

NEW BUSINESS

Humboldt Bay Municipal Water District

To: Board of Directors
From: John Friedenbach
Date: November 3, 2017
Re: Draft Employee Handbook

Background

Staff has been in the process of updating our current version of our Employee Handbook which was last updated in 2012. Since that time there have been various Board policy changes adopted and employment law changes enacted that needed to be included in our Employee Handbook. There are no new policy items proposed by staff. Several sections were reformatted and organized in a manner such that related topics were grouped together for ease of understanding by employees. Staff has met with and discussed the draft update with the Board Policy and Evaluations Committee: Sheri Woo and Bruce Rupp. I expect they will provide some feedback during the Board meeting.

Discussion

You are receiving a draft with all of the changes incorporated so you can read the final document along with one copy of the Appendices. Note in the Appendix B, there are several updates to the job descriptions to more accurately reflect the current duties. We have used the ACWA/JPIA employee handbook as a model for several sections of our handbook where relevant.

Our process is to present a DRAFT version to you to review and discuss at the November Board meeting.

Staff will assess and incorporate any necessary changes into the document after the November meeting. The FINAL DRAFT for adoption will be brought back for your consideration at the December Board meeting.

Simultaneous to your DRAFT review in November, the draft will be provided to District Counsel, Paul Brisso, and the ACWA/JPIA for review and comment. Any substantive comments by them will be presented to you at the December Board meeting.

No formal Board action is required at this time.

Next Steps

Staff will incorporate Director comments and bring back the final draft update at the December Board meeting for consideration and adoption to become effective January 1, 2018.

Employee Handbook

Humboldt Bay Municipal Water District



Adopted by Board of Directors March 14, 2002
Re-Issued August 2004 with Minor Amendments
Re-Issued September 2008 with Amendments
Full Revision January 1, 2018

(Amendments which have been incorporated since the original approval and issuance are summarized on the "Record of Changes" located in the front of this Handbook)

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Chapter 1

GENERAL PROVISIONS

1000 Introduction

This Employee Handbook, which we ask you to read and retain for future reference, was prepared with you in mind. The Handbook is a guide to the policies, practices and benefits relating to your employment at the Humboldt Bay Municipal Water District (District). The policies, procedures and benefits presented herein outline the obligations, rights, privileges, benefits, and prohibitions which are placed on all employees of the District.

Communication is the most important aspect of our employment relationship. This Handbook is designed as part of our effort to improve your understanding of what the District expects of you. It also outlines what we offer you in return.

The Superintendent, General Manager, or Business Manager will be happy to answer any questions you may have regarding your employment or the contents of this Handbook. Furthermore, the Superintendent, General Manager, and Business Manager have an "open door" policy, and as such, are open to questions, concerns, and any suggestions you have for improving the District.

1001 Overview of District

The District was organized in 1956 under California's Municipal Water District Act. The major function of the District is to provide wholesale municipal and industrial water to the greater Humboldt Bay area. The District also has authority to operate parks and to produce hydroelectric energy. Two authorities not currently being exercised under the Act include fire protection and sewage treatment.

Current operations include the R.W. Matthews Dam/Ruth Reservoir and Gosselin Power House near Ruth in Southern Trinity County; the John R. Winzler Operations and Control Center and the Lloyd L. Hecathorn Turbidity Reduction Facility, both located northeast of Arcata in Humboldt County; and various pipelines and appurtenances around the Humboldt Bay area. Present water delivery capabilities total 75 million gallons per day, much of which is contracted to municipal customers. The District also provides maintenance and billing services to the Fieldbrook Glendale Community Services District.

The District has defined geographic boundaries and is subdivided into five divisions. The District is governed by a five-person Board of Directors. The Board members are elected to four-year terms by the voters of the division in which they reside. The Board periodically elects a President and Vice President and is the appointing authority for the General Manager, Attorney, Secretary/Treasurer and Auditor. The General Manager is the Chief Executive Officer and is responsible for the hiring of competent personnel to carry out the various functions and responsibilities of the District. Appendix A is an organization chart reflecting this structure.

1002 District's Mission

The District's mission is to: 1) reliably deliver high quality drinking water to the communities and customers we serve in the greater Humboldt Bay Area at a reasonable cost; 2) reliably deliver untreated water to our wholesale industrial customers at a reasonable cost; and 3) protect the environment of the Mad River Watershed to preserve water rights, water supply and water quality interests of the District.

In carrying out this mission, the District is committed to the following values:

- ensuring worker and public safety at all times;
- creating a positive work environment emphasizing teamwork and open communication among employees;
- fostering cooperative work relationships with our customers, and striving to meet their needs to the best of our abilities;
- maintaining and operating our system to high standards, thereby ensuring reliable service over the long-term;
- performing our work in a cost conscience manner to ensure the lowest possible rates to our customers.

We ask that you carry out your job in a manner that supports the mission and values above. Furthermore, any suggestions you have for improving the District are always welcome. You are encouraged to present ideas for improving operations, customer service, or cost saving opportunities at any time.

1003 Positions Covered

The policies and procedures contained in this Handbook shall pertain to all District employees, but they shall not apply to independent contractors working for the District.

The District employs full-time, part-time and temporary employees, as defined below. Full-time employees are paid a basic monthly salary, which is adjusted to reflect actual hours worked, credited time off, or overtime worked. Part-time and temporary employees are paid in accordance with an hourly-wage scale established by the General Manager consistent with the approved budget. Full-time employees are entitled to all the benefits described in this Handbook, subject to modification by the Board.

Regular Full Time - A position which is a regularly established or planned position in the District and works a regular forty hour work week. Unless otherwise specified, the benefits described in this Handbook apply only to regular full-time employees.

Regular Part Time - A position which is a regularly established or planned position, but works less than a full-time basis. Part-time employees are not eligible for benefits

described in this Handbook, except as specifically noted.

Temporary - A position having duties assigned to it that are not expected to become a regular part of the workload and who are employed for a temporary period of time. Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by the General Manager. Summer employees are considered temporary employees. Temporary employees are not eligible for benefits described in this Handbook, except as specifically noted.

In addition to the above, Employees whose jobs are governed by the Fair Labor Standards Act (FLSA) are either "exempt" or "non-exempt". "Non-exempt employees are entitled to overtime pay. Exempt employees are not. Most employees covered by the FLSA are non-exempt. Some jobs are classified as exempt by definition. For most employees, however, whether they are exempt or non-exempt depends on (a) how much they are paid, (b) how they are paid, and (c) what kind of work they do.

The requirements to determine this status are outlined in the FLSA Regulations (promulgated by the U.S. Department of Labor). See the Business Manager if you have any questions.

1004 At-Will Employment Status

The personnel policies and procedures contained in this Handbook are not a contract guaranteeing employment for any District employee for any specific duration. Employment at the District is employment at-will. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the District. Although we hope that your relationship with us will be long-term, either you or the District may terminate this relationship at any time, for any reason, with or without cause or notice.

Nothing in this Handbook or in any document or statement shall limit the right to terminate employment at-will, and nothing in this Handbook or in any other personnel document, creates or is intended to create a promise or representation of continued employment for any employee. No supervisor, or any other employee of the District, has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will.

1005 Equal Employment Opportunity

It is the continuing policy of the District to provide equal, employment opportunities for all individuals who have the necessary qualifications with respect to recruitment, hiring, performance appraisal, promotion, training, termination, compensation, or other personnel-related activities regardless of the actual or perceived ancestry, race, color, religion, sex, gender, gender identification, gender expression, national origin,

disability, medical condition, marital status, age, genetic information, sexual orientation preference, or veteran/military status. All employee decisions will be based upon policies and practices that further the principles of equal employment opportunity.

Every member of management is held responsible for assuring non-discrimination in employment opportunities. In addition, all staff members, regardless of position, share in the responsibility of maintaining a discrimination-free work environment.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the District will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result. Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact his or her supervisor and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The District will then conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job. The District will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the District will make the accommodation.

If you believe you have been subjected to any form of unlawful discrimination, provide a written complaint to your supervisor, or the Superintendent, Business Manager or General Manager. Supervisors must immediately refer all discrimination complaints to the General Manager. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. The District will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation. If the District determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action will also be taken to deter any future discrimination. The District will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your co-workers.

1006 Unlawful Harassment

The District is committed to providing a work environment that is free of unlawful discrimination. In keeping with the commitment, the District strictly prohibits unlawful harassment on the basis of an employee's race, sex (including breastfeeding,) gender identity, religious creed, color, national origin, ancestry, age (over 40), marital status, sexual orientation, or physical or mental disability. Discrimination of anyone in or from the District, on any of these bases, is strictly prohibited.

This policy prohibits discrimination in any form, including:

- Verbal harassment such as epithets, jokes, derogatory comments or slurs based on the person's race, sex, religious creed, color, national origin, ancestry, age (over40), marital status, sexual orientation, or physical or mental disability;
- Physical harassment such as assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual based on one of the categories above; and
- Visual harassment such as derogatory posters, cartoons, or drawings based on one of the categories above. Also included are emails or text messages that may be inappropriate, offensive, harassing, and/or creating a hostile work environment.

If you believe you have been or are being subjected to this kind of discrimination, and are unable to resolve (or uncomfortable attempting to address) the problem with the individual, you should promptly report it to your supervisor, Superintendent, Business Manager, or General Manager. All such claims will be investigated in a manner designed to protect the privacy and confidentiality of all involved and appropriate action will be taken. When appropriate, the District may seek to resolve the matter informally. Any employee found to have discriminated against anyone in or from the District's work environment, based on one of the categories above will be disciplined, from verbal reprimand to dismissal, based on the circumstances.

A District representative will advise all parties concerned of the results of the investigation. The District will not retaliate against you for filing a complaint and will not tolerate nor permit retaliation by management employees or your co-workers.

The District encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency.

1007 Integration Clause, Right to Revise, and Severability

This Employee Handbook contains the employment policies and practices of the District in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded. This Handbook sets forth the entire agreement between you and the District as to the duration of employment and the circumstances under which employment may be terminated. No oral statements or representations can in any way change or alter the provisions of this

Handbook.

The District reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this Handbook. No one other than the Board of Directors may add to or modify any of policies contained in the Handbook. Any written changes to this Handbook will be distributed to all employees so that you will be aware of the new policies or procedures.

Should any provision in this Employee Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Handbook, but only the subject provision.

Chapter 2

EMPLOYMENT POLICIES AND PRACTICES

2000 Classification Plan

The Classification Plan provides a complete inventory of all positions within the District and a description of the duties and responsibilities associated with each. All positions which are substantially similar with respect to duties, responsibilities, authority, and nature of work are included in the same class. The same salary range shall apply to all positions in the same class.

The Classification Plan consists of the following: (1) a grouping of positions into classes, similar with respect to duties, responsibilities, authority, character of work, and which require substantially the same qualifications for employment, (2) position descriptions for each class which describe areas of responsibility, typical duties, and other requirements, and (3) a listing of positions showing the class title and name of employees assigned to that position. Included in Appendix B is a list of the District's current position classes and associated position descriptions.

It shall be the responsibility of the General Manager to administer the District Classification Plan so that it reflects all positions within the District fairly and accurately. The General Manager shall review the Plan periodically, and, if necessary, recommend appropriate changes to the District Board of Directors. The General Manager may reclassify an already created position to a different classification when the duties of that position have changed materially enough to warrant such reclassification, with such change subject to Board approval.

2001 Hiring Procedure

When a vacancy occurs in a regular position, and the District is not able to promote a qualified person from within, the District shall prepare and advertise a job announcement. The job announcement shall specify the classification title, the nature of the work to be performed, the pay range for the position, the minimum or desirable qualifications, and the period of time for the filing of applications. The General Manager may include additional information as he/she deems necessary. Applications for employment shall be made on forms provided by the District.

The General Manager or his/her designee shall review all applications and other relevant supplemental application material, and shall select the candidate(s) possessing the best job-related qualifications for further consideration in an interview process. The interview process shall be consistently and impartially applied to all candidates. The interview process shall consist of one or more personal interviews, and may also incorporate any of the following which are relevant for the position: a written test, an aptitude test, a performance test, a physical agility test, or work samples from prior employment.

2002 Conditions of Employment

Prior to employment commencing, all full-time employees will be required to pass a pre-employment physical exam to determine their fitness to carry out the duties of the position.

All full-time employees in positions which are considered "safety sensitive" in nature are required to pass a pre-employment drug test in addition to the pre-employment physical exam. Safety sensitive positions are defined as:

- (1) Their duties involve a greater than normal level of trust, responsibility for or impact on the health and safety of others; and
- (2) Errors in judgment, inattentiveness or diminished coordination, dexterity or composure while performing their duties could clearly result in mistakes that would endanger the health and safety of others; and
- (3) Employees in these positions work with such independence, or, perform such tasks that it cannot be safely assumed that mistakes such as those described in (2) could be prevented by a supervisor or another employee.

Safety sensitive positions include but are not limited to the Essex and Ruth based employees, and the General Manager. Administrative staff positions generally are not considered safety sensitive.

Temporary employees may also be required to pass a pre-employment physical and drug test.

Essex-based maintenance and operation employees are required to reside within 45 miles and/or one hour's driving distance of the Essex Control Center. The Essex control Center is located in Humboldt County, a remote area of the state which on regular occasions is isolated from other counties or reasonable access due to weather conditions, road closure, or other emergency conditions. The District is the sole water supplier in the Humboldt Bay region and provides the necessary water service for municipal drinking as well as fire protection purposes. The District also provides water treatment to protect public health under strict Federal and State of California regulations and guidelines requiring frequent operations attention. Therefore, the District needs to have competent personnel available to assure these services are maintained, as well as twenty-four hour emergency on call response available even when the area is isolated due to weather or other emergency conditions.

Any District employee that drives a District vehicle, or is authorized to drive their own vehicle in the course of their employment, shall be required to have a valid California driver's license of the appropriate class. If they are authorized to drive their own vehicle they shall also be required to provide proof of insurance. The employees' driving record must be free of multiple or serious traffic violations or accidents, and will be taken into consideration as a factor in the selection process and continued

employment with the District.

Any employee who handles District funds must be bondable and will be required to meet the standards for a fidelity bond from a surety acceptable to the District.

It is the District's intention to only hire those workers who are authorized to work in the United States, pursuant to the Immigration and Naturalization Act of 1990. Any person offered employment with the District would be required to verify their eligibility to work in the United States. This will require the completion of the employment eligibility verification forms (i.e., I-9) and submission of all required documents providing proof of identification.

2003 Appointment

The General Manager shall make all offers of employment in writing, stating the job title, pay rate, date of hire, that the position is at-will, and any other conditions of employment. Once an offer of employment has been made and accepted, employment remains contingent upon passing the required pre-employment physical examination and drug screening.

2004 Promotions

It is the District's intent to promote employees from within if the employee under consideration for promotion has the necessary interest, qualifications and experience. Promotions to vacancies in higher classifications shall be made available to employees whenever such promotions are in the best interest of the District.

2005 Compensation Plan

The Compensation Plan is intended to provide fair and competitive compensation for all positions at the District. The pay range for each position class at the District shall be approved by the Board of Directors. The Board of Directors may from time to time authorize changes in the pay range considering factors such as the cost of living index and other labor market data. The current pay range for each position class is included in Appendix C.

Individual steps within the pay range for each class have been established to recognize varying experience levels of employees upon initial hire to the District, and to provide incentives and rewards to employees who gain experience and perform satisfactorily. Step increases are generally granted at one year intervals, subject to satisfactory performance (see Section 2007, Merit, below).

The District recognizes the value of qualified employees, who by virtue of working for the District for an extended period of time, gain valuable experience and technical

expertise on the regional water system and/or other aspects of the District's business. The District wishes to promote longer-term service, and therefore, has instituted "longevity pay". Full-time employees will receive the following increase in base pay, subject to satisfactory performance, as follows:

- 5 years of service - 2.5%
- 10 years of service - 5%
- 20 years of service - 7.5%
- 25 years of service - 5%

2006 Performance Evaluations

In order to provide an effective means of evaluating individual employee performance, and to substantiate and justify the recommendation and approval of a merit pay increase, all employees will receive periodic performance evaluations. Performance evaluations shall be prepared on a form approved by the General Manager. A sample evaluation form is contained in Appendix D.

Your first performance evaluation will be conducted within the first six months of employment. After that, performance evaluations will be conducted annually. More frequent evaluations may occur depending upon past performance, changes in job duties or classification, or if performance problems exist. Your performance evaluation may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your attitude toward work, and your attitude toward and ability to work with others. The evaluations should help you become aware of your overall performance, areas for improvement, and objectives or goals for future work performance.

The evaluation will be conducted by your supervisor who will discuss the results with you. After the review you will be required to sign the evaluation report to acknowledge that it has been discussed with you by your supervisor, and that you are aware of its contents. All evaluations will be filed in your personnel file and a copy provided to you after the discussion with your supervisor.

Absence of a performance evaluation does not imply satisfactory performance. Additionally, positive performance evaluations do not guarantee increases in pay or promotions, nor do they extend any guarantee or right of continued employment. Pay increases and promotions are solely within the discretion of the District and depend upon many factors in addition to performance.

2007 Merit and Longevity Increases

A one-step merit increase will be considered annually on or about the anniversary date of employment or promotion with the District, subject to a favorable performance review. Upon the recommendation of an employee's supervisor, and with the General

Manager's approval, an employee may be considered for a special merit review at any time if performance or other conditions so warrant. Longevity increases will also be granted, subject to satisfactory performance, at specified times as described in Section 2005 (Compensation Plan). Any and all changes in pay will become effective on the pay period closest to the scheduled anniversary date. The granting of merit and/or longevity increases in pay do not extend any guarantee or right of continued employment to an employee granted such increase.

2008 Work Schedules

The workweek begins on Monday at 12:01 a.m. and ends the following Sunday at Midnight.

The regular work schedules are generally as follows:

- Eureka office staff: 8:00 a.m. to 5:00 p.m.
- Essex supervisory, Maintenance & Electrical staff: 7:00 a.m. to 3:30 p.m.
- Essex Operations staff Alternative Work Schedule: 8 hrs, two 10 hrs, 12 hrs rotational shifts.*
- Essex Operations staff (if on regular schedule): day shift 8:00 a.m. to 4:00 p.m.; swing shift 4:00 p.m. to midnight; graveyard midnight to 8:00 a.m.

Your working hours or regular schedule may change from time to time depending on business needs. Under such circumstances, the District will provide you as much notice as possible.

*HBMWD Operation and Maintenance Technicians requested, and were granted, an alternative work schedule which has certain conditions attached to it. Primarily that each O&M Tech understands that the District, at its sole discretion, and at any time, may revoke the alternative work schedule and return all O&M Techs to a regular 8-hour per day shift rotation schedule.

Due to the seasonal nature of the District's Turbidity Reduction Facility (TRF), most O&M Techs work part of the year in the Operations Department and part of the year in the Maintenance Department. While in Maintenance, O&M Techs work standard eight-hour shifts.

The Alternative Work Schedule is as follows:

- Comprised of a series of eight, ten and twelve hour days.
- Employees are scheduled to work four days each work week (on 8, 10 or 12 hour shifts) which together total 40 hours, with three scheduled days off.

You will be provided one-half hour for lunch. Your lunch will be scheduled by your supervisor at approximately the middle of a work shift to the extent possible. Lunch periods are not considered to be time worked. You should also take two ten-minute rest periods each day which will generally be scheduled at 10:00 a.m. and 2:30 p.m.

2009 Pay and Paydays

The District processes payroll twice per month. Pay for time worked from the first thru the fifteenth of the month (1st - 15th) will be paid no later than the 22nd of the month. Pay for time worked from the sixteenth thru the last day of the month (16 - last day of month) will be paid no later than the 7th of the following month. The District offers direct deposit as a convenience to employees. For those employees who prefer paper checks, they will be available for employees on the 7th or the 22nd of the month at the Eureka office after 3:30p.m.

Full-time employees are paid a monthly salary which is adjusted to provide compensation based on actual hours worked or, in the event of paid leave, on the basis of credits due to the individual employee. Hourly rates and overtime rates for full-time employees will be calculated, per provisions of the Fair Labor Standards Act as it applies to public agencies, using the monthly salary level for a given individual. Overtime worked or time off will be credited or deducted in one-quarter hour increments.

2009.1 Paycheck Direct Deposit

The implementation of direct deposit of paychecks is provided as a convenience for employees. Each employee who would like to participate in direct deposit must complete a Direct Deposit Employee Authorization Form and provide a voided check or a copy of the portion of their bank statement that verifies the bank routing number and account number.

2010 Overtime Pay and Procedures

The District pays overtime to non-exempt employees according to applicable state and federal laws. Overtime hours will be paid at 1.5 or 2.0 times the regular hourly rate, in accordance with applicable law.

It is your responsibility to plan and carry out assigned duties within the work schedule assigned by your supervisor. If your assigned work cannot be accomplished within your scheduled work hours, you must so inform your supervisor. Any additional hours of work required must be approved in advance by your supervisor, or the Superintendent, Business Manager or General Manager.

If possible, supervisors should obtain advance approval from the Superintendent, Business Manager or the General Manager before authorizing overtime. In situations where prior approval is not possible, supervisors may authorize overtime, but must notify the Superintendent, Business Manager or General Manager of overtime worked as soon after as possible.

2010.1 Comp Time in Lieu of Overtime

Any non-exempt employee has the option of choosing when to receive compensation for overtime hours worked. Employees can either be compensated on the paycheck when the overtime hours were worked or at a later date by the use of a Compensatory Time Off Bank (Comp Time Bank). Hours are banked at a rate of 1.5 hours per 1 hour of overtime worked.

The option to use the Comp Time Bank is voluntary. The employee must complete and sign the Overtime/Comp Time Bank Agreement (Appendix D). Once a signed agreement is on file at the Eureka office, any worked overtime hours will be posted to the Comp Time Bank until the bank reaches 40-hours. Once the bank reaches 40-hours, the employee will be switched back to receiving their overtime pay on their paycheck when the hours are worked. An employee may opt back out of the Overtime/Comp Time Bank Agreement by notifying the Eureka office in writing at least 30-days in advance. An employee may only opt in or out of the Overtime/Comp Time Bank Agreement once during any calendar year.

Overtime hours posted to the Comp Time Bank (up to 40 hours) may be used at a future date in two ways:

- o Paid time off (with supervisor pre-approval)
- o Cashed out (once per calendar year)

The use of Comp Time hours must be scheduled and approved in advance by your supervisor. These requests will be evaluated on the basis of projected manpower needs, seniority, and extenuating circumstances

2011 Holiday, On-Call, Call-Back, Shift Differential and Meeting Pay

Holiday: Time worked on a holiday will be paid at twice the regular hourly rate.

On-Call: If you are required to be on-call to provide telephone or radio support to on-duty staff, or for possible recall to work, you will be paid at 25% of your regular hourly wage for all hours on-call. When on-call, you must be reachable either via telephone or radio at all times. Any time spent actually responding to on-call situations shall be counted as hours worked, and you shall be paid at your regular or overtime hourly rate for such hours, whichever is applicable.

Call-Back: The District will compensate you a minimum two hours of pay if you are required to report to work on a day other than your normally scheduled workday, or if you are called back to work after your regular shift has terminated. This two-hour

minimum shall not apply to on-call situations.

Shift Differential: If you work the swing and/or graveyard shift between the hours of 4:00 p.m and 8 a.m., you will be paid an additional hourly rate. This is based on 5% of your regular hourly rate (i.e. regular hourly rate \$15.00 x 5% = \$.75 per hour). Eligible hours are considered hours worked during the swing and graveyard shifts. Employees will not be paid shift differential for holiday, overtime or standby hours. Premium pay is already paid in these circumstances. Eligible hours subject to shift differential pay will be determined and reported on the employee's individual timesheets by the Supervisor. An employee must work to be paid shift differential. This means when an employee takes either: vacation/sick/bereavement/floating holiday time off on a day that was schedule as shift differential hours, shift differential pay will not be paid. This will appear on your pay stub as a Shift Differential.

Meetings: You will be paid for your time while attending meetings, lectures and training programs if they are mandatory or directly related to your job. Any overtime hours, including travel time, will be paid in accordance with state and federal law at the appropriate overtime rate.

2012 Time Records

Your time sheet is used to determine the number of hours for which you will be paid for a given pay period, and to keep track of your paid time off or other leaves. Therefore, it is essential that you keep an accurate record of hours worked, sick leave, vacation, or other absences. As noted previously, all overtime requires prior approval. Essex and Ruth based employees time sheets are completed by your supervisor, and reviewed by the Superintendent. Eureka employees complete their timesheets and submit them to their supervisors for approval.

2013 Personal Records

The District wants to be sure that your paycheck reflects the proper deductions and that your dependents are covered by all appropriate benefits. Therefore, to ensure the personal data in your file is accurate and up-to-date, please notify the Accounting and HR Specialist of any changes in your personal status as soon as possible. Important information includes:

- Name, address, telephone number
- Marital status
- Number of dependents
- Person to be notified in case of emergency
- Beneficiaries for insurance

2014 Personnel File

You have a right to inspect documents in your personnel file in the presence of a District representative at a mutually convenient time. You may have copies of any documents within your personnel file. Completion and submission of a Personnel Records Request form is required. This form is provided in Appendix H. You may add your version of any disputed item to the file.

Personnel files are confidential and will be treated as such. The District will restrict disclosure of your personnel file to authorized individuals only. Any request for information from personnel files must be directed to the General Manager. Disclosure of personal information will not occur unless requested by authorized law enforcement or other governmental agencies conducting official investigations, or as otherwise legally required.

2015 Discipline

Circumstances may occur which necessitate disciplinary action by the District. Disciplinary methods and actions are at the sole discretion of the District. Use of discipline does not affect the District's at-will employment status.

A system of progressive discipline may be implemented, at the sole discretion of the District, and may include any of the following steps: Oral Reprimand, Written Reprimand, Demotion, Suspension Without Pay or Discharge. The General Manager shall review and approve all disciplinary actions involving suspensions, and only the General Manager has the authority to discharge or terminate employees.

Summary discipline (direct action) may be taken in cases involving criminal conduct, drunkenness, drug abuse on the job, insubordination and similar employee conduct which requires imposition of the immediate discipline.

2016 Issue Resolution

At some time during your employment with the District, you may have an issue, problem or complaint about your job, your working conditions or the treatment you are receiving. Such issues, problems, or complaints are of interest to the District. To facilitate discussion and resolution, we ask that you take the following steps:

- Bring the problem to the attention of your immediate supervisor in a timely manner. Your supervisor will investigate and provide a solution or explanation.
- If your supervisor does not adequately address the problem, or if it persists, bring the problem to the attention of the Superintendent, Business Manager or the General Manager. It is recommended that you do this as soon as possible after you believe your supervisor has failed to resolve it. The Superintendent,

Business Manager or General Manager will then investigate and provide a solution or explanation.

The District values your input and you should feel free to raise issues or concerns, in good faith, without the fear of retaliation.

2017 Termination

You may voluntarily terminate employment with the District by:

- o Voluntarily resigning
- o Failing to report to work for 3 consecutively scheduled workdays without notice to or approval by your supervisor, Upon voluntary termination, you will be paid any accrued wages and accrued vacation, and potentially a portion of your accrued sick leave (pursuant to the formula in Section 4001.5).

Upon involuntary termination, you will be paid, , any accrued wages and accrued vacation, and potentially a portion of accrued sick leave (pursuant to the formula in Section 4001.5) within 48 hours of termination.

You must immediately return all District-owned property (vehicles, keys, uniforms, identification badges, credit cards, etc.) upon termination of employment. You should take all personal items with you when you leave the District. Personal items left in the workplace are subject to disposal if not claimed at the time of the termination.

2018 Employment Verification

All requests for employment verification should be directed to the Accounting and HR Specialist. No other District employee is authorized to release employment verification or reference information for current or former employees. The District's policy is to only disclose dates of employment, and titles of positions held. If you authorize disclosure in writing, the District will also provide a prospective employer with information regarding the salary or wage last earned. Requests for any additional reference information shall be directed to the General Manager. As a matter of policy, the District will not provide letters of reference.

Chapter 3

DISTRICT REQUIREMENTS and STANDARDS

3000 Standards of Conduct

Working together at the District requires cooperation and mutual respect for the rights of all employees, customers, and the general public. Therefore, the District has high expectations regarding the personal conduct of its employees. Employees of the District are expected to work in a positive, productive and self-disciplined manner. The District expects that employees will:

1. Use good judgment and work safely at all times
2. Use your experience and training to deliver high quality drinking water to ensure protection of public health
3. Follow operations manuals and procedures, and other written or oral directives from your supervisor
4. Work competently and diligently to carry out and complete your assigned duties
5. Keep yourself informed so as to perform your job effectively
6. Work well with your co-workers and be concerned and protective of their welfare

While continuation of your employment is at the mutual consent of you and the District, it may be helpful to identify some examples of the types of conduct that are impermissible and may lead to various forms of discipline, up to and including immediate termination. Although it is not possible to provide an exhaustive list of all types of impermissible conduct and performance, the following are some examples:

1. Insubordination, including improper conduct toward, or refusal to perform tasks assigned by your supervisor, the Superintendent or the General Manager;
2. Drinking/intoxication while working or driving a company-owned vehicle;
3. For positions requiring a CDL, not maintaining an acceptable driving record. (Note - District's insurance carrier defines acceptable as: no moving violation in a District vehicle, no at-fault accidents, and no more than two "points" from DMV within a 36 month period);
4. Possession, distribution, sale or use of illegal drugs while at work or on the property, or while driving a company-owned vehicle;
5. Theft or unauthorized removal or possession of property from the District, fellow employees, customers, or anyone on District property;
6. Fighting on District property or while on District business;
7. Violating safety or health rules, or engaging in conduct that creates a safety or health hazard;
8. Sexual or other unlawful harassment of another employee;
9. Bringing onto District property or in District vehicles, dangerous or unauthorized materials, such as explosives, firearms, hazardous materials or other similar items, except as provided for in Section 3016;
10. Conviction of a criminal offense that impacts on your employment;

11. Falsifying or making a material omission in an employment application, or in other information provided in personnel, timekeeping or other District records;
12. Committing a fraudulent act or a breach of trust under any circumstances;
13. Neglect in the care or use of District property;
14. Poor job performance;
15. Excessive (3 per month) unexcused absenteeism or tardiness;
16. Violation of District policies.

