

MURPHYS SANITARY DISTRICT

"Dedicated to providing a safe wastewater collection and treatment service at fair and reasonable rates for the community of Murphys, preserving and protecting our environment for future generations."

Regular Board Meeting
Thursday November 14, 2024
10:00 a.m.



MSD District Office
15 Ernest Street, Suite A
Murphys, CA 95247

AGENDA

Board meetings are open to the public and the following alternative is available for those who wish to participate in the meeting virtually:

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 259 063 211 223

Passcode: BxcbgB

Dial in by phone

[+1 872-242-9031,,15049502#](#) United States, Chicago

[Find a local number](#)

Phone conference ID: 150 495 02#

CALL MEETING TO ORDER\ PLEDGE OF ALLEGIANCE

1. **Roll Call**
2. **Agenda Changes/Agenda Approval**
3. **Public Comment** *(Limit 5 minutes per person) on items not appearing on agenda. At this time, members of the public may address the Board on any non-agendized item. The public is encouraged to work through staff to place items on the agenda for Board consideration. No action can be taken on matters not listed on the agenda.*
4. **Consent Agenda** - *The following items are expected to be routine non-controversial. Items will be acted upon by the Board at one time without discussion. Any Board member, staff member, or interested party may request that any item be removed for later discussion.*
 - a) Regular Meeting Minutes-October 18, 2024
 - b) Financial Reports-Ending October 31, 2024

2023/2024 BOARD OF DIRECTORS

Paige McMath-Jue, President | Steve Gonzales, Vice President | Marty Mollera, Secretary

Joseph Fontana, Treasurer | Bruce Miller, Parliamentarian

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5. New Business

*The Board may consider the items below and take action at this meeting. Public comment is allowed on each individual agenda item listed below, and such comment will be considered in advance of each Board action. *Indicates Staff Report*

- a) Adoption of Resolution 2024-09 Approving Employee Handbook-Discussion/Action*
- b) Adoption of Resolution 2024-10 Approving Five Star Bank Banking Relationship-Discussion/Action*
- c) Adoption of Resolution 2024-11 Approving Reserve Policy Update-Discussion/Action*
- d) California Department of Finance Audit of WWTP Upgrade II Prop 1 Funds Summary-Discussion Only

6. Unfinished Business

Items tabled or carried forward from a previous meeting to be considered on this agenda. Public comment is allowed on each individual agenda item listed below, and such comment will be considered in advance of each Board action.

- a) Church Street Project Bid Award-Discussion/Action*
- b) Rate Study -Discussion/Update Only

7. Committee Reports

Informational reports on committee meetings. Committees may recommend a future item be placed on the next meeting agenda for Board action.

- a) Finance Committee-Director Fontana
 - November 7, 2024 Meeting Summary

8. Staff Reports

Brief reports of information on matters of general interest. No action will be taken by the Board during Staff Reports.

- a) Administration Report
- b) Operations Report

9. Future Agenda Items/Director Comments

Board members and/or staff can comment on district business or request a future item be placed on the next meeting agenda. No action will be taken by the Board.

10. Next Regular/Special Meeting: Regular Meeting December 12, 2024, 10:00 a.m.

13. Adjournment

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the **Murphys Sanitary District at 209-728-3094**. Notification in advance of the meeting will enable MSD to make reasonable arrangements to ensure accessibility to this meeting. Any documents that are made available to the Board before or at the meeting, not privileged or otherwise protected from disclosure, and related to agenda items, will be made available at MSD for review by the public.

2023/2024 BOARD OF DIRECTORS

Paige McMath-Jue, President | Steve Gonzales, Vice President | Marty Meller, Secretary

Joseph Fontana, Treasurer | Bruce Miller, Parliamentarian

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Murphys Sanitary District



**MINUTES – Special Board Meeting
Friday October 18, 2024
15 Ernest St Ste. A
Murphys, Ca 9524**

CALL MEETING TO ORDER – 10:00 a.m.

PLEDGE OF ALLEGIANCE

1. Roll Call

Directors Present

Director Gonzales; Director Meller; Director Fontana; Director Miller & President McMath-Jue

Staff Present

K. Fillmore, Admin. Manager; D. Murphy, Operations Manager; & A. Milliken, Accounting Clerk

Public Present

J. Bissell, customer; Nick Rivera, Jamestown Sanitary; A. Dondero, Grant Writer

2. Agenda Changes – *Line Item 5b Adoption of Resolution 2024-09 Employee Handbook & Line Item 11 & 12, Closed Session removed as requested.*

3. Public Comment - *None*

4. Consent Agenda

- a) Regular Meeting Minutes-September 12, 2024
- b) Financial Reports-Ending September 30, 2024

Motion: Director Miller & Director Fontana motion to accept the Consent Agenda as presented; Regular Board Meeting Minutes September 12, 2024 and Financial Reports – Ending September 30, 2024:

Ayes: Directors Gonzales, Meller, Fontana, Miller & President McMath-Ju

Nays: None

Abstain: None

Absent: None

Motion Passes 5/0

2023/2024 BOARD OF DIRECTORS

Paige McMath-Jue, President | Steve Gonzales, Vice President | Marty Meller, Secretary

Joseph Fontana, Treasurer | Bruce Miller, Parliamentarian

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5. New Business

- a) Grant Writing-Speaker Emily Dondero – *Information & Discussion Only*
- b) Adoption of Resolution 2024-09 Approving Employee Handbook – *Agenda Item Removed*

6. Unfinished Business

- a) Church Street Project- *Information only, multiple contractors attended pre-bid meeting on October 16th & walked project site; Bids due by 2:00 p.m. on November 6, 2024.*
- b) Rate Study – *Customer notices sent out, Rate Study Update to be available January 2025*

7. Committee Reports

- a) Finance Committee-Director Fontana
 - October 2024 Meeting Summaries
 - Investment Presentation -*Director Miller, Discussion*

Staff directed to schedule Finance Committee Meeting to discuss items: How much to invest & legal requirements; When to implement Investment plan as presented if approved; Pull current investment policy; contact Rate Study Consultant.

8. Staff Reports

- a) Administration Report – *Nothing to report*
- b) Operations Report – *Nothing to report*

9. Future Agenda Items/Director Comments

Staff directed to invite Rate Study Consultant, Catherine Hansford to a Regular Board Meeting to discuss Investment Policy Structure; Include MSD Investment Policy & CIP in the next Board Meeting Packet prior to meeting; Research Line of Credit; Bring back Investment & Finance Committee Tasks. Director Miller makes a strong suggestion to other Board Members to “State Facts” not “Assumptions” or “Assertions”

10. Next Regular Meeting November 14, 2024, 10:00 a.m.**2023/2024 BOARD OF DIRECTORS**

Paige McMath-Jue, President | Steve Gonzales, Vice President | Marty Mollera, Secretary

Joseph Fontana, Treasurer | Bruce Miller, Parliamentarian

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11. ADJOURN TO CLOSED SESSION – *Removed from Agenda*

Public Employee Performance Evaluation (Government Code Section 54957)

- Title: Operations Manager
- Title: Administration Manager

12. RETURN FROM CLOSED SESSION – *Removed from Agenda*

- Reportable Action in Closed Session

13. Adjournment - 12:14 p.m.

Respectfully;

Director Marty Meller, Secretary

Amy R Milliken, Clerk of the Board

**Murphys Sanitary Distict
Fund Balance Summary**

October 31, 2024

	Rates	
El Dorado Savings Bank	.02%	26,487.54
Cash Drawer		200.00
 District Investments		
CA Class Equipment R&R	5.25%	413,939.33
CA Class Discretionary	5.25%	679,046.41
CA Class Capital Improvement	5.25%	401,833.00
LAIF	4.30%	58,891.45
UBS T-Bill #1 01/09/2025	5.13%	200,000.00
UBS T-Bill #3 01/30/2025	4.79%	200,000.00
UBS CD 06/24/2025	5.30%	44,000.00
UBS CD 06/04/2025	5.40%	224,000.00
UBS CD 11/15/2024	5.80%	200,000.00
Total Investments		<u>2,421,710.19</u>
Balance Ending September 30, 2024		2,448,397.73

2:21 PM
11/07/24
Accrual Basis

Murphys Sanitary District
Profit & Loss Budget vs. Actual
July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Billing	378,383.98	915,404.00	-537,020.02	41.3%
Misc Income	53,477.99	252,700.00	-199,222.01	21.2%
Total Income	<u>431,861.97</u>	<u>1,168,104.00</u>	<u>-736,242.03</u>	<u>37.0%</u>
Gross Profit	431,861.97	1,168,104.00	-736,242.03	37.0%
Expense				
Wages	150,056.72	421,920.00	-271,863.28	35.6%
Employee Benefits	87,413.41	247,712.00	-160,298.59	35.3%
PR Taxes	12,598.70	35,000.00	-22,401.30	36.0%
WORKERS' COMPENSATION	12,984.95	11,250.00	1,734.95	115.4%
OPERATIONS - Maint & Repairs	1,714.51	14,500.00	-12,785.49	11.8%
OPERATIONS - Supplies	24,527.20	50,850.00	-26,322.80	48.2%
OPERATIONS - Utilities	17,300.65	99,000.00	-81,699.35	17.5%
OPERATIONS - Other	12,034.04	33,700.00	-21,665.96	35.7%
ADMINISTRATIVE - Rents - Leases	720.00	720.00	0.00	100.0%
ADMINISTRATIVE - Supplies	8,563.21	14,160.00	-5,596.79	60.5%
ADMINISTRATIVE - Utilities	2,278.40	8,050.00	-5,771.60	28.3%
ADMINISTRATIVE - Other	8,926.86	19,100.00	-10,173.14	46.7%
ADMINISTRATIVE - Insurance	39,588.38	40,000.00	-411.62	99.0%
ADMINISTRATIVE - Professional	7,359.25	66,730.00	-59,370.75	11.0%
ADMINISTRATIVE - License-Permit	0.00	41,000.00	-41,000.00	0.0%
ADMINISTRATIVE - Advertising	490.00	2,500.00	-2,010.00	19.6%
ADMINISTRATIVE - Debt Service	0.00	43,671.00	-43,671.00	0.0%
Total Expense	<u>386,556.28</u>	<u>1,149,863.00</u>	<u>-763,306.72</u>	<u>33.6%</u>
Net Ordinary Income	45,305.69	18,241.00	27,064.69	248.4%
Other Income/Expense				
Other Income				
CAPITAL INCOME	10,000.00	18,241.00	-8,241.00	54.8%
Total Other Income	<u>10,000.00</u>	<u>18,241.00</u>	<u>-8,241.00</u>	<u>54.8%</u>
Other Expense				
CAPITAL EXPENDITURES	35,056.12	586,500.00	-551,443.88	6.0%
Total Other Expense	<u>35,056.12</u>	<u>586,500.00</u>	<u>-551,443.88</u>	<u>6.0%</u>
Net Other Income	<u>-25,056.12</u>	<u>-568,259.00</u>	<u>543,202.88</u>	<u>4.4%</u>
Net Income	<u><u>20,249.57</u></u>	<u><u>-550,018.00</u></u>	<u><u>570,267.57</u></u>	<u><u>-3.7%</u></u>

Murphys Sanitary District Expense Disbursement Report

October 2024

Date	Num	Name	Memo	Amount
Oct 24				
10/03/2024	ACH	QuickBooks Payroll Service	Created by Payroll Service on 10/02/2024	-11,696.28
10/02/2024	ACH	CalPERS	Retirement Contributions	-3,291.66
10/17/2024	ACH	QuickBooks Payroll Service	Created by Payroll Service on 10/16/2024	-12,079.34
10/16/2024	ACH	CalPERS	Retirement Contributions	-3,295.90
10/21/2024	ACH	SDRMA	Health Insurance	-10,367.04
10/31/2024	ACH	QuickBooks Payroll Service	Created by Payroll Service on 10/30/2024	-12,013.99
10/30/2024	ACH	CalPERS	Retirement Contributions	-3,333.71
10/02/2024	ACH	El Dorado Savings Bank	Wire Fee to Transfer CA Class	-30.00
10/09/2024	ACH	Harland Clarke Check Order	Deposit Slips	-106.80
10/11/2024	ACH	CalPERS	Unfunded Accrued Liability	-555.84
10/02/2024	E-pay	EDD	925 0399 4 QB Tracking # -1886874482	-730.31
10/02/2024	E-pay	EFTPS Federal Taxes	94-1569552 QB Tracking # -1886843482	-3,791.59
10/16/2024	E-pay	EDD	925 0399 4 QB Tracking # -1292769286	-728.46
10/16/2024	E-pay	EFTPS Federal Taxes	94-1569552 QB Tracking # -1291126286	-3,820.84
10/17/2024	E-pay	EFTPS Federal Taxes	94-1569552 QB Tracking # -1143287482	-200.02
10/30/2024	E-pay	EDD	925 0399 4 QB Tracking # -313559286	-765.59
10/30/2024	E-pay	EFTPS Federal Taxes	94-1569552 QB Tracking # -313533286	-3,784.26
10/02/2024	11395	AT&T Internet - Six Mile	Internet-Six Mile	-53.50
10/02/2024	11396	SDRMA	Workmans Comp 2023-2024	-1,959.28
10/07/2024	11397	Alpha	Research & Monitoring	-527.00
10/07/2024	11398	Black Water Consulting Engineers Inc.	General Engineering Service	-5,099.25
10/07/2024	11399	Cal Waste Management	Trash/Waste - Six Mile	-194.53
10/07/2024	11400	Calaveras County Treasurer/Tax Collector	1st & 2nd Installment Sewer Waste Fee	-277.30
10/07/2024	11401	Calaveras Lumber	Foam Brush	-3.20
10/07/2024	11402	CALCAD	GIS Updates	-2,712.50
10/07/2024	11403	Mother Lode Answering Service	Answering Service	-334.00
10/07/2024	11404	Mountain Oasis Water	Drinking Water	-80.30
10/07/2024	11405	Northstar Chemical	Chemicals	-3,389.74
10/07/2024	11406	Quadient Finance USA	Postage	-1,005.00
10/07/2024	11407	The Red Store	Misc Supplies - Rags; Bolts; Cable; Sprinkler	-51.54
10/08/2024	11408	Sierra Hills Market	WWTP Cleaning Supplies	-14.80
10/10/2024	11409	Calaveras Power Agency	WWTP - Electric	-3,504.12
10/10/2024	11410	Hansford Economic Consulting LLC	Rate Study Consulting	-1,810.00
10/10/2024	11411	Modesto Welding Products	Argon/Co2 Rental	-16.00
10/10/2024	11412	Placer Title	Church Street Project - Title Reports	-1,600.00
10/10/2024	11413	Landscaper Alfredo Leon Martinez	Yard maintenance Office Building	-200.00
10/18/2024	11414	Miller, Lloyd B	Board Stipend	-91.25
10/24/2024	11415	CALNET	Office - Phone	-30.70
10/24/2024	11416	Comcast Business	Office - Internet	-197.23
10/24/2024	11417	CSDA	2024 CSDA Annual Membership Renewal	-4,320.00
10/24/2024	11418	PGE-Emerald Creek Pump Station	Electric - Emerald Creek	-235.89
10/24/2024	11419	PGE-Office	Office - Electric	-111.69

Murphys Sanitary District Expense Disbursement Report

October 2024

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
10/24/2024	11420	Signal Service	Alarm	-445.80
10/24/2024	11421	UPUD	735 Six Mile Rd - M	-117.22
10/24/2024	11422	UPUD	735 Six Mile Rd	-217.24
10/24/2024	11423	UPUD	15 Ernest St - M	-83.01
10/24/2024	11424	UPUD	26 Emerald Ct - M	-80.95
10/28/2024	11425	Vestis	Uniform Laundry Service	-222.32
10/29/2024	11427	Desiree McDaniel	Notary/Lien Release VOO0001	-15.00
10/29/2024	11428	Black Water Consulting Engineers Inc.	CIP Update	-4,799.00
10/29/2024	11429	Comcast- Emerald Creek	Alarm Access-Emerald Creek	-111.68
10/29/2024	11430	Black Water Consulting Engineers Inc.	WWTP Upgrade Project II CFA	-290.00
10/29/2024	11431	Black Water Consulting Engineers Inc.	FSP Update	-290.00
10/29/2024	11432	Black Water Consulting Engineers Inc.	Church Street Sewer Improvements	-2,113.50
10/31/2024	11434	Gonzales, Steven M	Board Stipend	-91.25
10/31/2024	11435	Miller, Lloyd B	Board Stipend	-91.25
10/31/2024	11436	US Bank	Business Card	-3,306.33
10/31/2024	11437	AT&T Internet - Six Mile	Internet Six Mile	-53.50
10/31/2024	11438	Northstar Chemical	Chemicals	-2,909.51
10/31/2024	11439	Calaveras County Recorder	VOO0001 Lien Release APN#068-020-016	-21.00

Oct 24



STAFF REPORT

DATE: November 14, 2024
TO: Members of the Board
FROM: Kristina Fillmore, Administration Manager
SUBJECT: Adoption of Resolution 2024-09-Employee Handbook

Recommended Action:

Staff recommends the Board adopt the entirety of Murphys Sanitary District Employee Handbook Revision October 8, 2024.

