set forth in writing, that the employee:

2190.3.1.1 Successfully complete an approved rehabilitation program;

2190.3.1.2 Faithfully comply with maintenance and therapeutic measures (e.g., attendance at AA or NA meetings); and,

2190.3.1.3 Be subject to periodic testing without further reasonable cause.

2190.3.2 Employees who are found to have brought drugs, alcohol or other non-prescription controlled substances onto District property or work sites and to have provided them to other employees shall be terminated without recourse to a rehabilitation program.

2190.3.3 Discipline or termination should not be taken until a thorough investigation has been completed.

2190.4 To assure that employees, property and equipment are not endangered by other employees who are involved with, or under the influence of drugs, alcohol and/or other controlled substances, any employee whose conduct, appearance speech or other characteristics create a reasonable suspicion of involvement with, or influence of said substances will be taken to a medical facility and be subject to an exam by a qualified physician at District expense. If said physician determines that a drug/alcohol test is warranted, said employee will be subject to testing for the presence of alcohol or drugs in their bodies.

2190.4.1 Presence of such substances will result in disciplinary action up to and including termination, as described above.

2190.4.2 An employee who is suspected of involvement as described above and refuses to cooperate in the physician's exam and/or drug/alcohol testing is subject to termination.

2190.5 If a qualified physician, as a part of the examination specified in Section 2190.4, above, determines that an employee is not capable of working safely, said employee will be transported to his/her home by a supervising employee and not allowed to drive himself/herself home.

2190.6 Immediately prior to reporting for drug/alcohol testing, all employees shall complete a Consent and Release form to be kept on file in the District office which shall conform to the general format, as shown on Appendix A.

2190.7 District employees are required to notify the General Manager in writing of any criminal drug statute of which they are convicted for a violation occurring in the workplace no later than five calendar days after such conviction.

Appendix "A"
CONSENT AND RELEASE FORM
DRUG/ALCOHOL TESTING

I hereby authorize Avila Beach Community Services District (ABCSD), and any laboratories or medical facilities designated by ABCSD, to perform a urinalysis and/or blood test to detect the presence of illicit drugs and/or alcohol in my body. I further authorize the reporting of the results of such test(s) to ABCSD and its authorized personnel. I recognize that the results of such test will be used to determine my suitability for employment or for continued employment with ABCSD.

Any attempt to switch a sample or adulterate a sample will be considered the same as a positive result. The laboratory may use one or more tests for adulteration.

The only drugs, medicine or mind-altering substances, including drugs prescribed by a physician and over-the-counter medications, by brand name if possible (e.g., Extra Strength Tylenol™, Robitussin-DM™, Allerest™, Mediprin™, etc.), that I have used in the last 45 days are as follows:

<u>DRUG/MEDICINE</u>	<u>WHEN USED</u>	<u>ISSUED BY:</u> <u>(IF PRESCRIPTION)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NAME OF EMPLOYEE: _____

FACILITY PERFORMING TEST: _____

DATE OF TEST: _____

SIGNATURE OF APPLICANT/EMPLOYEE _____
(Signature) (Date)

SUPERVISOR REQUESTING TEST: _____
(Signature) (Date)

Avila Beach Community Services District

POLICY HANDBOOK

POLICY TITLE: Tobacco Use

POLICY NUMBER: 2195

2195.1 Ample research exists demonstrating the health hazards of the use of tobacco products, including smoking and the breathing of second-hand smoke. Therefore, in the best interest of the health and safety of employees and the general public, the smoking of tobacco products shall be banned completely within District buildings or confined spaces, or in District vehicles.

2195.1.1 The successful implementation of this policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on District premises share in the responsibility of adhering to this policy.

2195.2 All District employees will be responsible for advising members of the public who are observed smoking tobacco products on District property of the District's policy on the matter. Said individuals shall be asked by staff to refrain from smoking.

2195.2.1 Members of the public who refuse to comply with this policy may be directed by the General Manager to leave District property.

2195.3 District employees who violate this policy will be subject to disciplinary action in accordance with Policy #2260.

Avila Beach Community Services District



POLICY TITLE: Smoke-free Workplace

POLICY NUMBER: 2197

2197.1 Smoking is prohibited within the buildings and facilities of the Avila Beach Community Services District. Those who smoke are requested to do so outdoors.

2197.2 Extra care should be taken when working around combustible materials, or out in the field.

2197.2.1 Personnel who smoke in the field should use extreme caution and dispose of cigarettes in a responsible and safe manner, using vehicle ashtrays, etc.

2197.3 Smoking is allowed in non-district vehicles with only one occupant.

Avila Beach Community Services District

POLICY HANDBOOK

POLICY TITLE: Pre-Employment Physical Examinations

POLICY NUMBER: 2200

2200.1 All individuals who are offered full-time, temporary or part-time employment shall be required to submit to a physician's examination and controlled substance test at District expense. The examining physician will be provided a description of the job involved to assist in a determination of the individual's fitness to work.

2200.1.1 Employment will not occur until after a negative controlled-substance test result is certified, and until after a qualified physician has certified the individual as fit to perform the type of work required by the position applied for.

2200.1.2 Employment will not occur if the individual refuses to cooperate in the examination and testing.

2200.2 Retesting of an individual who was previously employed on a temporary, part-time or full-time basis will be required if more than three months have elapsed since the individual's last day of work for the District.

2200.3 Appointments with the medical facility providing the examination and controlled substance testing shall be made at least one day prior to testing if possible, with the individual to be tested provided minimal advance notice (no more than one day, if practical).

2200.4 When the individual to be tested reports to the medical facility for the scheduled examination and controlled substance testing, they must provide proof of identification, such as a drivers license photo or a state-issued photo identification card.

2200.5 All test results shall be kept confidential. The applicant may be told they failed to pass the test, but only the General Manager and his/her confidential designee shall have access to the actual test results.

2200.6 District employment application forms shall contain a notice to applicants as follows:

The District has a policy of requiring a physician's physical fitness exam, together with urine drug testing of persons who have been offered employment. Individuals who are determined by the physician not to be physically fit for duty, or who test positive for controlled substances, will not be employed. If you have reason to believe that you will not pass a physician's physical examination, or will test positive for the presence of controlled substances, or if you are unwilling to consent to such an examination or test if offered employment, it is recommended that you not submit an application.

Avila Beach Community Services District

POLICY HANDBOOK

POLICY TITLE: Sexual Harassment

POLICY NUMBER: 2210

2210.1 Acts of sexual harassment by employees, supervisors, or managers, are prohibited employment practices and are subject to sanctions and disciplinary measures.