This list of prohibited conduct does not alter the District's policy of at-will employment. Either you or the District remain free to terminate the employment relationship at any time, with or without reason or advance notice.

3001 Alcohol-Drug-Free Work Place

The District recognizes that behavior resulting from the use of alcohol and/or drugs may detrimentally affect the safety and work performance of its work force and can present a risk to the health and welfare of its employees and members.

In recognition of the District's responsibility to maintain a safe work environment and your responsibility to perform safely, the District will act to eliminate any substance abuse, which increases the risk of injuries, accidents, or substandard performance. For the purpose of this policy, substance abuse includes the use or possession of illegal drugs, alcohol or, abuse of prescription drugs, which could impair your work performance and/or ability to perform your job safely. It is expected that:

- You shall not be at work, drive a vehicle on District business, or operate the District's equipment with any amount of alcohol or illegal drugs in your system which would result in a confirmed positive test; shall not use alcohol, possess open containers of alcohol, or use or possess illegal drugs while on duty; and shall not manufacture, distribute, dispense, sell or provide illegal drugs to any person while on duty.
- If the use of a prescription drug combined with the duties of the required job creates an unsafe working condition, this fact shall be reported to your supervisor or General Manager prior to reporting to work. Employees whose job performance is so restricted may be subject to reassignment, medical examination, or other actions specified by applicable statutes and regulations.
- **Reasonable Suspicion Testing**
Employees may be subject to drug and alcohol testing when there is reasonable suspicion that the employee has violated the rules expressed above. In addition, when any employee has previously been found in violation of these rules, or by the employee's own admission, the employee may be required to submit to periodic substance testing as a condition of remaining in or return to District employment.

3001.1. Fitness-For-Duty & Return-To-Work Evaluations

The purpose of this policy is to determine an employee's ability to safely perform the essential job tasks of his/her job with or without reasonable accommodation. This policy is not designed or intended to supersede employer requirements under any state or federal law or regulation and will be utilized in accordance with the law.

General guidelines:

- Each employee is responsible for maintaining his/her health in such a way that the employee can perform the essential functions of his/her job with or without reasonable accommodations. If a supervisor has reason to question the ability of an employee to perform the essential job functions, a Fitness-for-Duty or Return-to-Work Evaluation may be requested.
- To determine the appropriateness of a Fitness-for-Duty or Return-to-Work Evaluation request, supervisors must consult and receive approval from the General Manager.
- Time required by the employee to complete the Fitness-for-Duty / Return-to-Work Evaluation is considered work time and may require an administrative leave. Time off for prescribed treatment (after the evaluation), mandatory or otherwise, will be charged to accrued sick leave and/or compensatory time.
- Results of the evaluation will be maintained confidentially and separate from the employee's personnel record.
- If a Fitness-for-Duty / Return-to-Work evaluation is necessary, the employee will be required to be examined by a treating, personal physician or specialist selected by the District.
- Failure to attend a Fitness-for-Duty or Return-to-Work Evaluation may lead to disciplinary action, up to and including, termination.

Any employee who has questions concerning this policy or wants information on the dangers of drug abuse in the workplace, or is interested in available assistance programs, is encouraged to discuss this matter with the General Manager.

Any District employee convicted of any criminal drug statute for a violation occurring in the workplace, shall notify the District, in writing, no later than five calendar days after such conviction. The District upon receiving such notification will notify any federal or state agency from which it receives funds as required, within ten days.

The Federal Highway Administration of the Department of Transportation (DOT) has mandated urine drug testing and breathalyzer alcohol testing for safety-sensitive positions, and prevents performance of safety-sensitive functions when there is a

positive test result. In addition, DOT requires the establishment of drug free workplace policies and the reporting of certain drug-related offenses.

Appendix F contains the District's DOT Substance Abuse Policy, the purpose of which is to assure fitness for duty and to protect our employees and the public from risks posed by alcohol and controlled substance use. This, in conjunction with the Drug-Free Work Place policy above, is intended to comply with applicable Federal regulations governing workplace anti-drug programs in the transportation industry.

3002 Punctuality and Attendance

You are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your supervisor and your fellow employees. An unscheduled absence causes your workload to fall on others, just as you must assume the workload of others who are absent.

Excessive (3 per month) absenteeism or tardiness without legitimate reasons will not be tolerated. If you are unable to report for work on any day, you must call your supervisor (or if unavailable the Superintendent, Business Manager or General Manager) before the time you are scheduled to begin working that day. In all cases of absence or tardiness, you must provide your supervisor with an honest reason or explanation and the expected duration.

If you fail to report for work without notifying your supervisor (or if unavailable the Superintendent, Business Manager or General Manager) and your absence continues for a period of three days, the District will consider that you have abandoned your job and have voluntarily terminated your employment.

3003 Emergency Response

District operations involve supplying potable water to the District's wholesale municipal and retail customers. Any interruptions of these services can pose significant public health problems to the communities we serve. All regular full-time employees shall be subject to emergency call outs. All employees that are subject to emergency calls are required to have working telephones in operation at all times in their places of residence. Employees subject to emergency call-outs are required to report changes in residence or phone number to the Superintendent within five working days.

3004 Certification

California's Health and Safety Code specifies requirements for Water Treatment and Distribution Certification. The following summarizes the State requirements:

If an operator has been designated by the water supplier as the Chief Operator or Shift Operator, the operator must be certified at the level specified below:		
HBMWD Facility Classification	Minimum Certification of Chief Operator	Minimum Certification of Shift Operator
Treatment 4 (T4)	T4	T3
Distribution 4 (D4)	D4	D3

The State regulations further state that water systems shall utilize only certified distribution operators to make decisions regarding the following operational activities:

- install, tap, re-line, disinfect, test and connect water mains and appurtenances
- shutdown, repair, disinfect and test broken water mains
- oversee flushing, cleaning, and pigging of existing water mains
- pull, reset, rehabilitate, disinfect and test domestic water wells
- stand-by emergency response duties for after-hours distribution system emergencies
- drain, clean, disinfect and maintain distribution reservoirs.

And water systems shall utilize either certified distribution operators or treatment operators to make decisions regarding the following operational activities:

- operate pumps and related flow and pressure control and storage facilities
- maintain or adjust system flow and pressure requirements to meet consumer demands
- determine and control proper chemical dosage rates for well head disinfection and distribution residual maintenance
- investigate water quality problems in the distribution system

Based on the state's requirements, and the operational decision making needs of the District, the following requirements have been established for each position class:

Position Class	Treatment Certification Required	Distribution Certification Required
District Superintendent	T4 (desired) T2 (if State will not recognize job duties and experience to obtain T3/T4 certification) **	D4
Water Operations Supervisor (Chief Operator)	T4	D4
Assistant Water Operations Supervisor	T4	D4
Maintenance & Electrical Supervisor	T4 (desired) T2 (if State will not recognize job duties and experience to obtain T3/T4 certification) **	D4
Assistant Water Operations Supervisor	T2	D4
Water Operations Specialist	T4	D4
O&M Techs (Shift Operators)	T3	D3
Operations & Customer Service Specialist	T3	D3
Maintenance Mechanic	T2	D2
Electrician & Instrument Technician	T2	D2
Ruth Hydro Operator	T2	D2
Maintenance Worker	T1	D1

** Note - State regulations require that our Chief Operator (Operations Supervisor) be certified at the T4/D4 level. As a matter of District policy, we wanted all of our supervisory positions at Essex to have the highest level of Treatment and Distribution Certification possible. Thus, all three Essex supervisory positions were originally required to be T4/D4. However, State DHS employs a very narrow definition of "treatment experience" which is required for all treatment certification levels beyond T2. Therefore, the required certification levels for the Superintendent, Maintenance Supervisor and Assistant Water Operations Supervisor have been changed to reflect the realities of State DHS decision making.

If an employee, upon initial hire to the District or promotion within the District, does not possess the required certification, the District will allow a specified period of time

for that employee to achieve the required certification. The specific amount of time allowed to achieve the required certification shall be specified in the employee's hire/promotion letter from the District. The employee must meet the certification requirements within that specified period of time as a condition of employment. Under extenuating circumstances, a one-time extension may be granted to the employee to meet the certifications requirements, upon approval by the General Manager. The District will support employees through the certification process to the greatest extent possible. The District will pay the following costs associated with the certification process: examination fees, certification fees, renewal fees, and authorized books/courses to allow the employee to prepare for the exams, and costs associated with continuing education requirements. The District will also allow a specified amount of time during the paid work week for the employee to prepare for the exams. The amount of preparatory time, and when an employee may take it, shall be specified by the Superintendent.

Although not required, employees in the Maintenance Mechanic, Electrician, Maintenance Worker and Hydro Operator position classes are encouraged to achieve higher certification levels so as to maximize their training and potential career progression.

In addition, the District has several vehicles that require a Commercial Class A License for operation. Medical evaluation and certification is also required for this license. The medical evaluation is provided at the District's designated medical care facility. The District will reimburse for Commercial license renewal fees for those employees with a job classification requiring a Commercial Class A License.

3005 Release of District Information and Media Contacts

Improper use or disclosure of District information may result in liability for you and the District. If you have any doubt as to whether you should release information to anyone who does not have a clear right to that information, please refer the matter to the Superintendent, Business Manager or General Manager.

Since the events of September 11th, the District has instituted a new policy regarding release of District information to members of the public, or other "outside" parties. A person interested in information about the District, and especially our facilities, must first complete a Request for Information form. The General Manager or Superintendent must approve release of the information, prior to any information being provided to the "outside" party. Finally, the District employee who actually provides the information must document exactly what was provided (using Part 3 of Request for Information form). The completed form shall be submitted to the Accounting and HR Specialist for filing.

At times, you may be approached for interviews or comments by the news media. If

approached, refrain from making any comment. You must refer all media questions to the General Manager or Superintendent. This policy enables the District to coordinate replies to the news media.

3006 Conflicts of Interest

All employees are to avoid conflicts of interest. Conflicts occur when your individual interest interferes with your responsibilities at the District, or when your personal relationship (e.g. with a supplier, customer, subordinate) impairs your ability to exercise good judgment on behalf of the District. Furthermore, you should not accept loans, excessive entertainment or gifts, or anything constituting personal gain from a supplier, customer, or other party doing business with the District. If you are involved in any actual or potential conflict of interest, you should immediately disclose the relevant circumstances to your supervisor, or the Superintendent, Business Manager or General Manager. If an actual conflict is determined, the District may take appropriate corrective action.

3007 Property

District Property: You are expected to use and handle with care District property (e.g. equipment, supplies, tools, furniture, software, documents). District property, including the shops and tools, are not to be used for personal purposes, nor removed from the District, without prior approval of the Superintendent or General Manager.

Ruth-area: Due to the unique location and nature of work at Ruth, an arrangement is in place whereby the District's tools and shop may occasionally be used for personal purposes by the Ruth-Area Representative, in exchange the Ruth-Area Representative uses some of his personal tools to perform District work.

Surplus Property: Occasionally, the District will declare as surplus property it no longer needs. The District's policy regarding sale of surplus property is as follows:

- the General Manager and Superintendent are not eligible to buy surplus property;
- other employees may purchase surplus property if, at the sole discretion of the District, they have no "insider information" about the surplus goods;
- a process must be used that allows all potential buyers to have an equal opportunity to examine the property and an equal chance to obtain it (e.g. a sealed-bid process).

Personal Property: The District is not responsible for your personal property. You should not leave valuable personal belongings in the workplace.

3008 Tobacco Policy

Smoking tobacco is not allowed in District buildings or any other enclosed area or facility. Chewing and spitting tobacco is not allowed in or around any District building or facility. Vaping and use of e-cigarettes are not permitted in or around District buildings.

3009 Use of Telephone

You are entitled to use the District telephone for personal calls in case of emergency. It is also recognized that occasionally personal calls may have to be made or taken during scheduled working hours. These calls must be kept to a minimum and should be interrupted to handle incoming calls or other District business. If you make a toll call for personal business, you must reimburse the District for the cost of such calls in accordance with the established procedure.

3010 Use of Computers, E-mail, Internet, Voicemail, and FAX

Computers, E-mail, Internet (including social networks), voicemail and FAX machines are provided to District employees for the purpose of conducting District business and are not intended for personal use. Limited personal use is allowed, provided it meets the following guidelines.

No use of the District's computers, E-mail, Internet (including social networks), voicemail and FAX machines shall impair the District's business or the employee's performance, commit any illegal act, violate the District's anti-harassment policy, or result in private gain or advantage for the employee (such as conducting business related to economic interests outside of District employment).

Each employee with access to the District's computers, E-mail, Internet (including social networks), voicemail, and FAX machines is responsible for understanding and following these guidelines. Unauthorized or improper use of the District's computers, E-mail, Internet, voicemail or FAX machines may result in terminating access to it; and depending upon the severity of the outcome of unauthorized or improper use, may result in disciplinary action, up to and including termination.

Employees may have a uniquely assigned user name and password for security purposes. While this cannot guarantee privacy, confidentiality or data security, it is an important component of the District's overall system protection. Employees are responsible for all computer and Internet use under their user name, and shall maintain the confidentiality of their password.

All electronic storage media, data files, logs and programs used on District owned computer or telephone equipment is the property of the District and is subject to inspection by the General Manager, Business Manager or Superintendent. No employee has a personal right to, or any rights of privacy to any information stored or created on the District's computer or telephone systems.

3011 Health and Safety

The District is committed to maintaining a safe and healthy workplace for all employees, and intends to fully comply with all laws regarding worker and workplace safety. The District has a comprehensive Workplace Illness and Injury Prevention Program (WIIP) as well as a number of other safety policies, procedures and practices. A copy of the WIIP is included in Appendix E for your information and use. Additionally, a complete copy of the District's Safety Manual and ongoing safety training schedule is available for your information and review at Essex and the Eureka office.

Employees are expected to work safely and obey all safety-related rules and regulations on the job at all times. If you sustain an injury or occupational illness at work, you must immediately notify your supervisor, the Superintendent, Business Manager or the General Manager. Additionally, please report any accidents or "near misses" even if they do not result in injury, thereby helping sustain a safe environment.

3011.1 Safety Incentive Award - The District has instituted a safety incentive/reward program for full-time regular employees. HBMWD believes that providing a positive safety incentive program encourages employees to report injuries, illnesses and near misses and recognizes, encourages and rewards their involvement in our District's safety management program and will assist in achieving these goals.

Incentive: Specific eligibility requirements are as follows: 1) applies to full time employees only; 2) the employee must have been employed with the District for at least six months in the calendar year for which the award applies; and 3) the employee is still employed by the District at the time the safety drawing is conducted. The award is \$200 per employee per calendar year and \$500 (including the \$200) for one employee whose name is randomly drawn from the list of \$200 incentive recipients.

Criteria to be eligible for incentive award:

1. Participate in at least seventy five percent (75%) of monthly safety meetings during the calendar year. For newly hired employees that meet the eligibility requirements, percentage applies to eligible monthly safety meetings.

2. Wear appropriate PPE when required on the job.
3. 3a. Provide one safety awareness or preventative suggestion to supervisor and have it documented at a safety meeting or with the safety committee.
- 3b. Report an incident or near miss incident or unsafe conditions.
- 3c. Receive a "satisfactory" rating on annual performance evaluation under the "Safe Practices" category.

One of these 3
per calendar
year

If employee fails to achieve any one of the three criteria listed above, they will be ineligible for the annual award.

The employee must still be employed with the District at the time of the drawing. It is very important that the safety award program not inhibit or deter employees from addressing or reporting any injury sustained at work. Employees are once again reminded that you must immediately notify your supervisor, the Superintendent, Business Manager or General Manager if you sustain an injury or occupational illness at work.

3012 Workplace Security and Workplace Violence

3012.1 Visitors - Visitors who are at District facilities are to be met in the office area and accompanied by an employee at all times while on the premises. Only employees and authorized consultants, suppliers or vendors are allowed on District property unaccompanied.

3012.2 Monitoring and Vigilance - Employees should always pay attention to their surroundings, and be on the look out for any abnormal or suspicious behavior or situation in and around the workplace, or at any District facility. Any abnormal or suspicious behavior or situation should immediately be reported to your supervisor, the Superintendent, Business Manager or the General Manager.

3012.3 Workplace Violence - The District is committed to providing a safe and violence-free workplace and strictly prohibits employees, consultants, customers, or visitors from behaving in a violent or threatening manner. The District seeks to prevent workplace violence before it begins, and reserves the right to deal with behavior that suggests a propensity toward violence even prior to any violent behavior occurring. The District believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs, and has established procedures for

reporting and investigating the possibility of violence.

Workplace violence includes but is not limited to:

1. Threats of any kind, or threatening, aggressive, or violent behavior;
2. Other behavior that suggests an inclination or propensity toward violence. This could include belligerent speech, aggressive arguing or swearing, sabotage or threats of sabotage, or a pattern of refusing to follow policies and procedures;
3. Defacing property or causing physical damage; or
4. Bringing weapons or firearms on District premises, in District vehicles, or while conducting District business (other than that expressly allowed in Section 3016).

Any employee who observes or becomes aware of any of the above-listed actions, or similar behavior, by an employee, customer, consultant, contractor, or visitor should notify their supervisor, Superintendent, Business Manager or General Manager immediately. Further, employees should notify and provide a copy of any restraining order that is in effect. Employees must also notify their supervisor, the Superintendent, Business Manager or General Manager of any potentially violent non-work-related situation that could result in violence in the workplace (for example a domestic dispute). All reports of workplace violence or threats of such violence will be taken seriously and will be investigated promptly and thoroughly. The District will not tolerate retaliation against any employee who reports workplace violence.

If the District determines that workplace violence or threat of violence has occurred, the District will take appropriate corrective action and will impose discipline on the offending employee. While the nature of discipline will depend on the circumstances involved, the District reserves the right to take other appropriate action, as it deems appropriate, in its sole discretion, including without limitation initiation of civil and/or criminal proceedings. If the violent behavior is that of a non-employee, the District will take appropriate action in an attempt to ensure that such behavior is not repeated.

3013 Staff Expense Reimbursement Guide /Travel

All business travel must be authorized in advance by the General Manager, Superintendent, or Business Manager.

3013.1 Per Diem and Travel Advance Procedures

To reduce/eliminate out-of-pocket costs for employees when travelling for District business, an advance per diem/travel check will be provided up to two weeks prior to travel. Once travel needs are known, the employee will complete the top portion of the

Per Diem/Travel Advance Request Form and forward to the Eureka office. The check will not be issued more than two weeks in advance of the travel event.

Once the check is issued to the employee, the employee will not be required to keep receipts for meals and incidentals (per diem). If travel plans change or are cancelled, any and all advance funds are due back to the District immediately. Failure to do so may be grounds for termination.

The use of per diem and advance payment is required. Any exception must be approved by the General Manager, Superintendent or Business Manager. An employee who does NOT receive an advance per diem/travel check, or who incurs additional expenses while traveling that are not covered by the advance travel check, must claim reimbursement for travel expenses using the Expense Reimbursement form and attach detailed receipts (see 3013.2, Employee Incurred Expenses, below). Advance per diem/travel checks are not available after-the-fact.

Please refer to the "Per Diem & Travel Advance Policy" as well as the "Per Diem and Travel Advance Procedures" for additional detail.

3013.2 Employee Incurred Travel Expenses

Reimbursement for travel expenses not covered by the per diem/advance travel check must be claimed using the Expense Reimbursement Form and include submission of acceptable detailed receipts. Alcohol is not reimbursable. Use of a personal vehicle for authorized District travel will be reimbursed at the IRS-approved mileage reimbursement rate.

Any accompaniment by non-district personnel, whether the travel is by private car, common carrier, or District vehicle, must be approved in advance by the General Manager. No expenses associated with travel of the non-employee shall be reimbursed by the District.

3013.3 District Issued Credit Card

Credit cards will be issued to Managers and Supervisors who have the need to frequently purchase supplies or services. Credit cards should be used only for legitimate, approved business of the District, subject to the following regulations. These cards should be used for all approved expenses as authorized in this section.

- No personal items may be charged on the business credit card;
- All charges must be in line with travel guidelines or as approved by management; and

- Receipts must be signed by a manager and submitted to the administrative office within two weeks of making the charge.

3014 District/Personal Automobiles

Use of District-owned vehicles is limited strictly to work-related assignments, and only District employees are authorized to operate District-owned vehicles. Employees with assigned District vehicles may drive the vehicle from their home to the assigned work location and from work back home each work day. Use of District vehicles for personal business is strictly prohibited. Any employee driving a District vehicle must have an appropriate un-expired driver's license. Gas purchased for District vehicles (if not pumped from District storage or filled at a "card-lock" station) must have a documented receipt listing why the gas was purchased, the vehicle mileage, and the purpose of the trip.

Use of personal vehicles on District business must be approved in advance except in emergencies. Such use will be reimbursed per the travel policy outlined above.

All employees who drive a District vehicle or use a personal vehicle on District business shall attend or take online an approved Defensive Driver Training Course at least once every four years. Drivers may include temporary employees, seasonal employees, part-time employees and volunteers.

3015 Cellular Phone Safety Policy

Consistent with California law, the use of cellular phones without a hands-free device while driving on District business is prohibited. If you keep your cell phone on while driving, you must use a hands-free device. If you do not have a hands-free device, you must safely pull off the road to use your cellular phone. Under no circumstances, may a driver initiate a cellular phone call or text message while driving a vehicle during the course of business.

3016 District Cabin

Any employee of the District is eligible to use the Cabin/Bunkhouse at Ruth for personal trips, as long as such use does not interfere with official District uses. The cabin is available on a first-come, first-served basis, and use must be scheduled with the Administrative Office. Use of the cabin costs \$15.00 per night.

3017 Gun and Pepper Spray Policy

As discussed previously, bringing dangerous or unauthorized materials, such as explosives, firearms, hazardous materials or other similar items, on District property or

in District vehicles is strictly prohibited except as follows:

- Employees living at HBMWD's Ruth Lake Headquarters will be allowed to keep rifles/guns at the leased residence for personal use.
- Employees assigned to maintenance duty at Ruth Lake may, with the prior approval of the Superintendent, transport guns/rifles to the Ruth area for recreational use during non-duty hours. It will be the responsibility of the Superintendent to make sure such weapons are transported in a lawful manner.
- Full-time employees are allowed, but not required, to carry pepper spray for personal protection against people or animals. -

Chapter 4

EMPLOYEE BENEFITS

4000 Introduction

The benefits outlined below include certain benefits required by law, and others provided at the discretion of the District to meet employee needs. All benefits are reviewed annually and budgeted as part of the Salary and Employee Benefits Budget. As the Board approves and changes benefits, the Employee Handbook will be updated. All Board approved changes are applicable, regardless of whether they are listed in the Employee Handbook.

Temporary employees are covered by Social Security, Worker's Compensation, SDI and Unemployment Insurance. No other benefits apply.

Full-time employees are covered by all of the benefits described below. It should be noted though that not all benefits begin immediately upon hire - there may be a waiting period before certain benefits commence. There are additional details associated with some of the benefits outlined below. Please contact your supervisor or the Accounting and HR Specialist to inquire about specific benefit details as necessary.

4001 Paid Time Off Benefits

4001.1 Vacation

Full-time employees begin accumulating ten (10) vacation days (at a rate of 6 hours, 40 minutes per month) immediately upon hire. After four years of service (on your anniversary date), you will be given five (5) additional vacation days and begin accumulating fifteen (15) vacation days per year the following month (at a rate of 1 day, 2 hours per month). After ten (10) years of service (on your anniversary date), you will be given five (5) additional vacation days and begin accumulating twenty (20) vacation days per year the following month (at a rate of 1 day, 5 hours, 20 minutes per month). Between fifteen (15) and twenty (20) years of service (on your anniversary date), you will be given one additional day per year based on the following schedule, and you will accumulate vacation at a higher rate each year commensurate with the total days below:

- 16th year - 21 days
- 17th year - 22 days
- 18th year - 23 days
- 19th year - 24 days
- 20th year - 25 days

All vacation leave must be scheduled and approved in advance by your supervisor and will be evaluated on the basis of projected manpower needs, seniority, and extenuating circumstances.

Vacation generally should be taken in the year in which it is earned.

No employee shall be allowed to accumulate more than 20 days (160 hours) of vacation during the first five years of employment and no more than 30 days (240 hours) thereafter. Vacation days in excess of the above will be paid out by the District at the

end of the calendar year in which the accumulation limit is exceeded. In extenuating circumstances, the General Manager may make an exception.

Employees, at their discretion, will be allowed to cash-in up to five days of earned vacation in any one calendar year. This will be paid at their regular base salary.

4001.2 Holidays

Full-time employees are entitled to the following eleven paid regular holidays:

- | | |
|---------------------------|--------------------------------------|
| 1. New Year's Day | January 1 |
| 2. Martin Luther King Day | 3 rd Monday in January |
| 3. Presidents' Day | 3 rd Monday in February |
| 4. Memorial Day | Last Monday in May |
| 5. Independence Day | July 4 th |
| 6. Labor Day | 1 st Monday in September |
| 7. Veterans' Day | November 11 |
| 8. Thanksgiving | 4 th Thursday in November |
| 9. Day after Thanksgiving | 4 th Friday in November |
| 10. Christmas Eve | December 24 th |
| 11. Christmas | December 25 th |

When a paid holiday falls on a Saturday, the District will recognize the preceding Friday as the holiday. When a paid holiday falls on a Sunday, the District will recognize the following Monday as the holiday.

Should a paid holiday fall on your regular day off, your Floating Holiday Bank balance will be increased by 8 hours. Floating Holiday banked hours are *always* use/lose, (cannot be accrued or cashed in, see 4001.3 for details) with the exception of additions made for the Christmas Eve or Christmas Day holidays. Floating Holiday Bank hours granted for either of those two holidays will expire February 28th of the following year.

4001.3 Floating Holiday Bank

Full-time employees are granted three Floating Holidays (24 hours) per year. , At the beginning of each calendar year employees will receive 24 hours posted to their Floating Holiday Bank. New hires are granted one (1) hour for the first pay period in which they started work (regardless of the start date) and one (1) hour per pay period through the end of the calendar year. These hours will be calculated and posted to their Floating Holiday Bank within the first month of hire.

Floating Holiday hours cannot be accrued or cashed-in. Employees are encouraged to use them prior to the calendar year-end. The *only* exception is regarding banked hours

related to regular paid holidays (see 4001.2 for details). The use of Floating Holiday hours must be scheduled and approved in advance with your supervisor. These requests will be evaluated on the basis of projected manpower needs, seniority, and extenuating circumstances.

If you wish to observe a religious holiday, you may use Floating Holiday hours, accrued vacation, or take time off without pay. Such days off must be scheduled in advance with your supervisor.

4001.4 Management Leave

Management employees are exempt from overtime compensation under the Fair Labor Standards Act (FLSA). In lieu of paid overtime, management employees are granted management leave hours. These hours are posted to the employees Management Leave Bank at the beginning of each calendar year.

- | | |
|--------------------------------------|-------------------|
| ○ District Superintendent | 4 days (32 hours) |
| ○ Business Manager | 4 days (32 hours) |
| ○ Maintenance/Electrical Supervisor | 3 days (24 hours) |
| ○ Water Operations Supervisor | 3 days (24 hours) |
| ○ Asst. Maint./Electrical Supervisor | 2 days (16 hours) |
| ○ Asst. Water Operations Supervisor | 2 days (16 hours) |

Management Leave hours cannot be accrued or cashed-in. Employees are encouraged to use them prior to calendar year-end

4001.5 Sick Leave

All full-time employees are provided paid sick leave benefit. Sick leave is defined as the time an employee is absent from work due to illness or injury, or to undergo medical, dental or optical examinations or treatment, or for family purposes that meets the following criteria:

- Care of an eligible family member who is incapacitated because of illness or injury and definitely requires personal care. The length of an absence for this purpose shall be limited to the time reasonably required to either provide care or to make other arrangements for such care. For the purpose of this subsection, an eligible family member is the employee's spouse, child, parent, grandparent, domestic partner (as defined by Section 297 of the California Family Code), or domestic partner's child. Additionally, under this subsection, an eligible family member is any other close relative or child who resides with the employee.
- To transport an eligible family member to and from a local hospital for medical treatment or operation, including childbirth.

- o To be in attendance during serious medical treatment or operation, including childbirth, performed upon an eligible family member.

Sick leave is accumulated at the rate of one day (8 hours) per month, up to a maximum of 130 days, during months the employee is working or on authorized paid leave. Sick leave will no longer accrue when an employee's accumulated sick leave balance equals 130 days (1040 hours). Sick leave is used in increments of no less than one-quarter hour. A record of accumulated sick leave and sick leave used will be maintained at the District's administrative office.

It is your responsibility to notify your supervisor as soon as possible, but no later than one-half hour after the start of the work shift, if you are unable to come to work due to illness or injury. If the illness lasts more than one day, you must keep your supervisor notified of your condition and estimated return to work.

The District may request a doctor's certificate clearing you to return to work if the illness or injury so merits. A doctor's certificate may also be required on any absence exceeding three work days. The District may periodically evaluate your ability to return to work with your physicians, and with Worker's Comp or SDI if applicable.

When applicable, the District will coordinate its sick leave benefits with Worker's Compensation benefits (Section 4001.7) and with State Disability Insurance (SDI) (Section 4002.1). If you receive Worker's Comp or SDI payments, you must report them in writing to the Accounting and HR Specialist for proper accounting and coordination. Under such circumstances, you will be credited with the equivalent amount of sick leave. In no event will you receive more in total compensation from the District and the insurer than your regular wage.

In the event you become ill or incapacitated longer than your accumulated time off (including vacation), health, dental and life insurance benefits will remain in effect as long as the terms of the benefit policy in effect allows. Any employee share of benefit premiums, if applicable, will be deducted from your paycheck from the District. When such is no longer possible, you must pay any employee share to continue the benefit coverage.