Summary:

The Employee handbook has undergone a thorough legal review process, updates to policies and procedures, as well as alignment with current federal and state laws.

This revision also clarifies long-standing expectations. The board has previously reviewed the proposed redline changes during special meetings, and the handbook has received approval from the District's public employee legal counsel.

The Murphys Sanitary District Board has the right to revise policies and procedures in handbook as deemed necessary.

Once approved, handbooks will be reviewed with employees and an acknowledgment will be on file.

Fiscal Impact: N/A

RESOLUTION NO. 2024-09

**Resolution of the Board of Directors of Murphys Sanitary
District Adopting the Employee Handbook
Revision October 8, 2024**

Whereas on August 11, 2022 the Board of Directors of Murphys Sanitary District approved the Employee Handbook; and

Whereas the Board of Directors of Murphys Sanitary District desires to replace the Employee Handbook to conform to state and federal requirements and to clarify long standing expectations; and

Whereas the Board of Directors of Murphys Sanitary District finds it beneficial to provide employees with a comprehensive guide of the personnel policies and procedures of the District; and

THEREFORE, BE IT RESOLVED as follows:

- 1. Adoption of the New Employee Handbook dated October 8, 2024:** The Murphys Sanitary District Employee Handbook dated October 8, 2024, a copy of which is attached is hereby adopted. The employee handbook shall replace all Murphys Sanitary District personnel policies and procedures in effect prior to the effective date of this resolution.
- 2. Effective Date:** This resolution and Employee Handbook shall be effective immediately.
- 3. Right to Revise:** The District retains the right to amend, adjust, remove, or append any policies, procedures, work regulations, or benefits outline in this handbook or in any other documentation, except for the policy of at will employment. Such modifications must be documented and must be approved by the Board.

Adopted on the motion of director _____, seconded by director _____

PASSED AND ADOPTED THIS 14TH day of November 2024 by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

President, Board of Directors of Murphys Sanitary District

Attest:

Clerk, Board of Directors of Murphys Sanitary District



Employee Handbook

Murphys Sanitary District

Legal Review: July 12, 2024

Final Revision: October 8, 2024

Proposed to Board for Approval November 14, 2024

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GENERAL EMPLOYMENT POLICIES

MURPHYS SANITARY DISTRICT EMPLOYEE HANDBOOK

100 INTRODUCTORY STATEMENT

As a valued member of the Murphys Sanitary District team, we extend a warm welcome to you. Your role within the District is pivotal, and we trust that you will find it both fulfilling and stimulating.

Given that our collective achievements rely on the commitment of each team member, our recruitment process is rigorous to ensure we select individuals who align with our values. Your contribution, along with that of your colleagues, is essential to the District's prosperity.

The Board of Directors at the Murphys Sanitary District is dedicated to upholding an Employee Handbook that encompasses the District's policies. This handbook serves as a guide detailing the terms and conditions of employment for all full-time and part-time employees. It is important to note that written employment contracts between the Murphys Sanitary District and specific individuals may supersede certain provisions outlined in this handbook.

We believe that as you gain a deeper understanding of our policies, your role will become more manageable. The subsequent sections offer insights into our District's policies, procedures, employee benefits, and code of conduct. It is imperative that you familiarize yourself with these guidelines and adhere to them in your daily responsibilities. Your District Management, comprising Administration and Operation Manager, is readily available to address any inquiries you may have. We welcome and value your feedback for continual improvement. Upon commencement of your employment, and whenever revisions are made to this EMPLOYEE HANDBOOK, you will be required to sign an ACKNOWLEDGMENT OF RECEIPT, confirming your receipt of the MURPHYS SANITARY DISTRICT EMPLOYEE HANDBOOK. The Employer's copy will be separated from the handbook and stored in your personnel file within the District.

This handbook encapsulates the prevailing policies and procedures at the time of its publication, superseding all prior editions and any conflicting policy statements or memoranda. Should you have any inquiries, your District Management is at your disposal. In instances where a policy or section of the Employee Handbook contradicts regulations or legislation governing the Murphys Sanitary District, the latter shall take precedence.

MURPHYS SANITARY DISTRICT EMPLOYEE HANDBOOK

101 EQUAL EMPLOYMENT OPPORTUNITY

Murphys Sanitary District is an equal opportunity employer and makes employment decisions based on merit. We want to have the best available people in every job. District policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, pregnancy, or related medical condition, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by applicable federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

The District is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in District operations and prohibits unlawful discrimination by any employee of the District, including managers, directors, and co-workers. 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 accommodation to perform the essential functions of the job should contact District Management and request such accommodation. The individual with the disability should specify what accommodation they need needs to perform the job. The District then will conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform their job. The District will identify 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, submit a written complaint to District Management. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact District Management. If the complaint involves the District Management the employee should submit a written complaint directly to the President of the Board of Directors. The District will immediately undertake an effective and thorough investigation and attempt to resolve the situation.

If District Management or the District determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Whatever action is taken against the harasser will be made known to the employee lodging the complaint, and appropriate action will be taken to remedy any loss to the employee resulting from the harassment. 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

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knowingly permit retaliation by management, employees or your coworkers. Employees are encouraged to immediately report any incident of harassment so complaints can be quickly and fairly resolved.

102 UNLAWFUL HARASSMENT

The District is committed to providing a work environment free of unlawful harassment. District policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin, or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age, sexual orientation or any other basis protected by federal, state, or local law or ordinance or regulation. All such harassment is unlawful. The District's anti-harassment policy applies to all persons involved in the operation of the District and prohibits unlawful harassment by any employee of Murphys Sanitary District, including managers, directors, as well as vendors, customers, and any other persons. It also prohibits unlawful harassment based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All employees shall be informed of and are required to fully comply with the District's sexual harassment policy and complaint process.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments (this may include situations which began as reciprocal attractions, but later ceased to be reciprocal).
- Visual displays such as leering, derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures.
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis.
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors.
- Reprisals or threats after negative response to sexual advances; and
- Retaliation for reporting or intending to report harassment.

If you believe that you have been unlawfully harassed, submit a written complaint to District Management or the President of the Board of Directors as soon as possible after the incident. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. The District will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

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Your complaint will be kept as confidential as possible. You will not be penalized for reporting a harassment problem. If you would feel more comfortable discussing the situation with a female District representative, advise your Department Manager or the President of the Board of Directors.

Harassment of our employees in connection with their work by non-employees may also be a violation of this policy. Any employee who observes any harassment of an employee by a non-employee should report such harassment to their Department Manager or the President of the Board. Appropriate action will be taken.

Any employee who believes they are a victim of unlawful harassment, abusive conduct, or discrimination on any prohibited basis, or who has observed such conduct, or believes they are subject to retaliation may file a complaint without fear of reprisal or embarrassment.

If the District determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the District to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination. A District representative will advise all parties concerned of the results of the investigation.

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. Information is available at www.eeoc.gov and www.dfeh.ca.gov.

103 AT-WILL EMPLOYMENT STATUS

The District personnel are employed on an at-will basis. You are free to terminate your employment with the District at any time, with or without notice of a reason, and the District has a right to terminate your employment at any time, with or without notice or reason. Although the District may choose to terminate employment for cause, cause is not required. This is called at-will employment. Identification or description of various rules, procedures or benefits in this Handbook does not alter the at-will nature of your employment.

No one other than the President of the Board of Directors or their designee has the authority to offer employment to you on any other terms or to enter into an agreement for employment for a specified period, or to make any agreements or representations contrary to our at-will employment policy. In addition, any such agreement must be in writing, and signed by the President of the Board of Directors or their designee. Our District's at-will employment policy may be changed only in writing, signed by the President of the Board of Directors, and signed by you.

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104 RIGHT TO REVISE

This employee handbook contains the employment policies and practices of Murphys Sanitary District effective at the time of publication. It supersedes all prior handbooks and any conflicting policy statements or communications.

The District retains the right to amend, adjust, remove, or append any policies, procedures, work regulations, or benefits outlined in this handbook or in any other documentation, except for the policy of at-will employment. However, any such modifications must be documented and must be approved by the Murphys Sanitary District Board.

Any revisions to this handbook will be distributed to all employees to ensure awareness of the updated policies or procedures. Verbal statements or assurances hold no authority to change the provisions of this handbook.

This handbook sets forth the entire agreement between you and Murphys Sanitary District as to the duration of employment and the conditions under which employment may be terminated. No content within this employee handbook or in any other personnel records, including descriptions of benefit plans, establishes or implies a commitment or guarantee of continuous employment for any employee.

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105 ACCOMMODATIONS FOR DISABILITY

The employment related provisions of the Fair Employment and Housing Act (“FEHA”) and the Americans with Disabilities Act (“ADA”) apply to all employees and job applicants seeking employment with the District. Under the ADA, a qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the position in which the individual is employed.

The District will attempt to provide reasonable accommodation for known physical or mental disabilities if a job applicant or employee is otherwise qualified, unless undue hardship related to the necessity of business operations would result, in accordance with federal or state law. An applicant or employee who requires accommodation to perform the essential functions of the job should inform District Management, or his or her supervisor, to request an evaluation of such an accommodation. The District will participate in the interactive process with the employee to determine whether or not reasonable accommodation, which does not present undue hardship to the District, exists.

106 EMPLOYEE INFORMATION AND DATA

It shall be the policy of the District to maintain accurate personal contact information for each employee and Director of the District. All such information shall be maintained confidential to the extent allowed by law. It is important that employees promptly notify District of any changes to their personal information including:

- Name
- Home and Mailing Address
- Home and Cell Phone/Telephone Numbers
- Names, Phone Numbers, and Status of Spouse and Dependents
- Change of Emergency Contact Information
- Marital or Registered Domestic Partner Status
- Change of Military Status
- Payroll Deductions
- Benefit Plan Beneficiary

Employees are responsible for immediately notifying management in the event of a name, address or other vital information change as required by this policy or any other District policy/procedure.

The District shall not be responsible in the event of the failure of an employee to provide this information in a timely manner which results in a loss of benefits or services by the employee or dependents.

Each employee is also responsible for providing the District with records concerning any licenses or certificates required in the performance of his or her job, as well as any documents showing that education or training relevant to employment has been completed.

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Release of Information. Personnel records are considered confidential. Employees may examine their own personnel file upon request from District Management (written request is preferred). Each employee shall have the right to inspect or copy their personnel file within twenty-one (21) calendar days of the request. All information contained therein is district property and may not be removed by the employee but may only be copied. Employees may authorize the release of their own personnel records by executing a written request identifying the records to be released and the person or entity to which they may be released. This authorization must be signed and dated. Ordinarily, no information on past or present employees shall be provided by the District, other than employment dates and job title, unless such requests for information are accompanied by a signed authorization by the employee to release the information requested.

107 GRIEVANCE PROCEDURE

This policy shall apply to all regular employees in all classifications. The purpose of this policy is to provide a procedure by which an employee may formally claim that he or she has been affected by a violation, misapplication, or misinterpretation of a law, District policy, rule, regulation, or instruction. Specifically excluded from the grievance procedure are subjects involving the amendment of state or federal law, resolutions adopted by the District's Board of Directors, ordinances or minute orders, including decisions regarding wages, hours, and terms and conditions of employment, and claims or complaints of alleged discrimination or harassment (as there is an alternate procedure for those complaints).

Grievance Procedure Steps.

1. Level I, Preliminary Informal Resolution. Any employee who believes he or she has a grievance shall present the evidence thereof in writing to his or her immediate supervisor within thirty (30) calendar days after the employee knew, or should have known, of the circumstances which form the basis for the alleged grievance. The immediate supervisor shall hold discussions with the employee within five (5) working days and attempt to resolve the matter within ten (10) working days after the discussions. The supervisor shall provide a written decision to the employee either denying or granting the employee's grievance. It is the intent of this informal meeting that at least one (1) personal conference be held between the employee and the immediate supervisor. If the grievance is against the employee's supervisor, the employee may skip Level I and advance to Level II, if he or she complies with all applicable time limits and other requirements for Level I (i.e., the employee must still file the initial grievance within thirty calendar days).
2. Level II, District Management. If the grievance has not been resolved at Level I, the grievant may appeal his or her grievance in writing on a form provided by the District (attached hereto as Appendix "D") to District Management within ten (10) working days after the supervisor has issued his or her written decision. The statement shall include the following:

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- a) A concise statement of the grievance including specific reference to any law, policy, rule, regulation, and/or instruction deemed to be violated, misapplied, or misinterpreted.
- b) The circumstances involved.
- c) The decision rendered by the immediate supervisor at Level I, if any.
- d) The dates when: (i) the grievance was first discussed with the immediate supervisor; (ii) the Level I response was issued, and (iii) the employee submitted the grievance to Level II; and
- e) The specific remedy sought.
- f) The dates when: (i) the grievance was first discussed with the immediate supervisor; (ii) the Level I response was issued, and (iii) the employee submitted the grievance to Level II; and
- g) The specific remedy sought.

District Management shall communicate his or her decision within ten (10) calendar days after receiving the grievance. Decisions will be made in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest. If District Management does not respond within the time limits, the grievant may appeal to the next level. Time limits for appeal shall begin the day following receipt of District Management written decision. Within the above time limits, either party may request a personal conference with the other. If a personal conference is requested, District Management shall have ten (10) calendar days from the date of the conference to issue his or her decision.

3. Level III, Board of Directors. In the event the grievant is not satisfied with District Management decision at Level II, the grievant may appeal the decision in writing on a form provided by the District (attached hereto as Appendix "A") to the District Board of Directors within five (5) days. The statement shall include a copy of the original grievance; a copy of the written decision by District Management; and a clear, concise statement of the reasons for the appeal to Level III.
4. The District Board of Directors shall, as soon as possible, schedule a hearing in closed session to formally receive the written grievance and the answers thereto at each step and to hear evidence regarding the issue or issues. The Board's decision shall be announced in open session immediately after the closed session in which it was made, unless the employee requests the grievance be kept confidential.

Basic Rules.

If an employee does not present the grievance or does not appeal the decision rendered regarding the grievance within the time limits specified above, the grievance shall be considered resolved and no further appeal will be allowed. By agreement in writing, the parties may extend any and all-time limitations specified above. A copy of all

formal grievance decisions shall be placed in the employee's permanent personnel file. Expungement of Written Reprimands: A written reprimand may be expunged upon sustained corrective behavior, as determined by District

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Management, after a period of three (3) years from the date of the reprimand. It is the responsibility of the employee to request that his or her personnel file be purged of the written reprimand.

District Management will consider the following factors in making his or her decision to expunge a written reprimand:

- a) whether the employee received further discipline of any kind;
- b) employee's performance evaluation reviews are at least satisfactory in all categories; and
- c) that only one (1) expungement can occur during their employment with the District.

108 WHISTLEBLOWING POLICY

It is the policy of Murphys Sanitary District that its employees should be free to report violations of law, abuse of authority, fraud, economic waste, or gross misconduct, incompetence, or inefficiency without fear of retaliation or retribution. This policy is based on a finding that the District best serves itself and its membership when it can be candid and honest without reservation in conducting the business of the Murphys Sanitary District.

The District prohibits retaliation by employees, Board members or volunteers against any staff member, Board member or volunteer for making good faith complaints, reports, or inquiries regarding illegal or improper activities under this policy to the District or any law enforcement agency, or for participating in a review or investigation of any such complaints under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The District reserves the right to discipline persons who have bad faith, knowingly false, or vexatious complaints or reports regarding alleged illegal or improper activities, or who otherwise abuse this policy.

Therefore, the purpose of this policy is to: (1) encourage staff, Board members and volunteers to report to the District any credible information in their possession regarding illegal or improper activities and/or retaliation as defined herein, including violations of the District's policies, promptly to those members of the District specified in this policy; and (2) prohibit the District's Board of Directors, District Management and supervising employees from retaliating against any employee who reports illegal or improper activities to the District or law enforcement agencies as provided herein; and (3) specify a procedure by which information regarding illegal or improper activities of or retaliation by members of the Board of Directors or employees can be reported to the District and investigated; and (4) provide a hearing process to any employee or Board member who has filed a written complaint with the District alleging actual or attempted acts of retaliation in response to having made a protected disclosure to the District or law enforcement protected by this policy.

Definitions:

- a) "Illegal Order" means a directive to violate or assist in violating a federal, state or local law, rule or regulation, or an order to an employee to work or cause others to work in conditions outside of their scope of duty that could unreasonably threaten the health and safety of employees or the public.