2210.2 Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

2210.2.1 Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

2210.2.2 Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

2210.2.3 Such conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

2210.3 Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity to physical assault. Examples of the kinds of conduct included in the definition of sexual harassment are:

2210.3.1 Direct or indirect threats or suggestions of sexual relations or sexual contact which is not freely or mutually agreeable to both parties.

2210.3.2 Continual or repeated verbal abuses of a sexual nature including graphic commentaries on the person's body; sexually suggestive objects or pictures placed in the work area that may embarrass or offend the person; sexually degrading words to describe the person, or propositions of a sexual nature.

2210.4 Policy Publicizing. All employees shall be informed of the District's sexual harassment policy and complaint process prior to their need to know, and again when any complaint is filed. Also, said policy and complaint process shall be readily available to all employees and members of the general public utilizing the District's facilities and services.

2210.4.1 All new employees shall be given a copy of the sexual harassment policy at the time of hiring and said policy's contents shall be discussed with said employee at that time by the division manager within whose division they will be working.

2210.4.2 An annual bulletin shall be prepared and distributed to all employees reinforcing them of the District's sexual harassment policy.

2210.5 Within three working days after any complaint has been filed in accordance with this policy, a bulletin shall be prepared and distributed to all employees reinforcing them of the District's sexual harassment policy.

2210.6 Complaint Process. Any employee who believes they are the victim of sexual harassment may file a formal or informal confidential complaint without fear of reprisal or embarrassment.

2210.6.1 An informal complaint is made verbally by the employee to their immediate supervisor. Although filing the complaint with the immediate supervisor is preferred, the employee is free to file their complaint with any supervisory employee.

2210.6.2 A formal complaint is made in writing, using the "Employee Grievance Form," see "Appendix A" in Policy #2180. Said form should be submitted by the employee to their immediate supervisor. Although submitting the formal complaint with the immediate supervisor is preferred, the employee is free to submit their formal complaint with any supervisory employee, or with the President of the Board of Directors if the employee's immediate supervisor is the General Manager and the General Manager is unavailable or personally involved in said complaint.

2210.7 Complaint Response Process. Any supervisory employee who receives a formal or informal sexual harassment complaint shall at all times maintain the confidentiality of the plaintiff and shall personally deliver said complaint immediately and directly to their division manager, or to the General Manager if their division manager is unavailable or personally involved in said complaint.

2210.7.1 Within 24 hours of the filing of a formal or informal complaint, even if it is withdrawn, an investigation shall be conducted by the manager of the division within which the alleged harassment occurred. Said investigation shall be conducted by the General Manager if the division manager is unavailable or personally involved in said complaint.

2210.7.2 A written record of any investigation of an alleged sexual harassment shall be maintained. Findings will be sent to the General Manager. The General Manager shall immediately inform, in total confidentiality, the Personnel Committee.

2210.7.3 All discussions resulting from said investigation shall be kept confidential by all informed of said investigation.

2210.7.4 The person initiating the complaint has the right to be accompanied by an advocate(s) when discussing alleged incidents. Said person shall be advised of this right prior to the commencement of such discussions.

2210.8 Disciplinary Procedures and Sanctions. Upon conclusion of the investigation of an alleged sexual harassment, appropriate action shall be taken by the General Manager against the harasser where sexual

harassment is found. Whatever punishment is meted out to the harasser shall be made known to the victim of the harassment.

2210.8.1 Appropriate action shall be taken to remedy the victim's loss, if any, resulting from the harassment. Making the employee whole may involve reinstatement, back pay, promotion, etc.

2210.8.2 Action taken to remedy a sexual harassment situation shall be done in a manner so as to protect potential future victims.

2210.8.3 Employees complaining of sexual harassment shall be protected thereafter from any form of reprisal and/or retaliation.

Avila Beach Community Services District



POLICY TITLE: Harassment
POLICY NUMBER: 2215

2215.1 Avila Beach Community Services District is committed to providing a work environment for its employees that is free of harassment. The District prohibits sexual harassment (see Policy #2210) and harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law, ordinance or regulation. This policy applies to all persons involved in the operation of the District and prohibits harassment by any employee of the District - supervisors and co-workers.

2215.2 Harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other protected basis is prohibited, including, but not limited to the following behavior:

2215.2.1 Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;

2215.2.2 Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;

2215.2.3 Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis; and,

2215.2.4 Retaliation for having reported or threatened to report harassment.

2215.3 If any employee of the District believes that they have been harassed, they should provide a written complaint to their supervisor, a division manager, the Administrative Assistant to the General Manager, or the General Manager as soon as possible after the incident. Their complaint should include details of the incident(s), name(s) of the individual(s) involved, together with the name(s) of any witness(es).

2215.3.1 Staff receiving harassment complaints will refer them immediately to the General Manager or the President of the Board of Directors (in the event the complaint involves the General Manager) who will undertake an immediate, thorough and objective investigation of the harassment allegation(s).

2215.4 If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment will be subjected to appropriate disciplinary action, up to and including termination. Whatever action is taken against the harasser will be made known to the employee lodging the

complaint, and appropriate action will be taken to remedy any loss to the employee resulting from the harassment. Retaliation by management or co-workers against anyone filing a complaint will not be permitted or tolerated.

2215.5 Employees are encouraged to immediately report any incident of harassment so that complaints can be quickly and fairly resolved.

Avila Beach Community Services District

POLICY HANDBOOK

POLICY TITLE: Affirmative Action

POLICY NUMBER: 2220

2220.1 It is the policy of Avila Beach Community Services District that there shall be no discrimination based upon race, national origin, religion, sex, physical handicap, veteran's status, or age in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leaves, and any disciplinary or grievance action.

2220.2 This policy contains two major commitments:

2220.2.1 To recognize both a moral and legal obligation to work toward a work force composition reflecting the mix of ethnic minorities and women in the labor markets from which the District draws its staff.

2220.2.2 To make a demonstrable and deliberate effort in hiring to solicit applications from minority and women candidates in all cases where their representation is below the labor force standard.

2220.3 Allegations of wrongdoing, such as arbitrary and discriminatory action, should be made through the "Grievance Procedure", as described in Policy #2180, or complaints to regulatory agencies.

Avila Beach Community Services District

POLICY HANDBOOK

POLICY TITLE: **Nepotism**

POLICY NUMBER: **2230**

2230.1 It is the policy of Avila Beach Community Services District to seek for its staff the best possible candidates through appropriate search procedures. There shall be no bars to appointment of close relatives in any staff category in the same or different departments so long as the following standard is met:

2230.1.1 No employee shall vote, make recommendations, or in any way participate in decisions about any personnel matter that may directly affect the selection, appointment, promotion, termination, other employment status, or interest of a close relative.