4001.5a Kin Care Leave

Full-time employees may use a portion of their accrued sick leave as Kin Care Leave to care for immediate family members who are sick. You may use up to half of the sick time accrued per calendar year (up to 6 days) to care for a sick family member, regardless of the seriousness of the illness. Family members covered include parents, children and spouses. Kin Care Leave will not accumulate from year to year. You must provide as much notice as possible to request Kin Care Leave. If the leave exceeds one day your supervisor must be kept informed.

4001.5b Termination and Sick Leave

You will not receive days off in lieu of sick leave when terminating from the District. However, as a reward for low sick leave usage, terminating employees who have worked for the District for ten or more years (who are not retiring) will be reimbursed by cash in an amount equal to the total accumulated sick leave x 35% x most recent hourly wage.

4001.5c Retirement and Sick Leave

Retiring employees who have worked for the District for ten or more years can choose, in writing at least 30 days prior to employment end date, one of three options:

- 1) Cash in an amount equal to the total accumulated sick leave hours x 35% x most recent hourly wage
- 2) Conversion of 100% of accumulated sick leave hours to additional service credit for retirement purposes (subject to the District's CalPERS contract and any other requirements imposed by CalPERS)

A portion in cash and a portion as service credit, the sum of which may not exceed 100% of the accumulated hours. The cash portion may be any percentage up to 35% (for example 20% cash and 80% service credit) The cash portion may not exceed 35% of the total accumulated hours of sick leave times the most recent hourly wage.

When an employee is approaching retirement, the employee should consult with a representative from CalPERS to learn how the service credit provision works, as well as any limitations or requirements.

4001.6 Bereavement Leave

Regular employees are eligible to receive up to three days paid leave at any one time when they are absent from work due to death of a member of their immediate family. For this purpose Immediate family includes the following individuals for the employee, the employees spouse, or the employees domestic partner: mother, father, grandmother, grandfather, or a grandchild, son, son-in-law, daughter, daughter-in-law, niece, nephew, brother, or sister .

4001.7 Worker's Compensation: Work-Related Injury

Workers' compensation insurance is paid by the District and protects you if you are injured while performing assigned duties on the job. All employees are covered by the District's Worker's Compensation Insurance. You must report any work-related injury or illness immediately to your supervisor. Work-related illness or injury will be treated

in the manner prescribed by the Worker's Compensation Insurance carried by the District. This includes immediate diagnosis and treatment at a hospital or emergency room if necessary, and follow-up care with appropriate physicians.

You will be placed on a Workers' Compensation Leave if temporarily and completely disabled from work for more than five days. A doctor's written certificate of disability is required. While on Workers' Compensation leave, you are required to provide periodic updates on your medical condition to the Superintendent or General Manager. Prior to returning to work, you must provide a written release from your doctor that permits you to return to work and indicates any restrictions to full duty. As discussed above, Worker's Comp benefits will be coordinated with the District's sick leave benefits (see Section 4001.5).

4001.7a Return to Work Policy

In an effort to minimize serious disability due to on-the-job injuries and illnesses and to reduce Workers' Compensation costs, the District has developed a Return To Work Program with its insurance provider. . The program will be implemented by a team comprised of your supervisor, the District's claims representative (from ACWA JPIA), the medical provider, the injured employee, and the General Manager. All team members will be asked to take an active role in returning the injured/ill employee to a productive status.

Supervisors will assist by directing the employee to appropriate care and assisting in proper reporting of the injury or illness while maintaining a positive and frequent flow of communication with the injured worker. They will also assist in reducing lost production time by arranging work meeting "light duty" restrictions, as needed, The Supervisors and General Manager will work with the JPIA claims representative to assist with the assessment of the employee's ability to return to work. Together they will encourage the treating physician to release the injured employee to work as soon as possible, with appropriate work limitations and restrictions. By this joint effort, the District will help the injured/ill worker recover at a more rapid rate, gain production for wages paid, minimize the employee's wage loss, and reduce workers' compensation costs.

If you are injured and subject to this policy, you will have certain responsibilities. After your first appointment with a physician, a Return to Work Recommendations Record (or other documents provided by the physician) should be provided to your supervisor. Whenever possible, the District will provide you with work within your restrictions, if any. Once you are released to light duty, you should report to work immediately.

Once you are back at work, you are responsible for:

- Working within the physical limitations set by the physician at all times and performing only those temporary duties assigned to you by your supervisor;
- Letting your supervisor know if you are having any difficulties performing your assigned tasks;
- Telling your supervisor in advance if you must miss work for a medical appointment; and
- Ensuring that your supervisor knows of any changes in your work restrictions you learn from your doctor.

If you do not report to work (light duty or regular work) when you are released, you may not be eligible for temporary disability payments or wages.

4002 Disability Insurance, Leaves and Leave Donation

4002.1 State Disability Insurance (SDI)

The District is a member of the State Disability Insurance program which provides short-term weekly benefits in the event an employee is unable to work due to non-work related illness or injury. All employees are covered by SDI. The monthly premium is deducted in total from the employee's paycheck. As discussed above, SDI benefits will be coordinated with the District's sick leave benefits (see Section 4001.5).

4002.2 Long-Term Disability (LTD)

All full-time employees are covered by Long-Term Disability Insurance. The District pays the entire premium for this coverage. If you become disabled (as defined in the LTD policy), you are eligible to receive LTD insurance benefits up to 60% of your monthly pay after the qualifying period. For additional details, benefit coordination restrictions and any exclusions please consult the policy statement provided by the insurance provider.

4002.3 Pregnancy Disability Leave

If you are disabled by pregnancy, childbirth or related medical condition, you are eligible to take a pregnancy disability leave (PDL). The PDL is for any period of actual disability caused by your pregnancy, childbirth or related medical condition up to four months per pregnancy. You may be required to provide certification from your health care provider outlining the details of your disability.

You may elect to substitute accrued sick leave or accrued vacation before taking the remainder as an unpaid leave. You may also be eligible for State Disability Insurance for the unpaid portion of your leave. For the duration of the authorized leave, the District shall maintain your health, dental and life insurance coverage consistent with the District's existing policy. Upon return, the District will reinstate you to your

original or equivalent position.

4002.4 Paid Family Leave Insurance Program

You are eligible to receive paid Family Leave to care for a seriously ill child, spouse, parent, domestic partner, or to bond with a new child. This benefit is another form of disability compensation, provided by the State, and is funded by employee payroll deductions. Under the Family Temporary Disability Insurance Program, an employee may take up to six weeks of wage replacement benefits during a twelve-month period. As with other disability compensation, employees will receive only a portion of their wages during their absence. There are a number of program details and certain restrictions. This benefit is administered by the State's Employment Development Department (EDD).

4002.5 Family Care and Medical Leave

The District shall grant eligible employees leave in accordance with the Family and Medical Leave Act (FMLA) and the California Family Relief Act (CFRA). If you have more than 12 months of service with the District, and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may take up to 12 weeks of unpaid leave in a calendar year for the following reasons:

- To care for your child after birth, or placement for adoption or foster care
- To care for your spouse, parent, or son/daughter with a serious health condition
- For a serious health condition that makes you unable to perform your job

The District may require medical certifications supporting the need for leave due to a serious health condition affecting you or your immediate family member.

You must provide the District with a written request for family care or medical leave. Foreseeable or planned events and pre-scheduled medical treatments require at least 30 days advance written notice of your requested leave. For other events, you must provide as much notice as possible.

Both District policy and employee choice shall govern whether paid time off is substituted for otherwise unpaid leave. To care for your child after birth, or placement for adoption/foster care, you may elect to substitute accrued paid vacation for unpaid leave. For your own serious health condition, or to care for an immediate family member who has a serious health condition, you must first use your accrued paid sick leave, after your accrued paid sick leave is exhausted, you may also elect to substitute accrued paid vacation before taking the remainder as an unpaid leave. For the duration of the authorized leave, the District shall maintain your health, dental and life insurance coverage consistent with the District's existing policy. Upon return, the District will reinstate you to your original or equivalent position.

4002.6 Organ/Bone Marrow Leave Program

You are eligible to receive a paid leave of absence for the purpose of donating an organ to another person. This paid leave is not to exceed 30 business days in a one-year period.

You are eligible to receive a paid leave of absence for the purpose of donating bone marrow to another person. This paid leave is not to exceed 5 business days in any one-year period.

In both instances, the one-year period is measured from the date the employee's leave begins and consists of the subsequent twelve consecutive months.

4002.7 Unpaid Leave of Absence

Except as otherwise herein provided, leaves of absence without pay up to a maximum of three months, that are in the best interest of the District, may be granted by approval of the General Manager. Requests for leaves of absence without pay shall be submitted in writing by the employee to their supervisor who shall consider such requests on their individual merits and circumstances and shall forward his/her recommendation to the General Manager for approval. When an employee is on an unpaid leave of absence they shall not accrue sick leave, vacation or holiday benefits. The General Manager may determine that an employee's anniversary date, for the purposes of merit increase qualification and vacation accrual rate determination, has changed if the unpaid leave of absence exceeds ten (10) working days.

4003 Leave Donation for Critical Illness/Injury

As a means for employees to support fellow employees in need during a critical or acute illness/injury, the General Manager (or designee) may approve donations from full-time employee's accrued leave balances. These donations would assist an eligible employee who is required to be absent from work for personal medical reasons and has exhausted his/her applicable paid-leave balances.

There are specific eligibility criteria and requirements to receive donated leave. Additionally, there are conditions for the actual donation of leave. Please refer to the Critical Illness/Injury Leave Donation Policy and required Donation Form which are provided in Appendix J.

4011 Health Insurance

All full-time employees of the District and their dependents are covered by a group health plan. The District makes available several medical plans from which the employees can choose. The District provides a monthly medical premium benefit in the amount of the insurance premium cost of the Family Classic PPO plan. If you choose a medical plan with a monthly premium in excess of this amount, you will be required to pay the portion of the premium above this amount.

The District currently contracts for group health insurance through ACWA/JPIA. There are a variety of plans available. These plan options include HMO and PPO plans. One of the PPO plans is a Consumer Driven Health Plan (CDHP), which is a high deductible plan and is Health Savings Account (HSA) compatible. The District will pay the annual deductible for the Consumer Driven Health Plan via deposit to the employee's HSA, as long as the total cost of the premium plus deductible is less than the monthly premium cost of the Family Classic PPO medical plan up to the CDHP annual deductible amount. The current deductible amount is \$1,500 for an individual and \$3,000 for a family. In addition to this annual benefit for the CDHP medical plan, the District provides an additional incentive of \$1,000 per year for the first four (4) years that an employee switches to the CDHP. This additional incentive is deposited in two equal installments of \$500 in January and April. Employees are solely responsible for their HSA account investments. An employee may change between available plans annually during the open enrollment period. The open enrollment period is usually October/November with the change becoming effective in January of the following year.

Under certain circumstances, retirees will be eligible for District-paid health benefits. To be eligible for District-paid retiree health benefits, an employee must : 1) retire *from the District*, 2) be eligible for PERS retirement benefits upon retirement from the District (in accordance with the District's PERS contract), and 3) have a minimum of ten years of service at the District prior to retirement.

The duration of retiree health benefits provided by the District, subject to the requirements above, depends on the date an employee was hired by the District.

- For all full-time regular employees hired by the District *prior to July 8, 2004*, the District will pay the medical cost premium during retirement, subject to a maximum of \$640 per month, without a specific time limitation as to how long this benefit will be provided during a retiree's retirement.

- For all full-time regular employees hired by the District *after July 8, 2004*, the District will pay 100% of the medical cost premium during retirement, subject to a maximum of \$640 per month, for a maximum of 10 years or until the retiree reaches age 65, whichever comes first. In other words, if an employee retires at age 55, the District will pay up to \$640/month in retiree health benefits for 10 years, after which time no more retiree health benefits will be paid by the District. If an employee retires at age 60, the District will pay up to \$640/month in retiree health benefits for five years (e.g. when the retiree reaches age 65), after which time no more retiree health benefits will be paid by the District. The District's health insurance plan shall be made available, if allowed by the plan provider, to retirees after age 65 if the entire premium is paid by the retiree.

4012 Dental and Vision Insurance

All full-time employees of the District and their dependents are covered by a group dental policy. This coverage is entirely paid by the District. All full-time employees and their dependents are also covered by a group vision plan. The premium is paid entirely by the District.

4012.1 Employee Assistance Program (EAP)

This program is entirely paid by the District. The EAP offers employee assistance to overcome emotional, family and other personal problems, offers guidance on financial and legal issues, improve your health and wellness. Contact the EAP provider for benefit details and limitations

4013 Life Insurance

All full-time employees of the District are covered under a group term-life insurance program. The premium for this coverage is paid entirely by the District. This policy provides coverage up to \$50,000 for each employee, \$12,500 coverage for spouse and \$2,000 for children and additional \$50,000 coverage for employee in the event of accidental death. Additional life and accidental death insurance for employee and their dependents may be available for employees to purchase via payroll deduction. For additional details and exclusions, if any, please consult the policy statement provided by the insurance provider.

4014 Retirement

All employees are covered by Social Security (SS). The District pays the SS employer share and deducts the SS employee's share from your paycheck. All regular full-time employees are also covered by the California Public Employees Retirement System (CalPERS). The District's contract with CalPERS changes over time. Employees are encouraged to contact CalPERS for the latest benefits available under the District

contract. A summary of the major benefits are listed below. For specific details, contact CalPERS or the Accounting & HR Specialist or the General Manager. **Due to changes in the law, effective January 1, 2013, (PEPRA), the District will have two tiers of employees:** 1) Those employed before January 1, 2013, including those new employees eligible due to carryover within six months (as provided in PEPRA) "Classic Employees"; and 2) Those employed on or after January 1, 2013 "PEPRA Employees".

1. **Persons Eligible:** Regular full-time employees, part-time employees reaching minimum hour requirement, and employees already CalPERS member.
2. **Waiting Period:** Eligible from the first day of employment.
3. **Employee Contribution: Tier 1 (2% at 55-Classic).** Tier 1 employee contribution is paid by the District. **Tier 2 (2% at 62-PEPRA).** Tier 2 employee contribution is paid by the employee. PEPRA rules prohibit the District from paying employee's share.
4. **Employer Contribution:** Varies according to experience rating of the District.
5. **Vesting Provisions:** You become vested after completion of five years of public service, be it with the District or another public employer who participated in CalPERS. Vesting means funds may be left on deposit for future retirement. Should you leave the District and wish to withdraw your contributions, you may request a refund from CalPERS. The employer contributions are only paid upon retirement.
6. **Benefits Provided:** You will be eligible to retire when you have five years of service credit and have attained age 50 (Tier 1 / Classic) or age 52 (Tier 2 / PEPRA). Your retirement date can be any date you choose; however, the amount of the monthly allowance can be affected. Your age determines your benefit factor used in the retirement formula. So, you may decide to retire on your birthday or at a completed quarter year of age to increase the benefit factor. CalPERS will calculate the retirement benefits based on three factors: (1) years of service, (2) a percentage factor determined by your age at retirement, and (3) either **Tier 1:** the final average monthly pay rate for the highest 12 consecutive months of work; or **Tier 2:** the final average monthly pay rate for the highest 36 consecutive months. There is no mandatory retirement age.

7. CalPERS Options

The District contract includes options and benefits for its employees, briefly described below. For more detailed information and a complete list of CalPERS options and benefits available under our District's CalPERS contract, refer to the "CalPERS" website or see the Accounting & HR Specialist.

7.1 2% @ 55 (Tier 1 / Classic)

This formula provides to local miscellaneous members 2% of pay at age 55 for each year of service credited with that employer. For members who retire earlier, the percentage is reduced. See Contract.

7.2 2% @ 62 (Tier 2 / PEPRA)

This formula provides local miscellaneous members 2% of pay at age 62 for each year of service credited with that employer. For members who retire earlier, the percentage is reduced. See Contract.

7.3 Salary Cap

The Public Employee Pension Reform Act (PEPRA) of 2013 included compensation limits for CalPERS retirement salary calculations (GC 7522.10) Subject to change annually. For any employee hired after January 1, 2013, the salary cap provided for the current year will be utilized (for 2017 the PEPRA cap is \$118,775). For any Classic employee hired after 1996 and before 2013, there is also a cap (for 2017 the cap is \$270,000).

7.4 One-Year Final Compensation (Tier 1 / Classic)

The period for determining the average monthly pay rate when calculating retirement benefits would be for the 12 highest paid consecutive months.

7.5 Three-Year Final Compensation (Tier 2 / PEPRA)

The period for determining the average monthly pay rate when calculating retirement benefits would be for the 36 highest paid consecutive months (3 years).

7.6 Unused sick leave may be converted to additional service credits, see Section 4001.5c for description of available options.

7.7 Pre-Retirement Optional Settlement 2 Death Benefit

This benefit is a monthly allowance equal to the Service Retirement benefit that the member would have received had the member retired on the date of his or her death and elected Optional Settlement 2. (A retiree who elected Optional Settlement 2 receives an allowance that has been reduced so that it will continue to be paid after his or her death to a surviving beneficiary.) The allowance is payable as long as the surviving spouse lives. There is a guarantee that the total amount paid will be at least equal to the basic Death Benefit.

7.8 Military Service Credit

Military Service Credit as Public Service: A member may elect to purchase up to four years of service credit for any continuous active military or merchant marine service prior to employment. The member must contribute an amount equal to the contribution for current and prior service that the employee and the employer would have made with respect to that period of service.

Military Service Credit for Retired Persons: The retired person must contribute an amount to the ontributions for current and

prior service that the employee and the employer would have made with respect to that period of service. The retiree must not receive credit for the same military service with another publicly funded retirement system. The retired person's allowance would be increased only with respect to the allowance on or after the effective date of the election to purchase the service credit.

Employees nearing retirement are urged to avail themselves of the retirement pre-counseling and planning available to them by CalPERS. CalPERS requires at least 90 days' notice in advance of planned retirement (as does Social Security). However, the District strongly urges employees anticipating retirement to make their inquiries at least six months to one year in advance to avoid any unnecessary delays. The Business Manager or Accounting & HR Specialist can provide you with names and phone numbers of personnel at CalPERS who can assist you in your retirement planning.

4015 Deferred Compensation

All regular full-time employees are eligible to participate in the District-sponsored Deferred Compensation Plans. This allows employees to set aside a portion of their paycheck in a deferred compensation account which shelters both the principal and interest from taxes until it is actually withdrawn by the employee - presumably at retirement when their tax bracket is lower. Participation in the deferred compensation plan is entirely voluntary, and the District does not endorse nor guarantee the particular investments made by the employee.

The District will contribute \$50.00 per month for each employee who does not participate in the deferred compensation program.

The District will provide a contribution match of up to \$100.00 per month for employees who do participate in the deferred compensation plan.

4016 Unemployment Insurance

All employees of the District are covered by the State Unemployment Insurance Program. The District pays all costs of this coverage, which is available in the event of unemployment, by applying to the State Employment Development Department.

4017 COBRA

At your expense, you and your dependents may be eligible for continuation of health, dental and vision insurance coverage in the event you lose District coverage due to termination of employment, reduction in work hours or certain other qualifying events.

4018 Expense Reimbursement

4018.1 Certification

All costs incurred by full-time District employees in applying for the required State Operator Certification will be reimbursed by the District. The District will also pay for training classes taken to maintain or upgrade an operator certificate, or comply with the continuing education requirements. Where deemed necessary and appropriate, the operator training and certification for temporary employees may be paid for by the District. This determination must be made in advance by the Superintendent and approved by the General Manager.

4018.2 Uniforms and Safety Gear

The District will make available raingear and all safety gear needed by employees in the course of work (e.g. safety glasses, ear protection, hardhats). The District will pay the difference in cost between normal prescription lenses and safety prescription lenses. The District will also furnish coveralls to each full-time employee either via purchase or a uniform service. Additionally as part of the safety program, the District will pay the cost of safety shoes once per year (which include insulated steel toed rubber boots for maintenance and operations/maintenance tech employees and fulltime Ruth employee) appropriate to the position (up to a maximum amount established by the Superintendent). The District will pay the cost of safety shoes when needed by the employee, but no more than once per year. The District will also reimburse temporary employees a portion of the costs of safety shoes up to \$50 per year.

Upon approval of the Superintendent, employees may be reimbursed the cost of replacing or repairing personal property such as eyeglasses, clothing, or other items worn or carried by the employee, when such item is damaged or destroyed in the line of duty without fault of the employee.

4018.3 Safety Apparel Allowance

Permanent employees receive an annual allowance of \$100.00 to be used for the purchase of HBMWD logo safety T-shirts and sweatshirts. The intent of this allowance is to provide safety apparel in highly visible colors to employees. This apparel must be ordered through the Eureka office. The selection of available styles and color options is managed through the Eureka Office. Please contact office staff for additional details.

4018.4 Educational Assistance

All reasonable expenses related to attending workshops or seminars which you are requested to attend by the District will be paid for by the District in accordance with the travel policy outlined herein. Under certain circumstances and with advance approval by the General Manager, the District may provide tuition reimbursement for classes, seminars or workshops which enhance your ability to do your job. Overtime and travel costs are not eligible for tuition reimbursement. Upon completion of such class,

seminar or workshop, you must submit evidence of satisfactory completion and a brief report to your supervisor.

4018.5 Meals

If you are asked to remain at work or are called back to work generally for a minimum of four hours, the District will provide a meal if you are unable to provide one yourself. Under such circumstances, the District will either provide the meal or reimburse you for the reasonable cost of the meal upon submission of proper documentation.

4018.6 Ruth Assignment

At times, you may be assigned to work at Ruth Lake for more than a normal work day. Any stay in excess of a normal work day must be approved in advance. With respect to meals, breakfast and lunch on the date of arrival are your responsibility. Thereafter, the District will either arrange for meals to be provided, or will reimburse you for the actual and reasonable cost of up to three meals per day in accordance with the travel policy outlined herein. The District will also reimburse you for actual and reasonable lodging expenses if District facilities are not available or other extenuating circumstances apply.

4018.7 Miscellaneous

An employee authorized to incur a miscellaneous expense not covered by a regular purchase order (e.g. petty cash expense) must provide proper documentation of the purchase, cost and need for the expense.

Use of District-issued credit cards is limited to the General Manager, Superintendent, Business Manager, Operations Supervisor, and Maintenance Supervisor, who shall maintain proper records of the expenses and reasons therefore of any credit card use. Gasoline credit cards shall be used only for expenses related to District vehicles.

4019 Miscellaneous Time Off

4019.1 Jury Duty

All employees should willingly accept ordered jury duty as one of the obligations of citizenship. If summoned for jury duty, you must immediately report to your supervisor when your jury service begins and when it ends. Given the size of the District, if it is determined that jury duty would significantly impact the proper operation of the District, you should notify the jury officials to request a postponement. Any full-time employee on jury duty will receive regular compensation less any amount of compensation received from the court, not including mileage. Generally, use of District vehicles for jury duty is prohibited.

4019.2 Voting

The District encourages its employees to take an active role in the federal, state and

local election process. If you are a registered voter, you may take up to two hours of paid time off to vote if you do not have sufficient time outside of working hours to vote. Time off for voting shall be taken at the beginning or end of your regular work shift, whichever accommodates the most time for voting and the least time off from work. You must provide your supervisor with at least two days' notice that time off is needed.

4019.3 Service as an Election Official

You are eligible to take time off to serve as an election officer on election day. You will not be paid during this time off, unless you elect to use accrued vacation. You must provide your supervisor with at least two days' notice that this time off is needed.

4019.4 Volunteer Firefighters

You are eligible to take time off to perform emergency duty as a volunteer firefighter. You will not be paid during this time off, unless you elect to use accrued vacation. You must provide your supervisor with as much notice as possible that time off is needed.

4019.5 School Visits

You are eligible to take time off to appear at school for suspended children or dependents. The District will also allow you to take up to 4 hours for school conferences each year per child or dependent. You will not be paid during this time off, unless you elect to use accrued vacation. You must provide your supervisor with at least two days' notice that this time off is needed.

4019.6 Military Leave

You are eligible for a leave of absence to meet your military obligations. With respect to Reserve Duty, the District will pay the difference between your full salary and your military pay, for up to two weeks each year. Any additional time will be unpaid. With respect to Active Duty, you may take a leave of absence without pay to meet your active duty responsibilities. A copy of the military orders shall be provided to your supervisor at least five days prior to reporting for duty.

To be eligible for reinstatement to employment, you must return to work in accordance with the provisions of the Universal Military and Service Act. Your leave of absence will expire if you do not return within the time limits set by the Act.

Acknowledgment of Receipt of Handbook and At-Will Agreement

After you have read this Handbook and have clarified any issues with your Supervisors, please complete and sign both copies of the following statement. Two copies are provided, one for your records and one for the District's records. Detach one copy and return it to the Accounting & HR Specialist within five days.

District Employee Handbook Receipt (employee copy)

I have received my copy of the District's employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with and follow the policies and procedures contained in the Handbook.

I understand that, except for employment at-will status, any and all policies or practices can be changed at any time by the District. I understand and agree that, other than the General Manager of the District, no manager, supervisor or representative of the District has authority to enter into any agreement, expressed or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the General Manager has the authority to make any such agreement and then only in writing, signed by the General Manager.

My signature below certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between the District and me concerning the duration of my employment. It supersedes all prior agreements, understandings, and representations concerning the duration of my employment.

Employee's Signature _____ Date _____

Sign, date, and keep this copy for your records.

Acknowledgment of Receipt of Handbook and At-Will Agreement

After you have read this Handbook and have clarified any issues with your Supervisors, please complete and sign both copies of the following statement. Two copies are provided, one for your records and one for the District's records. Detach one copy and return it to the Accounting & HR Specialist within five days.

District Employee Handbook Receipt (employer copy)

I have received my copy of the District's employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with and follow the policies and procedures contained in the Handbook.

I understand that, except for employment at-will status, any and all policies or practices can be changed at any time by the District. I understand and agree that, other than the General Manager of the District, no manager, supervisor or representative of the District has authority to enter into any agreement, expressed or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the General Manager has the authority to make any such agreement and then only in writing, signed by the General Manager.

My signature below certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between the District and me concerning the duration of my employment. It supersedes all prior agreements, understandings, and representations concerning the duration of my employment.

Employee's Signature _____ Date _____

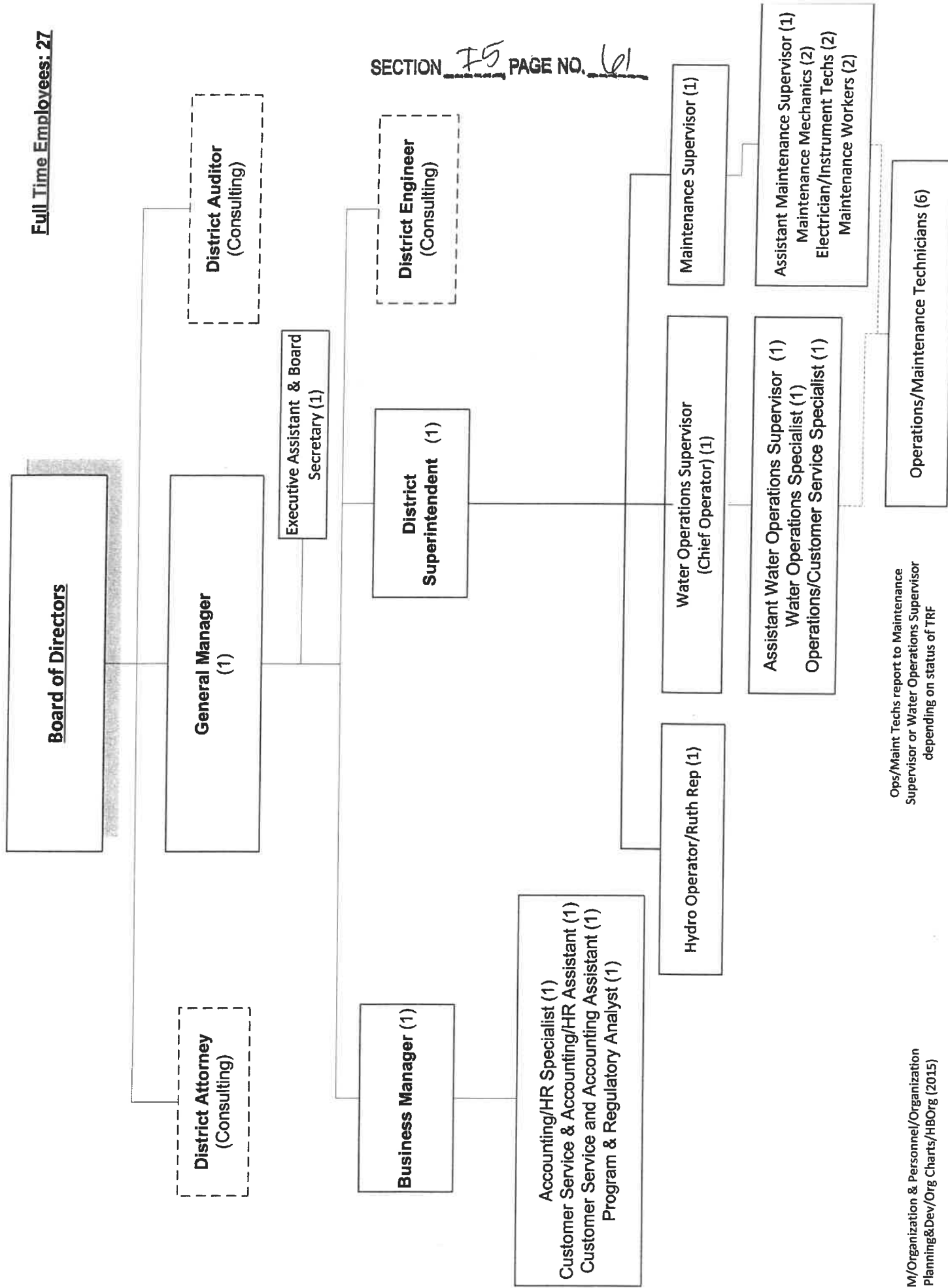
Sign, date, and return this copy to the Accounting and HR Specialist.