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- b) "Illegal or Improper Activity" means an activity by a member of the Board of Directors, an employee, or a volunteer of the District that is undertaken in the performance of that person's duties that is either: (1) a violation of any state or federal law or regulation including, but not limited to, corruption, malfeasance, bribery, theft of property, fraud, coercion, conversion, abuse of property or willful omission to perform a duty; or (2) violates District policies, is economically wasteful, or involves gross misconduct, incompetency, or inefficiency. Illegal or Improper Activity includes alleged financial, accounting or audit improprieties and alleged ethical violations by employees or Board members
- c) "Protected Disclosure" means a good faith communication from an employee or Board member of the District to law enforcement agencies that discloses information that may be evidence of Illegal or Improper Activity.
- d) "Retaliation" means an employee or director using or attempting to use his or her official authority or influence over an employee to intimidate, threaten, or coerce any employee to interfere with the rights of employees to freely report Illegal or Improper Activity to the District or a law enforcement agency. Retaliation includes, but is not limited to, promising to confer, or conferring any benefit; affecting or threatening to affect any reprisal; or taking or directing others to take, recommend, or approve any personnel action against an employee making a Protected Disclosure including, but not limited to, demotion, transfer, assignment, performance evaluation, suspension, or other disciplinary action including termination.

Encouragement of reporting of illegal or improper activity: Murphys Sanitary District encourages employees and members of the Board to file complaints or reports about Illegal Orders or Illegal or Improper Activity or alleged Retaliation with the District Management. All such complaints shall include specific facts supporting any allegation of Illegal or Improper Activity, or Retaliation, as defined by this policy. Complaints of Illegal or Improper Activity or Retaliation may be made anonymously, but such anonymity may impede the ability of the District to conduct a thorough investigation. If the District Management is alleged to be involved in the complaint or report, then such complaint shall be filed with the President of the Board of Directors. If the President of the Board is also alleged to be involved in the complaint, then the complaint or report shall be filed with the Districts General Counsel.

Other allegations with respect to which the District has existing complaint, grievance or appeal procedures as specified in the Districts policies should be addressed pursuant to those procedures, such as issues of alleged discrimination or harassment which are processed by the District's human resources department.

This policy is not intended to provide a procedure for the filing of employee or Board member complaints regarding any employment issues other than whistleblowing activities and protection of employees from Retaliation for making Protected Disclosures.

Investigations of Allegations of Illegal or Improper Activity: District Management may request that a person submitting a complaint alleging Illegal or Improper Activity provide his or her name and contact information and provide the names and contact information for any persons who could help substantiate the claim. However, this

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information is not required to submit a complaint.

Upon receiving a complaint from any employee or member of the Board that an employee or Board member has engaged in an Illegal or Improper Activity, District Management will conduct an investigation of the allegations in the complaint. The identity of the person filing the complaint, or of any person providing information in confidence regarding the facts in the complaint shall not be disclosed without the express permission of the person providing the information. However, District Management may disclose the facts in the complaint to a law enforcement agency if an allegation of criminal conduct is contained in the complaint filed with the District.

District Management may request the assistance of the District's General Counsel and/or any outside consultant for assistance in evaluating an allegation of Illegal or Improper Activity or conducting an investigation of Illegal or Improper Activity as authorized by this policy. District Management shall investigate the allegations in the complaint and prepare a report of the results of the investigation within sixty (60) days of the date of the complaint.

If, upon completion of the investigation, District Management finds that an employee or Board member may have engaged or participated in an Illegal or Improper Activity, District Management shall make such findings in the investigative report and include recommended actions to prevent the continuation or recurrence of the Illegal or Improper Activity. Such recommendations may include taking disciplinary action against those employees found to have violated this policy, which action may be taken by District Management. The investigative report may also recommend imposing sanctions, including loss of office, on those Board members found to have violated this policy. In that event the report shall be filed with the Board of Directors which shall comply with the policies of the Murphys Sanitary District in initiating discipline against a member of the Board of Directors. The District shall keep confidential all investigation work product including the investigative report.

Complaints of Retaliation and Investigation. An employee or volunteer who believes he or she has been subjected to Retaliation as defined and prohibited by this policy shall file a written complaint with District Management which specifies the alleged retaliatory conduct and identifies the individuals allegedly engaged in such conduct.

Upon receipt of the complaint District Management shall commence an investigation of the allegations contained in the complaint of Retaliation, which shall include interviews with the complainant and any potential witnesses. District Management may utilize the services of District's General Counsel and/or other consultants in conducting such investigation and preparing an investigation report. A written investigation report regarding the alleged Retaliation shall be completed within thirty (30) days of receipt of a complaint of Retaliation.

Based on the investigation, District Management shall make a determination as to whether Retaliation occurred in violation of this policy and, if so, what steps should be taken to remedy the situation. The decision shall be communicated to the complaining employee. In making his or her determination, if it is alleged that improper disciplinary action was taken against the complaining employee in Retaliation for having made a Protected

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Disclosure, District Management shall consider whether the taking or failing to take any personnel action with respect to an employee who has complained of Retaliation is justified on the basis of evidence separate and apart from the fact that the person has made a Protected Disclosure, such as inadequate job performance. If the evidence in the investigation reveals that a Protected Disclosure was a contributing factor in the alleged Retaliation against a former or current employee, the burden of proof shall be on the supervisor or other employee imposing the discipline to demonstrate by clear and convincing evidence that the alleged personnel action would have occurred for legitimate, independent reasons even if the complaining employee had not engaged in Protected Disclosures of Illegal or Improper Activity.

The investigation report of the alleged Retaliation prepared by the District Management shall include a written decision as to whether this policy has been violated. If the investigation report concludes that this policy has not been violated and the complaining employee disagrees with the determination of District Management, the complaining employee may appeal in writing the decision to the Board of Directors. That appeal must be filed within ten (10) business days of receipt of the investigation report and decision of the Department Manager.

If an appeal is filed, the Board of Directors shall conduct a hearing of the complaining employee's appeal and hear and receive all evidence submitted by the complaining employee. In hearing the appeal, the Board may take evidence, and hear testimony from the complaining employee and other witnesses. The Board shall consider whether an activity protected by this policy was a contributing factor in the alleged Retaliation against the complaining employee and if the alleged retaliatory action could have occurred for legitimate, independent business reasons even if the complaining employee had not made Protected Disclosures. The Board shall render a final decision in writing to the complaining employee within thirty (30) days after completing the hearing which concludes whether Retaliation prohibited by this policy has occurred or not. If the Board finds that the provisions of this policy have been violated, it shall order that any personnel action taken against the complaining employee be reversed and that a memorandum be placed in the employee's personnel file indicating the results of the decision of the Board of Directors on appeal.

A complaining employee shall be required to exhaust his or her administrative remedies by filing an appeal with the Board of Directors regarding any alleged violation of this policy before being entitled to commence a civil action in the Superior Court.

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HIRING – EMPLOYEE STATUS AND STAFFING LEVELS

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200 NEW HIRES / INTRODUCTORY PERIOD

The first 90 days of continuous employment at the District is considered an introductory period. Completion of the introductory period does not entitle you to remain employed by the District for any definite period. The District may waive this trial period for a new hire if the employee has worked for the District in any capacity for over 90 days and upon the recommendation of District Management.

201 REGULAR FULL-TIME EMPLOYEES

Regular full-time employees are those who are scheduled for and do work 32 hours per week or more. Following the completion of the introductory period, regular full-time employees are eligible for the employee benefits described in this handbook.

202 PART-TIME EMPLOYEES

Part-time employees are those who are scheduled for and do work fewer than 32 hours per week. Following the completion of the introductory period, part-time employees are eligible for the benefits outlined in sick pay, paid holidays and vacation pay.

203 PRE-EMPLOYMENT PHYSICAL EXAMINATIONS AND DRUG TESTING

04/03/2018

All individuals who are offered full time, extra-hire, temporary or part-time employment may be required to submit to a physical abilities assessment related to the functions of the specific job hired for at District expense. The examining physician will be provided a description of the job involved to assist in the determination of the individual's fitness level to work. In addition, all individuals who are offered positions that qualify as safety-sensitive shall be required to submit to a drug test, at the District's expense. At the present time, all operations positions and all positions that require driving a motor vehicle in connection with District employment qualify as safety sensitive.

Employment is contingent upon a health care provider certifying that the individual is physically capable to perform the type of fulfilling the job requirements. For safety-sensitive positions, employment is contingent upon the employee favorably passing a drug test. Failure to cooperate with either the examination or drug testing will result in the revocation of a conditional job offer. Re-testing of an individual who was previously employed as an extra-hire, part-time or full-time basis may be required if more than three (3) months have lapsed since the individual's last day of work for the District.

Appointments with a medical facility responsible for conducting examinations and controlled substance testing shall be arranged by the District on the individual's behalf. Upon the individual's arrival at the facility

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for the scheduled examination and/or drug testing, they must provide proof of identification, such as a driver's license or a state-issued photo identification card.

All test results shall be maintained in a confidential medical file. Only District Management will have access to the actual test results. Applicants will be notified of the results.

204 INACTIVE STATUS

Employees who are on any type of leave of absence, work-related or non-work-related, that exceeds three (3) months shall be placed on inactive status. Employees will not continue to accrue any benefits during a period of unpaid leave.

205 TEMPORARY EMPLOYEES / EXTRA HIRE

Temporary and extra-hire employees are those employed for short-term assignments. Short-term assignments are periods of three months or fewer; however, such assignments may be extended. Short-term assignments are for seasonal, vacation, or emergency relief, or to fill a short-term vacancy in a regular authorized position. Temporary and extra-hire employees are not eligible for employee benefits except those mandated by applicable law.

206 JOB DUTIES

During the introductory period, District Management, and/or a delegated employee, will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may work on special projects and assist with other work necessary or important to the operation of the District. Cooperation and assistance in performing additional work is expected.

The District reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign, or transfer job positions, or assign additional job responsibilities.

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LEAVES OF ABSENCE

300 LEAVES OF ABSENCE

A personal leave of absence without pay may be granted at the discretion of the District. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than two weeks. Approved personal absences of shorter duration are not normally treated as leaves.

The District may grant leaves of absence to regular employees in certain circumstances, with the approval of the District Management. Employees are not authorized to take an unpaid leave of absence until they have fully exhausted any accrued and unused vacation time. The employee must request the leave in writing as far in advance as possible, stay connected with the Administration Manager during their leave, and give prompt notice of any change in their anticipated return date. If the leave expires and the employee fails to return to work without contacting the District Management, the District may assume that the employee does not plan to return and that they have terminated their employment. Employees will not continue to accrue any benefits during a period of unpaid leave. If returning from an authorized leave, you will be offered the same position you held at the time your leave began, if available. If your former position is not available, a comparable position will be offered. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. The District makes no guarantees of reinstatement, and your return will depend on your qualifications for existing openings. Upon return from a leave of absence, you will resume all aspects of your employment status that existed prior to the start of your leave. A leave of absence runs concurrently to all other leaves. The District will continue to pay a monthly allocation of funds for health insurance coverage for eligible employees on approved unpaid leaves of absence for up to three months.

301 EXTENDED MEDICAL LEAVE

A medical leave of absence may be granted for non-work-related temporary medical disabilities (other than pregnancy, childbirth, and related medical conditions and those covered by the California Family Rights Act) for up to three (3) months with a doctor's written certificate of disability). Employees should request any leave in writing as far in advance as possible. If you are granted medical leave, you may request sick pay to receive pay during the leave. You also may use any paid vacation time previously accrued and unused. The leave will otherwise be unpaid.

A medical leave begins on the first day your doctor certifies that you are unable to work and ends when your doctor certifies that you are able to return to work, or it becomes an undue hardship on the District to continue the leave of absence, whichever occurs first. An employee returning from medical disability leave must present a doctor's certificate releasing them to perform the essential duties of the job with or without accommodation.

If returning from non-work-related medical leave, you will be offered the same position you held at the time your leave began, if available. If your former position is not available, a comparable position will be offered. If

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neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. The District makes no guarantees of reinstatement where it becomes an undue hardship on the District to keep the position open, and your return will depend on your qualifications for existing openings.

California workers' compensation laws govern work-related injuries and illnesses. California pregnancy disability laws govern leaves taken because of pregnancy, childbirth, and related medical conditions. An extended medical leave of absence runs concurrently to all other leave. The employee is responsible for providing medical certification of the need for medical leave on an ongoing basis, directly to the District. The employee will be required to provide the District confirmation of their ability to perform the functions of the job with or without accommodation upon their return from medical leave.

302 FAMILY AND MEDICAL LEAVE

Under the federal Family Medical Leave Act ("FMLA") and California Family Rights Act ("CFRA"), an unpaid leave of absence may be granted to employees who: (1) have worked for the District for at least 12 months (need not be consecutive), and (2) have worked a minimum of 1,250 hours in the 12 months preceding the leave. All leaves under this policy are referred to as a "Medical or Family Care LOA." Unless stated otherwise, the maximum allowable time for any Medical or Family Care LOA under this policy is 12 weeks per a rolling 12-month period. When permitted by applicable law, a Medical or Family Care LOA may count against an employee's entitlement under both FMLA and CFRA concurrently.

A Medical or Family Care LOA may be taken for the following reasons:

- For the employee's own serious health condition (excluding pregnancy, childbirth, or related medical conditions) that makes the employee unable to work at all or unable to perform any one (1) or more of the essential functions of the position of that employee (both FMLA and CFRA);
- For the employee's own serious health condition relating to pregnancy, childbirth, or related medical conditions (FMLA only);
- Baby bonding with a newborn of the employee or child newly placed with the employee by adoption or foster care placement (both FMLA and CFRA);
- To care for the employee's spouse, child, or parent with a serious health condition (both FMLA and CFRA);
- To care for the employee's domestic partner, grandparent, grandchild, parent-in-law, sibling, or designated person, with a serious health condition. For purposes of this policy, a "designated person" means any individual related to the employee by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests the leave, however, the employee shall be limited to one designated person per 12-month period for purposes of CFRA leave (CFRA only); or

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- Due to qualifying for Military Caregiver Leave or Military Qualifying Exigency Leave (as defined and described below).

Employee Notice

Employees must provide sufficient information for the District to determine if the leave may qualify as a Medical or Family Care LOA, as well as the expected timing and duration of the leave. Sufficient information may include for example that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances that support the need for Military Caregiver Leave or Military Qualifying Exigency Leave as indicated below. Employees also must inform the District if the requested leave is for a reason for which Medical or Family Care LOA was previously taken or certified. When possible, the District requests 30 days' notice of the need for leave in order to plan for work coverage. If 30 days' notice is not possible, then employees must provide as much notice as practicable under the circumstances and must follow the District's call-in and/or attendance policies.

Employer Notice

Once an employee provides sufficient information, the District will notify the employee (a) whether the employee is eligible for Medical or Family Care LOA and, if so, (b) whether any additional information is required, and (c) the employee's rights and responsibilities regarding such a leave. The District will also notify an eligible employee who has requested Medical or Family Care LOA if the requested leave will be designated as FMLA/CFRA protected leave and counted against the employee's leave entitlement.

If the District determines an employee is not eligible for Medical or Family Care LOA, the District will provide at least one (1) reason for ineligibility. The District will also inform the employee if it determines that the requested leave does not qualify for FMLA/CFRA protection.

Employees not eligible for a Medical or Family Care LOA may be eligible for an unpaid leave of absence due to their own disability or medical condition, which will be assessed by the District on a case-by-case basis consistent with applicable law.

Serious Health Condition

To qualify for a Medical or Family Care LOA for their own serious health condition or to care for a covered family member/designated person with a serious health condition, the employee or their covered family member/designated person must have a serious health condition. A serious health condition is an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or

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prevents the covered family member/designated person from participating in school or other daily activities. The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are distinct from the FMLA definition of “serious health condition.”

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one (1) visit and a regimen of continuing treatment, or incapacity due to pregnancy (under FMLA only), or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Certification of Need for Medical or Family Care LOA

The District may require an attending health care provider’s certification of the employee or covered family member’s/designated person’s serious health condition. The District may also require recertification supporting the need for leave upon expiration of the prior certification. In any case in which the District has reason to doubt the validity of any medical certification provided to support an employee’s request to take Medical or Family Care LOA because of the employee’s own serious health condition, the District may require the opinion of a second and third health care provider consistent with state and federal law.

Military Qualifying Exigency Leave

Eligible employees under FMLA and CFRA may be provided up to 12 weeks of leave in a rolling 12 month period when the employee has a qualifying exigency arising out of the fact that a spouse, child, or parent (both FMLA and CFRA), or domestic partner or parent-in-law (CFRA only), is on covered active duty or call to active duty status in the National Guard or Reserves or Armed Forces. “Qualifying exigency” is defined by law as: (1) short-notice deployment, (2) military events and related activities, (3) childcare and school activities, (4) financial and legal arrangements, (5) counseling, (6) rest and recuperation, (7) post-deployment activities, (8) parental care, and (9) additional activities where the District and employee agree to the leave. Time off for Military Qualifying Exigency Leave counts towards the 12-week maximum allowable time for Medical or Family Care LOA under FMLA and/or CFRA, as applicable.