2230.1.1.1 For the purpose of this policy, "close relative" is defined as husband, wife, mother, father, son, daughter, sister, and brother.

2230.2 When an individual is considered for appointment in a department in which an immediate family member is already assigned, review of this fact shall be required at all appointing levels. The objective of this review shall be to assure equity to all members of the department.

Avila Beach Community Services District

POLICY HANDBOOK

POLICY TITLE: Outside Employment
POLICY NUMBER: 2240

2240.1 No District employee shall be permitted to accept employment in addition to or outside of District service if:

2240.1.1 The additional or outside employment leads to a conflict, or potential conflict of interest for said employee; or,

2240.1.2 The nature of the additional or outside employment is such that it will reflect unfavorably on the District; or,

2240.1.3 The duties to be performed in the additional or outside employment are in conflict with the duties involved in District service.

2240.2 An employee who does have additional or outside employment shall not be permitted to use District records, materials, equipment, facilities, or other District resources in connection with said employment.

Avila Beach Community Services District

POLICY HANDBOOK

POLICY TITLE: Separation from District Employment
POLICY NUMBER: 2250

2250.1 Resignation. To leave District service in good standing, an employee must file a written notice of termination with the General Manager at least two weeks before the effective date. The General Manager may, however, grant good standing with less notice if he/she determines the circumstances warrant. Resignations may not be withdrawn without the General Manager's approval.

2250.2 Layoffs. Whenever, in the judgment of the District Board of Directors, it becomes necessary, due to the lack of work, lack of funds, or other economic reason, or because the necessity for a position no longer exists, the Board of Directors may abolish any position of employment, and the employee holding such position may be laid off or demoted.

2250.2.1 Employees to be laid off shall be given notice at least 14 calendar days in advance of the layoff date.

2250.2.2 Except as otherwise provided, whenever there is a reduction in the work force, the General Manager shall first demote to a vacancy, if any, in a lower position for which the employee who is the latest to be laid off (in accordance with ¶2250.2 of this policy) is qualified.

2250.2.3 An employee affected by layoff may have retreat rights to displace an employee who has less seniority in a lower position that the employee has previously occupied or supervised. For the purpose of this document, seniority includes all periods of full-time service at or above the retreat position being considered.

2250.2.4 In order to retreat to a former or lower position, an employee must request displacement action in writing to the General Manager within five working days of receipt of the layoff notice.

2250.2.4.1 Employees retreating to a lower position shall be placed at the salary step representing the least loss of pay. In no case shall the salary be increased above that received in the position from which the employee was laid off.

2250.2.5 If two positions have the same job description, then employees shall be laid off according to employment status in the following order: temporary, provisional, probationary, and tenured. Temporary, provisional, and probationary employees shall be laid off according to the needs of the service as determined by the General Manager. In cases where there are two or more tenured positions with the same job description from which the layoff is to be made, such employees shall be laid off on the basis of the last evaluation rating in the position, providing such rating has been filled at least 60 days prior to layoff as follows:

2250.2.5.1 First, all employees having ratings of "Unsatisfactory;"

2250.2.5.2 Second, all employees having ratings of "Marginal;"

2250.2.5.3 Third, all employees having ratings of "Less Than Satisfactory;"

2250.2.5.4 Fourth, all employees having ratings of "Satisfactory;"

2250.2.5.5 Fifth, all employees having ratings of "Commendable;"

2250.2.5.6 Sixth, all employees having ratings of "Superior;" and,

2250.2.5.7 Seventh, all employees having ratings of "Exceptional."

2250.2.5.8 Employees within each of the rating categories shall be laid off in order of least seniority first.

2250.2.6 The names of persons laid off or demoted in accordance with this policy shall be entered upon a re-employment list. The re-employment list shall be used by the General Manager when a vacancy arises in the same or lower position before certification is made from an eligibility list.

2250.2.7 Names of persons laid off shall be carried on the re-employment list for one year, except that persons appointed to tenured positions of the same level as that from which they were laid off, shall upon such appointment, be removed from the list. Persons who refuse re-employment shall be removed from the list. Persons re-employed in a lower position in the same classification, or on a temporary basis, shall be continued on the list for the higher position for one year. At the discretion of the General Manager, the list may be extended for an additional year.

2250.3 Dismissal of Tenured Employees. A tenured employee may be dismissed at any time by the General Manager for cause, and after consulting with District Legal Counsel.

2250.3.1 The following shall constitute sufficient cause for dismissal:

2250.3.1.1 Conviction of a felony;

2250.3.1.2 Fraud in securing employment;

2250.3.1.3 Misappropriation of District funds or property;

2250.3.1.4 Intentional or gross misconduct; and,

2250.3.1.5 Failure to respond or improve regarding an item specified in ¶2260.2, "Grounds for Discipline", of Policy No.2260, "Disciplinary Action", after an evaluation or corrective action plan has failed to produce an improvement to performance.

2250.3.1.6 Incapacity due to mental or permanent physical disability rendering the employee unable to perform job duties.

2250.3.1.7 Severe physical or mental disability.

2250.3.2 A probationary employee may be dismissed at any time during a probationary period without right of appeal or hearing. In case of such dismissal, the General Manager shall notify the dismissed probationary employee in writing that he/she is being separated from District service.

2250.3.3 Dismissal of the General Manager shall be as outlined in the employment agreement between the General Manager and the District.

2250.4 Notice of Dismissal. All employees shall be provided with a notice of dismissal. This notice shall be prepared by the General Manager after consultation with District Counsel and shall contain the following:

2250.4.1 A description of the proposed action and its effective date or dates, and in the case of a tenured employee, the ordinance, regulation or rule violated;

2250.4.2 A statement of the acts or omissions upon which the action is based;

2250.4.3 A statement that a copy of the materials upon which the action is based are attached or available for inspection upon request; and,

2250.4.4 In the case of a tenured employee, a statement advising the employee of the right to file an appeal as provided in ¶2250.5 of this policy.

2250.5 Procedures for Disciplinary Action and Dismissal of Tenured Employees.

2250.5.1 A tenured employee may, upon receipt of a notice of dismissal or disciplinary action, appeal in writing to the General Manager within five working days of the date of the notification. The General Manager shall then schedule an informal hearing at which the employee may answer the charges against him/her, present any mitigating evidence, or otherwise respond to the notice of dismissal. The hearing guidelines and format shall be available upon request. The General Manager shall issue his/her opinion and decision within ten working days of the hearing and may, if the General Manager finds that the dismissal was not justified, he/she may order a less severe disciplinary action, or may order the employee reinstated with full back pay and benefits.

Avila Beach Community Services District



POLICY TITLE: Confidentiality Regarding Resignations¹
POLICY NUMBER: 2251

2251.1 To the extent permitted by law, District staff and Directors shall keep confidential the circumstances giving rise to an employee's resignation from the District.