Appendix A

Humboldt Bay Municipal Water District

Full Time Employees: 27

SECTION 75 PAGE NO. 61



Appendix B

Humboldt Bay Municipal Water District

Classification Plan (Chapter 2, §2000) - All Positions within the District

Appendix B - Employee Handbook **SECTION 15** PAGE NO. 63

POSITION TITLE	POSITION CLASSIFICATION	POSITION BASED
General Manager	M1	Eureka
District Superintendent	M2	Essex
Business Manager	M3	Eureka
Maintenance/Electrical Supervisor	M4	Essex
Water Operations Supervisor (Chief Operator)	M5	Essex
Assistant Maintenance / Electrical Supervisor	M6	Essex
Assistant Water Operations Supervisor (Back-Up Chief Operator)	M7	Essex
Water Operations Specialist	OM1	Essex
Electrician/Instrument Tech	OM2	Essex
Operation & Maint Technicians (Shift Operator)	OM3	Essex
Maintenance Mechanics, Operations/Customer Svc Spec.,		Essex
Hydro Operator/Ruth Representative		Ruth
Maintenance Worker	OM4	Essex
Senior Regulatory Analyst*	A1	Eureka
Accounting and Human Resources Specialist	A2	Eureka
Regulatory Analyst		Eureka
Executive Assistant and Board Secretary	A3	Eureka
Accounting and Human Resources Assistant	A4	Eureka
Customer Service and Accounting Assistant	A5	Eureka

M = Management Classification

OM = Operations & Maintenance Classification

A = Administration Classification

* At any given time, there is only one Analyst Position

GENERAL MANAGER – M1
Position Description

GENERAL PURPOSE

This is the chief executive office position responsible for carrying out the Board of Director's policies, directing District operations, controlling District expenditures, and overseeing all programs and activities of the District. May act as Secretary/Treasurer, and performs other duties as required.

ESSENTIAL FUNCTIONS AND DUTIES

- 1) Serves as Chief Executive Officer of the District.
- 2) Provides leadership and management including planning, goal setting, and evaluating District effectiveness.
- 3) Supervises, develops and evaluates the District Superintendent, Business Manager and Executive Assistant/Board Secretary.
- 4) Provides full charge and control over construction, maintenance and operation of the regional water system. Ensures compliance with water quality laws and regulations, and ensures sufficient water supply capability to meet customer demands.
- 5) Prepares, recommends for Board approval, and administers the District's annual budget including salaries, maintenance, and capital projects.
- 6) Directs and oversees development of a comprehensive Capital Improvement Plan. Advances high-priority projects and develops funding mechanisms to ensure the regional water system continues to reliably serve the community's needs.
- 7) Supports and plays a critical role in the District's Water Resource Planning process to secure new customers or uses for the District's available water supply.
- 8) Directs and oversees the District's aquatic Habitat Conservation Plan, and other efforts in the watershed involving the District.
- 9) Oversees the District's safety program. Ensures compliance with Federal, State, and local safety regulations. Develops and supports a strong safety culture in the organization.
- 10) Serves as the Dam Safety Coordinator pursuant to the District's Owner Dam Safety Program. Ensures compliance with Federal and State dam safety regulations. Develops and supports a strong and effective dam safety program.
- 11) Maintains full power and authority to employ and discharge employees and prescribe their duties. Develops and maintains the District's personnel system in accordance with Board-approved policies.
- 12) Maintains a close working relationship with the Board, Board committees, the District's legal counsel, auditor, and other consultants who advise the Board.
- 13) Prepares monthly Board meeting agendas and well-developed and written staff reports.
- 14) Serves as liaison representing the District to the general public, the District's wholesale municipal customers, regulatory agencies, the media, and civic or community organizations.
- 15) Participates in the negotiation of water sale contracts and administers the contracts once implemented.
- 16) Provides legislative review and advocacy on Federal, State, or local issues affecting District operations.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- 1) Excellent written and oral communication skills, as well as ability to make effective and persuasive presentations.
- 2) Principles and practices of management and public administration.
- 3) Principles and practices of planning, analyzing, and developing sound business recommendations.
- 4) Principles and practices of financial planning, budgeting, expenditure control, and reporting.
- 5) Principles of supervision and personnel management, including public sector employment law.
- 6) Basic knowledge of engineering and construction principles applicable to the planning, design, and construction of District facilities.
- 7) Contract development and administration.
- 8) Safety regulations and programs.
- 9) Principles and practices of water utility cost-of-service and ratemaking.
- 10) General understanding of the following:
 - a. Laws, regulations and processes governing special districts;
 - b. Safe Drinking Water laws, regulations and practices governing water quality, treatment and distribution;
- 11) Federal and state regulations and practices governing the safety of a high-hazard dam and hydro-electric power plant;
 - a. Federal and state environmental regulations and permit processes for river operations;
 - b. State law and practices governing water rights;
- 12) Desktop Computer operation and standard applications software.
- 13) Public, media, and staff relations.

REQUIRED TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- i. Bachelors Degree from an accredited university or college with a major in Business Administration, Public Administration, Engineering, Water Resources, or closely related field.
- ii. Ten-to-fifteen years of increasingly responsible and broad experience in engineering, administration, or management in a private or public agency. Strong preference for experience in utility or water resources fields. Background should include experience working with elected Board or Commission, and responsibility for planning, development and implementation of programs, budgets, and operations.

SPECIAL REQUIREMENTS

- i. Must possess a valid California Driver's license, and must maintain a driving record acceptable to the District and its insurance carrier. Compliance with this requirement is a condition of continuing employment.
- ii. Must qualify for fiduciary bonding.
- iii. Must be able to occasionally work evenings and weekends. Must be available to work following an emergency that affects the District's operations.
- iv. Must be able to serve as the District's Dam Safety Coordinator pursuant to the FERC's Owner Dam Safety Program regulatory requirements.

ESSENTIAL PHYSICAL ABILITIES

Individuals Persons selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening which the District also pays for. The medical examination and drug screening are intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. **eOperate** a motor vehicle;
- ii. **eOperate** a variety of office equipment (computer, copy machine, fax, etc.);
- iii. **understand** and carry out oral and written directions;
- iv. **eCommunicate** well with others, verbally and in writing;
- v. **work** cooperatively and get along well with the Board, District staff, customers and the public;
- vi. **sit** for extended periods of time;
- vii. **perform** minor physical activities which involve bending, lifting and reaching.

DISTRICT SUPERINTENDENT – M2

GENERAL PURPOSE

Under general management direction, is responsible for all operations and maintenance activities of the District as well as project management and construction. Supervises, trains, develops and evaluates staff. Implements District safety program.

ESSENTIAL FUNCTIONS AND DUTIES

- 1) Develops and maintains an effective safety program (including WIIP) and a strong safety culture.
- 2) Directs and is responsible for the water supply, pumping treatment and distribution functions of the District. This includes: Ruth Lake operations including hydro-electric facility; Essex and Korblex operations including control, pumping, treatment and storage; distribution and metering functions throughout the system; and radio and communication systems.
- 3) Directs and oversees maintenance and operations for the Fieldbrook-Glendale CSD in accordance with The Agreement for Operations and Maintenance Support Services for Fieldbrook-Glendale Community Services District effective March 15, 2008.
- 4) Directs and is responsible for water quality and ensuring all federal and state standards are fully met.
- 5) Develops Standard Operating Procedures (SOP's)
- 6) Directs the District's ongoing construction and maintenance activities and projects, including the Preventative Maintenance Program.
- 7) Directs and advances energy efficiency programs.
- 8) Prepares and advances the District's long-term capital improvement and maintenance plans, and annual prioritized project and maintenance budgets. Accomplishes planned work per the approved scope, schedule and budget. In coordination with the Accounting and HR Specialist, ensures employee time, materials, and contract labor are accurately accounted for.
- 9) Develops plans, sketches, cost estimates, specifications and work schedules to carry out projects and maintenance work. Prepares requisitions for services and materials. Directs and oversees construction and maintenance work by in-house and outside contract resources. On larger construction projects, performs project management in concert with the District engineer. Prepares emergency response plans and procedures. Responds to emergencies such as earthquakes, power outages, pipeline breaks, floods/high-water events, and chlorine leaks.
- 10) Consults with General Manager, District staff, and consultants/vendors regarding methods and procedures of work, operational priorities, and technical issues.
- 11) Inspects construction, installation, maintenance and grounds-keeping activities and projects to ensure the District's standards and requirements are met.
- 12) Ensures compliance with all laws and regulations that govern District operations. Ensures compliance with and renewal of necessary permits, and with the California Department of Public Health certification requirements.

- 13) Represents the District in meetings with customers, representatives of governmental and regulatory agencies, professional and community groups and the public.
- 14) Prepares and presents required reports. Attends and participates in Board of Directors meetings and provides operational report.
- 15) Fosters a positive work environment for employees. Demonstrates and instills teamwork and communication throughout the organization. Trains, develops, and evaluates employees to support long-term productivity and growth. Recommends and implements disciplinary action if necessary.
- 16) Acts as an advisor to GM on strategic issues and performs other duties as assigned by General Manager or Board of Directors.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- i. Operation of water pumping, treatment and distribution systems
- ii. Operation of hydro-electric facilities
- iii. State and Federal safe drinking water regulations, standards, and practices
- iv. Water supply planning
- v. Repair and maintenance of water pumping, treatment and distribution facilities, and hydro-electric facilities
- vi. Environmental regulations, including handling and disposal of hazardous and toxic materials and waste
- vii. Project planning, budgeting, cost estimating, and record keeping
- viii. Principles of organization and management, and of supervision, training, and effective personnel management
- ix. Safety programs and safe work practices
- x. Operation of computers, and other office equipment, using both standard and specialized application software

TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- i. High school diploma or GED
- ii. College, technical or professional-level classes or coursework in areas applicable to this position highly desirable.
- iii. Ten-to-fifteen years of increasingly responsible experience in the operation and maintenance of water pumping, treatment and distribution systems, including three-to-five years in a supervisory capacity. Experience with water treatment plants and hydroelectric generation is highly desirable.
- iv. Grade IV Treatment and/or Distribution certificates (if candidate does not possess, must be willing to pursue)

SPECIAL REQUIREMENTS

- 1) Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
- 2) May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
- 3) ~~Must be clean-shaven~~ in order to wear respiratory protection or other safety equipment, facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns).
- 3)4) Must be able to participate in confined space operations.
- 4)5) Must possess and maintain a Grade IV Water Treatment Operator's Certificate and a Grade IV Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
- 5)6) Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

~~Individuals~~~~Persons~~ selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening which the District also pays for. The medical examination and drug screening is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. Investigate and solve complex problems involving the ability to:
 - a. Perform visual inspections
 - b. Hear normal versus abnormal noises
 - c. View and respond to operational control screens (including alarms)
 - d. Think critically
- ii. sSit for extended periods of time;
- iii. eOperate a variety of office equipment (computer, copy machine, fax, etc.);
- iv. eOperate motor vehicles and other equipment;
- v. eOperate a variety of hand and electric tools;
- vi. pPerform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity;
- vii. pPerform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;

~~vii-viii.~~ wWear a respirator and other personal protective equipment;

~~viii-ix.~~ uUnderstand and carry out oral and written directions;

~~ix-x.~~ eCommunicate well with others, both verbally and in writing;

~~x.~~ wWork cooperatively and get along well with other people;

~~xi.~~ ~~investigate and solve complex problems which involves ability to perform visual inspections, ability to hear normal versus abnormal noises, ability to view and respond to operational control screens including alarms, and ability to think critically.~~

Humboldt Bay Municipal Water District Business Manager – M3

OVERVIEW

This position is responsible for managing, directing and supporting the District's financial, accounting, human resource, risk management, and regulatory compliance functions.

This is one of three management-level positions at the District. The organizational culture is that the General Manager, Superintendent and Business Manager work together as a management team to lead and direct all operational and business activities to ensure reliable and cost effective delivery of water to the community. There is significant interface with employees, customers and the Board of Directors. In partnership with the General Manger and Superintendent, this position may also participate in strategic planning and initiatives.

ESSENTIAL FUNCTIONS AND DUTIES

Leadership and Supervision:

1. Supervises financial, accounting, human resource, customer service and regulatory staff
2. Develops goals and objectives for the work unit, and work plans to accomplish them
3. Sets high expectations and leads by example
4. Trains, develops and consistently supports staff

Financial

5. **Budget** - Responsible for preparing the annual budget for operational and administrative expenses, pProjects, and revenues of the District.
6. **Capital Improvement Plan (CIP)** – Responsible for developing mechanisms to link CIP to annual budget. Responsible for developing financing needs and options, and working with financial advisors and counsel to secure financing. Responsible for pursuing grants to fund CIP projects and administering grants if received.

7. Accounting: Responsible for:

(1) Responsible for accounting functions including:

- i. mMaintenance of general and subsidiary ledgers and, general journal entries
- ii. eCash and other account reconciliations
- iii. accounts receivable and, accounts payable
- iv. ivestment and reserve accounts, and
- v. eCapital, depreciation and inventory schedules.

(1) Responsible for establishing system of internal controls in accordance with generally accepted accounting standards and in accordance with recommendations from the District's auditor, and, Ensuring compliance with same system of internal controls.

(2) Acts as principle liaison with the District's auditor during the annual financial audit process

8.7. Retail Water Business – Responsible for:

- (1) ~~Responsible for e~~Overseeing the retail business function (establishing accounts, meter reading, billing, accounts receivable and customer service) in accordance with approved Ordinance
- (2) ~~Responsible for d~~Developing retail rate studies, proposing and justifying rate increases and implementing Proposition 218 requirements

9.8. Process Improvements – Responsible for analyzing, making recommendations and implementing improvements in District's payroll, accounting and utility billing systems, as necessary.

10.9. Human Resource/ Risk Management: - Responsible for:

- (1) ~~Responsible for District's H~~human ~~R~~esources functions, including hiring, payroll, benefit administration and employee claims management.
- (2) ~~Responsible for the District's r~~Risk management and risk transfer including insurance programs, and contracting procedures, and claims processing.

11.10. Regulatory Program and Compliance - Responsible for overseeing regulatory compliance and reporting (with the District's Program and Regulatory Analyst)

12.11. Computer and Administrative Systems – Responsible for:

- (1) ~~Responsible for m~~Maintaining ~~District's~~ administrative computer system and network in Eureka
- (2) ~~Responsible for d~~Developing and maintaining District's Records Retention Policy, and for maintaining filing system in accordance with the policy
- (3) ~~Responsible for i~~Investigating electronic filing and record retrieval system, and an electronic work scheduling/follow-up system, and for implementing approved projects.

Other Duties as Assigned:

13.12. May provide back-up and perform duties of the General Manager when necessary

14.13. May perform special projects and assignments with the Superintendent and General Manager

15.14. Required to participate in Emergency Operations Center (EOC) activities during emergencies

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- i. Strong written communication skills including the use of proper English, spelling, grammar and punctuation. Ability to compose complex and detailed correspondence and reports accurately.
- ii. Strong verbal communication and presentation skills
- iii. Ability to deal tactfully and courteously with customers, District staff, and the Board of Directors
- iv. Strong organizational skills
- v. Ability to work well and collaboratively with others
- vi. Ability to complete complex analyses (e.g. define objective, conduct research, collect data, analyze data, derive results, and formulate conclusions and recommendations)
- vii. Office methods and procedures, including filing, record keeping and reporting systems

- viii. Strong working knowledge of desktop computers and systems, ~~including particular~~ intermediate-to-advanced proficiency in Microsoft Office applications (Word, Excel, PowerPoint and Outlook). Knowledge of QuickBooks and/or ESRI's GIS software is desirable.
- ix. Subject matter expertise in accounting (especially governmental accounting) business, economics, finance or human resources is highly desirable

REQUIRED TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- i. Bachelors Degree (required) and Masters Degree (preferred) from an accredited university or college with an emphasis in business, accounting, public administration, or finance
- ii. Seven-to-ten years of increasingly responsible experience in business, public administration, accounting, or finance sufficient to demonstrate the ability to perform the required duties

SPECIAL REQUIREMENTS

- i. Possession of a valid California's Driver's license issued by the State Department of Motor Vehicles. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment.
- ii. Must be able to qualify for fiduciary bonding.
- iii. Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement.

ESSENTIAL PHYSICAL ABILITIES

~~Individuals~~Persons selected for appointment to this position must pass a pre-employment medical examination which the District pays for. ~~Because this position is not considered "safety sensitive" in nature, the person selected for appointment to this position will not be required to have a pre-employment drug screening.~~ The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. ~~e~~Operate a variety of office equipment (computer, copy machine, etc.);
- ii. ~~u~~Understand and carry out oral and written directions;
- iii. ~~e~~Communicate well with others, verbally and in writing;
- iv. ~~w~~Work cooperatively and get along well with the Board, District staff, customers and the public;
- v. ~~t~~Think critically to address complex business and accounting assignments;
- vi. ~~w~~Work independently and take initiative;
- vii. ~~s~~it for extended periods of time;
- viii. ~~p~~Perform minor physical activities which involve bending, lifting and reaching;

ix. eOperate a motor vehicle.

OVERVIEW

This position is responsible for managing, directing and supporting the District's financial, accounting, human resource, risk management, and regulatory compliance functions.

This is one of three management-level positions at the District. The organizational culture is that the General Manager, Superintendent and Business Manager work together as a management team to lead and direct all operational and business activities to ensure reliable and cost effective delivery of water to the community. There is significant interface with employees, customers and the Board of Directors. In partnership with the General Manger and Superintendent, this position may also participate in strategic planning and initiatives.

ESSENTIAL FUNCTIONS AND DUTIES

Leadership and Supervision:

1. Supervises financial, accounting, human resource, customer service and regulatory staff
2. Develops goals and objectives for the work unit, and work plans to accomplish them
3. Sets high expectations and leads by example
4. Trains, develops and consistently supports staff

Financial

5. **Budget** - Responsible for preparing ~~the~~ annual budget for operational and administrative expenses, ~~p~~Projects, and revenues of the District.
6. **Capital Improvement Plan (CIP)** – Responsible for developing mechanisms to link CIP to annual budget. Responsible for developing financing needs and options, and working with financial advisors and counsel to secure financing. Responsible for pursuing grants to fund CIP projects and administering grants if received.

7. Accounting: Responsible for:

(1) Responsible for aAccounting functions including:

- i. mMaintenance of general and subsidiary ledgers and, general journal entries
- ii. , eCash and other account reconciliations
- iii. , aAccounts receivable and, ~~accounts~~ payable
- iv. , iInvestment and reserve accounts, and
- v. eCapital, depreciation and inventory schedules.

- (1) ~~Responsible for e~~Establishing system of internal controls in accordance with generally accepted accounting standards and in accordance with recommendations from the District's auditor, and ~~E~~nsuring g compliance with ~~same system of internal controls~~.
- (2) Acts as principle liaison with the District's auditor during the annual financial audit process

8.7. Retail Water Business – Responsible for:

- (1) ~~Responsible for e~~Oversseeing the retail business function (establishing accounts, meter reading, billing, accounts receivable and customer service) in accordance with approved Ordinance
- (2) ~~Responsible for d~~Developing retail rate studies, proposing and justifying rate increases and implementing Proposition 218 requirements

9.8. Process Improvements – Responsible for analyzing, making recommendations and implementing improvements in District's payroll, accounting and utility billing systems, as necessary.

10.9. Human Resource/ Risk Management - ~~Responsible for:~~

- (1) ~~Responsible for District's H~~human ~~R~~esources functions, including hiring, payroll, benefit administration and employee claims management.
- (2) ~~Responsible for the District's r~~Risk management and risk transfer including insurance programs, ~~and~~ contracting procedures, and claims processing.

11.10. Regulatory Program and Compliance - Responsible for overseeing regulatory compliance and reporting (with the District's Program and Regulatory Analyst)

12.11. Computer and Administrative Systems – ~~Responsible for:~~

- (1) ~~Responsible for m~~Maintaining ~~District's~~ administrative computer system and network in Eureka
- (2) ~~Responsible for d~~Developing and maintaining District's Records Retention Policy, and for maintaining filing system in accordance with the policy
- (3) ~~Responsible for i~~Investigating electronic filing and record retrieval system, and an electronic work scheduling/follow-up system, and for implementing approved projects.

Other Duties as Assigned:

~~13.12.~~ May provide back-up and perform duties of the General Manager when necessary

~~14.13.~~ May perform special projects and assignments with the Superintendent and General Manager

~~15.14.~~ Required to participate in Emergency Operations Center (EOC) activities during emergencies

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- i. Strong written communication skills including the use of proper English, spelling, grammar and punctuation. Ability to compose complex and detailed correspondence and reports accurately.
- ii. Strong verbal communication and presentation skills
- iii. Ability to deal tactfully and courteously with customers, District staff, and the Board of Directors
- iv. Strong organizational skills
- v. Ability to work well and collaboratively with others
- vi. Ability to complete complex analyses (e.g. define objective, conduct research, collect data, analyze data, derive results, and formulate conclusions and recommendations)
- vii. Office methods and procedures, including filing, record keeping and reporting systems

- viii. Strong working knowledge of desktop computers and systemes, including particular intermediate-to-advanced proficiency in Microsoft Office applications (Word, Excel, PowerPoint and Outlook). Knowledge of QuickBooks and/or ESRI's GIS software is desirable.
- ix. Subject matter expertise in accounting (especially governmental accounting) business, economics, finance or human resources is highly desirable

REQUIRED TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- i. Bachelors Degree (required) and Masters Degree (preferred) from an accredited university or college with an emphasis in business, accounting, public administration, or finance
- ii. Seven-to-ten years of increasingly responsible experience in business, public administration, accounting, or finance sufficient to demonstrate the ability to perform the required duties

SPECIAL REQUIREMENTS

- i. Possession of a valid California's Driver's license issued by the State Department of Motor Vehicles. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment.
- ii. Must be able to qualify for fiduciary bonding.
- iii. Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement.

ESSENTIAL PHYSICAL ABILITIES

~~Individuals~~Persons selected for appointment to this position must pass a pre-employment medical examination which the District pays for. ~~Because this position is not considered "safety sensitive" in nature, the person selected for appointment to this position will not be required to have a pre-employment drug screening.~~ The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. eOperate a variety of office equipment (computer, copy machine, etc.);
- ii. understand and carry out oral and written directions;
- iii. eCommunicate well with others, verbally and in writing;
- iv. work cooperatively and get along well with the Board, District staff, customers and the public;
- v. think critically to address complex business and accounting assignments;
- vi. work independently and take initiative;
- vii. sit for extended periods of time;
- viii. perform minor physical activities which involve bending, lifting and reaching;

ix. ~~e~~Operate a motor vehicle.

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MAINTENANCE AND ELECTRICAL SUPERVISOR - M4

GENERAL PURPOSE

Under direction, supervises and participates in the work of staff responsible for the construction, repair, calibration, and maintenance of District pumping, water treatment, distribution, storage, hydroelectric, communications, electrical, electronic, and other facilities. May coordinate and oversee the work of contract construction and maintenance employees. Performs other related work as required.

ESSENTIAL FUNCTIONS AND DUTIES

- 1) Supervises and participates in the work of staff responsible for the construction, repair, calibration, and maintenance of District pumping, water treatment, distribution, storage, hydroelectric, communications, electrical, and electronic facilities and related appurtenances.
- 2) Identifies and plans capital, maintenance, and repair projects. Prepares cost estimates and specifications. Provides input to the budget process.
- 3) Supervises and participates in capital, maintenance, and repair projects. Determines personnel and materials requirements; receives work orders; makes decisions on personnel and priorities; prepares requisitions for materials; develops plans, sketches, cost estimates, specifications, and work schedules. Assists in the coordination of construction, maintenance, and electrical work performed by outside contractors
- 4) Assists in solving technical problems, and provides technical advice and support.
- 5) Assists in developing and implementing comprehensive programs for preventive maintenance, work safety, and energy conservation.
- 6) Ensures adherence to safety requirements; plans and conducts in-service training programs; prepares incident reports and conducts accident investigations. Conducts periodic inspections of District equipment and facilities; also inspects for fire, safety, and health hazards.
- 7) Reads and interprets manuals, blueprints, and schematic drawings; maintains records and reports of work performed; prepares schematic drawings and updates blueprints to reflect as-built conditions.
- 8) Prepares various reports; directs departmental record keeping activities.
- 9) Prepares ~~estimates~~~~cost quotes~~ for new meter installations using information provided by Operations Supervisor ~~for as-to~~ size and location of ~~new requested~~ meter ~~service~~. Turns in ~~estimates~~ to Main Office for final cost quote.
- 10) Performs supervisory functions. Assures that subordinate staff acquire and maintain all necessary licenses, certifications, and training. Plans and conducts in-service training programs. Prepares periodic evaluations of employees. Assists in the selection of new maintenance and electrical staff.
- 11) May perform duties of Operations and Maintenance Technician, and may act as District Superintendent.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- i. Repair and maintenance of water pumping, treatment and distribution systems, and hydro-electric plant

- ii. Procedures, materials, equipment and tools used in maintenance and construction of water system facilities, electrical/electronic systems, hydroelectric facilities, and in particular: industrial motors, engines, pumps, compressors, hydraulic systems, valves, gas and diesel engines, and buildings
- iii. Regulations relating to water treatment and distribution. Electrical codes and industrial safety orders
- iv. Principles and methods of procurement and storage of construction, electrical, electronic, and water treatment equipment, tools, supplies, and materials
- v. Fabrication of equipment, basic shop trades practices, and welding
- vi. Preventative maintenance programs
- vii. Interpreting repair manuals, schematic diagrams, and blueprints
- viii. Operation of a variety of vehicles and power-driven equipment
- ix. Cost estimation to repair, alter, and maintain facilities, and prepare accurate budget estimates
- x. Rules and regulations pertaining to handling and storage of hazardous and toxic materials
- xi. Safety program and safe work practices
- xii. Supervision and staff training
- xiii. Operation of computers, and other office equipment, using both standard and specialized application software
- xiv. Familiar with CAD software and use
- xv. Develop ~~C~~ cooperative working relationships. Use ~~T~~ teamwork to solve practical problems and coordinate work among a small, close-knit workforce

TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- i. High school diploma or GED
- ii. Community College, technical or other course work relevant for this position beneficial. Completion of an apprenticeship or other equivalent training and education involving industrial plant maintenance and repair desirable
- iii. Five-to-ten years of increasingly responsible experience in the construction and maintenance field, preferably involving water treatment and distribution systems equipment and facilities. Supervisory experience beneficial
- iv. Grade IV Treatment and/or Distribution certificates

SPECIAL REQUIREMENTS

- i. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. (Class A, Combination vehicle, with Haz-Mat endorsement) Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
- ii. Job incumbents will be required to attain and maintain an NCCCO Crane Operator certification for telescopic boom fixed cab, boom truck fixed cab, and service truck cranes. If an incumbent does not initially possess this certification, the District will allow a period of time for the incumbent to obtain the required certifications through the established certification cycle for District Crane Operators. (every 5yrs)

- iii. Job incumbents will be required to be certified as a competent Rigging and Signal Person for lifting operations
- iv. May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
- v. Must be clean-shaven in order to wear respiratory protection or other safety equipment, facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble, beard growth, beard, mustache or sideburns).
- vi. Must be able to participate in confined space operations.
- vii. Must possess and maintain a Grade IV Water Treatment Operator's Certificate and a Grade IV Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
- viii. Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

Individuals~~Persons~~ selected for appointment to this position must pass a pre-employment medical examination paid for by the District. Because this position is considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening also paid for by the District. The medical examination and drug screening are intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. Investigate and solve complex problems involving the ability to:
 - a. Perform visual inspections
 - b. Hear normal versus abnormal noises
 - c. View and respond to operational control screens (including alarms)
 - d. Think critically
- ii. Sit for extended periods of time;
- iii. Operate a desktop computer;
- iv. Operate motor vehicles and other equipment;
- v. Operate a variety of hand and electric tools;
- vi. Perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, climbing, and manual dexterity;
- vii. Perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- viii. Wear a respirator and other personal protective equipment;

viii-ix. understand and carry out oral and written directions;

ix-x. eCommunicate well with others, verbally and in writing;

*xi. work cooperatively and get along well with other people;

~~xi-xii. investigate and solve complex problems which involves ability to perform visual inspections, ability to hear normal versus abnormal noises, ability to view and respond to operational control screens including alarms, and ability to think critically.~~

Humboldt Bay Municipal Water District**WATER OPERATIONS SUPERVISOR – M5**
(Chief Operator)**GENERAL PURPOSE**

Under direction, supervises and participates in the work of staff responsible for the water pumping, distribution, and treatment systems; oversees and participates in work involving meter reading, water service connection, backflow compliance, and customer services; and performs other related work as required.

Serves as the District's Chief Operator pursuant to California safe drinking water regulations.

ESSENTIAL FUNCTIONS AND DUTIES

- 1) Responsible for overseeing and leading operations of the District's water pumping, treatment and distribution system. Also responsible for operation of the District's Supervisory Control and Data Acquisition System (SCADA) used to monitor and control the water system. Supervises and participates in all aspects of District operations to carry out this responsibility. ~~Operations includes:~~
 - 1)2) Monitoring and controlling the operation of water pumping, treatment and distribution facilities to achieve proper processing and distribution of water within mandated operating requirements;
 - 2)3) Starting and controlling plant processes and chemical systems to treat water in accordance with DHS' Permit and other operating requirements;
 - 3)4) Assisting in handling and storage of water treatment chemicals;
 - 4)5) Performing water sample collection and various laboratory testing and analytical procedures;
 - 5)6) Monitoring, starting and controlling power generation equipment in a safe manner;
 - 6)7) Responding to alarms, identifying operating problems, and initiating or implementing appropriate response and corrective actions.
- 2)8) Supervises and participates in meter reading, service connection, backflow device installation and testing, and customer services.
- 3)9) Conducts periodic inspections of equipment and facilities to ensure proper operation, and to identify and plan for repairs and maintenance.
- 4)10) Assists with the implementation of a comprehensive work safety program. Ensures adherence to safety requirements, conducts inspections for hazards, conducts accident investigations, and prepares incident reports.
- 5)11) Designs and implements energy conservation programs.
- 6)12) Assists in the identification, planning and prioritization of operations and maintenance projects, including the determination of personnel & materials requirements, and personnel assignments.
- 7)13) Works with ~~C~~contractor and/or ~~C~~customer to properly size and locate new meter service requests.
- 8)14) Provides input on budget and cost proposals for maintenance and operations.
- 9)15) Directs departmental record keeping activities; prepares requisitions; prepares a variety of reports.