Military Caregiver Leave

Pursuant to the FMLA only (not CFRA), eligible employees may be provided up to 26 weeks (one-half year) of leave during a single 12-month period to care for a covered service member. A covered servicemember is the employee’s spouse, son, daughter, parent, or next of kin (meaning “nearest blood relative” or person “specially designated”) who is a current member of the armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retirement list, for a serious injury or illness, and includes veterans who were members of the Armed Forces, National Guard or Reserves, any time during the past five (5) years, who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness, and

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was discharged or released under conditions other than dishonorable. An employee may take a maximum combined total of 26 weeks of leave for Military Caregiver Leave and other FMLA-qualifying leave in a single 12-month period.

During Medical or Family Care LOA

When receiving State Disability Insurance (“SDI”), Paid Family Leave (“PFL”), District-provided disability, or workers’ compensation payments during a Medical or Family Care LOA, employees may choose to apply any accrued, unused paid sick leave or vacation to supplement their SDI, PFL, District-provided disability, or workers’ compensation payments, up to 100% of their normal wages. When employees are not receiving SDI, PFL, District-provided disability, or workers’ compensation payments, they are required to use accrued, unused vacation and paid sick leave as follows: if an employee is on a Medical or Family Care LOA due to their own serious health condition (excluding pregnancy, childbirth, and related medical conditions), they are required to use any accrued vacation or paid sick leave; if an employee is on a Medical or Family Care LOA due to pregnancy, childbirth, or related medical conditions, they are required to use any accrued paid sick leave and then may choose to use any accrued vacation time; and if an employee is on a Medical or Family Care LOA for baby bonding purposes or due to the serious health condition of a covered family member or designated person, they are required to use any accrued vacation time and then may choose to use any accrued paid sick leave.

During a Medical or Family Care LOA, the District shall maintain and pay for the employee’s group health coverage at the same level and under the same conditions as coverage would have been provided if the employee had not taken the leave. Therefore, the District will continue to pay all applicable group health insurance premiums which it ordinarily pays on behalf of the employee. Employees must continue to pay their usual share of the insurance premium during the leave of absence. If the employee uses accrued paid time off during the Medical or Family Care LOA, the District will make a payroll deduction to obtain the employee’s share of the insurance premium. If the employee is not using any accrued paid time off, then the employee must make payments to cover their share of the insurance premium by personal check.

The District’s obligation to maintain health benefits coverage ceases if an employee’s premium payment is more than 30 days late. Prior to dropping coverage, the District will provide written notice to the employee at least 15 days before coverage is to cease, advising that coverage will be dropped on a specified date at least 15 days after the date of the written notice, unless payment has been received by that date. If the employee fails to return from this leave, in some circumstances, the District may attempt to recoup the cost of the insurance premiums paid on behalf of the employee during the leave.

Employees need not use their Medical or Family Care LOA entitlement in one (1) block. Such a leave may be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District’s

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operations. In addition, the basic minimum duration of intermittent bonding leave is two (2) weeks, however, the District will grant a request for such leave of less than two (2) weeks' duration on two (2) occasions.

Returning to Work from Medical or Family Care LOA

Employees returning to work upon conclusion of the Medical or Family Care LOA will be returned to their original position or to an equivalent position with equivalent pay and benefits, provided such job would have been available had the employee not taken the leave. Prior to returning to work, where the leave of absence is for the employee's own serious health condition, the employee must provide the District with certification from the attending health care provider indicating the employee is able to resume the employee's work.

Failure to return to work from a Medical or Family Care LOA on the designated date may be interpreted as the employee's voluntary resignation. If the employee returns to work outside of the legally allotted time for such a leave without a valid excuse, the employee will only be reinstated if there is an available open position which they are qualified to fill.

FMLA/CFRA Protections

Use of any of the leaves permitted by the FMLA and the CFRA cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

It is unlawful for employers to interfere with, restrain, or deny the exercise of any right provided under the FMLA or the CFRA or to discharge or discriminate against any person for opposing any practice made unlawful by either law or for involvement in any proceeding under or relating to the FMLA or the CFRA. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides for greater family or medical leave rights.

If employees believe that they have been aggrieved, they may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

304 PREGNANCY DISABILITY LEAVE

If you are pregnant, have a related medical condition, or are recovering from childbirth, please review this policy. Any employee planning to take pregnancy disability leave (PDL) should advise District Management as early as possible. Please make an appointment with the District Management to discuss the following conditions:

- The length of pregnancy disability leave will be determined by the advice of your physician, but employees disabled by pregnancy may take up to four months of leave per pregnancy (the working days you normally would work in one-third of a year or 17 1/3 weeks). Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period for actual disability caused by your pregnancy, childbirth, or related medical condition. This includes leave for severe

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morning sickness and for prenatal care, doctor-ordered bed rest, as well as other reasons. Your healthcare provider determines how much time you need for your disability.

- The District will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy.
- If you need to take PDL, you must inform the District when a leave is expected to begin and how long it will last. If the need for a leave, reasonable accommodation, or transfer is foreseeable (such as the expected birth of a child or a planned medical treatment for yourself), you must provide at least 30 days' advance notice before the PDL or transfer is to begin. Consult with the personnel manager regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the District. Any such scheduling is subject to the approval of your health care provider.
- For emergencies or events that are unforeseeable, we need you to notify the District, at least verbally, as soon as practical after you learn of the need for leave.
- Failure to comply with these notice requirements may result in delay of PDL, reasonable accommodation, or transfer.
- Pregnancy leave usually begins when ordered by your health care provider. You must provide the District with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned no later than fifteen calendar days after it is requested by the District. Failure to do so may, in some circumstances, delay PDL, reasonable accommodation or transfer. Please see the personnel department for a medical certification form to give to your health care provider.
- Leave returns will be allowed only when your health care provider sends a release.
- You are allowed to use accrued sick or vacation (if otherwise eligible to take the time) during PDL.
- Leave does not need to be taken in one continuous period and may be taken intermittently, as needed. Leave may be taken in increments of one half hours.

If intermittent leave or leave on a reduced work schedule is medically advisable you may, in some instances, be required to transfer temporarily to an available alternative position that meets your needs. The alternative position does not need to have equivalent job duties but must have the equivalent rate of pay and benefits, and you must be qualified for the position. The position must better accommodate your leave requirements than your regular job. Transfer to an alternative position can include altering an existing job to better accommodate your need for intermittent leave or a reduced work schedule.

When your health care provider releases you to return to work, from PDL, you will be reinstated to your same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

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If you are on PDL and are not eligible for continued paid medical benefit coverage or if paid coverage ceases after 12 workweeks, you may continue to group health insurance coverage through the District in conjunction with Cobra guidelines by making monthly payments to the District for the amount of the relevant premium. Contact District Management for further information.

304.01 LACTATION ACCOMMODATION POLICY

The District recognizes the need to promote a work environment that is supportive of breastfeeding employees who wish to continue nursing their infant children when they return to work. This policy establishes guidelines for promoting a breastfeeding friendly work environment and supporting lactating employees. The District will provide an environment that will enable employees to express their milk in a private, appropriate space. Such space will meet the requirements of the California Labor Code including a surface to place a breast pump and personal items, a place to sit, and access to electricity. Lactating employees will also be provided with access to a sink with running water, and access to a refrigerator for storing breast milk.

An employee may request accommodation for reasonable lactation breaks by informing personnel manager and her supervisor in writing (preferably by electronic mail). The supervisor and the employee will discuss an appropriate break schedule for lactation. The lactation break time will, if possible, run concurrently with the employee's regular paid break time already provided. Any time in excess of a normal lunch or paid break time will not be paid as permitted by applicable law. The District will respond, in writing, if lactation space or additional break time, as described in this policy, cannot be provided.

Harassment of and/or discrimination against lactating employees is prohibited. It is also prohibited to retaliate against lactating employees who request time to express breast milk at work. If you are aware of any harassment of and/or discrimination against a lactating employee, please immediately report it to District management. Any incident of discrimination or harassment of a lactating employee will be addressed in accordance with the District policies and procedures and in accordance with state law.

If the employee feels that the employee's rights have been violated, the employee has the right to file a complaint with the Labor Commissioner.

305 MILITARY LEAVE

Employees who wish to serve in the military and take military leave should contact the Administration Manager for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

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306 SCHOOL SUSPENSION

If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert their Department Manager as soon as possible before leaving work. No discriminatory action will be taken against an employee who takes time off for this purpose.

307 SICK LEAVE

California provides for mandatory paid sick leave under the Healthy Workplaces, Healthy Families Act (the "Act"). This paid sick leave policy is intended to comply with the requirements of the Act. You cannot be discriminated against or retaliated against for requesting or using accrued paid sick time.

All employees who have worked in California for the same employer for 30 or more days within a year from the start of their employment will be entitled to paid sick time. **However, employees are not eligible to take paid sick time until they have worked for the District for 90 days from their date of hire.**

Sick leave is a form of insurance that employees accumulate to provide a cushion for incapacitation due to illness.

Eligible **full-time employees** accrue paid sick leave at the rate of:

- One (1) day per month, based on your normally scheduled workday.
- Employees can accrue sick leave up to a maximum of 480 hours. No additional sick leave will accrue upon reaching the maximum accrual rate.
- The District does not pay employee's in lieu of unused sick leave.
- Employees have the option to utilize accrued sick leave for service credit upon retirement.

Eligible **part-time employees** are provided a lump sum of five days or 40 hours of paid sick time after successful completion of their 90-day introductory period and will continue to load to the employee's sick pay bank, annually on January 1.

If you are absent longer than three days due to illness, you are responsible for providing the District medical evidence of your illness and a medical certification of your fitness to return to work.

Upon written or oral request, employees may use sick leave for the following purposes: (1) Diagnosis, care, or treatment of an existing health condition, or preventive care for, an employee or an employee's family member; (2) For an employee who is a victim of domestic violence, sexual assault, or stalking, to obtain or attempt to obtain any relief, including, without limitation, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child; to seek medical attention for injuries caused by crime or abuse; to obtain services from a domestic violence shelter, program,

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rape crisis center, or victim services organization or agency as a result of the crime or abuse; to obtain psychological counseling or mental health services related to an experience of crime or abuse; or to participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation; or (3) As otherwise permitted by applicable law.

For purposes of this policy, “family member” means any of the following: (1) a child, which means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis, regardless of age or dependency status; (2) a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; (3) a spouse; (4) a registered domestic partner; (5) a grandparent; (6) a grandchild; (7) a sibling; and (8) a designated person. For purposes of this policy, a “designated person” means a person identified by the employee at the time the employee requests paid sick leave, however, an employee shall be limited to one designated person per 12-month period for paid sick leave.

Employees may use sick leave in minimum increments of two (2) hours. If the absence extends beyond two (2) hours, the actual time absent will be deducted from the employee’s paid sick leave bank.

If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification to their supervisor. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable. Employees using paid sick leave will not be responsible for finding a colleague to cover their missed work time.

For non-exempt employees, sick leave will be calculated based on the regular rate of pay for the work week in which the employee uses sick leave. For exempt employees, sick leave will be paid at the rate being earned at the time the sick leave is taken.

Sick leave benefits will be integrated with benefits provided under State Disability Insurance, if any. In no event shall the combination of disability benefits, plus sick leave benefits, exceed regular earnings.

Unused sick leave will not be paid out upon termination. Employees falsifying the need for paid sick leave are subject to disciplinary action up to and including termination of employment.

308 VACATION

Vacations are a provided benefit by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation, and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee.

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Eligible full-time regular employees are entitled to accrue vacation for normally scheduled work hours, at the following rates (overtime hours do not accrue vacation time / vacation accrual time is based on normal 8 hour a day. Your annual accrual rate will vary based on your work schedule). Accruals will begin on an employee's first day of employment, but will not be available until after satisfactory completion of the introductory period:

During the first year through five (5) years of service - 80 hours (two weeks) vacation for each year of continuous service at an accrual rate of 3.07 hours per paycheck. Carry over allowed to a maximum of 160 hours.

Six (6) years through ten (10) years of service - 120 hours (three weeks) vacation for each year of continuous service, at an accrual rate of 4.65 hours per paycheck. Carry over allowed to a maximum of 240 hours.

Eleven (11) years of service and above - 160 hours of vacation (four weeks) vacation for each year of continuous service at an accrual rate of 6.15 hours per paycheck. Carry over allowed to a maximum of 320 hours.

Eligible part-time regular employees are entitled to accrue vacation for normally scheduled work hours, at the following rate (overtime hours do not accrue vacation time, vacation accrual time is based on a normal 6-hour workday). Accruals will begin on an employee's first day of employment but will not be available until after satisfactory completion of the introductory period:

During the first year and above - 1 week of vacation based on your regular scheduled work week. For example, if your regular scheduled work week is 18 hours, you will accrue 18 hours every year.

Temporary employees do not accrue paid vacation.

Continuous service means employment with the District without any break or interruption. Resignation, dismissal, leave of absence without pay, or any lay-off for lack of work, lack of funds, or abolishment of a position shall be constructed as a break in service.

Any time accrued in excess will be paid out on the employee's regular bi-weekly paycheck.

Vacation schedules must be coordinated and cleared with District Management. The District schedules determine permissible vacation periods, which employees may need to defer or otherwise adjust accordingly if conflicts or interference with normal work activities occur. Where two or more vacation requests conflict, priority will be given to first scheduled and then seniority.

An employee whose employment terminates will be paid for accrued unused vacation days on a pro rata, straight time basis. The District will require an employee to take vacation time in lieu of any unpaid leave of absence, unless prohibited by State or federal Law. If a holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.

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If an employee has taken one (1) consecutive week of vacation in the preceding twelve (12) months, then one (1) week of pay in lieu of vacation may be granted.

309 VOLUNTEER CIVIL SERVICE PERSONNEL

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. You are also eligible for unpaid leave for required training. If you are an official volunteer firefighter, please alert District Management that you may have to take time off for emergency duty.

310 BEREAVEMENT LEAVE

Upon the death of a covered family member, employees who have been employed for at least 30 days with the District are eligible to take up to five (5) days of paid bereavement leave. The leave must be completed within three (3) months of the date of death and does not have to be taken on consecutive days.

Bereavement leave beyond five (5) days per year is unpaid, except that an employee may use any accrued, unused vacation or sick leave during the unpaid portion of the leave.

A "covered family member," for purposes of this policy, includes the employee's spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law.

The District may require, within 30 days of the first day of the employee's bereavement leave, that the employee provide documentation of the death of the covered family member for whom the leave is taken. Documentation may include, but is not limited to, a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. The District shall maintain the confidentiality of an employee requesting leave under this policy, including that any documentation provided by the employee shall be maintained as confidential and shall not be disclosed except to Human Resources, or District Management, as necessary, or as required by law. The bereavement leave provided in this policy is separate and distinct from any rights provided pursuant to the CFRA.

The District shall not retaliate in any way against an employee for use of bereavement leave or for exercising their rights pursuant to this policy and applicable law. Employees should provide notice of their need to take bereavement leave as soon as practical to the Personnel Manager.

311 JURY DUTY AND WITNESS LEAVE

The District encourages employees to serve on jury duty or subpoenaed as a witness duty. Regular employees who have successfully completed their introductory periods will receive full pay up to 10 days of jury duty. You should notify District Management of the need for time off as soon as a notice or summons from the court is

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received. You may be requested to provide written verification from the court clerk of performance of jury service. The payment of leave is contingent upon the employee returning to work if work time remains after any day of jury selection or jury or witness duty. You may retain any mileage and or other fee paid by the court for jury services.

312 CRIME VICTIMS TIME OFF AND ACCOMMODATION

An employee who is a “victim” may take time off in order to seek help to protect the employee or employee’s children, or the health, safety, or welfare, of the employee or employee’s children.

For purposes of this policy a “victim” is defined as:

- A victim of stalking, domestic violence, or sexual assault.
- A victim of a crime (misdemeanor or felony offense, including an act of terrorism) that caused physical injury or that caused mental injury and a threat of physical injury.
- A person whose immediate family member is deceased as the direct result of a crime.
- Any person against whom any crime has been committed who needs to take time off from work to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding.

“Immediate family member” means any of the following: (1) A child, which means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis, regardless of age or dependency status; (2) A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; (3) A spouse; (4) A registered domestic partner; (5) A biological, foster, or adoptive sibling, a stepsibling, or a half-sibling; and (6) Any other individual whose close association with the employee is the equivalent of a family relationship.

An employee has the right to take time off from work to seek help to protect the employee or employee’s children or the health, safety, or welfare, of the employee or employee’s children. An employee can take time off to get a restraining order or other court order.

If an employee needs time off under this policy, the employee should notify the employee’s supervisor as soon as possible. If advance notice is not possible, the employee may be required to provide appropriate written certification of the reason for the absence.

Any documentation provided to the District identifying an employee as a victim shall be maintained as confidential and shall not be disclosed by the District except as required by federal or state law or as necessary to protect the employee’s safety in the workplace. The employee shall be given notice before any authorized disclosure.

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This leave is unpaid by the District, but an employee may use any accrued vacation or paid sick leave for such time off.