2251.1.1 This policy is itself a public record which the District must release upon request.

¹ Source: Lozano Smith Smith Woliver & Behrens

Avila Beach Community Services District



POLICY TITLE: Letters of Recommendation¹

POLICY NUMBER: 2255

2255.1 The Board of Directors recognizes that the District faces exposure to significant liability through the provision of letters of recommendation by District employees. The Board finds that it is, therefore, in the best interests of the District to ensure that letters of recommendation issued by individuals in their capacity as District employees, or which could be reasonably interpreted as written in the individual's capacity as a District employee, be accurate and conform to all requirements of law. Therefore, the General Manager or his/her designee is directed to create and implement a practice whereby all letters of recommendation are reviewed and approved by the General Manager or his/her designee before dissemination.

2255.1.1 The General Manager or designee shall process all requests for references, letters of recommendation, or information about the reasons for separation regarding all district employees other than himself/herself. All letters of recommendation to be issued on behalf of the District for current or former employees must be approved by the General Manager or his/her designee.

2255.1.2 At his/her discretion, the General Manager or his/her designee may refuse to give a recommendation. Any recommendation he/she gives shall provide a careful, truthful, and complete account of the employee's job performance and qualifications.

¹ Source: Lozano Smith Smith Woliver & Behrens

Avila Beach Community Services District

POLICY HANDBOOK

POLICY TITLE: Disciplinary Action

POLICY NUMBER: 2260

2260.1 The following measures are part of the disciplinary process: warning, reprimand, suspension with or without pay, dismissal, demotion, or reduction in pay. The General Manager may discipline any employee for cause.

2260.2 Grounds for Discipline.

2260.2.1 Discourteous treatment of the public or fellow employees.

2260.2.2 Drinking of intoxicating beverages or use of illegal or nonprescribed drugs on the job, or arriving on the job under the influence of such beverages or drugs.

2260.2.3 Habitual absence or tardiness.

2260.2.4 Abuse of sick leave.

2260.2.5 Disorderly conduct.

2260.2.6 Incompetence or inefficiency.

2260.2.7 Being wasteful of material, property, or working time.

2260.2.8 Violation of any lawful or reasonable regulation or order made and given by an employee's supervisor; insubordination.

2260.2.9 Neglect of duty.

2260.2.10 Dishonesty.

2260.2.11 Misuse of District property.

2260.2.12 Willful disobedience.

2260.2.13 Conduct unbecoming a District employee.

2260.3 All disciplinary action will be accompanied by a letter of warning to the employee stating the reasons and grounds for such discipline. The employee must acknowledge receipt of the warning by signing the letter at the time of presentation; this signature signifies only receipt of the document, not necessarily agreement to the contents. The employee may, before the conclusion of the next regular working day, respond in writing to the contents of the letter of warning.

2260.4 All negative evaluations or letters of warning shall remain part of the employee's personnel file. Negative evaluation shall not be used by the General Manager in decisions to dismiss if the performance has improved or the action which merited a warning has not recurred, each/both for a period of at least one year.

2260.5 Any disciplinary action which may result in suspension without pay shall be set forth in writing to the employee at least five working days before the proposed effective date or dates. This notice shall be prepared by the General Manager after consultation with the District Legal Counsel and shall contain the following:

2260.5.1 A description of the proposed action and its effective date or dates, and the ordinance, regulation, or rule violated;

2260.5.2 A statement of the acts or omissions upon which the action is based;

2260.5.3 A statement that a copy of the materials upon which the action is based is attached or available for inspection upon request;

2260.5.4 A statement advising the employee of the right to request a hearing as provided in ¶2250.5 of Policy #2250, "Separation from District Service";

2260.5.5 A date by which time the employee must respond in writing if he/she wishes to contest the action.

2260.6 All notices of proposed action shall be personally served or mailed by certified mail, return receipt requested, to the last known address of the employee.

Avila Beach Community Services District



POLICY TITLE: Internet, E-mail, and Electronics Communication Ethics, Usage and Security
POLICY NUMBER: 2270

2270.1 Avila Beach Community Services District believes that employee access to and use of the Internet, e-mail, and other electronic communications resources benefits the District and makes it a more profitable and successful local public agency. However, the misuses of these resources have the potential to harm the District's short and long-term success.

2270.2 The District has established this ethics, usage, and security policy to ensure that all District employees use the computer resources, which the District has provided its employees, such as the Internet and e-mail, in an ethical, legal, and appropriate manner. This policy establishes what is acceptable and unacceptable use of the Internet, e-mail, and other electronic communications.

2270.3 This policy also establishes the steps the District may take for inappropriate use of the Internet and e-mail. All employees must read and adhere to the guidelines and policies established herein. Failure to follow this policy may lead to discipline, up to and including immediate termination.

2270.3.1 Employees shall not use the Internet or e-mail in an inappropriate manner. Inappropriate use of the internet and e-mail includes, but is not limited to:

2270.3.1.1 Accessing internet sites that contain pornography, exploits children, or sites that would generally be regarded in the community as offensive, or for which there is no official business purpose to access.

2270.3.1.2 Participating in any profane, defamatory, harassing, illegal, discriminatory, or offensive activity or any activity that is inconsistent in any way with the District's policies (i.e. policy on sexual harassment).

2270.3.1.3 Exploiting security weaknesses of the District's computing resources and/or other networks or computers outside the District.

2270.3.1.4 Internet access is to be used for District business purposes only (unless the employee is on break). Employees who have completed all job tasks should seek additional work assignments. Use of the Internet should not interfere with the timely and efficient performance of job duties. Access to the Internet and e-mail is not a benefit of employment with the District. (Personal use of the Internet, e-mail, and other electronic communications is strictly prohibited.)

2270.3.2 Employees do not have any right to privacy in any District computer resources, including e-mail messages produced, sent, or received by District computers or transmitted via the District's servers and network. Employee access to the Internet and e-mail is controlled by use of a password. The existence of a password does not mean that employees should have any expectation of privacy. Employees must disclose their passwords to the District upon request, and the District will maintain a file of all passwords currently in use. The District may monitor the contents of all e-mail messages to promote the administration of the District, its business, and policies.

2270.3.3 Employees access to and use of the Internet, e-mail, and other electronic communications will be monitored frequently. Failure to follow the policy may lead to discipline, up to and including immediate termination. Disciplinary action may include the removal of Internet and e-mail access from their computer or termination of employment with the District.

2270.3.4 The Internet and e-mail provide means by which employees of the District may communicate with its customers (general public). Messages to or from customers through the District's e-mail system may be considered part of the District's business records and should be treated as such.