- 10)16) Handles customer inquiries and complaints. Keeps records of all complains per State regulations.
- 11)17) Performs supervisory functions. Assures that subordinate staff acquire and maintain all necessary licenses, certifications, and training; plans and conducts in-service training programs; prepares periodic evaluations of employees; assists in the selection of new water operations staff.
- 12)18) Performs duties of an Operations and Maintenance Technician as needed, and may act as District Superintendent

REQUIRED KNOWLEDGE, SKILLS, and ABILIITES

- i. Principles, practices and operation of water pumping, treatment and distribution;
- ii. Federal and State regulations relating to water quality, treatment, and distribution;
- ii. Collecting water samples and performing laboratory testing procedures;
- v. Reading meters and accurately recording water usage;
- v. Budgeting and project planning, and cost estimation for service installations;
- vi. Safety regulations, programs and safe work practices;
- vii. Interpretation of user manuals, repair manuals, schematic diagrams and blueprints;
- vii. Operating a variety of vehicles and power-driven equipment;
- x. Dealing tactfully and courteously with customers. Handling customer inquiries and complaints;
- x. Develop Cooperative working relationships. Use Teamwork to solve practical problems, and to plan and coordinate workload among a small, close-knit workforce;
- xi. Strong working knowledge of computers using both standard (Microsoft Office) and specialized application software (Allan Bradley Ladder Logic, MMI languages; SCADA, ESRI ArcGIS/GPS)
- xii. Strong written and oral communication skills;
- xii. Ability to compose routine correspondence and reports;
- xiv. Strong arithmetic and basic mathematics skills.

TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- i. High school diploma or GED
- ii. Community College, technical or other course work relevant for this position beneficial
- iii. Five-to-ten years of increasingly responsible experience in the operation and maintenance of water pumping, treatment and distribution system and facilities. Supervisory experience beneficial and desirable. Experience with Supervisory Control and Data Acquisition Systems also beneficial and desirable
- iv. Grade IV Treatment and/or Distribution certificates

SPECIAL REQUIREMENTS

1. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
2. May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
3. ~~Must be clean-shaven~~ in order to wear respiratory protection or other safety equipment. facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns).
- 3-4. Must be able to participate in confined space operations.
- 4-5. Must possess and maintain a Grade IV Water Treatment Operator's Certificate and a Grade IV Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
- 5-6. Must possess and maintain Backflow Certification pursuant to State drinking water regulations. If an incumbent does not initially possess this certification, the District will allow a period of time for the incumbent to obtain the required certification.
- 6-7. Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

Individuals ~~Persons~~ selected for appointment to this position must pass a pre-employment medical examination paid for by the District. Because this position is considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening also paid for by the District. The medical examination and drug screening is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. Investigate and solve complex problems involving the ability to:
 - a. Perform visual inspections
 - b. Hear normal versus abnormal noises
 - c. View and respond to operational control screens (including alarms)
 - d. Think critically
- i-ii. s Sit for extended periods of time;
- ii-iii. e Operate a variety of office equipment (computer, copy machine, fax, etc.);
- iii-iv. e Operate motor vehicles and other equipment;
- iv-v. e Operate a variety of hand and electric tools;
- v-vi. p Perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, climbing, and manual dexterity;
- vi-vii. p Perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- vii-viii. w Wear a respirator and other personal protective equipment;

- viii-ix. understand and carry out oral and written directions;
- x. eCommunicate well with others, verbally and in writing;
- xi. work cooperatively and get along well with other people;
- xii. ~~investigate and solve complex problems which involves ability to perform visual inspections, ability to hear normal versus abnormal noises, ability to view and respond to operational control screens including alarms, and ability to think critically.~~

Humboldt Bay Municipal Water District**ASSISTANT MAINTENANCE and ELECTRICAL SUPERVISOR – M6****GENERAL PURPOSE**

Under general supervision, directly assist and support the Maintenance and Electrical Supervisor, and participate in the work of staff responsible for the construction, repair, calibration, and maintenance of District pumping, water treatment, distribution, storage, hydroelectric, communications, electrical, electronic, and other facilities. May coordinate and oversee the work of contract construction and maintenance employees. Coordinates and facilitates the District Safety program and Regulatory Safety Compliance program. Performs other related work as required.

ESSENTIAL FUNCTIONS AND DUTIES

- 0)1) _____ Directly assist and support the Maintenance and Electrical Supervisor and participate in the work of staff responsible for the construction, repair, calibration, and maintenance of District pumping, water treatment, distribution, storage, hydroelectric, communications, electrical, and electronic facilities and related appurtenances.
- 0)2) _____ Assists Maintenance and Electrical Supervisor in identifying and planning capital, maintenance, and repair projects. Prepares cost estimates and specifications. Provides input to the budget process.
- 0)3) _____ In the absence of Maintenance and Electrical Supervisor, provides field supervision and participates in capital, maintenance, and repair projects. Determines personnel and materials requirements; receives work orders; makes decisions on personnel and priorities; prepares requisitions for materials; develops CAD plans and sketches, cost estimates, specifications, and work schedules. Assists in the coordination of construction, maintenance, and electrical work performed by outside contractors as needed.
- 0)4) _____ Under direction of Maintenance and Electrical Supervisor, facilitates work safety programs,
- 0)5) such as _____ Schedule and coordinate Monthly Safety meetings and prepare literature and visual aids. Document and keep records as required.
- 0)6) _____ Coordinate and take minutes for Quarterly safety committee meeting. Prepare and distribute minutes and agendas.
- 0)7) _____ On an ongoing as required basis – develop methods to assure safety compliance with regulatory agencies.
- 0)8) _____ Coordinates and facilitates the District Safety program and Regulatory Safety Compliance program. Implements of comprehensive work safety program. Such as: reads and understands safety rules and regulations; develops safety program in compliance with safety rules and regulations; conducts employee safety training; conducts inspections for hazards, conducts accident investigations, and prepares incident reports. Conducts periodic inspections of District equipment and facilities; also inspects for fire, safety, and health hazards.
- 0)9) _____ Plans and facilitates in-service training programs and record keeping.
- 0)10) _____ Assist Maintenance and Electrical Supervisor with inventory management duties.
- 0)11) _____ Reads and interprets manuals, blueprints, and schematic drawings; maintains records and reports of work performed; prepares schematic drawings and updates blueprints to reflect as-built conditions.

- 0)12) _____ Prepares various reports as directed; assists in departmental record keeping activities.
- 0)13) _____ Performs supervisory functions as needed.
- 0)14) _____ May perform duties of Operations and Maintenance Technician
- 0)15) _____ May provide full back-up and perform duties of the Maintenance and Electrical Supervisor.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- i. _____ Repair and maintenance of water pumping, treatment and distribution systems, and hydro-electric plant.
- ii. _____ Procedures, materials, equipment and tools used in maintenance and construction of water system facilities, electrical/electronic systems, hydroelectric facilities, and in particular: industrial motors, engines, pumps, compressors, hydraulic systems, valves, gas and diesel engines, and buildings.
- ii. _____ Regulations relating to water treatment and distribution. Electrical codes and industrial safety orders.
- v. _____ Principles and methods of procurement and storage of construction, electrical, electronic, and water treatment equipment, tools, supplies, and materials.
- v. _____ Fabrication of equipment, basic shop trades practices, and welding.
- vi. _____ Preventative maintenance programs.
- vii. _____ Interpreting repair manuals, schematic diagrams, and blueprints.
- vii. _____ Operation of a variety of vehicles and power-driven equipment.
- x. _____ Cost estimation to repair, alter, and maintain facilities, and prepare accurate budget estimates.
- x. _____ Rules and regulations pertaining to handling and storage of hazardous and toxic materials.
- xi. _____ Safety program and safe work practices.
- xii. _____ Supervision and staff training.
- xii. _____ Operation of computers, and other office equipment, using both standard and specialized application software.
- xiv. _____ Familiar with CAD software and use.
- xiv. _____ Develop ~~C~~ooperative working relationships. Use ~~T~~eamwork to solve practical problems and coordinate work among a small, close-knit workforce.

TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- i. _____ High school diploma or GED
- ii. _____ Community College, technical or other course work relevant for this position beneficial. Completion of an apprenticeship or other equivalent training and education involving industrial plant maintenance and repair desirable.
- iii. _____ Three -to-five years of increasingly responsible experience in the construction and maintenance field, preferably involving water treatment and distribution systems equipment and facilities.
- iv. _____ Grade II Treatment and Grade IV Distribution certificates.

SPECIAL REQUIREMENTS

- i. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. (Class A, Combination vehicle, with Haz-Mat endorsement) If an incumbent does not initially possess this license, the District will allow a period of time for the incumbent to obtain the required license. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
- ii. Job incumbents will be required to attain and maintain an NCCCO Crane Operator certification for telescopic boom fixed cab, boom truck fixed cab, and service truck cranes. If an incumbent does not initially possess this certification, the District will allow a period of time for the incumbent to obtain the required certifications through the established certification cycle for District Crane Operators. (every 5yrs)
- ii. May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
- i. Must be clean-shaven-~~i~~ In order to wear respiratory protection or other safety equipment, facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble, bead growth, beard, mustache or sideburns).
- v. Must be able to participate in confined space operations.
- v. Must possess and maintain a Grade II Water Treatment Operator's Certificate and a Grade IV Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
- ii. Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

Individuals~~Persons~~ selected for appointment to this position must pass a pre-employment medical examination paid for by the District. Because this position is considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening also paid for by the District. The medical examination and drug screening are intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. Investigate and solve complex problems involving the ability to:
 - a. Perform visual inspections
 - b. Hear normal versus abnormal noises
 - c. View and respond to operational control screens (including alarms)
 - d. Think critically
- i. sit for extended periods of time;
- ii. eoperate a desktop computer;
- ii. eoperate motor vehicles and other equipment;
- v. eoperate a variety of hand and electric tools;

- v. pPerform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, climbing, and manual dexterity;
- vi. pPerform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- vii. wWear a respirator and other personal protective equipment;
- viii. uUnderstand and carry out oral and written directions;
- ix. eCommunicate well with others, verbally and in writing;
- x. wWork cooperatively and get along well with other people;
- xi. ~~investigate and solve complex problems which involve ability to perform visual inspections, ability to hear normal versus abnormal noises, ability to view and respond to operational control screens including alarms, and ability to think critically.~~

Humboldt Bay Municipal Water District**ASSISTANT WATER OPERATIONS SUPERVISOR – M7**
(Back-Up Chief Operator)**GENERAL PURPOSE**

Under general supervision, directly assist and support the Water Operations Supervisor by performing activities related to operations, maintenance and control of the District's water pumping, distribution, treatment, and hydroelectric facilities. Fills operational shifts as the Shift Operator for a portion of the work week. Participates in, and helps oversee, sample collection and basic laboratory testing, meter reading, water service connections, backflow compliance, and other customer service work. Provides primary oversight and development of the District's Geographical Information System / Facility Information System.

Serves as the District's Back-Up Chief Operator.

ESSENTIAL FUNCTIONS AND DUTIES**Operations:**

- 0)1) _____ Directly assist and support the Water Operations Supervisor with all aspects of operations and control of the District's water pumping, distribution, treatment, and hydroelectric facilities.
- 0)2) _____ Perform system operations activities as the District's Shift Operator (generally 16 hours per workweek). Duties include:
- a. Monitoring and controlling the operation of water pumping, treatment and distribution facilities to achieve proper processing and distribution of water within mandated operating requirements;
 - b. Starting and controlling plant processes and chemical systems to treat water in accordance with DHS' Permit and other operating requirements;
 - c. Assisting in handling and storage of water treatment chemicals;
 - d. Performing water sample collection and various laboratory testing and analytical procedures;
 - e. Monitoring, starting and controlling power generation equipment in a safe manner;
 - f. Responding to alarms, identifying operating problems, and initiating or implementing appropriate response and corrective actions.
- 0)3) _____ Perform shift scheduling for Operations staff. Complete timesheets and monitor vacation and holidays for Operations and Maintenance staff.
- 0)4) _____ Cross-train with Water Operations Supervisor in river management, Ruth operations, water quality testing program, production of monthly operations reports, oversight of day-to-day operations, oversight and quality assurance on SCADA system development.
- 0)5) _____ May provide full back-up and perform duties of the Water Operations Supervisor position.

Customer Service:

- 6)1) _____ Cross train with District's Operations/Customer Service Specialist on distribution system, backflow program, valve exercising program, and flushing program. Perform Customer Service duties as necessary.
- 7)2) _____ Respond to and document customer inquiries/complaints about water service, water quality and service installation requests in a timely manner.
- 8)3) _____ Develop service quotes for customers. Document and track service installations to ensure completion in a timely manner.

Other:**1) Geographical Information System / Facility Information System**

- a. Oversight of GIS/FIS system for District's system and facility information, rights-of-way, and preventative maintenance program. Develop documentation and user protocols. Interface with ESRI and engineering consultants.
- b. Continue system development and perform ongoing maintenance of the system.
- ~~c. Train staff in its use. Develop documentation and user protocols. Interface with ESRI and engineering consultants.~~
- 10)2) _____ Safety - Conduct certain safety training classes as needed. Periodically serve on District's Safety Committee.
- 11)3) _____ Purchasing / Stocking / Inventory Management – Oversight and support of requisition process, petty cash, and inventory management and reporting. Ensures compliance with the District's system of internal controls for accounting, auditing and fraud prevention purposes.
- 12)4) _____ Special Projects – Research and collect information for special studies, community outreach, ~~and budget~~, and #CIP development.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- i. Principles, practices and operation of water pumping, treatment and distribution;
- ii. Federal and State regulations relating to water quality, treatment, and distribution;
- ii. Collecting water samples and performing laboratory testing procedures;
- v. Reading meters and accurately recording water usage;
- v. Budgeting and project planning, and cost estimation for service installations;
- vi. Safety regulations, programs and safe work practices;
- vii. Interpretation of user manuals, repair manuals, schematic diagrams and blueprints;
- vii. Operating a variety of vehicles and power-driven equipment;
- x. Dealing tactfully and courteously with customers while, ~~Hh~~handling customer inquiries and complaints;

- x. Develop ~~C~~ooperative working relationships. Use ~~T~~eamwork to solve practical problems, and to plan and coordinate workload among a small, close-knit workforce;
- xi. Strong working knowledge of computers using both standard (Microsoft Office) and specialized application software (Allan Bradley Ladder Logic, MMI languages; SCADA, ESRI ArcGIS/GPS)
- xii. Strong written and oral communication skills;
- xiii. Ability to compose routine correspondence and reports;
- xiv. Strong arithmetic and basic mathematics skills.

TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- i. High school diploma or GED
- ii. Community College, technical or other course work relevant for this position is beneficial
- iii. Three-to-five years of increasingly responsible experience in the operation and maintenance of water pumping, treatment and distribution system and facilities
- iv. Grade IV Treatment and/or Distribution certificates

SPECIAL REQUIREMENTS

- 1) Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
- 2) May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
- 3) Must be clean-shaven in order to wear respiratory protection or other safety equipment, facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns).
- 3)4) Must be able to participate in confined space operations.
- 4)5) Must possess and maintain a Grade IV Water Treatment Operator's Certificate and a Grade IV Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
- 5)6) Must possess and maintain Backflow Certification pursuant to State drinking water regulations. If an incumbent does not initially possess this certification, the District will allow a period of time for the incumbent to obtain the required certification.

- 6)7) Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

~~Individuals~~Persons selected for appointment to this position must pass a pre-employment medical examination ~~and drug screening~~ paid for by the District. Because this position is considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening also paid for by the District. The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. Investigate and solve complex problems involving the ability to:
 - a. Perform visual inspections
 - b. Hear normal versus abnormal noises
 - c. View and respond to operational control screens (including alarms)
- i. Think critically
- ii. sSit for extended periods of time;
- iii. eOperate a variety of office equipment (computer, copy machine, fax, etc.);
- iv. eOperate motor vehicles and other equipment;
- v. eOperate a variety of hand and electric tools;
- vi. pPerform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity;
- vii. pPerform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- viii. wWear a respirator and other personal protective equipment;
- ix. uUnderstand and carry out oral and written directions;
- x. eCommunicate well with others, both verbally and in writing;
- xi. wWork cooperatively and get along well with other people;
- xii. ~~investigate and solve complex problems which involves ability to perform visual inspections, ability to hear normal versus abnormal noises, ability to view and respond to operational control screens including alarms, and ability to think critically.~~

Humboldt Bay Municipal Water District**WATER OPERATIONS SPECIALIST – OM1****GENERAL PURPOSE**

This position is somewhat unique in that it contains an element of another District position (the Operational and Maintenance Technician), but it also performs and is responsible for a variety of highly technical and specialized work related to the District's network and computer systems, including the District's Supervisory Control and Data Acquisition System (SCADA).

Under general supervision, programs, organizes, administers, and maintains automated process control, data acquisition and software systems, microcomputer networks and related peripheral equipment. Acts as technical resource to other staff on use of automated equipment and software. Performs full range of Operations and Maintenance Technician duties, and other related work as required.

ESSENTIAL FUNCTIONS AND DUTIES

1. Performs water system operations duties and responsibilities of the Operations and Maintenance Technician position. Operational duties include:
 - o Monitoring and controlling the operation of water pumping, treatment and distribution facilities to achieve proper processing and distribution of water within mandated operating requirements;
 - o Starting and controlling plant processes and chemical systems to treat water in accordance with DHS' Permit and other operating requirements;
 - o Assisting in handling and storage of water treatment chemicals;
 - o Performing water sample collection and various laboratory testing and analytical procedures;
 - o Responding to alarms, identifying operating problems, and initiating or implementing appropriate response and corrective actions.
2. Uses process control, data acquisition, and special application software to meet District operational needs.
3. Responsible for networked systems which includes over 40 computers and multiple peripheral devices. Responsible for the District's Supervisory Control and Data Acquisition System (SCADA). The control system is a local area network of approximately 20 programmable logic controllers (PLCs) linked through ethernet, fiber-optic, DH+, and modems. The administrative system is a network of PC computers linked to each other through an ethernet LAN, and also linked to the control system. Acts as network supervisor for plant operations, and assists electricians with physical maintenance of the control network.
4. Installs and activates sensors and other instrumentation. Assists in the setup and configuration of automated equipment, computers and related peripherals. Adds ladder logic and HMI programming to display and data log these sensors and related SCADA inputs. Performs software upgrades to the PLC and HMI, including sensor calibrations and range programming.
5. Performs daily checks and analyses to maintain complete functionality of computer systems. Performs routine cleaning of computers and printer equipment. Interacts as requested with computer consultants to identify and resolve computer/network problems. In the event of system or network failure, expedites professional trouble-shooting procedures to return the system to full capability.

6. Performs Database Administrator functions. Diagnoses and responds to varying symptoms evidenced in the data that could result in production, water quality and/or environmental concerns. Performs PC archiving and backup duties. Provides data acquisition services and produces special reports and graphs.
7. Utilizes the VBA programming language to improve software and user interfaces. Innovates to introduce new systems and/or processes to improve capability or efficiency of operations.
8. Acts as resource for the entire organization on operation of computers and peripheral equipment. Provides technical assistance and training for personnel in the use of computers, HMI and related hardware and software.
9. Sets up procedures for a variety of office support, record keeping, disc handling and system library tasks.
10. May periodically fill-in and act as Assistant Water Operations Supervisor ~~or~~ Water Operations Specialist and shift operations.
- 10.11. Responsible for both administrative and control system backups. Review and update backup policies and procedures to make sure the dDistrict is protected from new and emerging threats.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- Principles and practices of programming
- Standard desktop operating system and Microsoft Office applications (spreadsheet and database).
- Specialized program applications, including Allan Bradley Ladder Logic and HMI languages, SCADA, VB, VBA
- Mathematical and analytical skills necessary for a Network Administrator. Ability to maintain and troubleshoot DH+, fiber-optic, and ethernet/CAT5 LAN systems
- Design and implementation of new systems or procedures for process control automation
- Operation of water pumping, treatment and distribution facilities. Principles and practices of water quality and water treatment.
- Interpreting gauges, recording devices, and other monitoring equipment for plant operations.
- Basic water sample collection and laboratory testing procedures.
- Repair and maintenance of water pumping, treatment and distribution equipment.
- Interpreting repair manuals, schematic diagrams, blueprints, and preventative maintenance programs.
- Safety program and safe work practices
- Cooperative working relationships. Teamwork to solve practical problems and coordinate work among a small, close-knit workforce

TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- High school diploma or GED

- Community College, technical or other course work relevant for this position highly desirable. A Bachelors Degree, or equivalent professional-level coursework, in data processing, computer systems analysis, symbolic programming, is beneficial and desirable.
- Five-to-seven years of increasingly responsible experience in the operation of water distribution, treatment, and pumping facilities, with particular experience in process control and data acquisition systems, and related network and computer application software.
- Grade IV Treatment and/or Distribution certificates

SPECIAL REQUIREMENTS

1. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
2. May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
3. Must be clean-shaven in order to wear respiratory protection or other safety equipment. facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns). Must be able to participate in confined space operations.
4. Must possess and maintain a Grade IV Water Treatment Operator's Certificate and a Grade IV Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
5. Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

Persons selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening which the District also pays for. The medical examination and drug screening is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- a) sit for extended periods of time;
- b) operate a variety of office equipment (computer, copy machine, fax, etc.);
- c) operate motor vehicles and other equipment;
- d) operate a variety of hand and electric tools;
- e) perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity;

- f) perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- g) wear a respirator and other personal protective equipment;
- h) understand and carry out oral and written directions;
- i) communicate well with others, verbally and in writing;
- j) work cooperatively and get along well with other people;
- k) investigate and solve complex problems which involves ability to perform visual inspections, ability to hear normal versus abnormal noises, ability to view and respond to operational control screens including alarms, and ability to think critically.

Humboldt Bay Municipal Water District

ELECTRICIAN and INSTRUMENT TECHNICIAN – OM2

GENERAL PURPOSE

Under general supervision, installs, maintains, troubleshoots, repairs, adjusts, programs and calibrates a variety of electrical, electronic, and electro-mechanical equipment including millivolt systems through high voltage distribution systems, SCADA system equipment, PLC ladder logic programming, wireless communications systems, hydroelectric power generation equipment, water pumps, cranes, and telemetry systems; and performs other related duties as required.

ESSENTIAL FUNCTIONS AND DUTIES

- 0)1) Installs electrical circuits, relays, switch gear, wiring, electronic alarms, and telemetering equipment used in the operation and monitoring of high voltage distribution systems, hydroelectric power generation plant, water pumps, cranes, and telemetry systems.
- 0)2) Troubleshoots, repairs, and calibrates water treatment instrumentation, testing, and monitoring devices.
- 0)3) Troubleshoots, programs, and repairs automated control devices; repairs, adjusts, and replaces electrical relays.
- 0)4) Troubleshoots, repairs, rebuilds, and adjusts electrical and mechanical parts of pumps, motors, and pressure control valves.
- 0)5) Tests and repairs cathodic protection systems.
- 0)6) Performs testing, maintenance, and repair on metering and recording instruments, control apparatus, data logging and display equipment, communications and telemetering systems, and laboratory equipment; performs specialized maintenance and repair on two-way FM base radio stations, repeaters, mobile stations, portable and telemetry stations, antennas, and intercom systems.
- 0)7) Installs, maintains, repairs, and modifies office and shop electrical systems in District office and shop facilities.
- 0)8) Maintains, troubleshoots the District's SCADA system, sensors, communications devices, PLC's, etc.
- 0)9) Collaborates with others and performs PLC ladder logic programming, using Allen Bradley equipment and Rockwell Automation software.
- 0)10) Installs, maintains, troubleshoots wireless radio communications systems
- 0)11) Oversees the work of helpers assisting with repairs.
- 0)12) May order parts, materials, and supplies required for electrical and other repairs.
- 0)13) Reads and interprets manuals, blueprints, and schematic drawings; maintains records and reports of work performed; prepares schematic drawings and updates blueprints to reflect as-built conditions.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- i. Principles and practices of electrical and electronic repair and maintenance.
- ii. Repair, maintenance, and operational adjustment procedures for water pumping, distribution, and treatment plant equipment.

- iii. Methods, materials, tools, and testing equipment used in the installation, maintenance, calibration, and repair of electrical and electronic equipment.
- iv. Measuring, monitoring, and calibration devices used in electrical, mechanical, instrumentation, and relay troubleshooting and repair.

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- v. Repair and calibration of instrumentation and relays.
- vi. Maintenance and repair of electrical generation equipment, and high voltage (12,000 volt) transmission system.
- vii. Experience with the operation, maintenance, and troubleshooting of Supervisory Control and Data Acquisition Systems.
- viii. Experience with the programming of PLC's and HMI's and the associated programming software such as Rockwell Automation's Studio 5000, RSview32, Factory Talk, Logix500, and ControlLogix5000.
- ix. Experience with wired and wireless telemetry technologies and the troubleshooting and maintenance methods employed with them.
- x. Experience with project development, specification and interconnection CAD work associated with the implementation of new equipment and or control technologies.
- xi. Safety laws, regulations, and rules relating to electrical system and electronic maintenance and repair work. Safe work practices including necessary electrical clearances and lockout / tagout procedures.
- xii. Operation of computers, automated equipment and standard applications software
- xiii. Develop ~~C~~ cooperative working relationships. Use ~~T~~ teamwork to effectively solve practical problems, and coordinate work among a small, close-knit workforce.

TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- i. High school diploma or GED
- ii. Community College, technical or other course work relevant for this position beneficial
- iii. Three-to-five years of journey-level experience in electrical and electronic construction, repair and maintenance, preferably with some direct experience at a water or wastewater treatment plant, hydro-electric plant, or similar facilities. Completion of a formal apprenticeship or its equivalent in the electrical, electronics, or instrumentation fields are highly desirable.
- iv. Grade II Treatment and/or Distribution certificates

SPECIAL REQUIREMENTS

- 1) Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.

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- 2) Job incumbents will be required to attain and maintain an NCCCO Crane Operator certification for telescopic boom fixed cab, boom truck fixed cab, and service truck cranes. If an incumbent does not initially possess this certification, the District will allow a period of time for the incumbent to obtain the required certifications through the established certification cycle for District Crane Operators. (every 5yrs)
- 3) Job incumbents will be required to be certified as a competent Rigging and Signal Person for lifting operations
- 0)4) _____
- 0)5) May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
- 6) ~~Must be clean-shaven- in~~ order to wear respiratory protection or other safety equipment, **facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns).**
- 0)7) Must be able to participate in confined space operations.
- 0)8) Must possess and maintain a Grade II Water Treatment Operator's Certificate and a Grade II Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
- 0)9) Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

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ESSENTIAL PHYSICAL ABILITIES

Individuals~~Persons~~ selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening which the District also pays for. The medical examination and drug screening is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

f. ~~The medical examination and drug screening is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.~~

A person employed in this position must be able to:

- i. Investigate and solve complex problems involving the ability to:
- Perform visual inspections
 - Hear normal versus abnormal noises
 - View and respond to operational control screens (including alarms)

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- Think critically

- ii. sSit for extended periods of time;
- iii. Operate a desktop computer;
- iv. eOperate motor vehicles and other equipment;
- v. eOperate a variety of hand and electric tools;
- vi. pPerform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity;
- vii. pPerform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- viii. wWear a respirator and other personal protective equipment;
- ix. understand and carry out oral and written directions;
- x. eCommunicate well with others, both verbally and in writing;
- xi. Work cooperatively and get along well with other people;
- xii. ~~investigate and solve complex problems which involves ability to perform visual inspections, ability to hear normal versus abnormal noises, ability to view and respond to operational control screens including alarms, and ability to think critically;~~
- xiii. ~~r~~Read and under complex electrical diagrams and communicate electrical processes contained is such diagrams;
- xiv. eDraw rudimentary electronic diagrams and communicate electrical processes contained is such diagrams.

Humboldt Bay Municipal Water District**OPERATIONS AND MAINTENANCE TECHNICIAN – OM3**
(Shift Operator)**GENERAL PURPOSE**

Under general supervision, operates, maintains, and controls the District's water pumping, distribution, water treatment, and hydroelectric facilities; performs basic laboratory testing and sample collection; performs preventative maintenance checks and repairs of District water pumping, distribution and treatment facilities, machinery, equipment, structures, and grounds; and performs other duties as required. Serves as the District's Shift Operator pursuant to California safe drinking water regulations.

ESSENTIAL FUNCTIONS AND DUTIES

1. Performs water system operations duties and responsibilities as the District's Shift Operator on an assigned shift schedule. Operational duties include:
 - o Monitoring and controlling the operation of water pumping, treatment and distribution facilities to achieve proper processing and distribution of water within mandated operating requirements;
 - o Starting and controlling plant processes and chemical systems to treat water in accordance with DHS' Permit and other operating requirements;
 - o Assisting in handling and storage of water treatment chemicals;
 - o Performing water sample collection and various laboratory testing and analytical procedures;
 - o Responding to alarms, identifying operating problems, and initiating or implementing appropriate response and corrective actions.
2. Monitors, starts and controls power generation equipment in a safe manner.
3. Inspects, maintains and repairs a variety of water control, pumping, distribution, treatment, regulating equipment, and buildings and other related facilities. Assists others with complex machinery and equipment maintenance, repairs and overhauls.
4. Maintains and cleans facilities such as wastewater recovery basins, sludge handling facilities, storage tanks, and related equipment, as well as District buildings and grounds. Keeps machinery, equipment, structures, piping, work areas, and grounds in a clean and orderly condition.
5. Records operation and maintenance actions including flows, chemical dosages, filtration rates, and other information in appropriate log sheets/books. Notes operational or maintenance problems and writes work orders for repairs.
6. Uses personal computers to enter operational data into spreadsheets for calculation of average flows, chemical dosages, CT values and water usage. Prepares a variety of operating and statistical reports. Creates simple graphs using spreadsheet programs such as Microsoft Excel to compare and demonstrate trends and attributes of processes. Produces simple written reports and memoranda.
7. May read customer meters; may assist maintenance staff in installation of water lines and meters as needed.