Reasonable Accommodation

The District will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault, or stalking, for the employees' safety while at work. A reasonable accommodation may include the implementation of safety measures, such as a transfer, reassignment, modified schedule, changed work telephone, changed work station or installed lock; assistance in documenting domestic violence, sexual assault, stalking, or other crime that occurs in the workplace; an implemented safety procedure; or another adjustment to the employee's job duties and position.

To request accommodation under this policy, an employee should contact the Human Resources Manager. The District will engage in an interactive process with the employee to identify accommodations, if any, that are effective and will make reasonable accommodations unless an undue hardship will result.

The District will make reasonable efforts to maintain the confidentiality of any employee accommodation and will not tell co-workers or anyone else about requests for accommodation unless it is necessary to provide the employee with the accommodation.

No Retaliation or Harassment

The District will not treat an employee differently or terminate the employee's employment for any of the following reasons:

- An employee is a victim of domestic violence, sexual assault, or stalking.
- An employee requested leave time to seek assistance under this policy.
- An employee asked for assistance or changes in the workplace to ensure safety at work.

314 EMPLOYEE PAID LEAVE DONATION

This policy shall apply to all regular full-time employees of the District. The purpose of this policy is to allow employees to receive donations of paid leave hours from their fellow employees. Donations are appropriate when there is a specific serious health need which mandates ongoing treatment, care of the affected employee or a member of the employees' immediate family that requires the employee to take a leave of absence which qualifies for FMLA/CFRA (except baby bonding) or any other medical related leave of absence. It is not the intent of this policy to allow the donation of hours to employees who have abused their sick leave benefits. Employees are at all times expected to use sick leave in a frugal and judicious manner.

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Donation leave is to be used in special circumstances and not for routine absences. Any employee who wishes to be eligible for the employee paid leave donation program must voluntarily elect to donate 10% of their annual accrued paid sick leave to an employee paid leave donation bank annual or biannually, or in the event the donation bank falls below a minimum of 40 hours.

All regular employees may request up to 20% of the total hours in the leave bank for any qualifying medical leave of absence. Request for leave donations must be in writing and shall be subject to the approval of the Administration Manager, however the underlying medical issue does not need to be disclosed. The District will utilize the CFRA medical form, to be completed by the employee's treating medical provider. In the event the medical leave meets the requirements as outlined in the CFRA medical form, the employee shall be deemed eligible for access to the leave donation bank, except for baby bonding purposes. This does not imply eligibility for CFRA leave unless otherwise deemed eligible under the criteria outlined in the Family Medical Leave policy in this employee handbook.

Both the donating and receiving employee must have full-time regular employee status. Both the donating and receiving employee must not have been counseled for excessive absenteeism or sick leave abuse within the twelve (12) months prior to the request for donation.

The receiving employee must have a demonstrated shortage of paid leave. A shortage of paid leave is defined as less than twenty (20) hours of paid vacation and less than twenty (20) hours of sick leave. The donating employee must leave no less than eighty (80) hours of sick leave in the donating employees "bank of leave." No employee may donate hours if the donation places the donating employee in a position of having less than eighty (80) hours each of paid sick leave hours.

315 REPRODUCTIVE LOSS LEAVE

The District grants time off to eligible employees in the event you suffer a qualifying reproductive loss event as defined in this policy. To be eligible for reproductive loss leave, you must be employed for at least 30 days prior to starting leave. If you are eligible and experience a reproductive loss event, you may take up to five days of reproductive loss leave, per event below up to a maximum of 20 hours per year.

For purposes of this policy, a reproductive loss event is the day, or the final day for a multiple day event, of one of the following:

- **Failed adoption:** The dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because another party contests it, if you would have been a parent of the adoptee if the adoption had been completed.
- **Failed surrogacy:** The dissolution or breach of a surrogacy agreement, or a failed embryo transfer to the surrogate, if you would have been a parent of a child born as a result of the surrogacy.
- **Miscarriage:** May be a miscarriage by you, your current spouse or domestic partner, or by another individual if you would have been a parent of a child born as a result of the pregnancy.

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- **Stillbirth:** May be a stillbirth resulting from your pregnancy, the pregnancy of your current spouse or domestic partner, or another individual if you would have been a parent of a child born as a result of the pregnancy.
- **Unsuccessful assisted reproduction:** An unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (i.e., artificial insemination or an embryo transfer, including gamete and embryo donation). Assisted reproduction does not include reproduction through sexual intercourse. This event applies to you, your current spouse or domestic partner, or another individual, if you would have been a parent of a child born as a result of the pregnancy.

The days of reproductive leave do not need to be taken consecutively, however, you must complete your reproductive loss leave within three months of your reproductive loss event, or, if prior to or immediately following your reproductive loss event, you are on or choose to go on leave under California's pregnancy disability law, the California Family Rights Act, or any other leave provided by state or federal law, then you may complete your reproductive loss leave within three months of the end of the other leave, at which time any remaining unused reproductive loss leave will expire.

Reproductive loss leave is unpaid; however, you may choose to use previously accrued paid leave time available to you.

Any information provided to the District related to this leave will be maintained as confidential and will not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

316 TIME OFF FOR VOTING

If you do not have sufficient time outside of working hours to vote in an official statewide election, you may take off enough working time to vote, including up to two hours off without loss of pay. This time should be taken at the beginning or the end of the regular working shift, whichever allows for more free time for voting and the least time off work. If you know or have reason to believe that time off will be necessary to be able to vote on election day, you must give your supervisor at least two working days' notice.

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BENEFITS

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400 HOLIDAYS

Murphys Sanitary District observes the following paid holidays:

- January 1 (New Year's Day)
- Martin Luther King Jr.'s Birthday
- Presidents' Day
- Memorial Day
- Juneteenth
- July 4th (Independence Day)
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

All regular work for all employees shall be suspended, and eligible employees shall receive one day's pay for each of the holidays listed above. Eligible employees will be paid their regularly scheduled workday rate. Whenever a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on a Sunday, the following Monday shall be observed as the holiday. However, the District may close on another day or grant compensating time off instead of closing. Holiday observance will be announced in advance. To be eligible for holiday pay, employees must be regularly scheduled to work on the day on which the holiday is observed and must work your regularly scheduled working days immediately preceding and immediately following the holiday unless an absence on either day is approved in advance by your Department Manager.

If the employee is required to work on a paid scheduled holiday you will receive time and one half (1 ½) pay.

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401 WORKERS' COMPENSATION

The District, in accordance with state law, provides insurance coverage for employees effective the first day of employment in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax free, to replace lost wages; and
- Assistance to help qualified injured employees return to suitable employment.

To ensure that you receive workers' compensation benefits to which you may be entitled, you will need to:

- Immediately report any work-related injury to District Management;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim Form (DWC Form 1) and return to District Management; and
- Provide the District with a certification from your health care provider regarding the need for the current and on-going workers' compensation disability leave, as well as your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee can return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to their same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had he or she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the District's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement. An employee's return depends on his or her qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of his or her job because of a physical or mental disability, the District's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act. The employee is required to provide ongoing medical documentation confirming the need for worker's compensation leave which includes details regarding which functions of the job they are unable to perform, directly to the District.

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401.01 DISTRICT-PROVIDED PHYSICIAN

The District provides medical treatment for work-related injuries through Special District Risk Management Authority, (SDRMA). See all legally mandated employment posting notices located at your designated workplace. For after hours, employees may seek treatment at Mark Twain St. Joseph's Center in San Andreas and at Angels Camp Medical Clinic during normal business hours. The law requires the District to notify the workers' compensation insurance company of any concerns of false or fraudulent claims.

401.02 WORKERS' COMPENSATION AND FMLA/CFRA

Employees who are ill or injured as a result of a work-related incident, and who are eligible for family and medical leave under state and federal law Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), will be placed on FMLA/CFRA during the time they are disabled and not released to return to work. The leave under these laws runs concurrently, and eligible employees will be on FMLA/CFRA for a maximum of 12 weeks in a 12-month period roll forward period.

401.03 PAID SICK LEAVE AND WORKERS' COMPENSATION BENEFITS

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If you have accrued and unused sick leave, the additional absences from work will be paid with the use of sick leave. If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may choose to substitute vacation/paid time off for further absences from worked, related to your illness or injury.

402 TRAVEL EXPENSE AND MILEAGE

Employees will be reimbursed for eligible expenses including but not limited to transportation, meals, lodging and communications while on District business.

Requests for reimbursements for eligible expenses must be accomplished by receipts, a mileage sheet, and/or itemized expense sheet, signed by the requesting employee. (See Appendix A)

All requests for reimbursement of expenses must be approved by District Management. Requests for reimbursement for expenses shall be made according to the following schedule:

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Mileage – current IRS mileage guideline

Parking and toll charges – actual cost

Lodging – up to \$200.00 per night

Meals – Breakfast \$20.00, Lunch \$25.00 Dinner \$30.00

When an employee is authorized by District Management to use their personal vehicle for District business, the employee shall be reimbursed for the cost of the total miles driven and at the rate specified in the current IRS mileage guidelines.

Proof of a valid driver's license and adequate automobile insurance covering, collision, personal injury, and property damage shall be required by the District of any employee using a personal vehicle to conduct District business.

403 EMPLOYEE EDUCATION

The District encourages employees to pursue educational opportunities related to their present work which will prepare them for near future opportunities within the District or will enhance and update their performance skills. Attendance at such activities, whether required by the District or requested by individual employees, requires the written approval of District Management. To obtain approval, an employee must submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and the nature, purpose, and justification for attendance. Attendance at any such event is subject to the following policies on reimbursement and compensation.

The District will reimburse expenses incurred for tuition, travel, lodging, and meals as a result of training, educational courses associated with the interests of the District in accordance with Policy 402, Travel Expense and Mileage.

Employee attendance at authorized outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices.

This policy does not apply to an employee's voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions lead to improved job performance. While the District encourages all employees to improve their knowledge, job skills, and promotional qualifications, such activities do not qualify for reimbursement or compensation under this policy unless prior written approval is obtained by District Management.

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404 RETIREMENT PLAN

All regular full time and new hire employees, hired at full time status, must join the retirement plan. The District contracts with the CA Public Employees Retirement System (CalPERS) for retirement benefits. The District pays the employer retirement contribution and employee pays the employee retirement contribution in accordance with rates established annually by CalPERS Board of Administration. The District may from time to time modify its CalPERS contract to provide additional benefits. Any modification must be in accordance with PERS and contract amendments.

405 HEALTH INSURANCE BENEFITS

The District is committed to providing comprehensive benefit packages to all eligible employees, encompassing health, dental, vision, and life insurance. The extent of medical insurance coverage is contingent upon the contractual agreements between Medical Insurance Provider and the District with the definition of dependents established by the insurance provider. Monthly premium contributions to cover eligible employees and their dependents will be fully subsidized by the District at 100% . The scope of Medical Insurance will undergo annual evaluation and potential adjustments by the District's Board of Directors.

Updates: 11/11/17; 02/14/19; 05/11/23

405.01 STATE DISABILITY INSURANCE

Employees who contribute through payroll tax to California's state disability insurance programs may participate in the Public Employee's Retirement System if eligible. Disability insurance is mandated by the California Unemployment Insurance Code and administered by the Employment Development Department.

Disability insurance becomes applicable when an employee is unable to work due to a non-occupational illness or injury not caused by employment at the District. An additional tax contributes to the state's Paid Family Leave program and provides partial wage replacement for absences related to care of a family member, or bonding with a new child. Specific rules and regulations governing disability are available from the Employment Development Department. For more information, please visit www.edd.ca.gov.

405.02 STATE UNEMPLOYMENT COMPENSATION

The District is considered a reimbursable employer and is permitted by law to be billed and pay for UI benefits for eligible claimants. Unemployment insurance benefit provides temporary payments to individuals who are unemployed through no fault of their own and meet all eligibility requirements. Claims are based on wages earned from past employers. For more information, please visit www.edd.ca.gov.

MURPHYS SANITARY DISTRICT EMPLOYEE HANDBOOK

405.03 WORKERS' COMPENSATION

While employed at the District you are safeguarded by the District's workers' compensation, which comes at no expense to you. The policy provides coverage in case of an occupational injury or illness.

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MANAGEMENT

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500 PERFORMANCE EVALUATIONS

To provide employees with information concerning their employment progress and to identify areas to improve job performance, the employee's manager will conduct formal written employee evaluations at least once per year prior to the end of the fiscal year. . Generally, your first performance evaluation will take place upon completion of your introductory period.

Your performance evaluations shall provide recognition for effective performance and identify areas that need improvement. The evaluator may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others.

Favorable performance evaluations do not guarantee increases in salary, promotions, or continued employment. Salary increases and promotions are solely within the discretion of District Management and depend upon many factors in addition to performance. Employees are encouraged to add their own comments or suggestions on the performance evaluation. After the review, you will be required to sign the evaluation report to acknowledge that it has been presented to you, that you have discussed it with District Management.

501 PERSONNEL RECORDS

All personnel information and records are considered confidential to the extent allowed by federal or state law. The District's policy is to require all personnel files to be maintained in a secure and private location and to have all employees manage personnel information in a safe and confidential manner. You have a right to inspect certain documents in your personnel file, as provided by law, in the presence of District Management at a mutually convenient time. No copies of documents in your file may be made, with the exception of documents that you have previously signed. You may add your comments to any disputed item in the file.

The District will restrict disclosure of your personnel file to authorized individuals within the District. Any request for information contained in personnel files must be directed to District Management. Disclosure of personnel information to outside sources is limited. Medical records are confidential and can only be authorized for access by District Management on a need-to-know basis. The District will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

502 OPEN-DOOR POLICY

The purpose of this policy is to ensure that employees know there is a procedure by which to raise all issues pertaining to District employment. This procedure, which we believe is important for both you and the District, cannot guarantee that every problem will be resolved to your satisfaction. However, the District

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values your observations, and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

Suggestions for improving the District are always welcome. You may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. . You may discuss any such issue with District Management at any time. If you have specific suggestions, please feel free to share them. Remember that the District cannot address any situation if it does not have knowledge.

503 NAMES AND ADDRESSES

The District is required by law to keep current all employees' names and addresses. Employees are responsible for notifying the District in the event of a name or address change.

504 EMPLOYMENT OF RELATIVES

Relatives of employees may be eligible for employment with the District only if individuals involved do not work in a direct supervisory relationship, or in job positions in which a conflict of interest could arise. The District defines "relatives" as spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives.

Present employees who marry or become registered domestic partners will be permitted to continue working in the job position held only if they do not work in a direct supervisory relationship with one another or in job positions involving conflict of interest.

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DISTRICT PROPERTY

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600 ACCESS TO DISTRICT OFFICE / OFF-DUTY USE OF FACILITIES

Any member of the public may enter the District Office at any time during regular business hours. Any member of the public may attend any Regular Meeting, Special Meeting or Emergency Meeting of the District held at the District Office, or any location that has been designated on the District's formal agenda. Access beyond the foyer/front office area shall be off limits to any member of the public unless granted by District personnel. Should any member of the public fail to comply with the guidelines, they may be subject to arrest pursuant to California Penal Code Section 602 and other governmental regulations.

Employees are prohibited from remaining on District premises or making use of District facilities while not on duty. Employees are expressly prohibited from using District facilities, District property, or District equipment for personal use.

601 ELECTRONIC MEDIA USE

The District uses various forms of electronic communication including, but not limited to computers, e-mail, telephones, internet, cell phones, radios, and/or PDAs. All electronic communications, including all software, databases, hardware, and digital files, remain the sole property of the District and will be utilized only for District business, only by District personnel, and are not for any personal use. Electronic communication and media may not be utilized in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal, against District policy, or not in the best interest of the District.

Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline and/or immediate termination. Employees may not install personal software on District computer systems.

All electronic information created by any employee using any means of electronic communication is the property of Murphys Sanitary District and remains the property of Murphys Sanitary District. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the District's ownership of the electronic information. The District will override all personal passwords if necessary for any reason.

The District reserves the right to access and review electronic files, messages, mail, and other digital archives, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of District policy or any law occurs.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by District management.

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No employee may install or use anonymous e-mail transmission programs or encryption of e-mail communications, except as specifically authorized by District Management.

Employees who use devices on which information may be received and/or stored, including but not limited to cell phones, cordless phones, portable computers, fax machines, and voice mail communications are required to use these methods in strict compliance with the trade secrets and confidential communication policy established by the District.

Access to the Internet, websites, and other types of District-paid computer access are to be utilized for District-related business only. Any information about the District, its products or services, or other types of information that will appear in the electronic media about the District must be approved by District Management before the information is placed on an electronic information resource that is accessible to others.

602 SOLICITATION AND DISTRIBUTION OF LITERATURE

To ensure efficient operation of the District's business and to prevent disruption to employees, we have established control of solicitations and distribution of literature on District property. The District has enacted rules applicable to all employees governing solicitation, distribution of written material, and entry onto the premises and work areas. All employees are expected to comply strictly with these rules. Any employee who is in doubt concerning the application of these rules should consult with District Management.

No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom such activity is directed. No employee shall distribute or circulate any written or printed material in work areas at any time, or during their working time or during the working time of the employee or employees to whom such activity is directed. Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on District property.