2270.3.5 Deleting an e-mail message does not necessarily mean the message cannot be retrieved from the District's computer system. For a specific period of time, the District retains backup copies of all documents, including e-mail messages, produced, sent, and received on the District's computer system.

2270.3.6 E-mail and any attachments are subject to the same ethical and legal concerns and standards of good conduct as memos, letters, and other paper-based documents. E-mail can be forwarded to others, printed on paper, and is subject to possible discovery during lawsuits in which the District may be involved.

2270.3.7 Currently all District e-mail being sent is not encrypted. Unencrypted electronic mail is not a secure way of exchanging information or files. Due to the way Internet data is routed, all messages are subject to "eavesdropping." Messages may be "stolen" as they temporarily reside on host machines waiting to be routed to their destination, or they may be purposefully intercepted from the Internet during transfer to the recipient. It is possible for someone other than the intended recipient to capture, store, read, alter/or re-distribute your message. Do not transmit information in an electronic mail message that should not be written in a letter, memorandum, or document available to the public.

2270.3.8 E-mail, once transmitted, can be printed, forwarded, and disclosed by the receiving party without the consent of the sender. Use caution in addressing messages to ensure that messages are not inadvertently sent to the wrong person.

2270.3.9 Use of electronic mail or the Internet to distribute copyrighted materials is prohibited.

2270.3.10 Each user should take the necessary steps to prevent unauthorized disclosure of confidential or privileged information. (This is especially important for law firms and accounting firms that have strict professional ethical obligations and duties toward their clients.)

2270.3.11 Use of electronic mail or the Internet to send offensive messages of any kind is prohibited.

2270.3.12 Use of electronic mail or the Internet for inappropriate or unauthorized advertising and promotion of the District is prohibited.

2270.3.13 When District employees communicate using electronic mail or other features of the Internet, the employee must be extremely mindful of the image being portrayed of the District.

2270.3.14 Computer viruses can become attached to executable files and program files. Receiving and/or downloading executable files and programs via electronic mail or the Internet without express permission of the Systems Administrator is prohibited. This includes, but is not limited to, software programs and software upgrades. This does not include e-mail and/or documents received via e-mail and the Internet. All downloaded files must be scanned for viruses.

2270.3.15 Use of another user's name/account, without express permission of the Systems Administrator, to access the Internet is strictly prohibited.

2270.3.16 Personal use of the District's computer resources for personal commercial activity or any type of illegal activity is strictly prohibited.

2270.3.17 It is advisable for all employees of the District to remind customers/clients/contractors of these security issues when sending confidential electronic mail and/or documents to the District via electronic mail. If applicable, our customer/clients/contracts should be reminded to implement a security policy and make sure their employees understand the ramifications of sending privileged information via electronic mail. (This is especially important for law firms and accounting firms that have strict professional ethical obligations and duties toward their clients.)

2270.3.18 The District will not be responsible for maintaining or payment of personal Internet accounts or related software. To maintain the integrity and firewall protection of the District's network system, telephone system, modem pool, or communication server to access the Internet.

2270.3.19 E-mail that users need to retrieve from their personal Internet account must be retrieved via that User's personal Internet account. District users shall not access such personal e-mail account using the District's network system, telephone system, modem pool, or communication server.

2270.3.20 Employees will only access the Internet through the District's network. Internet access through other methods (i.e. modems) will not be allowed, unless specifically authorized by the Director of Information Technology.

2270.3.21 Employees will only access the Internet using the approved Internet browser (Internet Explorer). Any other browser being used on a workstation will be promptly removed.

2270.3.22 Employees will respect all copyright and license agreements regarding software or publication they access or download from the Internet. The District will not condone violations of copyright laws and licenses and the employee will be personally liable for any fines or sanctions caused by the license or copyright infringement. Any software or publication, which is downloaded onto District computer resources, becomes the sole property of the District.

2270.3.23 Employees will only download information and/or publications for official business purposes.

2270.3.24 Employees are to scan all downloaded materials before using or opening them on their computers to prevent the introduction of computer viruses.

2270.3.25 All list subscriptions should be for business purposes only. The employee will make sure List Servers are notified when the employee leaves the District.

2270.4 Employee Acceptance. By signing this agreement, I hereby represent that I have read, understand, and agree to the District's Internet, e-mail, and electronic communications ethics, usage, and security policy.

Date

Signature

Print name here

Avila Beach Community Services District



POLICY TITLE: Employee Usage of Tools and Equipment
POLICY NUMBER: 2280

2280.1 As a benefit of employment, employees may borrow District tools and equipment for personal purposes on a limited basis after normal working hours. The conditions by which employees may borrow tools and equipment are as follows.

2280.1.1 Permission to use hand tools must be obtained prior to their usage from a foreman, superintendent, division manager, or the General Manager.

2280.1.2 Permission to use motorized equipment must be obtained prior to their usage from a division manager or the General Manager. No equipment requiring a commercial license for operation on a public roadway may be borrowed.

2280.1.3 Employees will sign for tools or equipment borrowed on a checkout form, and thereby acknowledge that they understand and accept the responsibility and liability as specified below. The form will also be signed by the Warehouse Technician, a foreman, or division manager who will inspect and verify the condition of the item to be borrowed.

2280.1.4 Only District employees may operate borrowed tools and equipment. Neighbors, friends, spouse, relatives, etc., may not use them. Borrowed tools and/or equipment may only be used on an employee's personal property.

2280.1.5 District tools/equipment may not be used for profit or financial gain. Further, tools and equipment may be borrowed for community service projects, subject to permission from a division manager or the General Manager.

2280.1.6 The employee must be qualified in and comfortable with the operation of the tool or equipment he/she is borrowing.

2280.1.7 The tools/equipment may be borrowed for one evening or weekend at a time and must be returned the next day or following Monday. When returned, the employee must have the same Warehouse Technician, foreman, or division manager that inspected the borrowed item verify that it has not been damaged and sign off on the checkout form.

2280.1.8 Employees will be responsible for repairs of damage to tools/equipment that occur while it was borrowed. Fuel consumed by the tools and equipment is the employee's responsibility.

2280.2 Employees may not enter District property after normal working hours to borrow tools/equipment except in the case of an emergency and when a foreman, superintendent, division manager, or the General Manager has granted permission.

Avila Beach Community Services District



POLICY TITLE: District Vehicle Usage
POLICY NUMBER: 2290

2290.1 This policy applies to employees who drive District vehicles to and from work.

2290.1.1 During working hours, extraneous trips for personal purposes will be avoided. Occasionally, stopping at a store en route to a business destination, or going to a restaurant (within close proximity of your work location) for lunch is permitted. While going to or from work, occasionally stopping to buy groceries, pick up laundry, medications, etc., is also permitted.