8. May periodically fill-in and act as Assistant Water Operations Supervisor or Water Operations Specialist.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- Operation of water pumping, treatment and distribution facilities
- State and Federal water quality regulations, standards, and practices
- Interpreting gauges, recording devices, and other monitoring equipment for plant and facility operations
- Basic water sample collection and laboratory testing procedures
- Repair and maintenance of water pumping, treatment and distribution equipment
- Interpreting repair manuals, schematic diagrams, blueprints, and preventative maintenance programs
- Time, materials, and labor cost estimating for maintenance and repair projects
- Operation of a variety of vehicles and power-driven equipment
- Safety program and safe work practices
- Operation of computers, and other office equipment, using both standard and specialized application software
- Cooperative working relationships. Teamwork to solve practical problems and coordinate work among a small, close-knit workforce

TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- High school diploma or GED
- Community College, technical or other course work relevant for this position beneficial.
- Three-to-five years of increasingly responsible experience in the operation and maintenance of water pumping, treatment and distribution system and facilities;
- Grade III Treatment and/or Distribution certificates

SPECIAL REQUIREMENTS

1. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
2. May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
3. ~~Must be clean-shaven~~ in order to wear respiratory protection or other safety equipment facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns).
- 3.4. Must be able to participate in confined space operations.

- 4.5. Must possess and maintain a Grade III Water Treatment Operator's Certificate and a Grade III Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
- 5.6. Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

Persons selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening which the District also pays for. The medical examination and drug screening is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- a) sit for extended periods of time;
- b) operate a variety of office equipment (computer, copy machine, fax, etc.);
- c) operate motor vehicles and other equipment;
- d) operate a variety of hand and electric tools;
- e) perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity;
- f) perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- g) wear a respirator and other personal protective equipment;
- h) understand and carry out oral and written directions;
- i) communicate well with others, verbally and in writing;
- j) work cooperatively and get along well with other people;
- k) investigate and solve complex problems which involves ability to perform visual inspections, ability to hear normal versus abnormal noises, ability to view and respond to operational control screens including alarms, and ability to think critically;

Humboldt Bay Municipal Water District**MAINTENANCE MECHANIC – OM3****GENERAL PURPOSE**

Under direction, ~~supervises and~~ participates in the work of staff responsible for the construction, repair, calibration, and maintenance of District pumping, water treatment, distribution, storage, hydroelectric, communications, electrical, electronic, and other facilities; may coordinate and oversee the work of contract construction and maintenance employees; and performs other related work as required.

ESSENTIAL FUNCTIONS AND DUTIES

- 1) Inspects, operates, and maintains a variety of water control, pumping, distribution, treatment, and regulating equipment, buildings, structures, pipelines, hydroelectric plants, reservoirs, and related facilities.
- 2) Performs repairs and overhauls of gas and diesel engines and large pumps.
- 3) Maintains and repairs specialized water control and treatment equipment.
- 4) Prepares shop designs for the fabrication or modification of parts and equipment.
- 5) Installs, repairs and maintains water meters and pipelines.
- 6) Operates the full range of field and shop repair equipment and tools, including trucks, tractors, forklifts, boomtruck, cranes, portable welders, and paint spraying equipment.
- 7) Maintains and repairs buildings, facilities and equipment including the performance of carpentry, painting, welding, plumbing, and machine shop work.
- 8) Performs pipeline repairs including placement of various types of clamps, grouting and other joining devices.
- 9) Performs plumbing and valve repairs including rebuilding of air relief, blowoff, and butterfly valves.
- 10) Performs hydraulic system maintenance, repair and modifications including piping, cylinders, and pumps.
- 11) Reads and interprets manuals, blueprints, and schematic drawings.
- 12) May periodically perform duties of Operation and Maintenance Technician.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- i. Operation of water pumping, treatment and distribution facilities
- ii. Repair and maintenance of water pumping, treatment and distribution equipment. In particular, procedures, equipment, materials, and tools to maintain and repair: industrial motors, engines, pumps, compressors, hydraulic systems, valves, and gas and diesel engines.
- iii. Basic electrical theory related to pump and motor repair and maintenance
- iv. Fabrication, and gas and electrical welding

- v. Preventative maintenance programs
- vi. Interpreting repair manuals, schematic diagrams, and blueprints
- vii. Time, materials, and labor cost estimating for maintenance and repair projects
- viii. Operation of a variety of vehicles and power-driven equipment
- ix. Safety program and safe work practices
- x. Operation of computers, and other office equipment, using both standard and specialized application software.
- xi. Cooperative working relationships. Teamwork to solve practical problems and coordinate work among a small, close-knit workforce

TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- i. High school diploma or GED
- ii. Community College, technical or other course work relevant for this position beneficial. Completion of an apprenticeship or other equivalent training and education involving industrial plant maintenance and repair desirable.
- iii. Three-to-five years of experience in skilled industrial plant mechanical maintenance and repair, preferably with some direct experience at a water or wastewater treatment plant or similar facility. Completion of an apprenticeship or other equivalent training and education involving industrial plant maintenance and repair desirable.
- iv. Grade II Treatment and/or Distribution certificates

SPECIAL REQUIREMENTS

- 1) Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. (Class A, Combination vehicle, with Haz-Mat endorsement) Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
- 2) Job incumbents will be required to attain and maintain an NCCCO Crane Operator certification for telescopic boom fixed cab, boom truck fixed cab, and service truck cranes. If an incumbent does not initially possess this certification, the District will allow a period of time for the incumbent to obtain the required certifications through the established certification cycle for District Crane Operators. (every 5yrs)
- 3) Job incumbents will be required to be certified as a competent Rigging and Signal Person for lifting operations
- 4) May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
- 5) Must be clean-shaven in order to wear respiratory protection or other safety equipment, facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns).
- 6) Must be able to participate in confined space operations.

4)7) Must possess and maintain a Grade II Water Treatment Operator's Certificate and a Grade II Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.

0)8) Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

Persons selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening which the District also pays for. The medical examination and drug screening is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

i. Investigate and solve complex problems involving the ability to:

- Perform visual inspections
- Hear normal versus abnormal noises
- View and respond to operational control screens (including alarms)
- Think critically

-i. sSit for extended periods of time;

-ii. eOperate a desktop computer;

-iii. eOperate motor vehicles and other equipment;

-iv. eOperate a variety of hand and electric tools;

-v. pPerform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity;

-vi. pPerform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;

-vii. wWear a respirator and other personal protective equipment;

-viii. uUnderstand and carry out oral and written directions;

-ix. eCommunicate well with others, verbally and in writing;

-x. wWork cooperatively and get along well with other people;

-xi. ~~investigate and solve complex problems which involves ability to perform visual inspections, ability to hear normal versus abnormal noises, ability to view and respond to operational control screens including alarms, and ability to think critically.~~

Humboldt Bay Municipal Water District**OPERATIONS and CUSTOMER SERVICE SPECIALIST – OM3****GENERAL PURPOSE**

This position is somewhat unique in that it contains elements of other District positions (the Operational and Maintenance Technician and the Water Operations Specialist), and it also performs a variety of water quality and retail-level distribution and customer service work.

Under general supervision, this position performs the duties of the Operations and Maintenance Technician position, and also performs retail customer service and distribution system activities such as meter reading, pipeline flushing, backflow device testing, and pipeline locating. Provides assistance and part-time back-up to the Water Operations Specialist.

In general, a greater portion of time will be spent operating and providing support to the Water Operations Specialist when the Turbidity Reduction Facility (TRF) is operational, and conversely, a greater portion of time will be spent performing retail customer service functions when the TRF is not operational.

ESSENTIAL FUNCTIONS AND DUTIES

1. Performs water system operations duties and responsibilities of the Operations and Maintenance Technician position. Operational duties include:
 - o Monitoring and controlling the operation of water pumping, treatment and distribution facilities to achieve proper processing and distribution of water within mandated operating requirements;
 - o Starting and controlling plant processes and chemical systems to treat water in accordance with DHS' Permit and other operating requirements;
 - o Assisting in handling and storage of water treatment chemicals;
 - o Performing water sample collection and various laboratory testing and analytical procedures;
 - o Responding to alarms, identifying operating problems, and initiating or implementing appropriate response and corrective actions.
2. May monitor, start and control power generation equipment in a safe manner.
3. Records operation actions including flows, chemical dosages, filtration rates, and other information in appropriate log sheets/books. Notes operational or maintenance problems and writes work orders for repairs.
4. Reads water meters following an established schedule, and checks for inoperative, defaced, or bypassed meters. Makes minor adjustments or repairs to meters/appurtenances. Turns water service on/off and handles inquiries with respect to retail service.
5. ~~Flushes pipeline system~~ Responsible for valve exercising and system flushing programs according to prescribed procedures.
6. Determines need for backflow and cross-connection equipment and tests all backflow devices for compliance with regulations at specified interval.
7. Locates and identifies District equipment and pipelines for customers, contractors, and other public agencies.

8. Maintains a variety of records and reports relating to water service customers and equipment.
9. May assists in the repair and maintenance of District equipment and facilities; may assist maintenance staff in the installation, repair, and maintenance of meters, pipelines, and other water distribution equipment.
10. Use personal computers to enter operational data into spreadsheets for calculation of average flows, chemical dosages, CT values and water usage, and prepares a variety of operating and statistical reports. Produce simple written reports and memoranda.
11. Support and provide back-up capability to the Water Operations Specialist with respect to maintenance and operation of the District's process control, data acquisition, and special application software.
12. May periodically fill-in and act as Assistant Water Operations Supervisor, ~~or~~ Water Operations Specialist and shift operations.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- Operation of water pumping, treatment and distribution facilities
- Principles, practices and regulations of water quality, water treatment and distribution
- Interpreting gauges, recording devices, and other monitoring equipment for plant and facility operations
- Collecting water samples and performing laboratory-testing procedures
- Reading meters and accurately recording usage
- Performing backflow testing and line flushing procedures
- Dealing tactfully with customers, contractors and others encountered in the course of work
- Operating a variety of vehicles and power-driven equipment
- Safety program and safe work practices
- Operation of computers using both standard applications (e.g. Office-based), and specialized applications including Allan Bradley Ladder Logic and MMI languages, SCADA, VB, VBA
- Principles and practices of programming
- Cooperative working relationships. Teamwork to solve practical problems and coordinate work among a small, close-knit workforce

TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- High school diploma or GED
- Community College, technical or other course work relevant for this position beneficial.
- Two-to-three years of increasingly responsible experience in the operation of water distribution, treatment, and pumping facilities; and/or distribution system activities such as backflow testing, meter reading, and customer service. Backflow certification also desirable.
- Grade III Treatment and/or Distribution certificates

SPECIAL REQUIREMENTS

1. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
2. May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
3. ~~Must be clean-shaven in~~ order to wear respiratory protection or other safety equipment, facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns).
- 3.4. Must be able to participate in confined space operations.
- 4.5. Must possess and maintain a Grade III Water Treatment Operator's Certificate and a Grade III Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
- 5.6. Must possess and maintain Backflow Certification pursuant to State drinking water regulations. If an incumbent does not initially possess this certification, the District will allow a period of time for the incumbent to obtain the required certification.
- 6.7. Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

Persons selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening which the District also pays for. The medical examination and drug screening is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- a) sit for extended periods of time;
- b) eoperate a variety of office equipment (computer, copy machine, fax, etc.);
- c) eoperate motor vehicles and other equipment;
- d) eoperate a variety of hand and electric tools;
- e) pperform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity;
- f) pperform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;

- g) **w**Wear a respirator and other personal protective equipment;
- h) **u**Understand and carry out oral and written directions;
- i) **e**Communicate well with others, verbally and in writing;
- j) **w**Work cooperatively and get along well with other people;
- k) **i**Investigate and solve complex problems which involves ability to perform visual inspections, ability to hear normal versus abnormal noises, ability to view and respond to operational control screens including alarms, and ability to think critically;

HYDROELECTRIC OPERATOR/RUTH-AREA REPRESENTATIVE – OM3

GENERAL PURPOSE

Under general supervision, operates, maintains, and controls the District's hydroelectric generating facilities, R.W. Matthews Dam and reservoir equipment, and Ruth Lake facilities; acts as District's on-site Ruth area representative; and performs other related duties as required.

ESSENTIAL FUNCTIONS AND DUTIES

1. Controls the operation of hydroelectric generation, R.W. Matthews Dam, reservoir, and water release equipment and facilities at Ruth Lake using established operating parameters.
2. Reads and records voltage level and kilowatt hour production of hydroelectric plant; reads gauges and flow meters to determine and record water levels and flow rates; reports data and plant conditions to other staff.
3. Stops and starts power plant following established procedures; checks annunciators, gauges, and dials to assess plant conditions; checks equipment for malfunctions of maintenance needs.
4. Performs needed maintenance and repair on District facilities; keeps machinery, equipment, structures, piping, work areas, grounds, and landscaped areas in a clean and orderly condition; assists others with complex machinery and equipment maintenance, repair, and overhaul.
5. Inspects control equipment, facilities, and grounds for needed maintenance and repairs and unusual operating conditions.
6. Operates vehicles and equipment; prepares a variety of operating reports; makes rounds of District property to secure facilities and ensure safety.
7. Oversee the work of other staff assigned to assist in the operation and maintenance of District equipment, R.W. Matthews Dam, and facilities at Ruth Lake.
8. Acts as District representative to public agencies, lessees of District properties, and the general public; assures that the development and usage of District real property complies with District requirements.
9. Responds to hydroelectric plant alarms and emergencies; performs powerhouse and R.W. Matthews Dam inspections in the event of an earthquake; coordinates the Emergency Action Plan activities at Ruth Lake.
- 9.10. Make visual observations of Dam, Abutments and surrounding geology per our Dam Safety and Surveillance Monitoring Plan (DSSMP).

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- Principles and practices of dams, penstocks, and hydroelectric plants, including electrical generators, turbines, high voltage breakers, transformers, compressors, valves, pumps
- Hydro-electric facility operations, including monitoring, controlling and adjusting operations and output
- Reservoir capacity, water flow, and electric generation calculations
- Repair and maintenance procedures for hydroelectric plants, dams, and related equipment

- Planning and overseeing construction and maintenance work conducted by third-party contractors
- Basic water sample collection and laboratory testing procedures
- Basic operation of computers, automated equipment, and standard applications software
- Safe work practices and safety regulations
- Public and media relations
- Cooperative working relationships. Teamwork to solve practical problems and coordinate work among a small, close-knit workforce.

TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- High school diploma or GED
- Community College, technical or other course work relevant for this position beneficial
- Three-to-five years of increasingly responsible experience in the operation and maintenance of hydroelectric generation, dams, and reservoir facilities; or three-to-five years of experience in skilled industrial plant mechanical maintenance and repair, preferably with some direct experience at a water facility.
- Grade II Treatment and/or Distribution certificates

SPECIAL REQUIREMENTS

1. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
2. May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, ~~pipeline breaks, and high water events, and chlorine leaks~~
3. ~~Must be clean shaven~~ In order to wear respiratory protection or other safety equipment, facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns).
- ~~3.4.~~ Must be able to participate in confined space operations.
- ~~4.5.~~ Must possess and maintain a Grade II Water Treatment Operator's Certificate and a Grade II Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
- ~~5.6.~~ Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

Persons selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening which the District also pays for. The medical examination and drug screening is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- a) sSit for extended periods of time;
- b) operate a desktop computer;
- c) operate motor vehicles and other equipment;
- d) operate a variety of hand and electric tools;
- e) perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity;
- f) perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- g) wear a respirator and other personal protective equipment;
- h) understand and carry out oral and written directions;
- i) communicate well with others, verbally and in writing;
- j) work cooperatively and get along well with other people;
- k) investigate and solve complex problems which involves ability to perform visual inspections, ability to hear normal versus abnormal noises, ability to view and respond to operational control screens including alarms, and ability to think critically.

Humboldt Bay Municipal Water District**SENIOR PROGRAM AND REGULATORY ANALYST – A1****GENERAL PURPOSE**

Under general supervision, performs a wide variety of substantive and complex analytical, business, program, and regulatory work. Considerable leeway is granted for the exercise of independent judgment and initiative.

DISTINGUISHING FEATURES

This position is distinguished from the Analyst position by the broader scope of responsibility involved in the analytical work requiring additional years of experience to perform.

ESSENTIAL FUNCTIONS AND DUTIES

1. **Analytical** - Performs complex analyses and studies regarding the District's water supply, water use, cost-of-service, infrastructure financing, water rates, and other business, operational, or technical matters. Provides analytical support to the budget and Capital Improvement Plan processes. Presents results, conclusions, and recommendations from the analyses and studies concisely and accurately.
2. **Communication** - Prepares routine and complex correspondence, reports and regulatory filings. Prepares and writes grant applications. Prepares presentation material to communicate to the District's wholesale customers, the Board of Directors, and other audiences.
3. **Regulatory** – Stays abreast of, researches, and determines impacts regarding existing or proposed regulations of interest to the District. Prepares all required regulatory reports, filings, and applications. Meets and confers with regulatory agency personnel. ~~Prepares permit applications.~~
4. **Safety** – Participates on District's Safety Committee and supports the Superintendent with OSHA compliance and delivery of the District's safety program.
5. **Business Information Systems** – Develops and maintains spreadsheets, databases, and other computer tools to input and retrieve data, and to support a variety of business and operational needs. Assist with the planning and implementation of a Graphical Information System and Facility Records System (GIS/FIS) to support and optimize operations and records management.
6. **Planning** – Supports the General Manager, Superintendent and Business Manager with long-range planning matters. Supports implementation of the District's Capital Improvement Plan.
7. **Other:**
 - i. May provide back-up and perform the duties of the Business Manager or General Manager.
 - ii. May perform special projects for the Superintendent or General Manager as time permits.
 - iii. Assists the General Manager and Superintendent in Emergency Operations Center (EOC) activities or other emergency events.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

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- i. Strong written communication skills including the use of proper English, spelling, grammar and punctuation. Ability to compose complex and detailed correspondence and reports accurately.
- ii. Strong verbal communication and presentation skills
- iii. Ability to work well and collaboratively with others
- iv. Ability to meet deadlines, plan ahead, and adhere to a work plan
- v. Ability to prioritize and manage time effectively, and able to realign priorities as needed
- vi. Ability to complete complex analyses and studies in an independent manner (e.g. define objective, conduct research, collect data, analyze data, derive results, and formulate conclusions and recommendations)
- vii. Subject matter expertise in business, economics, engineering economics, planning (especially water resources planning), or regulations related to the water industry.
- viii. Strong working knowledge of desktop computers, in particular intermediate-to-advanced proficiency in Microsoft Office applications (Word, Excel, PowerPoint, and Outlook). Knowledge of Microsoft Access and ESRI's GIS software highly desirable.

REQUIRED TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- i. Bachelors Degree (required), Master Degree (beneficial), from an accredited university or college with an emphasis in business, economics, engineering economics, planning, water resources, or management information systems.
- ii. Five-to-ten years of increasingly responsible experience in business, the water industry, or at another governmental agency, sufficient to demonstrate the ability to perform the required duties in an independent manner.

SPECIAL REQUIREMENTS

- i. Possession of a valid California's Driver's license issued by the State Department of Motor Vehicles. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment.
- ii. Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement.

ESSENTIAL PHYSICAL ABILITIES

Persons-Individuals selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is **not** considered "safety sensitive" in nature, the person selected for appointment to this position will not be required to have a pre-employment drug screening. The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. Operate a variety of office equipment, especially ~~desktop~~ computers;;
- ii. Understand and carry out oral and written directions;
- iii. Communicate well with others, verbally and in writing;
- iv. Work cooperatively and get along well with others, the Board, District staff, customers and the public;
- v. Think critically to address complex business and accounting assignments;
- vi. Sit for extended periods of time;
- vii. Perform minor physical activities which involve bending, lifting and reaching;
- viii. Operate a motor vehicle.

ⁱ Only one of the two Program and Regulatory Analyst positions will be filled at any given time.

ACCOUNTING AND HUMAN RESOURCES SPECIALIST - A2

GENERAL PURPOSE

Under general supervision performs financial accounting, bookkeeping and reporting functions of the District, performs risk management functions, and performs payroll and other human resources functions.

ESSENTIAL FUNCTIONS AND DUTIES

Accounting Area:

- 0)1) Performs the District's accounting functions for revenues, expenditures, capital, and reserves. Maintains cash receipts, cash disbursements journal, and the general ledger. Tracks the District's checking account and investment account activities.
- 0)2) Maintains the District's automated accounting system (currently in QuickBooks) in accordance with approved accounting standards, policies and procedures. Assists in the design, installation and update of the District's accounting systems, as necessary.
- 0)3) Accounts Receivable - Prepares accurate and timely billings to the District's wholesale municipal and industrial customers, and the District's retail customers in accordance with approved District Ordinances and contracts.
- 0)4) Accounts Payable - Prepares and processes payments to District creditors in accordance with approved policies and procedures.
- 0)5) Performs purchasing and contract functions including: a) preparing and processing requisitions, purchase orders, and JPIA-approved model contracts, b) administering the competitive bidding process, c) ensuring required insurance and risk management provisions are fully satisfied, d) maintaining systems to ensure products/services are received, e) maintaining supply inventories, and f) properly tracking, reporting and accounting for purchases and contract services.
- ~~6) Develops internal tracking and reporting systems (e.g. special jobs, time tracking) to ensure costs are properly accounted for.~~
- 0)6) Prepares monthly financial reports which track actual revenues and expenditures versus the approved annual budget.
- 0)7) Assists in the preparation of the annual budget.
- 0)8) Provides information and support to the District's auditor during the annual financial audit process.
- 0)9) Maintains a system of internal controls in accordance with generally accepted accounting standards and in accordance with recommendations from the District's auditors.
- 0)10) Develops and maintains a procedure manual for accounting and financial reporting functions.
- 0)11) Responds to customer inquiries regarding water services and billings, and vendor/consultant inquiries in a timely manner.

Human Resource Area:

1) Performs or oversees the District's payroll functions, including:

i) ~~a)~~ reviewing time cards;

ii) ~~b)~~ verifying payroll;

iii) ~~c)~~ preparing payroll and benefit checks, ~~and~~

~~iv) d)~~ preparing payroll-related reports to PERS and state and federal taxing agencies.

14) 2) Provides information and routine support to employees regarding District-paid benefits.

15) 3) Handles District response to human resource-related claims (disability, workers' compensation etc.)

16) 4) Trains District personnel in time and job accounting methods and human resources areas.

Other:

~~17) May provide back-up and perform duties of the Executive Assistant/Board Secretary position;~~

1) Provides general administrative support, including:

a. ~~a) R~~esearching, gathering, and organizing information from District records or other sources;

b. ~~b) pP~~reparing and composing District correspondence and routine reports, ~~and c)~~

~~c. pP~~erforming routine analyses.

19) 2) Participates in the planning and implementation of a comprehensive electronic filing and record retrieval system for the District.

20) 3) Assists the General Manager and Superintendent in Emergency Operations Center (EOC) activities or other emergency events;

21) 4) Operates a variety of office equipment including, ~~desk-top~~ computer, ~~photo~~ copier, ~~fax~~ machines, ~~simile~~, ~~document~~ scanner; and document/information management systems;

5) Utilizes computer software such as word processing, database and spreadsheet applications to input and retrieve data, produce letters, reports, graphs and spreadsheets; ~~and~~

22) 6) Maintains District's Records Retention Policy and ensures filing and retention protocols are consistent with that policy.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- 1) Strong written communication skills including the use of proper English, spelling, grammar and punctuation, and an ability to compose correspondence and reports
- 2) Strong verbal communication skills
- 3) Ability to deal intelligently, tactfully, and courteously with customers, District staff, and the Board of Directors
- 4) Strong organizational skills
- 5) Strong arithmetic ~~and basic math~~ skills
- 6) Bookkeeping and/or accounting experience, especially with governmental accounting principles and QuickBooks accounting software

- 7) Office methods and procedures, including filing, record keeping and reporting systems.
- 8) Strong working knowledge of ~~desktop~~ computers, ~~including particular~~ intermediate-to-advanced proficiency in Microsoft Office applications (Word, Excel, PowerPoint and Outlook). Experience with Microsoft Access and/or ESRI's GIS software beneficial.

REQUIRED TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- i. High school diploma or GED
- ii. Community College, technical or other course work relevant for this position is beneficial
- iii. Five-to-ten years of increasingly responsible experience in office administration, accounting, and/or human resources functions sufficient to demonstrate the ability to perform the required duties and work in an independent manner

SPECIAL REQUIREMENTS

- i. Possession of a valid California's Driver's license issued by the State Department of Motor Vehicles. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment.
- ii. Must be able to qualify for fiduciary bonding.
- iii. Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement.

ESSENTIAL PHYSICAL ABILITIES

~~Persons~~**Individuals** selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is not considered "safety sensitive" in nature, the person selected for appointment to this position will not be required to have a pre-employment drug screening. The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. Operate a variety of office equipment (computer, copy machine, fax, etc.);
- ii. Understand and carry out oral and written directions;
- iii. Think critically to address administrative and accounting tasks;
- iv. Communicate well with others, verbally and in writing;
- v. Work cooperatively and get along well with the Board, District staff and the public;
- vi. Sit for extended periods of time;
- vii. Perform minor physical activities which involve bending, lifting and reaching;
 - i. Operate a motor vehicle.

PROGRAM AND REGULATORY ANALYST – A2

GENERAL PURPOSE

Under direct supervision, performs a wide variety of analytical, business, program, and regulatory work. Some leeway is granted for the exercise of independent judgment and initiative as the incumbent demonstrates proficiency.

DISTINGUISHING FEATURES

For promotion to the Senior Analyst position, an Analyst incumbent must successfully complete at least two years of work; obtaining and demonstrating the required knowledge, skills, abilities, and experience; and meeting criteria for promotion to the Senior position.

ESSENTIAL FUNCTIONS AND DUTIES

1. **Analytical** - Performs complex analyses and studies regarding the District's water supply, water use, cost-of-service, infrastructure financing, water rates, and other business, operational, or technical matters. Provides analytical support to the budget and Capital Improvement Plan processes. Presents results, conclusions, and recommendations from the analyses and studies concisely and accurately.
2. **Communication** - Prepares routine and complex correspondence, reports and regulatory filings. Prepares and writes grant applications. Prepares presentation material to communicate to the District's wholesale customers, the Board of Directors, and other audiences.
3. **Regulatory** – Stays abreast of, researches, and determines impacts regarding existing or proposed regulations of interest to the District. Prepares required **all** regulatory reports, **filings, and applications**. Meets and confers with regulatory agency personnel. **Prepares permit applications.**
4. **Safety** – Participates on District's Safety Committee and supports the Superintendent with OSHA compliance and delivery of the District's safety program.
5. **Business Information Systems** – Develops and maintains spreadsheets, databases, and other computer tools to input and retrieve data, and to support a variety of business and operational needs. Assist with the planning and implementation of a Graphical Information System and Facility Records System (GIS/FIS) to support and optimize operations and records management.
6. **Planning** – Supports the General Manager, Superintendent and Business Manager with long-range planning matters. Supports implementation of the District's Capital Improvement Plan.
7. **Other:**
 - i. May provide back-up and perform the duties of the Business Manager.
 - ii. May perform special projects for the Superintendent or General Manager as time permits.
 - iii. Assists the General Manager and Superintendent in Emergency Operations Center (EOC) activities or other emergency events.
 - iv. Acts as Water Conservation Coordinator per UWMP requirements.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- i. Strong written communication skills including the use of proper English, spelling, grammar and punctuation. Ability to compose complex and detailed correspondence and reports accurately.
- ii. Strong verbal communication and presentation skills
- iii. Ability to work well and collaboratively with others
- iv. Ability to meet deadlines, plan ahead, and adhere to a work plan
- iii-v. Ability to prioritize and manage time effectively, and able to realign priorities as needed
- iv-vi. Ability to complete complex analyses and studies in an independent manner (e.g. define objective, conduct research, collect data, analyze data, derive results, and formulate conclusions and recommendations)
- v-vii. Subject matter expertise in business, economics, engineering economics, planning (especially water resources planning), or regulations related to the water industry.
- vi-viii. Strong working knowledge of desktop computers, in particular intermediate-to-advanced proficiency in Microsoft Office applications (Word, Excel, PowerPoint, and Outlook). Knowledge of Microsoft Access and ESRI's GIS software highly desirable.

REQUIRED TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- i. Bachelors Degree (required), from an accredited university or college with an emphasis in business, economics, engineering economics, planning, water resources, or management information systems.
- ii. Two years of increasingly responsible experience in business, the water industry, or at another governmental agency, sufficient to demonstrate the ability to perform the required duties in an independent manner.

SPECIAL REQUIREMENTS

- i. Possession of a valid California's Driver's license issued by the State Department of Motor Vehicles. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment.
- ii. Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement.

ESSENTIAL PHYSICAL ABILITIES

Persons/Individuals selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is **not** considered "safety sensitive" in nature, the person selected for appointment to this position will not be required to have a pre-employment drug Program and Regulatory Analyst (September 200817)

screening. The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. Operate a variety of office equipment, especially desktop computers;;
- ii. Understand and carry out oral and written directions;
- iii. Communicate well with others, verbally and in writing;
- iv. Work cooperatively and get along well with others, the Board, District staff, customers and the public;
- v. Think critically to address complex business and accounting assignments;
- vi. Sit for extended periods of time;
- vii. Perform minor physical activities which involve bending, lifting and reaching;
- viii. Operate a motor vehicle.

ⁱ Only one of the two Program and Regulatory Analyst positions will be filled at any given time.

Humboldt Bay Municipal Water District**EXECUTIVE ASSISTANT AND BOARD SECRETARY – A3****GENERAL PURPOSE**

Under general supervision, provides varied, complex, and at times confidential, administrative and secretarial support to the General Manager and the Board of Directors.