603 SMOKING

Smoking is not allowed in any enclosed area of the facility or within twenty feet of any entrance to the District office.

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604 PERSONAL USE OF DISTRICT CELL PHONE

Employees who are issued a District cell phone are permitted to utilize the device for personal matters exclusively in the event of an emergency. Any other form of personal use is prohibited.

605 PROHIBITED USE OF DISTRICT CELL PHONE WHILE DRIVING

If your job requires that you keep your cell phone or radio turned on while you are driving, you must use a hands-free device and safely pull off the road before conducting District business. Under no circumstances should employees place phone calls while operating a motor vehicle while driving on District business and/or District time.

606 PARKING

Employees must park in permissible public areas in the vicinity of the District property. Employees may not use parking areas specifically designated for customers, vendors, District vehicles, or reserved for managers. The District is not responsible for any loss or damage to employee vehicles or contents while parked on District property.

607 HOUSEKEEPING

All employees are expected to keep their work areas clean and organized. People using common areas such as lunchrooms, locker rooms, and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

608 EMPLOYER PROPERTY / VEHICLES, EQUIPMENT AND MATERIALS

The District shall supply all tools, equipment and safety devices that are necessary to operate and maintain all District facilities including the administration office. It is the responsibility of District Management to remove any broken or unsafe tools or equipment. Employees shall report to and obtain authorization from their District Management regarding replacement or repair of any item.

Lockers, desks, computers, vehicles, and other District-owned items are District property and must be maintained according to District rules and regulations. They must be kept clean and are to be used only for work-related purposes, shall be limited to the business of the District, and shall not be used by an employee for personal use during or after working hours. The District vehicle may be taken home by the on-call employee if the employee lives within the District boundaries. Unauthorized persons shall not ride in District vehicles.

The District reserves the right to inspect all District property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence.

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District voice mail and/or electronic mail (e-mail) are to be utilized for business purposes only. The District reserves the right to monitor voice mail messages and e-mail messages to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

No personal locks may be used on District-provided lockers unless the employee furnishes a copy of the key or the combination to the lock. Unauthorized use of a personal lock by an employee may result in losing the right to use a District locker.

The District may periodically need to assign and/or change "passwords" and personal codes for voice mail, e-mail, computer, etc. These communication technologies and related storage media and databases are to be used only for District business and they remain the property of the District. The District reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system.

Prior authorization must be obtained before any District property may be removed from the premises. For security reasons, employees should not leave personal belongings of value in the workplace. Personal items are subject to inspection and search, with or without notice, with or without the employee's prior consent.

Terminated employees should remove any personal items at the time they leave the District. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

609 BULLETIN BOARDS

The District maintains bulletin boards located in the District office. Bulletin boards are utilized to provide information to employees concerning workplace topics.

Employees may not to post items on District bulletin boards unless the following conditions are met:

- Postings may be made by District employees only.
- The information to be posted must first be approved by District Management.

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EMPLOYEE CONDUCT

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700 CONFLICTS OF INTEREST

All District Managers are required to disclose conflicts of interest as defined in the State Fair Political Practice Commission manual and forms, annually. All employees must avoid situations involving actual or potential conflict of interest.

Personal or romantic involvement with a competitor, supplier, or subordinate employee of Murphys Sanitary District, which impairs an employee's ability to exercise good judgment on behalf of the District, creates an actual or potential conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, claims of sexual harassment, and morale problems.

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to the Administration Manager, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, Murphys Sanitary District may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

701 DRESS CODE AND OTHER PERSONAL STANDARDS

Each employee is a representative of the District in the eyes of the public and must report to work properly groomed and wearing appropriate clothing. Employees are expected to dress neatly and, in a manner, consistent with the nature of the work performed. Employees who report to work inappropriately dressed will be asked to clock out and return in acceptable attire.

All clothing should be clean and without rips or holes. All employees required to wear uniforms provided by the District must take care of their uniforms and report any wear or damage to District Management. Instructions regarding cleaning and maintenance of uniforms will be provided. District Management will inform you of additional requirements regarding acceptable attire. Certain employees may be required to wear safety equipment or clothing. The cost of uniforms and /or protective clothing, gloves, rubber boots, etc. that the employees are required to wear shall be borne by the District. Any deviations from these guidelines must be approved by District Management.

702 BUSINESS CONDUCT AND ETHICS

No employee may accept a personal gift or gratuity from any customer, vendor, supplier, or other person doing business with the District because doing so may give the appearance of influencing business decisions, transactions, or service. Please discuss any expenses paid by such people for business meals or trips with District Management.

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703 DRUGFREE WORKPLACE AND TESTING

The District maintains a workplace free of drugs and alcohol and discourages drug and alcohol abuse by its employees. The District is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. While it is not the intent of the District to intrude into the private lives of its employees, involvement with substance abuse off the job can adversely impact job performance and safety. Use of these substances, whether on or off the job, can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to Murphys Sanitary District. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and members of the public. It also exposes the District to the risks of property loss or damage, or injury to other persons. Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance.

The following rules and standards of conduct apply to all employees either on District property or during working hours (including meals and rest periods). Behavior that violates District policy includes:

- Possession or use of an illegal or controlled substance or being under the influence of an illegal or controlled substance while on the job.
- Driving a District vehicle while under the influence of alcohol or any illegal or controlled substance; and
- Distribution, sale, or purchase of an illegal or controlled substance while on the job.

Violation of these rules and standards of conduct will not be tolerated. An employee who violates this policy is subject to discipline, up to and including immediate discharge, even for a first violation. To enforce this policy, the District reserves the right to conduct searches of District property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy. Where appropriate, the District also may bring the matter to the attention of appropriate law enforcement authorities.

Effect of Criminal Conviction:

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off District property will not be tolerated because such conduct, even though off duty, reflects adversely on the District. In addition, the District must keep people who sell or possess controlled substances off District premises in order to keep the controlled substances themselves off the premises. District employees are required to notify District Management in writing of any criminal drug statute of which they are convicted for a violation occurring outside the workplace not later than five (5) calendar days after such conviction.

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Disclosure and Reasonable Accommodations:

Nothing in this policy is intended to diminish the District's commitment to employ and accommodate qualified disabled individuals. The District will accommodate qualified disabled employees who must take legal drugs because of a disability and who, because of their appropriate use of such drugs, cannot perform the essential functions of their positions without reasonable accommodation. Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify District Management regarding such use immediately before starting or resuming work. If any employee is unable to safely and effectively perform his or her assigned duties while using prescribed medication, the employee shall not be allowed back to the workplace until the employee has clearance from a physician stating the employee is able to perform his or her assigned duties safely and effectively with or without accommodation.

Being under the influence of drugs, alcohol and/or other controlled substances means being impaired in any way. From fully and proficiently performing job duties and/or having a detectable amount of said substances in one's body.

Treatment Accommodations:

The District will encourage and accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request treatment or rehabilitation leave. The time to request this leave is before any discipline or policy violation occurs. The District is not obligated to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is the District obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. Rehabilitation is an option for an employee who acknowledges a dependency and voluntarily seeks treatment to end that dependency before violating this policy or otherwise encountering disciplinary problems.

Rehabilitation:

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

- Successfully complete an approved rehabilitation program.
- Faithfully comply with maintenance and therapeutic measures (e.g., attendance at AA or NA meetings); and

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- Be subject to periodic testing without further reasonable cause.

Employees who are found to have brought drugs, alcohol or other non-prescription controlled substances onto District property or work sites and to have provided them to other employees shall be terminated without recourse to a rehabilitation program. Employees under suspicion of violation of any part of this policy will be suspended without pay until completion of the investigation and the appropriate personnel action has been determined.

Drug Testing: The District conducts drug testing of those who occupy safety sensitive positions in the following circumstances:

Circumstances Under Which Testing Will be Conducted.

Pre-employment. All initial offers of employment with the District for safety sensitive positions will be made contingent upon satisfactory completion by the applicant of a pre-employment physical examination which shall include a drug and alcohol screen (bodily fluid testing). Positive test results shall not bar reapplication at a later time. If an employee refuses or fails to cooperate with the administration of the drug and alcohol test, the refusal will be managed in the same manner as a positive test result.

For cause testing. If the District has a reasonable suspicion that a safety sensitive employee is (1) intoxicated or under the influence of drugs or alcohol or (2) has used drugs or alcohol on the District's premises or during working time, the employee may be directed to undergo immediate drug and/or alcohol testing at an independent licensed laboratory, to determine whether a violation of this policy has occurred. A reasonable suspicion may be based upon evidence of illegal substances or alcohol on or about the employee's person or in the employee's immediate vicinity, a pattern of unusual conduct or erratic behavior on the employee's part that suggests impairment or influence of illegal substances or alcohol, arrest or conviction of a drug-related offense or the identification of the employee as the focus of a criminal investigation involving illegal substances; information provided by a reliable and credible source that the employee is under the influence of illegal substance or alcohol, and/or evidence that the employee has tampered with a previous drug test. If an employee refuses or fails to cooperate with the administration of the drug and alcohol test, the refusal will be handled in the same manner as a positive test result.

- **Post-accident.** Any safety sensitive employee involved in an on-the-job accident or injury resulting in personal injury or property damage exceeding \$1,000 may be required to submit to an alcohol/drug test. "Involved in an on-the-job accident or injury" means not only the one who was injured, but also any employee who potentially contributed to the accident or injury in anyway. If an employee refuses or fails to cooperate with the administration of the drug and alcohol test, the refusal will be handled in the same manner as a positive test result

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Procedures for Drug Testing.

The District will refer the applicant or employee to an independent, National Institute on Drug Abuse (NIDA)-certified medical clinic or laboratory, which will administer the test. The District will pay the cost of the test and transportation costs to the testing facility. The employee will have the opportunity to alert the clinic or laboratory personnel to any prescription or non-prescription drugs that he or she has taken that may affect the outcome of the test. All drug testing will be performed by urinalysis. Initial screening will be done by EMIT II. Positive results will be confirmed by gas chromatography/mass spectrometry.

The clinic or laboratory will inform the District as to whether the applicant passed or failed the drug test. If an employee fails the test, he or she will be in violation of this policy and will be subject to discipline accordingly.

Acknowledgment and Consent.

Any employee subject to testing under this policy will be asked to sign a form acknowledging the procedures governing testing and consenting to (1) the collection of a urine sample for the purpose of determining the presence of alcohol or drugs, and (2) the release to the District of medical information regarding the test results. Refusal to sign the agreement and consent form, or to submit to the drug test, will result in the revocation of an applicant's job offer, or will subject an employee to discipline up to and including termination.

Confidentiality.

All drug testing records will be treated as confidential and will be maintained in the employee's confidential medical file.

Unregulated or Authorized Conduct

Customary Use of Over-the-Counter Drugs: Nothing in this policy is intended to prohibit the customary and ordinary purchase, sale, use, possession, or dispensation of over-the-counter drugs, so long as that activity does not violate any law or result in an employee being impaired using such drugs in violation of this policy.

Off-the-Job Conduct: This policy is not intended to regulate off-the-job conduct, so long as the employee's off-the-job use of alcohol or legal drugs does not result in the employee being under the influence of or impaired using alcohol or drugs in violation of this policy.

704 PUNCTUALITY AND ATTENDANCE

As an employee of the District, you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees and District Management. When you are absent, your assigned work may be performed by others.

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Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized District business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must under all, but the most extenuating circumstances call District Management at least one hour before the time you are scheduled to begin working for that day. If you call less than one hour before your scheduled time to begin work and do not arrive in time for your assigned shift, you will be considered tardy for that day. In all cases of absence or tardiness, employees must provide District Management with an honest reason or explanation. Employees also must inform District Management of the expected duration of any absence. Excessive absenteeism or tardiness, whether excused or not, will not be tolerated. The District defines excessive absenteeism as more than three (3) days absence in a three (3) month period.

Failure by an employee to communicate directly with District Management when absent or tardy constitutes absence without leave and may result in disciplinary action. If you fail to report for work without any notification to your District Management and your absence continues for a period of three days, the District will consider that you have abandoned your employment.

705 PROHIBITED CONDUCT

The following conduct is prohibited and will not be tolerated by the District. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and District operations also may be prohibited.

- Insubordination of any kind, including but not limited to failure or refusal to obey the orders or instructions of a Department Manager or member of management, or the use of abusive or threatening language toward a Department Manager, member of management, member of the Board, or the general public.
- Theft, misappropriation of District property or funds, or failure to follow established rules regarding the handling of District funds.
- Willful or grossly negligent destruction of or damage to property belonging to the District, our customers, or other employees.
- Submission of deliberately false information in reports or other official documents such as timecards, employment application, purchase orders, contracts, etc.
- Possession of firearms or any other dangerous weapons on District premises at any time, unless

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specifically authorized for use in performing the functions of your job.

- Use, possession or selling of alcohol, illegal drugs or narcotics on District time or property, or reporting to work under the influence of either, or any violation of the District's Drugfree Workplace and Testing Policy.
- Provoking a fight, fighting or instigation thereof, assault, intimidation or any other confrontational violent or dangerous behavior.
- Unauthorized use of District vehicles or tools.
- Refusing to obey work as ordered by District management or any insubordinate behavior.
- Working overtime without authorization or refusing to work overtime.
- Conviction of a felony or serious misdemeanor.
- Committing or involvement in any act or violation of the District's equal-employment, non-discrimination, or anti-harassment policies.
- Engaging in another job or business which is in direct competition with the District with respect to product or work hours.
- Unexcused or excessive absenteeism or tardiness.
- Failing to observe working schedules, including rest and lunch periods.
- Engaging in unsafe conduct or work practices which may endanger your safety or the safety of others.
- Unauthorized use of District equipment, time, materials, or facilities.
- Removing or borrowing District property without prior authorization.
- Theft and deliberate or careless damage or destruction of any District property, or the property of any employee or customer.
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any timecard, either your own or another employee.
- Sleeping or malingering on District premises during work hours or breaks.
- Failing to obtain permission to leave work for any reason during normal working hours.

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- Failing to provide a physician's certificate when requested or required to do so.
- Making or accepting excessive personal telephone calls during working hours, except in cases of emergency.
- Unreported absence of three consecutive, scheduled workdays.
- Failing to notify your Department Manager when unable to report to work.
- Using unreasonably offensive or abusive language at any time on District premises or during scheduled work hours on off-site locations.
- Defacing documents on the District bulletin board.
- Wearing disturbing, unprofessional, or inappropriate styles of dress or hair while working, as determined exclusively by the District or any violation of the District's dress code.
- Participating in rough or boisterous play or practical jokes on District time or on District premises.
- Violating any safety, health, security or District policy, rule, or procedure, or failure to wear designated protective equipment.
- Committing a fraudulent act or a breach of trust under any circumstances relating to the District or its employees.
- Causing, creating, or participating in a disruption of any kind during working time.
- Engaging in criminal conduct whether or not related to job performance.

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

706 PROHIBITED CAMERA PHONE

Employees are not permitted to use personal cell phones that contain a camera in any area that Murphys Sanitary District has designated as secure.

707 OFF-DUTY CONDUCT

While the District does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the District's legitimate business interests. For this reason,

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employees are expected to conduct their personal affairs in a manner that does not adversely affect the Districts or their own integrity, reputation, or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the District's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

While employed by the District, employees are expected to devote their energies to their job. The following types of employment elsewhere are prohibited:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at the District;
- Additional employment that creates a conflict of interest or is incompatible with the employee's position with the District;
- Additional employment that impairs or has a detrimental effect on the employee's work performance with the District;
- Additional employment that requires the employee to conduct work or related activities on District property during the employer's working hours or using District facilities and/or equipment; and
- Additional employment that directly or indirectly competes with the business or the interests of the District.

708 NEWS MEDIA CONTACTS

Employees may be approached for interviews or comments by the news media. Only the Administration Manager may comment to news reporters on Murphys Sanitary District policy or events relevant to the District.

709 CUSTOMER RELATIONS

Employees are expected to be polite, courteous, prompt, and attentive to every customer. When an employee encounters an uncomfortable situation that he or she does not feel capable of handling, District Management should be called immediately.

In our service-oriented industry, it is imperative for all team members to prioritize customer satisfaction.

Customers are to be treated courteously and always given proper attention. Never regard a customer's question or concern as an interruption or an annoyance. You must respond to inquiries from customers, whether in person or by telephone, promptly and professionally.

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Never place a telephone caller on hold for an extended period. Direct incoming calls to the appropriate person and make sure the call is received. Through your conduct, show your desire to assist the customer in obtaining the help he or she needs. If you are unable to help a customer, find someone who can.

All correspondence and documents, whether to customers or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business.

Never argue with a customer. If a problem develops, or if a customer remains dissatisfied, ask District Management to intervene.

710 CONFIDENTIALITY

Each employee is responsible for safeguarding the confidential information obtained during employment. In the course of your work, you may have access to confidential information regarding the District, its suppliers, its customers, or even fellow employees. You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by District Management. Any breach of this policy will not be tolerated, and legal action may be taken by the District.