2290.1.2 Other than the foregoing uses, district vehicles will not be used for any other personal purposes without prior approval. This means that weekend or after-hours trips to the store (regardless of how close to home), trips back to the office to retrieve forgotten personal items, or any other non-business usage will not be permitted.

Avila Beach Community Services District



POLICY TITLE: Driver Training and Record Review

POLICY NUMBER: 2295

2295.1 Purpose. The purpose of this policy is to reduce the frequency and severity of vehicle-related accidents and losses by: (a) applying a uniform criteria in evaluating the acceptability of driver-record information of individuals driving District vehicles or while on District business; (b) establishing disciplinary procedures for different types of driving violations.

2295.2 Scope. This policy applies to all regular, part-time, and temporary District employees and volunteers who drive on behalf of the District. Directors are encouraged to provide their license information, but cannot be required to do so in accordance with State law.

2295.3 Implementation. Avila Beach Community Services District shall participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program (a.k.a.: "Pull Program"). Records for anyone operating vehicles on District business shall be requested from DMV: (a) every six months; and, (b) immediately in the event of new activity (e.g., moving violation, accident, address change, etc.). Employees who have terminated employment will be deleted from the program.

2295.4 Review Criteria. Information that will be generated during the record review will include: (a) type of license; (b) expiration date; (c) endorsements; (d) DMV action suspensions, revocations, and penal code violations; and, (d) Vehicle Code violations.

2295.6 Disciplinary Procedures.

2295.6.1 A driver will immediately attend a qualified defensive driver training course (State of California Defensive Driver Training, National Safety Council Defensive Driver Training, etc.) if:

- (a) they earn two points within 36 months of report date; or,
- (b) they receive any moving violation in a District vehicle within 36 months of report date; or,
- (c) they are involved in an accident within 36 months of report date.

2295.6.2 A driver will be placed on a 12-month driving probation if they earn three to five points within 36 months of report date. Additional point violations within this probation period will affect a 120-day suspension of District driving privileges. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, they will be terminated from employment.

2295.6.3 A driver will be suspended from District driving privileges for 120 days if:

- (a) they earn four or more points within 24 months of report date; or,
- (b) they earn six or more points within 36 months of report date; or,
- (c) they receive a citation for DUI, reckless driving, or speed contest on personal time within 36 months of report date; or,
- (d) if they are involved in two chargeable (resulting in a point violation) accidents within 24 months of report date. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, they will be terminated from employment.

2295.6.4 A driver will be permanently suspended of District driving privileges if:

- (a) they receive a citation for DUI, reckless driving, or speed contest during District business within 36 months of report date; or,
- (b) they receive two citations for DUI, two citations for reckless driving, or two citations for speed contest on personal time within 12 months of report date. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, permanent suspension of driving privileges will result in termination of employment.

2295.6.5 Occasionally, it may be brought to the District's attention that an employee is exposing it to undue liability through poor driving techniques and habits. All such complaints will be investigated and acted upon accordingly.

2295.7 Defensive Driver Training. All drivers shall attend an approved defensive driver-training course at least once every four years or more often as specified in Disciplinary Procedures, above. Directors are encouraged to attend courses, but cannot be required to do so in accordance with State law.

Avila Beach Community Services District

POLICY HANDBOOK

POLICY TITLE: Job Description – General Manager
POLICY NUMBER: 2300

2300.1 Description. The General Manager is the Executive Officer of the District and for the Board of Directors. He/she administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the board of Directors, and provides day-to-day leadership for the District. He/she has general charge, responsibility and control over all property of the District.

2300.1.1 He/she attends all meetings of the District's Board, and such other meetings as the Board specifies from time to time.

2300.1.2 He/she employs such assistants and other employees as he/she deems necessary for the proper administration of the District and the proper operation of the works of the District, in accordance with Policy #2150, "Compensation," subject to approval by the Board of Directors. He/she shall delegate authority at his/her discretion and has authority over and directs all employees, including terminating for cause or lack of worthwhile work. His/her personnel management goal will be to provide a motivating work climate for District employees.

2300.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints. He/she shall encourage citizen participation in the affairs of the District.

2300.1.4 He/she seeks to carry into effect the expressed policies of the Board of Directors, including planning the short, medium and long term work program for the District, facilitating constructive and harmonious Board relations. He/she shall translate the goals and objectives of the Board to the community.

2300.1.5 He/she shall prepare and manage the District budget, conducting studies, making oral and written presentations.

2300.2 Required Qualifications. He/she shall possess a bachelors degree in public administration or a related field and shall have five years experience in an increasingly responsible public agency management position. He/she shall possess a valid California drivers license. Alternatively, work experience to meet educational qualifications may be substituted at the discretion of the Board.

2300.3 Desirable Qualifications: possession of a masters degree in public administration or a related field; the ability to efficiently prepare annual budgets and long-term revenue/ outlay plans; the ability to effectively communicate, both written and verbal, with the constituents and other agency personnel; and the ability to meet and serve the public courteously and efficiently.

Avila Beach Community Services District



POLICY TITLE: Job Description – Office Manager
POLICY NUMBER: 2360

2360.1 Under supervision of the General Manager: acts as Secretary to the Board of Directors, District Treasurer and District Clerk.

2360.1.1 The Office Manager serves as secretary to the General Manager; attends to administrative detail on special matters assigned by the General Manager; composes correspondence on own initiative on matters not requiring personal attention of the General Manager; writes reports and letters; and, acts as office manager in the absence of the General Manager.

2360.1.2 The Office Manager assists in the preparation of agenda materials and attends meetings of the Board of Directors; transcribes and edits minutes; prepares drafts of agenda items requiring action by the Board; gives information to organizations, employees, customers and the general public regarding Board matters; and, prepares correspondence and maintains files on official actions of the Board and the General Manager.

2360.1.3 The Office Manager acts as District Treasurer, being responsible, under the direction of the General Manager, for depositing, withdrawing, transferring and investing District funds, maintaining efficient fiscal practices to maximize non-operational earnings, and maintaining cash flow for needed liquidity; and, makes deposits and withdrawals.

2360.2 Required Qualifications. He/she must possess four years of increasingly responsible clerical and secretarial experience, and in keeping or reviewing accounting or fiscal records (equivalent job-related education in accounting may be substituted for a maximum of two years of experience on the basis of nine semester units of accounting for one year of experience).

2360.2.1 He/she must have completed 12 semester hours of professional accounting (one year of additional qualifying experience may be substituted for the education requirement), and the equivalent to completion of high school (grade 12).