ESSENTIAL FUNCTIONS AND DUTIES**Board Secretary:**

1. Organizes, produces, and distributes the Board of Directors meeting agenda and package.
2. Attends Board of Directors and Board-level committee meetings. Takes notes at Board meetings, and certain committee meetings, and produces clear, concise minutes for consideration and approval by the Board of Directors.
3. Provides administrative support to the Board of Directors as necessary.
4. Makes travel arrangements for Directors for authorized District business trips.

Executive Assistant:

5. Provides professional-level administrative and secretarial support to the General Manager and his/her direct reports including:
 - i. Handling confidential information
 - ii. Responding to questions and comments from the public in a courteous and timely manner;
 - iii. Providing information to public inquiries on routine questions, and directing more complex questions/requests to appropriate staff;
 - iv. Scheduling meetings and maintaining an appointment calendar for the General Manager and direct reports;
 - v. Researching, gathering, and organizing information from District records or other sources;
 - vi. Preparing and composing District correspondence and routine reports;
 - vii. Proof-reading District correspondence and reports to ensure accuracy, proper use of the English language, and consistency with District policies and standards;
 - viii. Performing routine analyses (generally using Excel);
 - ix. Coordinating and overseeing certain programs and implementation of District policies;
 - x. Communicating effectively with the General Manager and his/her direct reports;
 - xi. Performing other administrative duties as assigned.

6. Assists the General Manager and Superintendent in Emergency Operations Center (EOC) activities or other emergency events;
7. Operates a variety of office equipment including, ~~desk-top~~ computer, ~~phete~~ copier, fax ~~machines~~ ~~simile~~, document scanner; and document/information management systems;
8. Utilizes computer software such as word processing, database and spreadsheet applications to input and retrieve data, produce letters, reports, graphs and spreadsheets; ~~and~~

Records Management:

9. Maintains a variety of files, indexes, and document retrieval systems for District ordinances, resolutions, agreements, and District correspondence and project files;

~~10. Maintains District's Records Retention Policy and ensures filing and retention protocols are consistent with that policy; Becky does this~~

- ~~11.~~ 10. Participates in, and possibly leads, the planning and implementation of a comprehensive electronic filing and record retrieval system for the District.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- i. Strong written communication skills including the use of proper English, spelling, grammar and punctuation, and an ability to compose correspondence and reports
- ii. Strong verbal communication skills
- iii. Ability to deal tactfully and courteously with the public, District staff, and the Board of Directors
- iv. Strong organizational skills
- v. Basic arithmetic and analytical skills
- vi. Office management operations and procedures
- vii. Office filing and record keeping systems
- viii. Standard office machines and equipment. Strong working knowledge of ~~desktop~~ computers, ~~in-particular~~, intermediate-to-advanced proficiency in Microsoft Office applications (Word, Excel, PowerPoint and Outlook). Experience with ESRI's GIS software beneficial.
- ix. General knowledge of legal requirements which govern retention of public records

REQUIRED TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- i. High school diploma or GED
- ii. Community College, technical or other course work relevant for this position beneficial
- iii. Five-to-ten years of increasingly responsible experience in office administration or other office experience sufficient to demonstrate the ability to perform the required duties and work in an independent manner.

SPECIAL REQUIREMENTS

- i. Possession of a valid California's Driver's license issued by the State Department of Motor Vehicles. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment.
- ii. Must be able to qualify for fiduciary bonding.
- iii. Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement.

ESSENTIAL PHYSICAL ABILITIES

Individuals~~Persons~~ selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is not considered "safety sensitive" in nature, the person selected for appointment to this position will not be required to have a pre-employment drug screening. The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. **T**ake and transcribe notes and minutes at an acceptable rate and accuracy;
- ii. **T**ype at 55 words per minute;
- iii. **e**Operate a variety of office equipment (computer, copy machine, fax, etc.);
- iv. **u**nderstand and carry out oral and written directions;
- v. **t**hink critically to complete complex administrative tasks;
- vi. **e**Communicate well with others, verbally and in writing;
- vii. **w**ork cooperatively and get along well with the Board, District staff and the public;
- viii. **s**it for extended periods of time;
- ix. **p**erform minor physical activities which involve bending, lifting and reaching;
- x. **e**Operate a motor vehicle.

CUSTOMER SERVICE AND ACCOUNTING AND /HUMAN RESOURCES ASSISTANT – A4

GENERAL PURPOSE

~~Under general supervision, performs a variety of duties related to retail customer service and billing functions. Under general supervision also provides administrative, bookkeeping and Human Resource support.~~

Under general supervision provides back-up support for the Customer Service & Accounting Assistant

ESSENTIAL FUNCTIONS AND DUTIES

Customer Service Area:

~~1) Greet the public and provides information on routine questions and directs complex or technical questions to appropriate staff members. Takes and relays messages.~~

~~2)1) Serves as Customer Service Representative for the District's retail water function. Serves as back up to Processes account services such as meter turn-ons and turn-offs. Generates retail bills, and accepts and posts payments to accounts in an accurate, timely manner. Prepares bank deposits. Responds to customer inquiries and performs analyses of water use and account activities as requested. Works closely with the customer service field representative.~~

Accounting and /Human Resources Support:

~~3)2) Supports and provides back-up to the Accounting and Human Resources Specialist position in the following areas.~~

~~i) payroll function, including:~~

~~(1) a) reviewing time cards,~~

~~(2) b) verifying payroll,~~

~~(3) c) preparing payroll and benefit checks, and~~

~~(0)4) d) preparing payroll-related reports to PERS, and state and federal taxing agencies;~~

~~ii) Assists with rResponse to human resource-related claims (disability, workers' compensation etc.);~~

~~iii) aAccounting/bookkeeping functions using the District's automated accounting system (QuickBooks) in for revenues, expenditures, capital, and reserves;~~

~~iii)v) Reconciles monthly retail water billing for Humboldt Bay and Fieldbrook Glendale retail water accounts~~

~~iv)v) aAcounts receivable function – preparing accurate and timely billings to the District's wholesale municipal and industrial customers in accordance with approved Ordinances and contracts;~~

~~v)~~ vi) aAccounts payable function – preparing and processing payments to District creditors in accordance with approved policies and procedures;

~~v)~~ vii) pProviding information and support to the auditor during the annual financial audit process.

3) Performs purchasing and routine contract functions including:

i) a) preparing and processing requisitions, purchase orders, and JPIA-approved model contracts;

ii) b) maintaining systems to ensure products/services are received, ~~e)~~

iii) - maintaining supply inventories, ~~and d)~~

iv) properly tracking, reporting and accounting for purchases.

4) Develops internal tracking and reporting systems (e.g. special jobs, time tracking) to ensure costs are properly accounted for.

Customer Service Back-up:

5) Provides back-up for all aspects of Retail Customer Service including:

i) Greeting the public, answering routine questions, accepting payments

ii) Account services such as meters on/off and analysis of water use

iii) Generating retail bills

iv) Preparing bank deposits.

Other:

6) Provides general administrative support, including: ~~a)~~

i) rResearching, gathering, and organizing information from District records or other sources, ~~b)~~

ii) pPreparing routine correspondence and reports, ~~e)~~

iii) mMaintaining and ordering office supplies ~~and e)~~

~~iv)~~ aAssisting with filing systems, including transition to new electronic system.

~~6)~~ 7) Assists the General Manager and Superintendent in Emergency Operations Center (EOC) activities or other emergency events;

~~7)~~ 8) Operates a variety of office equipment including, ~~desk-top~~ computer, ~~photo~~copier, ~~fax~~ machines, ~~simile~~, ~~document~~ scanner; and document/information management systems;

9) Utilizes computer software such as word processing, database and spreadsheet applications to input and retrieve data, produce letters, reports, graphs and spreadsheets.

10) May provide back-up and perform duties of the Executive Assistant/Board Secretary position;

~~8)~~ 11) _____

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- i. Ability to deal intelligently, tactfully, and courteously with customers, the public and District staff
- ii. Strong verbal communication skills, including reception and telephone skills
- iii. Written communication skills including the use of proper English, spelling, grammar and punctuation, and an ability to compose routine correspondence

- iv. Basic arithmetic skills
- v. Utility billing system or related experience.
- vi. Basic bookkeeping and/or accounting experience
- vii. Office methods and procedures, including filing, record keeping and reporting systems
- viii. Working knowledge of ~~desktop~~ computers, ~~including particular~~ intermediate proficiency in Microsoft Office applications (Word, Excel, Access, PowerPoint and Outlook)

REQUIRED TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- i. ~~High school diploma or GED~~
- ii. Community College, technical or other course work relevant for position **beneficial**
- iii. ~~Two-to-three years of experience in customer service, office administration or accounting/human resources support functions sufficient to demonstrate the ability to perform the required duties and work in an independent manner~~

SPECIAL REQUIREMENTS

- i. Possession of a valid California's Driver's license issued by the State Department of Motor Vehicles. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment.
- ii. Must be able to qualify for fiduciary bonding
- iii. Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement.

ESSENTIAL PHYSICAL ABILITIES

~~Persons~~**Individuals** selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is **not** considered "safety sensitive" in nature, the person selected for appointment to this position will not be required to have a pre-employment drug screening. The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. ~~Operate~~ a variety of office equipment (telephone, computer, copier, faxy machine, postage machine, fax, etc.);
- ii. ~~Understand~~ and carry out oral and written directions;

- iii. ~~Think~~ think critically to address human resource and customer service and accounting administrative support tasks;
- iv. ~~e~~ Communicate well with others, both verbally and in writing;
- v. ~~w~~ Work cooperatively and get along well with customers, members of the public, and District staff;
- vi. ~~s~~ Sit for extended periods of time;
- vii. ~~p~~ Perform minor physical activities which involve bending, lifting and reaching;
- viii. ~~e~~ Operate a motor vehicle.

Humboldt Bay Municipal Water District**CUSTOMER SERVICE AND ACCOUNTING ASSISTANT - A5****GENERAL PURPOSE**

Under general supervision, performs a variety of duties related to retail customer service and billing functions. Under general supervision also provides administrative, bookkeeping, payroll and accounts payable support.

ESSENTIAL FUNCTIONS AND DUTIES**Customer Service Area:**

- 1) Answers telephone and greets the public and provides information on routine questions and directs complex or technical questions to appropriate staff members.
- 2) Takes and relays messages.
- 3) Serves as Customer Service Representative for the District's retail water function.
 - i) Processes account services such as meter ~~turn-ons/-and-turn-offs~~.
 - ii) Generates and mails retail bills
 - iii) ~~Responds to customer inquiries and performs analyses of water use and account activities as requested~~
 - iv) ~~Works closely with the customer service field representative.~~
 - v) ~~and a~~ Accepts and posts payments to accounts in an accurate, timely manner.
- 4) Prepares bank deposits. ~~Responds to customer inquiries and performs analyses of water use and account activities as requested. Works closely with the customer service field representative.~~

Accounting/Bookkeeping Support:

- 2)4) Supports and provides back-up to the Accounting and Human Resources positions in the following areas.
 - i) ~~p~~ Payroll ~~function~~, including:
 - (1) ~~a)~~ ~~r~~ Reviewing time cards, ~~b)~~
 - (2) ~~v~~ Verifying payroll, ~~e)~~
 - (3) ~~p~~ Preparing payroll and benefit checks, ~~and d)~~
 - (1)4) ~~p~~ Preparing payroll-related reports to PERS, and state and federal taxing agencies;
 - ii) ~~a~~ Accounting/bookkeeping functions using the District's automated accounting system (QuickBooks) in accordance with approved accounting policies and procedures for revenues, expenditures, capital, and reserves;

- iii) ~~a~~Accounts payable function – preparing and processing payments to District creditors in accordance with approved policies and procedures;
 - iv) ~~p~~roviding information and support to the auditor during the annual financial audit process.
- 3)5) Performs purchasing and routine contract functions including: ~~a~~) preparing and processing requisitions, and purchase orders.

Other:

- 6) Provides general administrative support, including ~~a~~)
- i) ~~r~~esearching, gathering, and organizing information from District records or other sources, ~~b~~)
 - ii) ~~p~~reparing routine correspondence and reports, ~~and c~~)
 - iii) ~~a~~ssisting with filing systems.
- 4)7) Assists the General Manager and Superintendent in Emergency Operations Center (EOC) activities or other emergency events;
- 5)8) Operates a variety of office equipment including: ~~desk-top~~ computer, ~~ph~~otocopier, ~~fax~~ machine, ~~sim~~ile, document scanner; and document/information management systems;
- 6)9) Utilizes computer software such as word processing, database and spreadsheet applications to input and retrieve data, produce letters, reports, graphs and spreadsheets.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- 1) Ability to deal intelligently, tactfully and courteously with customers, the public, and District staff
- 2) Strong verbal communication skills, including reception and telephone skills
- 3) Written communication skills including the use of proper English, spelling, grammar and punctuation, and an ability to compose routine correspondence
- 4) Basic arithmetic skills
- 5) Utility billing system or related experience
- 6) Basic bookkeeping and/or accounting experience
- 7) Office methods and procedures, including filing, record keeping and reporting systems
- 8) Working knowledge of ~~desktop~~ computers, including ~~particular~~ intermediate proficiency in Microsoft Office applications (Word, Excel, Access, PowerPoint and Outlook)

REQUIRED TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- i. High school diploma or GED
- ii. Community College, technical or other course work relevant for position beneficial
- iii. Two-to-three years of experience in customer service, office administration or accounting and bookkeeping support functions sufficient to demonstrate the ability to perform the required duties and work in an independent manner

SPECIAL REQUIREMENTS

- i. Possession of a valid California's Driver's license issued by the State Department of Motor Vehicles. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment.
- ii. Must be able to qualify for fiduciary bonding.
- iii. Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement.

ESSENTIAL PHYSICAL ABILITIES

~~Individuals~~~~Persons~~ selected for appointment to this position must pass a pre-employment medical examination paid for by the District. Because this position is not considered "safety sensitive" in nature, the person selected for appointment to this position will not be required to have a pre-employment drug screening. The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. ~~O~~perate a variety of office equipment (telephone, computer, cop~~ier~~~~y~~-~~machine~~, fax ~~machine~~, postage machine, etc.);
- ii. ~~u~~nderstand and carry out oral and written directions;
- iii. ~~t~~hink critically to address customer service, accounting and administrative support tasks;
- iv. ~~e~~Communicate well with others both, verbally and in writing;
- v. ~~w~~ork cooperatively and get along well with customers, members of the public, and District staff;
- vi. ~~s~~it for extended periods of time;
- vii. ~~p~~erform minor physical activities which involve bending, lifting and reaching;
- viii. ~~e~~operate a motor vehicle.

Appendix C

SECTION IS, PAGE NO. 136

Humboldt Bay Municipal Water District

Compensation Plan (Chapter 2, §2005)

Appendix C - Employee Handbook - Effective 7/1/2017

POSITION TITLE	CLASS.	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
General Manager	M1	Based on Employment Contract				
District Superintendent	M2	7,346.81	7,714.15	8,099.85	8,504.85	8,930.09
Business Manager	M3	6,664.17	6,997.38	7,347.25	7,714.61	8,100.34
Maintenance/Electrical Supervisor	M4	6,073.12	6,376.78	6,695.62	7,030.40	7,381.92
Water Operations Supervisor (Chief Operator)	M5	5,958.54	6,256.46	6,569.29	6,897.75	7,242.64
Assistant Maintenance / Electrical Supervisor	M6	5,783.51	6,072.68	6,376.32	6,695.14	7,029.89
Assistant Water Operations Supervisor (back-up Chief Operator)	M7	5,674.39	5,958.11	6,256.01	6,568.81	6,897.25
Water Operations Specialist	OM1	5,325.83	5,592.12	5,871.73	6,165.31	6,473.58
Electrician/Instrument Tech	OM2	5,071.24	5,324.80	5,591.04	5,870.59	6,164.12
Operation & Maint Technicians (Shift Operator) Maintenance Mechanics, Operations/Customer Svc Spec., Hydro Operator/Ruth Representative	OM3	4,382.62	4,601.76	4,831.84	5,073.44	5,327.11
Maintenance Worker	OM4	2,884.68	3,028.92	3,180.36	3,339.38	3,506.35
Senior Regulatory Analyst	A1	5,325.83	5,592.12	5,871.73	6,165.31	6,473.58
Accounting and Human Resources Specialist	A2	4,382.62	4,601.76	4,831.84	5,073.44	5,327.11
Regulatory Analyst		4,382.62	4,601.76	4,831.84	5,073.44	5,327.11
Executive Assistant and Board Secretary	A3	3,974.06	4,172.77	4,381.41	4,600.48	4,830.50
Accounting and Human Resources Assistant	A4	3,784.94	3,974.19	4,172.90	4,381.54	4,600.62
Customer Service and Accounting Assistant Retail Clerk and Accounts Payable	A5	2,884.53	3,028.76	3,180.20	3,339.21	3,506.17

* At any given time, there is only one Analyst Position and either an Accounting Assistant or a Retail Clerk Position

Appendix D



HUMBOLDT BAY MUNICIPAL WATER DISTRICT

828 SEVENTH STREET, PO BOX 95 • EUREKA, CALIFORNIA 95502-0095

OFFICE 707-443-5018 ESSEX 707-822-2918

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BOARD OF DIRECTORS
SHERI WOO, PRESIDENT
NEAL LATT, VICE-PRESIDENT
J. BRUCE RUPP, SECRETARY-TREASURER
BARBARA HECATHORN, DIRECTOR
MICHELLE FULLER, DIRECTOR

GENERAL MANAGER
JOHN FRIEDENBACH

OVERTIME/COMP TIME BANK AGREEMENT

—ALL NON-MANAGEMENT EMPLOYEES—

The HBMWD Budget approved by the Board of Directors July 2017 expanded the prior Comp Time Policy. The District is now pleased to offer non-exempt employees the choice of when to receive compensation for overtime hours worked. Employees can either be compensated on the paycheck when the overtime is earned or at a later date by the use of a Compensatory Time Off Bank (Comp Time Bank). Under the new policy, employees may opt to bank worked overtime into a Comp Time Bank (up to 40 hours). This Comp Time Bank can be used the following ways:

- 1) Paid time off (with Supervisor approval)
- 2) Cashed out once during a calendar year

The option to use the Comp Time Bank is entirely voluntary. By completing and signing the form below, the employee agrees to bank overtime hours into a Comp Time Bank at a rate of 1.5 hours per 1 hour of earned overtime. When the maximum bank (40 hours) is reached, the employee will automatically be switched to monetary compensation for additional overtime hours worked.

I, _____, hereby request to use a **Comp Time Bank** in lieu of paid overtime
(Employee Printed Name)
compensation. I understand that this agreement will remain in place until I notify the Eureka Office of my desire to change back to standard paid overtime compensation. I also understand that I may opt-in or out only once during any given calendar year. To opt-out of the Comp Time Bank, I must notify the Eureka Office in writing at least 30-days in advance of the change. This agreement is governed by California Labor Code 204.3. A copy can be provided upon request.

Employee Signature: _____

Date: _____

Supervisor/Manager Signature: _____

Date: _____

Appendix E



HUMBOLDT BAY MUNICIPAL WATER DISTRICT

SECTION 75 PAGE NO. 140

PERFORMANCE EVALUATION

Name: _____ Type: Annual
 Position: _____ Interim
 Period: From: _____ To: _____

unsatisfactory	Continued Development	satisfactory	Rate only those factors that apply to this position. Immediate Supervisor must check each appropriate factor in the proper columns. Additional factors may be added as appropriate to the position.	not rated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Observance of work hours	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Attendance	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Public Contacts	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Employee Contacts	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Communication with others	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Knowledge of work	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Work judgments	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Planning and organizing	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Job skill level	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Quality of work	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Acceptable work volume	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Meeting deadlines	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Accepts responsibility	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Accepts direction	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Operation & care of equip.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Initiative and creativity	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Learning ability	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Work station appearance	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Safety practices	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Accepts change	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Effectiveness under stress	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ADDITIONS:	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

Any unsatisfactory rating must be explained in Section C.

For employees who supervise others:				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. Planning and organizing	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27. Scheduling & coordinating	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28. Training and instructing	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29. Productivity	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30. Evaluating subordinates	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31. Judgments & decisions	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32. Leadership skills	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33. Operational economy	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	34. Supervisory control	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	35. Compliance with affirmative action rules	<input type="checkbox"/>

A. General Comments: This section may be used to clarify factor ratings, make general observations about the employee's performance and outline further

B. Outstanding Accomplishments or Superior Performance Incidents:

C. Suggested Development

Supervisor: _____ Date: _____
 Employee: _____ Date: _____
 Reviewer's Initials:
 Supt. _____ GM _____

C. Suggested Development (Continued)

[Empty box for suggested development]

D. Employee Comments

[Empty box for employee comments]

Appendix F

Humboldt Bay Municipal Water District
Workplace Illness and Injury Prevention Program

General Philosophy

The Humboldt Bay Municipal Water District (HBMWD) is committed to providing a safe and healthful working environment for all of its employees. The desired results of such efforts are: 1) to minimize the risks of industrial illness or injury to District employees, 2) to maintain a productive work force; and, 3) to foster an atmosphere of adherence to safety practices.

This plan has been prepared to respond to the requirements of SB 198 and regulations adopted to implement the legislation. It is not intended to be a comprehensive safety document. Rather, it is a framework plan to be used in conjunction with other safety resources to promote a healthful and safe working environment.

Program Outline

The District's Workplace Illness and Injury Prevention Program (WIIPP) is made up of the following key elements, each of which is described in detail below:

1. Safety Organization
2. Workplace Safety Inspections and Hazard Elimination
3. Employee Training / Training Records
4. Management - Employee Communication
5. Safety Policies / Procedures
6. Employee Safety Responsibility / Discipline
7. Protective Gear / Devices
8. Accident Investigations
9. Recognition of Outstanding Safety Performance

Safety Organization

The General Manager is responsible for establishing, maintaining and controlling an effective safety program in accordance with the "General Philosophy" stated above and which meets the requirements of State law, specifically SB198 .

The District Superintendent is responsible to the General Manager for implementing the District's WIIPP, including the following specific responsibilities:

- Chair the employer/employee Safety Committee.
- Implement periodic safety inspections.
- Implement required employee safety training.
- Perform or review all accident investigations
- Recommend amendments to the WIIPP.
- Recommend outstanding safety recognitions.
- Recommend discipline for safety violations.

Supervisors are responsible to the District Superintendent for implementing the District's WIIPP, including the following specific responsibilities:

- Serve on the Employer/Employee Safety Committee as required.
- Assist in safety inspections as required.
- Perform accident investigations involving employees under their supervision.
- Enforce the District's safety policies.
- Assure availability of needed safety equipment and protective devices.
- Train employees in safe work practices and hazard avoidance.
- Know the rules of safety that apply to their areas of responsibility.

The Business Manager is responsible to the General Manager for implementing the WIIPP with the administrative staff at the Eureka office.

Employees are required to follow the District's safety policies and to stay aware of and immediately report workplace hazards. Specific employee responsibilities include:

- Know the District's safety rules and implement them.
- Perform work in a manner that insures their own safety as well as that of their fellow employees.
- Work free of the influence of alcohol, drugs or medicines that affect safe performance of work duties.
- Participate in scheduled safety meetings and training sessions.
- Make use of all protective devices and equipment supplied by the District to make work safer.
- Avoid horseplay or any act that adversely affects the safety of others.
- Report accidents, or unsafe working conditions, equipment or practices promptly to their supervisor or other responsible person.

The Safety Committee's responsibilities include the following:

- Review and make recommendations about the content of in-house employee safety training.
- Review the results of periodic work site inspections.
- Review the District's WIIPP and recommend changes.
- Review and evaluate employee safety suggestions.
- Review investigations of workplace accidents and hazardous conditions reports and, where appropriate, submit suggestions to management for prevention of future incidents.
- Verify compliance with OSHA abatement actions if requested to do so by OSHA officials.

The Safety Committee will meet at least quarterly and is composed of employer and employee representatives. It will be chaired by the District Superintendent, and will include:

- One Supervisor and two employees, from different operating units, appointed by the Committee Chair for a period of one year. The appointment will be rotated among all supervisors and employees in subsequent years.

The Committee Chair will cause minutes to be kept of all Safety Committee meetings. These minutes will be posted for thirty days on the employee bulletin board, and will be kept in master files at Essex and in the District's Eureka Office.

Workplace Safety Inspections and Hazard Elimination

The basic purpose of the District's periodic safety inspections is to identify workplace hazards such as unsafe work conditions or work practices. The inspection should also include an evaluation of the seriousness of the hazards and, provide alternatives to eliminate them, including employee safety training where indicated.

Workplace hazards are to be corrected as soon as possible after they are identified. In the event the hazard cannot be eliminated immediately, a plan and target date for correction will be developed and implemented. Until the hazard is eliminated, employees exposed to the hazard will be provided with interim notice, protection or training as may be appropriate. The District, recognizing that preventive maintenance of its tools, machinery and equipment can reduce workplace hazards; will conduct such preventive maintenance as appropriate. Safety inspections will include at least one overall annual review of the District's facilities and safety practices using the self-inspection checklist included in the Safety Policies Procedures Manual. The chlorine facilities must be inspected by at least one person knowledgeable in the District's chlorination system and process.

Additional safety inspections will be scheduled as needed. Specific triggers to additional safety inspections are:

- Whenever new substances, processes, procedures, or equipment are introduced into the workplace.
- Whenever new or previously unrecognized hazards arise or are discovered.

These types of specialized inspections will have as their primary object the development of new or amendment of existing safety practices to assure employee protection. All safety inspections will be reviewed by the Safety Committee to aid optimum follow up actions.

Employee Training / Training Records

Employees hired by the District are expected to follow basic safe work practices. If unsure about safety practices related to a specific work assignment, they are to seek clarification or explanation of safe work practices before proceeding with such assignment

In addition, the District will conduct periodic training designed to help employees recognize, avoid and deal with hazards likely to be encountered while working for the District. Training is an on-going activity, but will be specifically provided to new employees or employees given a new assignment, or when new hazards, procedures, processes, or equipment are discovered in or introduced to the workplace.

Training will be provided on the basis of an assessment of the employee's need for training and may be in the form of written safety material or formal classroom or on-the-job training sessions. The following policies will be reviewed in a formal safety session at least once per year:

- Confined spaces policies' procedures and equipment.
- Hazardous substances policy, including use of SDS's.
- Respirator safety, including medical evaluation where needed.

Chlorine safety and leak response training sessions will be held quarterly - in conjunction with other local qualified emergency responders when possible. These sessions will focus on the emergency notification procedures to be activated in the event of a serious chlorine emergency such as a chlorine line leak or tank rupture; and proper use and fit of SCBA's and protective uniforms. The object of the training is to assure that all Essex employees understand how to activate the County's Hazardous Material Incident Plan and the District's role in that plan; how to notify other appropriate emergency responders that a chlorine emergency requires their response; how to assist others; and, how to deal with and repair a chlorine leak.

First Aid and CPR training will be provided on a regular basis to assure certification of all field and operations' personnel.

Defensive Driver training will be provided at least every four years or more frequently on an as needed basis. These are formal classes usually set up via the District's insurance carrier and the California Department of Motor vehicles. In addition, "tailgate" sessions will be held as needed to provide training in general safe work practices such as lifting procedures, trenching protocols, and fire protection procedures.

Qualified persons will provide training. If done on an in-house basis, the qualifications of the trainer will be reviewed and, if necessary, supplemented with training needed to become qualified. All training will be logged in the employee's personnel file and a record of each session, including subject, speaker, date, and attendees kept in the safety training files at Essex and the District's Office.

Cellular Phone Safety Policy

Consistent with California law, the use of cellular phones without a hands-free device while driving on District business is prohibited. If you keep your cell phone on while driving, you must use a hands-free device. If you do not have a hands-free device, you must safely pull off the road to use your cellular phone. Under no circumstances, may a driver initiate a cellular phone call while driving a vehicle during the course of business. Texting while driving is strictly prohibited.

Management - Employee Communication

Several avenues of communication between management and staff have already been discussed above. Specifically, the formal training sessions, "tailgate" meetings, posted Safety Committee minutes and interim hazard notices are all crucial elements of the District's safety communication program.

The Safety Policies and Procedures Manual, discussed below, is the other formal link in the process. This manual will be available to all employees at various locations including the office of the employee's supervisor, the District Superintendent's office, the Hydro plant Office at Ruth Lake, the headquarters building at Ruth Lake, the District Eureka Office, a reference copy at the counter in the Operations Office at Essex and at the Turbidity Reduction Facility (TRF).

A final reference document is Title 8 of the California Code of Regulations. This material is available online at www.dir.ca.gov/counters/t8index.htm, for reference purposes, to any employee of the District.

Safety Policies / Procedures

A manual outlining the District's safety policies and procedures will be available to all employees. It outlines the general safe work practices which employees are expected to observe while carrying out District work assignments.

The manual will be updated as needed. The General Manager will formalize the updates, with revision notices sent by the Business Manager to the following:

- The District Superintendent who is responsible for incorporating the updates into his manual.
- Each Supervisor who is responsible for updating his copy of the manual. The Water Operations Supervisor will also be responsible for updating the reference copy at Essex and at the TRF.
- The Hydro plant Operator who is responsible for updating the copies of the manual at the Hydro plant and headquarters building at Ruth Lake.
- The Business Manager at the District's Eureka Office who is responsible for updating the manual at the Eureka Office.

Employee Safety Responsibility / Discipline

Although the law places primary responsibility for occupational safety and health on the employer, certain responsibilities are also placed on employees. These responsibilities include:

- Obeying all occupational safety and health standards, rules and orders issued according to the law.
- Not removing, displacing, damaging, destroying, tampering with or carrying off safety devices, safeguards, notices or warnings.
- Using equipment (e.g. hard-hat, safety belt), safety devices (e.g. machine guards), methods or procedures which have been adopted for employee protection.

Employees who willfully disobey safety rules and procedures will be disciplined as circumstances may dictate.