711 CONDUCTING PERSONAL BUSINESS

Employees are to conduct only District business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours.

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WAGES

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800 PAYMENT OF WAGES

All employees of the District are paid biweekly every other Friday by direct deposit for work performed during the previous two-week pay period. If a regular payday falls on a holiday, employees will be paid on the last day worked before the holiday.

Paychecks are available by Friday 12pm by direct deposit. You may elect to receive a paper check. If you observe an error on your check, please report it immediately to District Management

801 WORK SCHEDULES

The District is normally open for business between the hours of 9 a.m. through 3 p.m., Monday through Friday; Field Crew, Monday through Friday 7:30 a.m. through 3:30 p.m. District Management will assign your individual work schedule. All employees are expected to be at their desks, workstations, or assigned work area at the start of their scheduled shifts, ready to work.

Exchanging work schedules with other employees is discouraged. However, if you need to exchange schedules, notify District Management, who may authorize an exchange if possible. Work schedule exchanges will not be approved for the mere convenience of an employee or if the exchange interferes with normal operations or results in excessive overtime.

The workweek begins at 12:01 a.m. Sunday and ends at midnight on Saturday.

802 TIMEKEEPING REQUIREMENTS

All non-exempt employees are required to use a timesheet to record time worked for payroll purposes. Employees must record their own time at the start and at the end of each work period, including before and after the lunch break. Employees also must record their time whenever they leave the building for any reason other than District business. Any handwritten marks or changes on the timecard must be initialed by a District Management. Completing another employee's timecard, or altering a timecard is not permissible and is subject to disciplinary action.

Any errors on your timecard should be reported immediately to District Management .

Employees are required to sign and submit time sheets to District Management.

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803 PAY FOR MANDATORY MEETINGS/TRAINING

The District will pay non-exempt employees for their attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory; and
- The meeting, course, or lecture is related to the employee's job.

The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by District Management. The employee will be paid at the regular rate of pay for time spent at meetings, lectures, and training. Any hours in excess of eight in a day or 40 hours in one workweek will be paid at the appropriate overtime rate, at the hourly rate in effect at the time the overtime work is being performed.

804 OVERTIME FOR NON-EXEMPT EMPLOYEES

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. The District will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by District Management. The District provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

- All hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Workweeks begin each Sunday at 12:01 a.m.;
- Compensation for hours in excess of forty for the workweek, or in excess of eight and not more than twelve for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay;
- Compensation for hours in excess of twelve in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay; and
- Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

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805 MEAL AND REST PERIODS

Employees are provided with a ½ hour unpaid meal period, to be taken in the middle of the workday. Employees are allowed a 15-minute rest period for every four hours of work or a major portion thereof. District Management will schedule your meals and rest periods.

You are expected to observe your assigned working hours and the time allowed for meals and rest periods. Do not leave the assigned work area during your rest period and do not take more than 15 minutes for each rest period. You may leave the premises during your meal period.

806 MAKEUP TIME

The District allows the use of makeup time when non-exempt employees need time off to tend to personal obligations. Makeup time worked will not be paid at an overtime rate.

Employees may take time off and then make up the time later in the same workweek or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek.

Makeup time requests must be submitted in writing to your District Manager for approval. Requests will be considered for approval based on the legitimate business needs of the District at the time the request is submitted. A separate written request is required for each occasion the employee requests makeup time. If you request time off that you will make up later in the week, you must submit your request at least 24 hours in advance of the desired time off. Your makeup time request must be approved in writing before you take the requested time off or work makeup time.

All makeup time must be worked in the same pay period as the time taken off. The District's seven-day workweek is Sunday through Saturday. Employees may not work more than 11 hours in a day or 40 hours in a workweek because of making up time that was or would be lost due to a personal obligation.

If you take time off and are unable to work the scheduled makeup time for any reason, the hours missed will be unpaid.

An employee's use of makeup time is completely voluntary. The District does not encourage, discourage, or solicit the use of makeup time.

807 EXPENSE ACCOUNTS

The District reimburses employees for business expenses in the next scheduled pay period, post submission of the receipts. Employees who have expense accounts or who have incurred business expenses must submit required receipts and the associated form to District Management within 30 days of the date of the receipt. Personal and/or vacation travel may be combined with business travel provided there is no additional cost to

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the District and receives approval from District Management . District credit cards should not be utilized for personal expenses For detailed guidelines, please refer to Policy 402 on Travel Expense and Mileage within this handbook.

808 DEDUCTIONS FOR SALARIED EMPLOYEES

Employees paid on a “salary basis” regularly receive a predetermined amount of compensation each pay period. Subject to the exceptions listed below, a salaried employee will receive their full salary for any workweek in which they perform any work, regardless of the number of days or hours worked. A salaried employee may not be paid for any workweek in which they perform no work, subject to the District benefits programs and policies.

No deductions from salary may be made for time when work is not available, provided the salaried employee is ready, willing, and able to work. Deductions from pay are permissible when a salaried employee:

- Is absent from work for one or more full days for personal reasons other than sickness or disability;
- Is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness;
- Is absent for jury duty or military duty for a full week and performs no work during the week; or
- Works less than a full week during the initial or final week of employment.

It is District policy to comply with these salary basis requirements. The District aims to ensure that employees are informed about this policy and understand that any deductions made must comply with both federal and state regulations.

If you believe that an improper deduction from your salary has been made, you should immediately report this information to District Management.

Reports of improper deductions will be investigated promptly. If it is determined that an improper deduction has occurred, you will be promptly reimbursed.

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809 CALL-IN PAY

The District will pay a minimum of two hours of pay to employees who are required to report to work on a day other than their normally scheduled workday.

809.01 REPORTING TO WORK PAY

The District will pay employees for half of the regularly scheduled workday if employees report to work as scheduled but no work is available.

The District will not pay employees for reporting under the following circumstances:

- Interruption of work because of the failure of any or all public utilities; or
- Interruption of work because of natural causes or other circumstances beyond the District's power to control.

810 ON-CALL STATUS

Each Field Personnel will be required to be on call 24 hours per day every other week to address emergencies or service requests. In the event an employee is called out after an eight-hour workday or after plant check on weekends and holidays for any service calls, they will be compensated the applicable overtime rate.

Following a week of being on call beginning on Monday and ending on Sunday, employees will receive the following Friday off with pay and receive the additional on-call pay of \$300.00. This schedule must be adhered to. If for some reason this cannot be done District Management is to be notified immediately. No credit shall be given for time worked on this regularly scheduled day off, unless approved in advance by District Management.

District Management will assign operational and maintenance employees on a rotational basis to be on-call on a per week basis during hours not considered regular hours of work for District employees. When an employee is on-call, the employee shall be provided with a cellular telephone. The cellular telephone will provide notification by an afterhours answering service to the employee when an emergency repair/maintenance work situation occurs. Notification may also be issued verbally or by telephone by the Operations Manager or other responsible District employees, or member of the Board of Directors. The cellular telephone shall be kept in the employee's immediate possession during the entire on-call period of time.

When an employee is on-call, they are permitted to utilize their time-off work as desired. However, the employee must be able to respond to an emergency situation within the Districts service area within a 30-

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minute period upon receiving notification of the emergency repair/maintenance. On call employees shall be compensated \$300.00 for the on-call period plus actual time required to respond to a call, if necessary, in accordance with the labor code. During on-call hours, employees are prohibited from consuming alcoholic beverages.

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SAFETY AND HEALTH

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900 EMPLOYEES WHO ARE REQUIRED TO DRIVE

Employees who are required to drive a District vehicle or their own vehicles on District business will be required to show proof of current valid driving licenses and current effective insurance coverage before the first day of employment.

District vehicles shall be used only by District employees during the course of the workday. Only authorized persons shall ride in District vehicles. District Management shall designate when authorized persons should ride in District vehicles. District vehicles shall not be used for any personal use.

The District participates in a system that regularly checks state Department of Motor Vehicles (DMV) records of all employees who drive as part of their job.

The District retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is revoked, or who fails to maintain personal automobile insurance coverage or who is uninsurable under the District's policy.

Employees who drive their own vehicles on District business will be reimbursed at the current IRS mileage reimbursement rate. (See appendix A, Travel/Mileage Reimbursement Authorization Form. For detailed guidelines, please refer to Policy 402 on Travel Expense and Mileage within this handbook.)

901 HEALTH AND SAFETY

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must always be safety conscious. All work-related injuries or illnesses must be reported immediately to District Management. OSHA procedures shall be strictly always adhered to by all employees.

In compliance with California law, and to promote the concept of a safe workplace, the District maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in the District office.

In compliance with Proposition 65, the District will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

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902 SECURITY/WORKPLACE VIOLENCE

The District has developed guidelines to help maintain a secure workplace. Be aware of people loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities observed to District Management. Secure your desk, office, or vehicle at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible. The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify your District Management when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

902.01 INJURY AND ILLNESS PREVENTION PLAN , SAFETY AND SECURITY (APPENDIX B)

The District is so critical as to require or justify a compromise of safety and health. We believe that everyone benefits from a safe and healthful work environment. We are committed to maintaining a safe workplace and to complying with applicable laws and regulations governing safety.

902.02 WORKPLACE VIOLENCE PREVENTION PLAN (APPENDIX C)

The District is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, and/or visitor, District policy is to establish, implement and maintain an effective plan required by SB533. The regulation requires the District to establish, implement, and maintain, at all times in all our facilities, a workplace violence prevention plan for the purpose of protecting employees and other personnel from aggressive and violent behavior.

902.03 PERIMETER SAFETY SIGNAGE

“No Trespassing” signs are to be installed on the entire perimeter fence surrounding the Wastewater Treatment Plant located at 735 Six Mile Road. These signs are to be of metal construction and are to be placed no more than five hundred feet apart.

902.04 GATE SIGNAGE

All gates accessing the Wastewater Treatment Plant perimeter fencing of the 735 Six Mile Road property shall have three signs attached stating as follows:

1. Sign shall read “NO TRESPASSING”

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2. Sign shall read "DANGER, NON-POTABLE WATER DO NOT DRINK" And shall include a visual aid.
3. Sign shall read "DANGER, DO NOT ENTER, AUTHORIZED PERSONNEL ONLY.
all signs are to be of metal construction

902.05 SIGNAGE ADJACENT TO GATES

Adjacent to (next to or beside) the locked end of each gate shall be an additional sign. This sign is to be attached to the fence immediately next to the locking/latching end of the gate or the post that the gate is secured to. This sign is to be mounted in a way which allows the sign to still be clearly visible if the gate is open.

- Sign shall read "NOTICE, No Trespassing, Authorized Personnel Only" and shall include a visual aid.
- All signs are to be of metal construction

902.06 SECURING FACILITIES

All access doors to the District Office are to be kept locked when only one office staff member is present. This policy is in place to ensure the safety and security of everyone in the office. By keeping the access doors locked, we can better control who enters the premises and minimize any potential risks. It is important for all staff members to be vigilant and follow this procedure to maintain a secure environment for everyone.

All access doors for all facilities located at the Wastewater Treatment Plant are to be secured and locked when District Employees are not working within the immediate area.

Example: Doors are to remain open while employees are working in and/or around shop, laboratory, office, and general operations area. However, if employees are working in the far rear south edge of the property, then all doors and access points to all facilities are to be secured and locked until at least one employee is present in the immediate area surrounding the operations buildings.

All side and rear gates accessing the Wastewater Treatment Plant property are to always remain locked except when employees are working in the immediate area of the point of access.

The main front gate of the Wastewater Treatment Plant property may remain unlocked and open while employees are present on the property. However, this main front gate must be locked at any time that there are no employees present.

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903 RECREATIONAL ACTIVITIES AND PROGRAMS

The District or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

904 INCLEMENT WEATHER/NATURAL DISASTERS

In the event of severe weather or a natural disaster that prevents employees from safely traveling to and from work, the following leave policies will apply:

- **Inclement weather:** Conditions that excuse absence from work include snow or road closure. If weather conditions prevent you from safely traveling to work, you must notify District Management by phone if telephone service is functional, or by any other available means. Absences will be unpaid. Employees may elect to have absences deducted from accumulated vacation time when weather conditions prevent them from reaching the worksite.
- **Natural disasters:** In the event of a natural disaster such as earthquake, fire, or explosion the office will be closed if the building is damaged or highways leading to the office are damaged. For instructions on reporting to another location, contact District Management immediately, if possible. Absences due to natural disasters will be unpaid. Employees may elect to have absences deducted from accumulated vacation time when weather conditions prevent them from reaching the worksite.

905 ERGONOMICS

The District is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The District will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and employee training. The District encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

The District believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being and is essential to our business. We intend to provide appropriate resources to create a risk-free environment. If you have any questions about ergonomics, please contact the Administration Manager.

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SEPARATION FROM DISTRICT EMPLOYMENT

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1000 RESIGNATION

Voluntary termination results when an employee voluntarily resigns his or her employment at the District or fails to report to work for three (3) consecutively scheduled workdays without notice to, or approval by, District Management. To leave the District in good standing, an employee must file a written notice of resignation at least two weeks before the effective date of separation of employment. You are free to terminate your employment with the District at any time, with or without notice or a reason, and the District has a right to terminate your employment at any time, with or without notice or a reason. All District-owned property, including vehicles, keys, tools, and equipment, must be returned immediately upon termination of employment.

1001 REDUCTIONS IN FORCE

Under some circumstances, the District may need to restructure or reduce its workforce. If restructuring our operations or reducing the number of employees becomes necessary, the District will attempt to provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, the District will take into account, among other things, operation and requirements, the skill, productivity, ability, and past performance of those involved, and also, when feasible, the employee's length of service.

1002 DISCIPLINE

The District expects all of its employees to act in the best interests of the District and its customers and residents. It is the responsibility of all employees to observe all rules, guidelines, and operating procedures of the District. The District further expects that each of its employees will act in a polite and professional manner when dealing with members of the public and other employees. These General Rules of Conduct, along with the "Examples of Unacceptable Conduct" listed below, are not meant to be all-inclusive, but rather to provide illustrations of acceptable conduct versus problematic conduct.

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1002.1 EXAMPLES OF UNACCEPTABLE CONDUCT

The following list presents examples of some of the types of unacceptable conduct that may result in disciplinary action, up to and including immediate termination. This list is not an exhaustive list of what conduct may result in discipline, but is merely meant to be illustrations of unacceptable conduct:

- Discourteous treatment of the public or fellow employees.
- Use, possession, or being under the influence of alcohol or illegal drugs (including marijuana) while on duty or on District premises.
- Habitual absence or tardiness.
- Abuse of sick leave.
- Disorderly conduct.
- Incompetence or inefficiency.
- Being wasteful of material, property, or working time.
- Violation of any lawful or reasonable regulation or order made and given by an employee's supervisor.
- Neglect of duty.
- Dishonesty or fraud
- Misuse of District property.
- Willful disobedience or Insubordination.
- Conduct unbecoming a District employee.
- Violation of the District's Unlawful Harassment
- Possession of firearms or dangerous weapons on District property.
- Theft.

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- Falsifying records
- Any act or failure to act during or outside of work hours, which is detrimental to the best interest of the District as determined by District Management or the Board.

1002.2 PRIOR TO DISCIPLINARY ACTION

Depending on the nature of the conduct or the performance deficiency, the District will give an employee an oral warning, which is corrective and is non-disciplinary in nature, prior to taking formal disciplinary action. An oral warning is encouraged but is not required before issuing formal disciplinary action. An oral warning is a communication to an employee that their performance or behavior must be improved and failure to do so may result in discipline. District Management may note the date, time, and content of oral warning, but no record of an oral warning shall be placed in the employee's personnel file unless subsequent disciplinary action is taken.

1002.3 TYPES OF DISCIPLINARY ACTION

Disciplinary action includes written warning, suspension, reduction in salary, demotion, or termination of employment. The description of each disciplinary action is outlined below:

- **Written Warning:** a formal written notice to an employee that further disciplinary action will be taken unless his or her performance or behavior improves. A copy of the written reprimand is given to the employee and the original is placed in the employee's personnel file. The employee must acknowledge receipt of the written warning by signing the letter at the time of presentation; this signature signifies only the receipt of the document; it does not signify the employee's agreement with the allegations.
- **Suspension:** the temporary removal of an employee from his or her duties without pay for disciplinary purposes for up to thirty (30) working days. Employees suspended from his or her employment with the District forfeit all rights, privileges, and salary with the exception of group health and life insurance benefits.
- **Reduction in Salary:** a decrease in salary paid to an employee for a specified period for disciplinary purposes.
- **Demotion:** the removal of an employee from one position to another position carrying a lower maximum rate of pay because of a disciplinary action.
- **Discharge:** the removal of an employee from District services, as provided for in these Guidelines.

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1003 HIRING AND TERMINATION

Decisions to hire and terminate employees, in the absence of extraordinary circumstances, require the concurrence and agreement of District Management, both the Operations Manager and the Administration Manager. Since the Operations Manager and the Administration Manager each report to the Board of Directors, the Board must approve the hiring or termination of the individuals who occupy those two positions. Nothing changes the at-will nature of the employment; all District employees can be removed for any reason, either with or without cause.