2360.2.2 He/she shall possess a valid California driver's license.

2360.3 Desirable Qualifications. He/she should have knowledge of: modern office methods, practices and equipment; and techniques of business letter and report writing.

2360.3.1 He/she should have the ability to: perform responsible clerical and secretarial duties and independently take care of administrative detail; compose correspondence independently or from general directions; take, transcribe and edit Board material and minutes quickly and accurately; type at a speed of not less than sixty (60) words per minute from clear copy; and, maintain cooperative relationships with those contacted in the course of work.

2360.3.2 He/she should have the ability to: plan, organize and supervise the work of others in the performance of financial record-keeping and general clerical work; express ideas and give instructions effectively; apply rules and regulations to specific cases; analyze data and draw logical conclusions; and, take the lead and become a primary source of reference for assigned areas of responsibility.

2360.3.3 He/she should have thorough knowledge of the principles and practices of financial record-keeping, basic principles of accounting, computerized accounting and principles of effective supervision.

Avila Beach Community Services District

POLICY HANDBOOK

POLICY TITLE: Job Description – Accounting Clerk
POLICY NUMBER: 2370

2370.1 General Job Description

Under the direction of the Office Manager and with a minimum of supervision:

- (a) receives and processes mail and payments from customers;
- (b) performs receptionist duties, including answering telephone and personally answering inquiries or directing callers to staff qualified to provide answers;
- (c) provides information and assistance to customers regarding their accounts;
- (d) provides information and assistance to District field personnel regarding customer account information;
- (e) prepares, from rough draft or copies, miscellaneous documents including correspondence, purchase orders, checks, etc.;
- (f) prepares documents for mailing or courier delivery, including envelope stuffing, addressing and postage;
- (g) routine clerical work, including filing, classifying and indexing records, copying, etc.;
- (h) researches customer account and/or application problems as directed;
- (i) processes payables, purchase orders and special withdrawals;
- (j) maintains employee records relating to health insurance and processes statements, documents and correspondence also relating thereto;
- (k) maintains vacation and sick leave records for all District employees;
- (l) orders office supplies for District, including preparing and processing requests-for-bids and vendor responses;
- (m) may serve as District liaison with LAFCo and the State Board of Equalization;
- (n) may serve as District historian;
- (o) prepares miscellaneous documents including petitions, resolutions, easement descriptions and deed forms, agreements, billing and recap sheets, correspondence;
- (p) demonstrated knowledge and performs computer duties as required for office and accounting software used and maintained by the District
- (q) other duties as may be required

2370.2 Prerequisite Qualifications

2370.2.1 High school diploma with business emphasis, or the equivalency thereof.

2370.2.2 Knowledge of District policies and procedures.

- 2370.2.3** Knowledge of elementary accounting principles.
- 2370.2.4** Satisfactory performance of District's "Clerk 1" and "Clerk 2" positions.
- 2370.2.5** Ability to accurately type at a minimum speed of 40 words per minute.
- 2370.2.6** Ability to proficiently use, or quickly learn, Microsoft Word, Excel, Quickbooks.
- 2370.2.7** Valid California driver license and satisfactory driving record.
- 2370.3** Basic Work Hours: 8:00 AM to 5:00 PM, Monday through Friday.
- 2370.4** Hourly Compensation Range: Grade 5 Steps 1-5
- 2370.5** Essential Job Duties:
- 2370.5.1** Task: Typing correspondence, legal documents, forms, etc.; operates adding machine, FAX machine, stapler, copy machine, hole punch, document binding machine.
- Physical Demand: Sitting; standing; close vision; use of hands to finger, handle, or feel objects, tools or controls.
- 2370.5.2** Task: Assistance of and interaction with customers, vendors, contractors, consultants, etc., in office and by telephone.
- Physical Demand: Sitting; standing; walking; kneeling; stooping; bending; squatting; close vision; speaking; hearing; use of hands to write, type and use telephone.
- 2370.5.3** Task: Attendance of, and preparation of minutes for meetings.
- Physical Demand: Sitting; standing; walking; close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.
- 2370.5.4** Task: Filing.
- Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.
- 2370.5.5** Task: Computer Operations, has demonstrated knowledge and performs computer operator duties as required for office and accounting software used and maintained by the District.
- Physical Demand: Sitting; standing; close vision; use of hands to finger, handle, or feel objects, tools or controls.
- 2370.6** Environmental Demands:

2370.6.1 Outside: Seldom, if ever, works outside in a variety of weather conditions ranging from snow to +100°F.

2370.6.2 Inside: Almost always works indoors in temperature-controlled environment.

2370.6.3 Fumes/Gases: Exposure to various colognes/perfumes and fumes/dust from printing cartridges.

2370.6.4 Noise/Vibration: None.

2370.7 Mental Requirements:

2370.7.1 Reading: Reads letters, reports, memos, messages, complex financial documents, and operating manuals for office equipment.

2370.7.2 Writing: Writes reports, letters, memos, and messages; fills out forms and documents.

2370.7.3 Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

2370.7.4 Attention to Detail: High level concentration and attention to detail for extended periods of time required to produce reports, correspondence, and documents.

2370.7.5 Repetition: Routine daily work practices, including keyboarding and operation of other office machines, filing, posting, etc.

2370.7.6 Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and formulate appropriate instructions to achieve desired goals.

2370.7.7 Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

2370.7.8 Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.

Avila Beach Community Services District

POLICY HANDBOOK

POLICY TITLE: Job Description - Bookkeeper
POLICY NUMBER: 2375

2375.1 General Job Description

Under the direction of the General Manager and with a minimum of supervision:

- (a) processes payroll, including auditing payroll reports and reconciling construction-in-progress labor records to payroll;
- (b) processes daily field work order cards;
- (c) audits inventory records;
- (d) provides customer service backup for Clerks;
- (e) prepares reports as requested by division managers and the General Manager;
- (f) prepares interdivision billings and quarterly billings;
- (g) provides assistance and backup for Business Manager regarding fund transfers and general ledger maintenance.

2375.2 Prerequisite Qualifications

2375.2.1 Associate degree in accounting or business, or the equivalency thereof.

2375.2.2 Knowledge of accounting principles.

2375.2.3 Ability to accurately type at a minimum speed of 40 words per minute.

2375.2.4 Ability to proficiently use, or quickly learn the latest edition of Microsoft Word.

2375.2.5 Ability to proficiently use, or quickly learn the latest edition of Microsoft Excel.

2375.3 Basic Work Hours: 8:00 AM to 5:00 PM, Monday through Friday.

2375.4 Hourly Compensation Range:

2375.5 Essential Job Duties:

2375.5.1 Task: Operates computer, adding machine, FAX machine, cash register, postage machine, mail opening machine, forms burster, stapler, copy machine, hole punch, document binding machine.