Protective Gear / Devices

The District's policy of participating in the purchase of steel-toed shoes and prescription safety glasses is documented in the District's Employee Handbook. In addition, the District will supply all necessary protective gear including safety belts, lifelines, hard hats, respirators, boots, gloves, chlorine gas protective uniforms, self contained breathing apparatus (SCBA), ear plugs, eye protectors, face shields, high visibility vests, eye washes, and first aid supplies. Any employee lacking such items or any other required PPE will bring the matter to the attention of his supervisor before proceeding with any project requiring any such gear.

Accident Investigation

All accidents and near misses involving District personnel or equipment will be investigated, whether or not employee or third party injury is involved. The purpose of the accident investigation is twofold: 1) to provide proper reporting to: a) insurance carriers (i.e. worker's compensation, property, liability) to allow expeditious processing of claims and b) regulatory agencies; and, 2) to provide data that will allow action to be taken to minimize recurrences.

Accident investigation and analysis of the data gained from investigations can provide useful information such as:

1. Machines, tools, locations or type of assignment producing job injuries.
2. Revision of job practices producing job injuries.
3. Evaluation of effectiveness of District safety program.

The facts which need to be identified in an accident include who was involved, what happened, when did the accident occur, where did the accident occur and why did it happen? The "Supervisor's Report of Accident" must be filled out for any workers comp accident. This form is available from the District's worker's compensation insurance carrier.

The "Vehicle Accident Reporting Kit" should be used for reporting vehicle accidents. It is available through the ACWA/JPIA, and copies are kept in each vehicle owned by the District.

The responsibilities for accident investigation are outlined in the section of this WIIPP entitled "Safety Organization". In addition to the specific forms noted above, the accident investigator should use the "Supervisor's Investigation Report", included in the Safety Policies & Procedures Manual, to the extent necessary to provide sufficient facts about the accident.

Recognition of Outstanding Safety Performance

In February or March of each calendar year, the District will recognize each employee of the District who has not had a "reportable injury", as defined by OSHA and reported on OSHA Form 300 and 300a. The District will award one grand prize, based on a drawing of all eligible employees. The grand prize winner will be honored at the February or March meeting of the Board of Directors with a certificate of recognition and a check of \$400. All other eligible employees will receive a certificate of recognition and a check for \$200 in recognition of their safe work habits.

Summary

This plan has been prepared to respond to the requirements of SB 198 and regulations adopted to implement the legislation. It is not intended to be a comprehensive safety document. Rather, it is a framework plan to be used in conjunction with other safety resources to promote a healthful and safe working environment.

I HAVE RECEIVED A COPY OF THIS DOCUMENT AND AGREE TO COMPLY WITH ITS CONTENT.

DATE

NAME

Appendix G

HUMBOLDT BAY MUNICIPAL WATER DISTRICT DOT Substance Abuse Policy

I. Introduction

The purpose of this policy is to assure worker fitness for duty and to protect our employees and the public from risks posed by the use of alcohol and controlled substances. This policy is also intended to comply with all applicable Federal regulations governing workplace anti-drug programs in the transportation industry. The Federal Highway Administration (FHWA) of the Department of Transportation has enacted 49 CFR Part 382 that mandate urine drug testing and breathalyzer alcohol testing for safety-sensitive positions and prevents performance of safety-sensitive functions when there is a positive test result. The Department of Transportation has also enacted 49 CFR Part 40 that sets standards for the collection and testing of urine and breath specimens. In addition, the Department of Transportation has enacted 49 CFR Part 29, "The Drug-Free Workplace Act of 1988," which requires the establishment of drug free workplace policies and the reporting of certain drug-related offenses to the Department of Transportation. The policy incorporates those requirements of safety-sensitive employees and others when so noted.

The District recognizes that the use of alcohol and/or controlled substances in the workplace is not conducive to safe working conditions. In order to promote a safe, healthy and productive work environment for all employees, it is the objective of the District to have a work force that is free from the influence of alcohol and controlled substances.

The District is dedicated to assuring fair and equitable application of this Substance Abuse Policy. Therefore, supervisors are required to administer all aspects of the policy in an unbiased and impartial manner. Any supervisor who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy with respect to his/her subordinates shall be subject to disciplinary action, up to and including termination.

II. Safety Sensitive Employees

This policy applies to all safety-sensitive employees and contractors when they are on District property or when performing any District related business. It applies to off-site lunch periods and breaks when a safety-sensitive employee is scheduled to return to work. Visitors, vendors, and contracted employees are governed by this policy while on District premises, and they will not be permitted to conduct business if found to be in violation of this policy.

A safety-sensitive position is defined as any position requiring the use of a Class "A" or Class "B" commercial drivers license. The following positions are considered District safety-sensitive employee (function and/or position) classifications: Hydroelectric Operator, Maintenance Mechanic, Maintenance Supervisor, and Superintendent. A safety sensitive function during any period in which that employee is actually

performing, ready to perform or immediately available to perform any safety-sensitive functions.

III. Prohibited Substances

"Prohibited substances" addressed by this policy include the following: Drugs: Marijuana, amphetamines, opiates, phencyclidine (PCP) and cocaine. Alcohol: This use of beverages or substances, including any medication, containing alcohol such that it is present in the body at a level in excess of that stated in Department of Transportation guidelines while actually performing, ready to perform, or immediately available to perform any District business is prohibited. "Alcohol" is defined as: the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl or isopropyl alcohol.

IV. Prohibited Conduct

Manufacture, Trafficking, Possession, and Use Any safety-sensitive employee engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol on District premises, in District vehicles or while conducting District business off the premises is absolutely prohibited. Violation will result in removal from safety-sensitive duty and referral to a Substance Abuse Professional (SAP).

Impaired/Not Fit for Duty Any safety-sensitive employee who is reasonably suspected of being impaired, under the influence of a prohibited substance, or not fit for duty shall be removed from safety-sensitive job duties and be required to undergo a reasonable suspicion controlled substance or alcohol test. Employees failing to pass this reasonable suspicion controlled substance or alcohol test shall remain off duty and be referred to a Substance Abuse Professional (SAP). A controlled substance or alcohol test is considered positive (failed) if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in the Department of Transportation guidelines.

Alcohol Use No safety-sensitive employee may report for duty or remain on duty when his/her ability to perform assigned functions is adversely affected by alcohol or when his/her breath alcohol concentration is 0.04 or greater. No safety-sensitive employee shall use alcohol while on duty or while performing safety-sensitive functions. Violation of this provision is prohibited and will subject the employee to removal from safety-sensitive duty and referral to a Substance Abuse Professional (SAP).

Compliance with Testing Requirements All safety-sensitive employees are subject to controlled substance testing and breath alcohol testing. Any safety-sensitive employee who refuses to comply with a request for testing, who provides false information in connection with a test or who attempts to falsify test results through tampering, contamination, adulteration, or substitution shall be removed from duty immediately and be referred to a Substance Abuse Professional (SAP). Refusal to submit to a test can include an inability to provide a urine specimen or breath sample without a valid medical

explanation, as well as a verbal declaration, obstructive behavior or physical absence resulting in the inability to conduct the test.

Treatment/Rehabilitation Program An employee with a controlled substance and/or alcohol problem will be afforded an opportunity for treatment in accordance with the following provisions:

- A Rehabilitation Program is available for safety-sensitive employees who have tested positive for a prohibited substance on a one time basis only. Employee will be immediately terminated on the occurrence of a second verified positive test result. Program costs and subsequent controlled substance and/or alcohol testing costs will be paid by the safety-sensitive employee. When recommended by the Substance Abuse Professional (SAP), participation and completion of the rehabilitation program is mandatory. Failure of a safety-sensitive employee to attend and/or complete a prescribed program will result in termination from employment. Prior to return-to-duty testing, an employee must follow the rehabilitation program recommended by the SAP and agree to and sign a Return-To-Duty Agreement. The duration and frequency of follow-up testing will be determined by the SAP but will not be shorter than one year or longer than five years.
- All employees who feel they have a problem with controlled substances and/or alcohol may request voluntary admission to a rehabilitation program. Requests must be submitted to the General Manager or his/her designee for review. Program costs and subsequent controlled substance and/or alcohol testing costs will be paid by the safety-sensitive employee. An employee failing to complete the program will be subject to termination from employment. An employee completing a rehabilitation program must agree to and sign a Return-To-Duty Agreement, pass a return-to-duty controlled substance and/or alcohol test and be subject to unannounced follow-up testing for 36 months following return to duty. A positive result on the return-to-duty test or on the unannounced follow-up tests within a 36 month period will result in termination from employment.
- Participants in the rehabilitation program may use accumulated sick leave and vacation, if any.

V. Testing for Prohibited Substances

Analytical urine controlled substance testing and breath testing for alcohol will be conducted as required under Department of Transportation guidelines. All safety-sensitive employees shall be subject to testing prior to employment, randomly, for reasonable suspicion, and following an accident, as defined in the Department of Transportation guidelines. In addition, all safety-sensitive employees will be tested prior to returning to duty after failing a controlled substance and/or alcohol test. Employees

who have returned to duty will be subject to unannounced follow-up tests for up to five years, as determined by a Substance Abuse Professional (SAP). Safety-sensitive employees who perform safety-sensitive functions as defined in the Department of Transportation guidelines shall also be subject to testing on randomly selected, unannounced basis.

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the Department of Health and Human Services (DHHS). All testing will be conducted consistent with the procedures put forth in the Department of Transportation guidelines.

The controlled substances that will be tested for include marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP). An initial controlled substance screen will be conducted on each specimen. For those specimens that are positive, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the controlled substance levels present are above the minimum thresholds established in the Department of Transportation guidelines.

Tests for alcohol concentration will be conducted utilizing an approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). If the initial test indicated an alcohol concentration of 0.02 or greater, a confirmation test will be performed to confirm the result of the initial test. An employee who has a confirmed alcohol concentration of 0.02 but less than 0.04 will be removed from his/her position for at least twenty-four hours unless a retest results in an alcohol concentration 0.02 or less. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of Department of Transportation guidelines and this policy.

Any safety-sensitive employee who has a confirmed positive controlled substance or alcohol test will be removed from his/her position, informed of educational and rehabilitation program available, and evaluated by a Substance Abuse Professional (SAP).

The District affirms the need to protect individual dignity, privacy and confidentiality throughout the testing process.

Employees in Safety-sensitive positions may be tested under any of the following circumstances:

- Pre-Employment Testing All applicants for safety-sensitive classifications shall undergo urine controlled substance testing prior to employment. Receipt of a satisfactory test result is required prior to employment and failure of a controlled substance test will disqualify the applicant from further consideration for employment. Pre-Employment testing requirements will be conducted in compliance with current law. All existing safety-sensitive employees who have been on an unpaid leave of absence and during that period were removed from the random testing pool, shall be subject to

undergo urine controlled substance testing prior to reinstatement to their regular duties.

- Reasonable Suspicion Testing All safety-sensitive employees will be subject to urine and/or breath testing when there is a reasons to believe that controlled substances or alcohol use is adversely affecting job performance. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances which are consistent with the effects of substance abuse. Examples of reasonable suspicion include, but are not limited to, the following:
 1. Adequate documentation of unsatisfactory work performance or on-the-job behavior.
 2. Physical signs and symptoms consistent with prohibited substance use.
 3. Occurrence of a serious or potentially serious accident that may have been caused by human error.
 4. Fights (to mean physical contact), assaults and flagrant disregard or violations of established safety, security, or other operation procedures.

Reasonable suspicion determinations will be made by a supervisor who is trained to detect the signs and symptoms of controlled substance and alcohol use and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to prohibited substance abuse or misuse.

- Post-Accident Testing Safety-sensitive employees will be required to undergo controlled substance and/or breath alcohol testing if they are involved in an accident with a District vehicle that results in a fatality. This includes all safety-sensitive employees who are on duty in the vehicles and any other whose performance could have contributed to the accident. In addition, a post-accident test will be conducted if an accident results in injuries requiring transportation to a medical treatment facility; or where one or more vehicles incurs disabling damage that requires towing from the site; and the safety-sensitive employee receives a citation under State or local law for a moving traffic violation arising from the accident.

Following an accident, the safety-sensitive employee will be tested as soon as possible, but not to exceed eight hours for alcohol and 32 hours for controlled substances. Any employee who leaves the scene of the accident without appropriate authorization prior to submission to controlled substance and alcohol testing will be considered to have refused the test and subject to termination. Post-accident testing of safety-sensitive employees will include not only the operation personnel, but any other covered employees whose performance could have contributed to the accident.

- Random Testing Employees working in safety-sensitive classifications will be subjected to randomly selected, unannounced testing. The random

selection will be by a scientifically valid method. Each safety-sensitive employee will have an equal chance of being tested each time selections are made. Safety-sensitive employees will be tested either just before departure, or during duty, or just after the safety-sensitive employee has ceased performing his/her duty.

- Return-to-Duty Testing All safety-sensitive employees who previously tested positive on a controlled substance or alcohol test must test negative and be evaluated and released to duty by the Substance Abuse Professional (SAP) before returning to duty. Employees will be required to undergo unannounced follow-up controlled substance and/or alcohol breath testing following returning to duty. The duration and frequency will be determined by the SAP. However, it shall not be less than 6 tests during the first 12 months, nor longer than 60 months in total, following return to duty.
- Employee Requested Testing Any safety-sensitive employee who questions the result of a required controlled substance test under Department of Transportation guidelines may request that an additional test be conducted. This additional test may be conducted at the same laboratory or at a different DHHS certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. All costs for such testing are to be paid by the employee unless the second test invalidated the original test. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in the Department of Transportation guidelines. The safety-sensitive employee's request for a retest must be made to the MRO within 72 hours of notice of the initial test result. Requests after 72 hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee.

VI. Employee Assessment

Any safety-sensitive employee who tests positive for the presence of controlled substances or whose breath alcohol concentration is above the minimum thresholds set forth in the Department of Transportation guidelines will be assessed by a Substance Abuse Professional (SAP). A SAP is a licensed physician, psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinically experienced in the diagnosis and treatment of alcohol related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substance abuse or misuse.

If a safety-sensitive employee is returned to duty following rehabilitation, he/she must agree to and sign a Return-To-Duty Agreement, pass a return-to-duty controlled substance and/or alcohol test and be subject to unannounced follow-up tests for a period of one to five years, as determined by the SAP. The cost of any rehabilitation and subsequent controlled substance and/or alcohol testing is borne by the safety-sensitive

employee and is on a one time basis only. Employee will be immediately terminated on the occurrence of a second verified positive test result. Employees may use accumulated sick leave, and vacation, if any, to participate in the prescribed rehabilitation program.

VII. Procedures

- **Procedures for Reasonable Suspicion Testing**

A safety-sensitive employee who may possibly be under the influence of alcohol and/or controlled substances is observed by a supervisor. Any employee may identify someone suspected of alcohol and/or controlled substance to any supervisor. Employees should realize, however, that it is against District policy to make false or malicious statements about other employees and doing so can result in disciplinary action being taken against the offending employee. However, the supervisor must witness first hand the safety-sensitive employee's signs and symptoms.

The supervisor is then obligated to insure that the matter is immediately investigated. If possible, two supervisors determine (independently or together) that the safety-sensitive employee in question may indeed be under the influence of alcohol and/or controlled substances.

When the supervisor(s) suspect and believe that the safety-sensitive employee may be under the influence of alcohol and/or controlled substances, the safety-sensitive employee is then immediately suspended from duty (with pay) and driven by District staff (or others designated) to the District specified collection site. Because of a testing facility requirement, the safety-sensitive employee in question must show proof of identification, such as a photo drivers license or state-issued photo identification card.

Whenever practical, the Superintendent or General Manager should be notified in advance of the employee being taken to the collection site.

At the collection site, the safety-sensitive employee will be required to submit a urine sample in the event that controlled substances are suspected or a breath sample in the event that alcohol intoxication is suspected to the on-duty technician. Care will be taken to provide the safety-sensitive employee with maximum privacy without compromising the integrity of the sample.

The District will take precautions to prevent the safety-sensitive employee being tested from going back to work and driving their own car home. Instead, the safety-sensitive employee will be given assistance in obtaining a ride home from the collection site.

The safety-sensitive employee whose test results are negative (0.02 alcohol concentration or less) will be reinstated. The safety-sensitive employee whose confirmation test results indicate an alcohol concentration greater than 0.02 but

less than 0.04, will not be permitted to return to duty or perform a safety-sensitive function for 24 hours after administration of the test. The safety-sensitive employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater for alcohol will be referred to a District specified outside Substance Abuse Professional (SAP) who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination.

The safety-sensitive employee whose controlled substance test results are verified negative will be reinstated. The safety-sensitive employee whose controlled substance test is verified positive by the Medical Review Officer will be referred to a District specified outside Substance Abuse Professional who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination.

- **Procedures - Random Testing**

The compliance company notifies the supervisor to send the safety-sensitive employee to the collection site for alcohol and/or controlled substance testing.

The supervisor notifies the safety-sensitive employee to go to the collection site for alcohol and/or controlled substance testing immediately. Because of a testing facility requirement, the safety-sensitive employee in question must have proof of identification, such as a photo drivers license or state-issued photo identification card.

At the collection site, the safety-sensitive employee will be required to submit a urine sample in the event that controlled substances are to be tested for, or a breath sample in the event that alcohol is being tested for to the on-duty technician. Care will be taken to provide the safety-sensitive employee with maximum privacy without compromising the integrity of the sample.

The safety-sensitive employee whose test results are negative (0.02 alcohol concentration or less) will be reinstated. The safety-sensitive employee whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04, will not be permitted to return to duty or perform a safety-sensitive function for 24 hours after administration of the test. The safety-sensitive employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater for alcohol will be referred to a District specified outside Substance Abuse Professional (SAP) who will assess the safety-sensitive

employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination.

The safety-sensitive employee whose controlled substance test results are verified negative will be reinstated. The safety-sensitive employee whose controlled substance test is verified positive by the Medical Review Officer will be referred to a District specified outside Substance Abuse Professional who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination.

- **Procedures Post Accident**

The safety-sensitive employee notifies a supervisor that an accident has occurred.

The supervisor determines that the circumstances of the accident warrant a post-accident test when a citation was issued or a fatality occurred. Thereafter, the supervisor directs the safety-sensitive employee to immediately go to the collection site for alcohol and controlled substance testing. Because of a testing facility requirement, the safety-sensitive employee in question must have proof of identification, such as a photo drivers license or state-issued photo identification card.

At the collection site, the safety-sensitive employee will be required to submit a urine sample for controlled substances and a breath sample for alcohol testing to the on-duty technician. Care will be taken to provide the safety-sensitive employee with maximum privacy without compromising the integrity of the sample.

The California Highway Patrol will be notified that an accident has occurred and that the safety-sensitive employee was instructed to go to the collection site.

The safety-sensitive employee whose test results are negative (0.02 alcohol concentration or less) will be reinstated. The safety-sensitive employee whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04, will not be permitted to return to duty or perform a safety-sensitive function for 24 hours after administration of the test. The safety-sensitive employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater for alcohol will be referred to a District specified outside Substance Abuse Professional (SAP) who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if

accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination.

The safety-sensitive employee whose controlled substance test results are verified negative will be reinstated. The safety-sensitive employee whose controlled substance test is verified positive by the Medical Review Officer will be referred to a District specified outside Substance Abuse Professional who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination.

- **Procedures for Return to Duty and Follow-up**

The compliance company notifies the District to send the safety-sensitive employee to the collection site for alcohol and controlled substance testing.

The supervisor notifies the safety-sensitive employee to immediately go to the collection site for alcohol and controlled substance testing. Because of a testing facility requirement, the safety-sensitive employee in question must have proof of identification, such as a photo drivers license or state-issued photo identification card.

At the collection site, the safety-sensitive employee will be required to submit a urine sample for controlled substances and a breath sample for alcohol testing to the on-duty technician. Care will be taken to provide the safety-sensitive employee with maximum privacy without compromising the integrity of the sample.

The safety-sensitive employee whose confirmation test results indicate an alcohol concentration greater than 0.02 or whose controlled substance test is verified positive will be terminated.

- **Procedures for Chain of Custody for Controlled Substance Specimens**

At the time a specimen is collected, the safety-sensitive employee will be given a copy of the specimen collection procedures. Urine will be in a wide-mouthed clinic specimen container which will remain in full view of the safety-sensitive employee until split, transferred to, sealed and initialed in two tamper-resistant urine bottles.

Immediately after the specimens are collected, the urine bottles will, in the presence of the safety-sensitive employee, be labeled and then initialed by the

employee. If the sample must be collected at the site other than the controlled substance and/or alcohol testing laboratory, the specimens will then be placed in the transportation container. The container will be sealed in the safety-sensitive employee's presence and the safety-sensitive employee will be asked to initial or sign the container. The container will be sent to the designated testing laboratory on that day or the earliest business day by the fastest available method.

A chain of custody form will be completed by the on-duty technician during the specimen collection process and attached to and mailed with the specimen.

- **Procedures for Specimen Collection of Strange and/or Unrecognizable Substances**

A safety-sensitive employee is observed with a strange and/or unrecognizable substance.

The supervisor, in the presence of a witness, places the strange and/or unrecognizable substance into a clear plastic bag. The bag is sealed, labeled and signed by both the supervisor and a witness.

An incident report is made and signed by both the supervisor and a witness. The plastic bag containing the specimen and a copy of the incident report is taken to the collection site for transportation to the laboratory for analysis.

- **Procedures for Alcohol Concentrations**

The safety-sensitive employee and the on duty Breath Alcohol Technician (BAT) complete the alcohol testing form to ensure that the results are properly recorded.

After an explanation of how the breathalyzer works, an initial breath sample is taken.

If the results of the initial test show an alcohol concentration of 0.02 or greater a second or confirmation test must be conducted. The confirmation test must not be conducted less than 15 minutes after, nor more than 20 minutes after the screening test.

The confirmation test will utilize Evidential Breath Testing devices that prints out the results, date and time, a sequential test number, and the name and serial number of the Evidential Breath Testing device to ensure the reliability of the results.

Appendix H

Humboldt Bay Municipal Water District

Employee Educational Course & Expense Approval Form

(Per Employee Handbook Section 4018.3 – Educational Assistance)

Employee Name: _____ Date: _____

Requesting approval for: Specific course, which is part of a pre-approved program
 Single class or seminar Conference Required to maintain Certification/License

Course/Class to be taken on: Own time HBMWD time

Course/Class Title	Date(s) of Course/Class:
Name of Institution Presenting Course/Class:	Location

List estimated or, when known, actual expenses:

Tuition	Books	Exams	Travel	Lodging	Meals	Total

Describe how the course/class will be beneficial in your employment with Humboldt Bay Municipal Water District:

If Conference, list workshops/classes registered for:

Check Request: Return to Employee Send to Vendor (forms completed and attached)

Check Payable to: _____ Check Amount _____

Address: _____

Reimbursement Request: (Attach copies of receipts)

Employee Name: _____ Amount Requested: _____

Note:

The following must be attached to the request form when submitting it for approval:
Program Description from the catalog/brochure

Employee Signature

Date

Supervisor's Signature

Date

General Manager's Signature

Date

Appendix I



SECTION IS, PAGE NO. 164
HUMBOLDT BAY MUNICIPAL WATER DISTRICT

828 7TH STREET • EUREKA, CALIFORNIA 95501

PHONE 707-443-5018 • FAX 707-443-5731

PERSONNEL RECORDS REQUEST

Date: _____

Employee (Current/Former) Name: _____

- I request to inspect/receive a copy of (circle one or both) my personnel records.
- I authorize _____ (authorized representative) to inspect/receive a copy of the (circle one or both) my personnel records.

I understand that if I have requested a copy of these records, I will be charged the actual cost of reproduction. (Former employees requesting receipt by mail may also be charged the actual postal expenses.) I understand that it may take 30 days for copies to be produced.

I further understand that only those records required by law will be made available to inspect/copy.

Employee Signature

Date

EMPLOYER RESPONSE TO REQUEST TO REVIEW PERSONNEL RECORDS

Date: _____

Employee Name: _____

In response to your request to review/copy personnel records:

- You/Your representative (circle one) is scheduled for an appointment with _____
Name
- on _____ at _____ for the purpose of reviewing your personnel records.
Date Time

Note that during the inspection, nothing may be removed from or added to your personnel records.

- A copy of your personnel records will be made available to you/your representative (circle one). Contact _____ to make arrangements for receipt of the copy.

You will be responsible for copying cost at the rate of \$.50 cents per page.

If you are a former employee requesting personnel records, you may receive a copy of these records by mail only if you reimburse Humboldt Bay Municipal Water District for actual postal expenses. (Humboldt Bay Municipal Water District has the right to make alternative arrangements for inspection of personnel records by former employees who have been terminated for harassment or workplace violence.)

PERSONNEL RECORDS REQUEST

- You/Your representative's (circle one) request to inspect/receive a copy of your personnel records has been denied for the following reason(s):
 - Humboldt Bay Municipal Water District is only required to comply with one request per year by a former employee to inspect or receive a copy of his her personnel records.
 - Humboldt Bay Municipal Water District is not required to comply with more than fifty (50) requests to inspect or receive personnel records filed by an employee representative(s) in one calendar month.
 - Humboldt Bay Municipal Water District is not required to comply with a request to inspect a copy of personnel records while you have a pending lawsuit against the District relating to a personnel matter.
 - Your records are no longer available. The Humboldt Bay Municipal Water District is not required to maintain personnel records for a period longer than three years after termination of employment.

Appendix J

Humboldt Bay Municipal Water District Critical Illness/Injury Leave Donation Policy

Introduction

The General Manager, or designee, may authorize donations from a full-time employee's accrued leave balances, pursuant to the conditions as outlined in this policy, to an eligible employee who has exhausted his/her applicable paid-leave balances and who is required to be absent from work for personal medical reasons.

This policy does not entitle an employee to extra leave or guarantee the availability of leave donations. This policy does not supplement current employee-leave benefits as defined in the District's Employee Handbook. It does not commit the District to leave extensions beyond that which are required by federal and state family and medical leave laws (such as FMLA/CFRA). Rather, this policy is intended to institute consistent procedures for interested employees to support a fellow employee in need during a critical or acute illness/injury.

Critical Illness/Injury Leave shall not apply to industrial injuries/illnesses which are covered by Workers' Compensation benefits, or for any other non-illness work situation.

Request for Donated Leave - Eligibility and Conditions

1. To be eligible for donations of leave time, the recipient employee must:
 - a. have completed three (3) months of District employment;
 - b. have exhausted all accrued personal leave time (e.g. floating holidays, vacation and sick time);
2. To request a donation, the employee must:
 - a. have exhausted most of his/her personal accrued leave (e.g. floating holidays, vacation and sick);
 - b. submit a Critical Illness/Injury Leave Donation Request Form to the District;
 - c. when requesting a donation, the employee should take into consideration other forms of pay he/she will receive as a result of the illness (e.g. short or long-term disability payments).
3. Approval for critical illness/injury leave will be on a "going forward" basis, and not retroactive.
4. The requesting employee may be required to submit a doctor's written statement certifying the employee's need to be absent from work, including the expected duration.
5. The maximum amount of donated leave a recipient employee may receive is 480 hours (60 days) within a twelve (12) month period. Exceptions to this provision may be approved by

the General Manager on a case-by-case basis based on a doctor's written statement as to the employee's need to be absent for additional recovery/recuperation.

6. Donations will be exchanged on an hour-for-hour basis. Donated leave shall be used as time is taken. It shall be paid out at the receiving employee's normal pay rate and is subject to normal payroll deductions. The recipient employee has sole responsibility for assessing any potential impact on his/her taxes and benefits.
7. By participating in Critical Illness/Injury Leave, the recipient employee agrees to forfeit any unused donation ""bank"" upon returning to work and/or no longer being eligible.
8. If the recipient employee separates from the District for any reason, donated hours may not be converted to PERS service credit or cash ("cashed out").
9. The time off in which the employee receives donated hours shall be excluded from the time necessary to be considered for a step increase or any other benefit dependent upon time of employment (e.g. longevity pay).
10. In regards to sick leave and vacation accrual, any pay period in which the recipient employee uses 40 or more hours of donated leave, the employee shall be considered in an ~~unpaid-leave status and not entitled to sick leave and vacation accrual.~~

Donation of Leave - Eligibility and Conditions

When an employee has been deemed eligible to participate in Critical Illness/Injury Leave, the District will notify other employees of the opportunity to voluntarily donate, and provide the necessary donation form and any other applicable information.

1. The following leaves are eligible to be donated:
 - a. Vacation Leave;
 - b. Sick Leave.
2. To be eligible to donate, the giving employee must:
 - a. have worked for the District for at least twenty four (24) months;
 - b. retain at least 40 hours of accrued Vacation Leave; and
 - c. retain at least 192 hours of accrued Sick Leave (24 days, twice the annual accrual) for his/her own use.
3. The maximum amount of Vacation Leave, Sick Leave, or combination thereof that an employee may donate is 40 hours per calendar year.
4. Donations must be a minimum of 4 hours.
5. Donations are solely voluntary and employees are not to feel pressured to participate. Requests and/or overt persuasion of fellow employees to donate are not allowed.
6. The donating employee must submit a Critical Illness/Injury Leave Donation Form to the District. The names of employees donating and donation amounts will be confidential.

7. Leave transferred under this policy is not considered wages for the employee making the donation, and therefore, will not be included in gross income or subject to withholding.
8. Donations are irrevocable and will be deducted the first reasonable pay period following the donation and put into a donation leave "bank" for the recipient employee. Should the leave "bank" become depleted and the recipient employee is still eligible to receive donated time, the District will notify employees that additional donations are being accepted.
9. Once the recipient employee no longer needs or is not eligible for the donation "bank", the percentage remaining of the total hours donated will be determined and the donating employees will receive back that percentage of what was originally donated.

Following is a simplified example:

Employee Donating	Hours Donated
A	16
B	24
C	32
D	40
Total Donated	112

Upon end of the critical illness leave, the recipient used a total of 84 hours of the 112 hour donation "bank". There are 28 hours remaining, or 25% of the 112 hours donated. Each of the donors would receive back 25% of the hours donated as follows:

Employee Donating	Hours Donated	Remaining %	Hours credited back
A	16	25	4
B	24	25	6
C	32	25	8
D	40	25	10