Physical Demand: Sitting; standing; twisting; walking; lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2375.5.2 Task: Audits and corrects time sheets and prepares payroll.

Physical Demand: Sitting; walking; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2375.5.3 Task: Processes invoices for payment and produces warrant register and related accounts payable reports.

Physical Demand: sitting, walking, close vision, use of hands to finger, handle or feel objects, tools or controls.

2375.5.4 Task: Prepares or audits quarterly IRS payroll reports and W-2 statements.

Physical Demand: sitting, walking, close vision, use of hands to finger, handle or feel objects, tools or controls.

2375.5.5 Task: Prepares quarterly billing statements.

Physical Demand: sitting, close vision, use of hands to finger, handle or feel objects, tools or controls.

2375.5.6 Task: Inputs journal entries to general ledger for Water and Power Divisions.

Physical Demand: sitting, close vision, use of hands to finger, handle or feel objects, tools or controls.

2375.5.7 Task: Processes purchase requests and orders for Water Division.

Physical Demand: sitting, close vision, use of hands to finger, handle or feel objects, tools or controls.

2375.6 Marginal Job Duties:

2375.6.1 Task: Filing, typing checks and other reporting forms.

Physical Demand: Sitting; standing; twisting; walking; lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2375.6.2 Task: Assistance of and interaction with customers, vendors, contractors, consultants, etc., in office and by telephone.

Physical Demand: Sitting; standing; walking; kneeling; stooping; bending; squatting; close vision; speaking; hearing; use of hands to write, type and use telephone.

2375.6.3 Task: Mail pickup and delivery, and general courier services.

Physical Demand: Sitting; standing; walking; close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2375.7 Environmental Demands:

2375.7.1 Outside: Seldom, if ever, works outside in a variety of weather conditions ranging from snow to +100° F.

2375.7.2 Inside: Almost always works indoors in temperature-controlled environment.

2375.7.3 Fumes/Gases: Exposure to various colognes/perfumes and fumes/dust from printing cartridges.

2375.7.4 Noise/Vibration: None.

2375.8 Mental Requirements:

2375.8.1 Reading: Reads letters, reports, memos, messages, complex financial documents, operating manuals for office equipment.

2375.8.2 Writing: Writes reports, letters, memos, and messages; fills out forms and documents.

2375.8.3 Math: Ability to perform complex math and accounting calculations. Ability to apply concepts such as fractions, percentages, ratios, proportions, and statistics to practical situations.

2375.8.4 Attention to Detail: High level concentration and attention to detail for extended periods of time required to produce reports, correspondence, and documents.

2375.8.5 Repetition: Routine daily work practices, including keyboarding and operation of other office machines, filing, posting, etc.

2375.8.6 Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and formulate appropriate instructions to achieve desired goals.

2375.8.7 Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

2375.8.8 Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.

Avila Beach Community Services District

POLICY HANDBOOK

POLICY TITLE: Job Description – Typist Clerk

POLICY NUMBER: 2380

2380.1 General Job Description

Under the direction of the Office Manager and with a minimum of supervision:

- (a) receives and processes mail and payments from customers;
- (b) performs receptionist duties, including answering telephone and personally answering inquiries or directing callers to staff qualified to provide answers;
- (c) provides information and assistance to customers regarding their accounts;
- (d) provides information and assistance to District field personnel regarding customer account information;
- (e) prepares, from rough draft or copies, miscellaneous documents including correspondence, purchase orders, checks, etc.;
- (f) prepares documents for mailing or courier delivery, including envelope stuffing, addressing and postage;
- (g) composes correspondence as directed;
- (h) routine clerical work, including filing, classifying and indexing records, copying, etc.;
- (i) processes payroll reports as directed;
- (j) researches customer account and/or application problems as directed;
- (k) provides relief for Clerk 2 and Clerk 3.

2380.2 Prerequisite Qualifications

2380.2.1 High school diploma with business emphasis, or the equivalency thereof.

2380.2.2 Knowledge of basic math.

2380.2.3 Knowledge of elementary accounting principles.

2380.2.4 Ability to accurately type at a minimum speed of 40 words per minute.

2380.2.5 Ability to proficiently operate 10-key adding machine.

2380.2.6 Ability to proficiently use, or quickly learn WordPerfect 5.1 (or latest edition) for Windows word processing software.

2380.2.7 Valid California driver license and satisfactory driving record.

2380.3 Basic Work Hours: 8:00 AM to 5:00 PM, Monday through Friday.

2380.4 Hourly Compensation Range:

2380.5 Essential Job Duties:

2380.5.1 Task: Typing correspondence, checks, forms, etc.; operates adding machine, FAX machine, cash register, postage machine, mail opening machine, forms buster, stapler, copier machine, hole punch, document binding machine.

Physical Demand: Sitting; standing; twisting; close vision; occasionally lifting up to 25 lbs.; use of hands to finger, handle, or feel objects, tools or controls.

2380.5.2 Task: Assistance of, and face-to-face interaction with customers, vendors, contractors, consultants, etc., in office and by telephone.

Physical Demand: Sitting; standing; walking; kneeling; stooping; bending; squatting; close vision; speaking; hearing; use of hands to write, type and use telephone.

2380.5.3 Task: Mail pickup and delivery, and general courier services.

Physical Demand: Sitting; standing; walking; close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2380.5.4 Task: Assists accounting staff in processing payables and receivables, as directed.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2380.5.5 Task: Filing.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2380.6 Marginal Job Duties:

2380.6.1 Task: Routine and minor maintenance of office machines.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2380.6.2 Task: Maintenance of interior office plants.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2380.7 Environmental Demands:

2380.7.1 Outside: Seldom works outside in a variety of weather conditions ranging from snow to +100°F.

2380.7.2 Inside: Almost always works indoors in temperature-controlled environment.

2380.7.3 Fumes/Gases: Exposure to various colognes/perfumes, fumes from printing cartridges and dust from stored supplies.

2380.7.4 Noise/Vibration: Office machines.

2380.8 Mental Requirements:

2380.8.1 Reading: Reads letters, reports, memos, messages, complex financial documents, and operating manuals for office equipment.

2380.8.2 Writing: Writes reports, letters, memos, messages; fills out forms and documents.

2380.8.3 Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions and percentages to practical situations.

2380.8.4 Attention to Detail: High level concentration and attention to detail for extended periods of time required to produce reports, correspondence, and documents.

2380.8.5 Repetition: Routine daily work practices, including keyboarding and operation of other office machines, filing, etc.

2380.8.6 Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work face-to-face with others and formulate appropriate instructions to achieve desired goals.

2380.8.7 Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

2380.8.8 Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.