1004 EMPLOYEE REFERENCES

All requests for references must be directed to District Management authorized to release references for current or former employees.

By policy, Murphys Sanitary District discloses only the dates of employment and the title of the last position held of former employees. If you authorize the disclosure in writing, Murphys Sanitary District will also inform prospective employers of the amount of salary or wage you last earned.

MURPHYS SANITARY DISTRICT EMPLOYEE HANDBOOK

ATTACHMENTS & APPENDIXES

MURPHYS SANITARY DISTRICT EMPLOYEE HANDBOOK

ACKNOWLEDGEMENT OF RECEIPT, EMPLOYEES COPY

I have received a copy of the District’s Employee Handbook updated 08/11/2022 and acknowledge my obligation to read and understand its contents. I further agree to observe and abide by the policies and procedures as set forth herein.

I understand that this handbook supersedes and replaces any previously issued handbook, policies, or summaries, and understand the contents of the handbook are presented as a matter of information only and are not to be construed as a contract between the District and any of its employees. I also understand and agree that the District may change, rescind, or add to any procedures, benefits or practices described in the handbook from time to time in its sole and absolute discretion, with or without prior notice to me or other employees. All such changes will be provided to employees in writing.

I further understand that my employment is at-will, is not for a specified term, and that it might be terminated at any time, with or without cause, either by myself or by the District. I also understand that no agreement contrary to the foregoing has been made with me and that no person other than the President of the District’s Board of Directors has authority to enter into any agreement for employment for a specified period of time or to make any agreement contrary to the foregoing. The District reserves the right to change my hours, wages, and working conditions at any time.

I have received and carefully read the foregoing receipt and acknowledgment, and know and understand its contents, and sign the same of my own free will. I further acknowledge that I have received a copy of this receipt and acknowledgment.

__/__/__

Employee’s Name

Date

__/__/__

Employee’s Signature

Date

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APPENDIX A TRAVEL/MILEAGE REIMBURSEMENT AUTHORIZATION FORM

Policy Number 402

NAME: _____

DESCRIPTION: _____

TRAVEL DATES: _____

Mileage: _____ x _____ per mile = _____

(Current IRS allowance)

Meals*: Breakfast (up to \$20.00 per meal) _____

Lunch (up to \$25.00 per meal) _____

Dinner (up to \$30.00 per meal) _____

*Provide receipts

Other (specify and provide receipt) _____

Amount Due this Claim \$ _____

Statement of Insurance: Personal vehicles used for District business must carry valid liability insurance coverage. The undersigned, under penalty of perjury states the above claim and items as therein set out are true and correct:

Employee Signature: _____ Date _____

Managers Approval: _____

Date: _____

Submit this form to Accounts Payable

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**APPENDIX B INJURY AND ILLNESS PREVENTION PROGRAM -
UPDATED JUNE 2020****SAFETY POLICY**

No function at Murphys Sanitary District is so critical as to require or justify a compromise of safety and health. We believe that everyone benefits from a safe and healthful work environment. We are committed to maintaining a safe workplace and to complying with applicable laws and regulations governing safety.

To achieve this goal, Murphys Sanitary District has adopted an Injury & Illness Prevention Program (IIPP). This program is everyone's responsibility as we work together to identify and eliminate conditions, practices, policies, and procedures that compromise safety.

To this end, each manager, supervisor, and employee has the authority to take action to prevent mishaps. It takes positive and genuine effort to assure a safe work environment. The alternative is wasted money and wasted time due to occupational injuries and illness and their associated pain suffering.

Our expectations are that everyone will:

1. Do the right thing the first time.
2. Seek to integrate safety into all tasks.
3. Avoid taking short cuts.
4. Take time to ensure a safe workplace.
5. Have safe and healthy work experience here at Murphys Sanitary District.

Please join us in striving to achieve our goal of an injury-free workplace.

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RESPONSIBILITIES

1. Managers/Supervisors

Managers and supervisors have the responsibility of providing a safe place to work including plant facilities, equipment, standards and procedures, adequate supervision and recognition for a job done properly. They are responsible for training all their employees to perform their jobs properly and safely. They teach, demonstrate, observe, and enforce compliance with established safety standards.

2. IIPP Administrator

The IIPP Administrator has the responsibility for the implementation, maintenance, and update of this policy.

3. Employees

Employees have the responsibility of performing their tasks properly and safely. They are to assure themselves that they know how to do the job properly and ask for additional training or assistance when they feel there is a gap in their ability, knowledge, or training. They should never undertake any task, job, or operation unless they are able to perform it safely.

COMPLIANCE

1. Management Responsibility

Management is responsible for ensuring that organizational safety and health policies are clearly communicated and understood by employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

2. Employee Responsibility

All employees are responsible for using safe work practices, for following directives, policies, and procedures and for assisting in maintaining a safe work environment.

3. Performance Evaluations

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As part of employees' regular performance reviews, they are evaluated on their compliance with safe work practices.

4. Employee Recognition

Employees who make a significant contribution to the maintenance of a safe workplace, as determined by their supervisors, receive written acknowledgement that is maintained in the employees' personnel files.

5. Employee Training

Employees who are unaware of correct safety and health procedures are trained or retrained.

6. Employee Correction - *See Employee Handbook Section: 1002 Involuntary Termination and Progressive Discipline*

COMMUNICATION

1. Two-Way Communication

Management recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace.

2. The Organization's System of Communication

The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable.

a. An orientation program is given to all new employees and includes a review of the Injury & Illness Prevention Program and a discussion of policies and procedures that the employee is expected to follow.

b. The organization has safety meetings where safety is freely and openly discussed by all present. Such meetings are held monthly, and all employees are expected to attend and are encouraged to participate in discussions.

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c. From time to time, written safety notifications are included with paychecks or are posted on organization bulletin boards.

d. Other methods of communicating pertinent to health and safety information are used as they are identified.

3. Safety Suggestions and Hazard Reporting

a. All employees are encouraged to inform their supervisors, or other management personnel of any matter which they perceive to be a workplace hazard, or a potential workplace hazard. They are also encouraged to report suggestions for safety improvement. This reporting can be done orally or preferably in writing. If done in writing, the notification may be given directly to the supervisor, the IIPP Administrator or other management personnel, or placed in a suggestion box.

b. If an employee wishes to report anonymously a hazard, safety suggestion, or other safety problem he or she can complete a Safety Suggestion Form, not filling in their name.

c. No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.

d. Management reviews all suggestions and hazard reports.

e. If employees provide their names regarding the notification, they are informed of what is being done.

f. The resolution will be communicated to employees in accordance with paragraph 2 under the subject of Communications.

HAZARD IDENTIFICATION & EVALUATION

Inspection of the workplace is the primary tool used to identify unsafe conditions and practices. While we encourage all employees to continuously identify and correct hazards and poor safety practices, certain situations require formal evaluation and documentation.

1. Safety Inspections

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Internal safety inspections are conducted monthly. Hazards found are corrected on the spot or recommendations are submitted for future corrections. A member of management/supervision and at least one employee conduct the monthly tour. The goal is to have each employee have at least one opportunity per year to participate in a monthly inspection.

2. Additional Inspections

Inspections are also conducted in accordance with Cal-OSHA requirements:

- a. Whenever new substances, processes, procedures, or equipment present a new safety or health hazard.
- b. Whenever management/supervision become aware of a new or previously unrecognized hazard, either independently or by receipt of information from an employee.
- c. Whenever it is appropriate to conduct an unannounced inspection.

INJURY/ILLNESS INVESTIGATION

1. Investigation

All accidents resulting in injury or property damage, however slight, including "near-hits," are investigated to determine the primary and contributing causes within seven working days of the initial report. This information is documented and analyzed to assist in obtaining corrective actions to prevent similar accidents from occurring in the future. The responsibility to see that this investigation is performed rests with the IIPP Administrator.

2. Reporting

All facts, findings, and recommendations are documented on an accident investigation report. Management review accident investigation reports with a view towards determining adequacy of corrective action.

3. Reporting to Cal-OSHA

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The following incidents are reported orally, in person or by telephone, to the closest Area office of Cal-OSHA within 8 hours of occurrence:

- a. Fatalities
- b. In-patient hospitalization of three or more employees

The following information must be given:

1. Establishment name Location of incident Time of the incident Number of fatalities or hospitalized employees
2. Contact person
3. Phone number
4. Brief description of the incident

CORRECTION OF HAZARDS

When a hazard exists, it is corrected on a timely basis based on the severity of the hazard. If imminent danger exists to any employees, management, and supervisors, remove these employees from the danger at once, and personnel who are provided with the necessary safeguards and training correct the hazard. The correction process is based upon information obtained from employees, inspections, and investigations.

TRAINING

1. Orientation- New Employees

The Operations Manager or the Administration Manager conducts the initial orientation on general safety. Employees sign for all materials that are distributed.

The orientation includes a review of:

- a. The Injury & Illness Prevention Program (IIPP) All new hires are given a copy of the IIPP and those rules and regulations (Code of Safe Practices) that apply to their work environment.
- b. Emergency Action Plan (if applicable)
- c. Fire Prevention Plan (if applicable)

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d. Hazard Communication Program (if applicable)

e. Specific accident prevention tips on the most common types of employee injuries:

- 1) Back injury control
- 2) Slips, trips and fall prevention
- 3) Cut prevention
- 4) Driving safety

During general employee safety orientation, employees are provided with information about their "right-to-know" about hazardous substances in their work environment.

2. Initial On-The-Job Training

When an employee first starts to work, a manager/supervisor trains the employee in all aspects of safety for the purpose of educating the new employee on the hazards of the work environment and the required safety procedures that mitigate those hazards.

The manager/supervisor conducts this training and documents it by using the "New Employee Training Check List." The manager/supervisor and the employee sign the Checklist when the training is completed. The Checklist then becomes a permanent part of the employee's personnel file.

3. Specific Organization-Wide Training

Each of the following training programs are given as specifically directed below:

a. Emergency Action Plan

This training includes the organization's disaster preparedness structure and how the employee fits into the structure, i.e., what the employee is to do under specific circumstances, such as fire, earthquake, medical emergency, and bomb threat. Refresher training is given annually.

b. First Aid, CPR and Blood borne Pathogen Training

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Designed employees receive first aid, CPR, and/or blood borne pathogen training in accordance with the American Red Cross and/or American Heart Association requirements.

c. Defensive Driver Training

All employees who may drive on organization business receive defensive driver training no less than every four years. Driving on organization business includes driving organization vehicles as well as personal vehicles on organization business. Additional safe driving subjects are covered in safety meetings on an as-needed basis.

4. Retraining

Reasons for retraining include change of job assignment, change of operations or materials, observation of poor work habits, or update of training methods. Managers/supervisors/IIPP Administrator perform retraining:

- a. When an existing employee changes job functions.
- b. At least annually as a refresher program.

Such training includes general workplace safety, job-specific hazards, and /or hazardous materials, as applicable.

5. Specialized Training

- a. Supervisors are trained in their responsibilities for the safety and health of their employees. Such training includes both safety management and technical subjects.
- b. Managers/supervisors IIPP Administrator:
 1. Determine safety-training needs
 2. Implement new training programs
 3. Evaluate the effectiveness of these programs

6. In addition, training is provided whenever:

- a) New substances, processes, procedures, or equipment pose a new hazard and there is a lack of skill or knowledge to deal with the situation.

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- b) Management, supervision, the IIPP Administrator becomes aware of a previously unrecognized hazard and there is a lack of skill or knowledge to deal with the hazard.

RECORDKEEPING

The Murphys Sanitary District maintains records for the purpose of:

1. Tracking and evaluating the Organization's loss experience and loss exposures.
2. Tracking and evaluating the safety activities that have been accomplished.
3. Providing documentation of the safety activities.

All documentation is maintained on site for two years after the year that the safety activity was completed. After that time, the Organization determines how long such records would be kept based upon the Organization's legal requirements including Federal, State, and local regulations.

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**APPENDIX C WORKPLACE VIOLENCE PREVENTION PLAN
UPDATED APRIL 11, 2024**

POLICY

The Murphys Sanitary District (MSD) is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, and/or visitor. Our policy is to establish, implement, and maintain an effective plan as required by SB 533. The regulation requires us to establish, implement, and maintain, at all times in all our facilities, a workplace violence prevention plan for the purposes of protecting employees and other personnel from aggressive and violent behavior at the workplace.

PROHIBITED ACTS

MSD will not ignore, condone, or tolerate *threats of violence* or *workplace violence* by any employee, appointed or elected official, volunteer, contractor, client, or visitor.

- *Threats of violence* include both verbal and non-verbal conduct that causes a person to fear for their safety because there is a reasonable possibility they might be physically injured and that serves no legitimate work-related purpose.
- *Workplace violence* means any act of violence or threat of violence that occurs at the work site. The term workplace violence shall not include lawful acts of self-defense or defense of others. Workplace violence includes the following:
 - The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury
 - An incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether or not the employee sustains an injury.

Workplace violence can be categorized into four types:

Type 1: Workplace violence committed by a person who has no legitimate business at the work site - includes violent acts by anyone who enters the workplace with the intent to commit a crime

Type 2: Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors

Type 3: Workplace violence against an employee by a present or former employee, supervisor, or manager

Type 4: Workplace violence committed in the workplace by someone who does not work there but has or is known to have had a personal relationship with an employee

In addition, MSD prohibits all *dangerous weapons* not used for fire suppression, accident and incident response, emergency medical services, the service of law enforcement, or security duties on all MSD property. Any employee or appointed or elected official in possession of prohibited dangerous weapons on MSD property is in violation of this policy and may be subject to disciplinary action up to and including dismissal. Any volunteer, contractor, client, or visitor in possession of prohibited dangerous weapons will be banned from the premises. *Dangerous weapons* include any instrument capable of inflicting death or serious bodily injury.

RESPONSIBILITY AND AUTHORITY

Workplace Violence Prevention Plan Administrator

District Management, or an assigned designee, is the designated WVP plan Administrator and has the authority and responsibility for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports. District Management will also be able to answer employee questions concerning this plan.

District Management, or an assigned designee, shall solicit feedback and input from employees and their authorized representatives in developing and implementing the WVP plan. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents.

District Management, or an assigned designee, shall coordinate the implementation of the workplace violence prevention plan, when applicable, to ensure those employers and their employees understand their respective roles as provided in the plan. These other employers and their staff shall be provided with training on MSD's WPV plan.

Management Responsibilities include:

- Implementing the plan in their work areas;
- Providing input to the Board regarding the plan;
- Participating in investigations of workplace violence reports; and
- Answering employee questions concerning this plan.

Employees Responsibilities include:

- Complying with the plan;
- Maintaining a violence-free work environment;
- Attending all training;
- Following all directives, policies, and procedures; and
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

COMPLIANCE

The Administrator is responsible for ensuring the plan is clearly communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the plan:

- Informing all employees of the plan during new employee safety orientation training and ongoing workplace violence prevention training;
- Ensuring *all* employees receive training on this plan;
- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for plan implementation;
- Evaluating employees to ensure their compliance with the plan;
- Disciplining employees, appointed or elected officials, and volunteers who engage in threats of violent behaviors up to and including dismissal; and
- Ensuring training of this plan is conducted on an annual basis.

COMMUNICATION AND TRAINING

Managers and supervisors are responsible for communicating with employees about workplace violence in a form readily understandable by all employees.

Employees are encouraged to inform their supervisor about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.

After the employee has reported their concerns about any threats of violence or workplace violence to District Management they will investigate the incident. District Management will then inform the employee of the results of their investigation and any corrective actions to be taken as part of the MSD's responsibility in complying with hazard correction measures outlined in the WVP plan.

Any employee who believes he or she has the potential of violent behavior is encouraged to use MSD's confidential Employee Assistance Program:

Employee training on workplace violence will include:

- This plan;
- Workplace violence risks that employees may encounter in their jobs;
- How to recognize the potential for violence and escalating behavior;
- Strategies to de-escalate behaviors and to avoid physical harm;
- MSD alerts, alarms, or systems that are in place to warn of emergencies;
- How to report incidents to law enforcement; and
- MSD'S Employee Assistance Program

PROCEDURES

Responding to Actual or Potential Workplace Violence Emergencies

In the event of an actual or potential workplace violence emergency, District Management will alert employees of the presence, location, and nature of the workplace violence through the following methods:

- Direct contact, phone call, or text message.

When any employee becomes aware of an actual or potential workplace violence emergency, they shall notify the management and colleagues through phone or text message.

Employees shall implement the run, hide, fight protocols where appropriate. Evacuation routes and sheltering locations will be communicated to affected staff. If employees are not able to evacuate or shelter in place, they are authorized to take all reasonable actions necessary to fight or subdue an active shooter or assailant.

Employees shall call 911 to report the incident and request assistance from law enforcement.

EMERGENCIES AND REPORTING A CRIME

For immediate assistance in an emergency that is not associated with a service call, contact emergency services or law enforcement by calling 911. For immediate assistance in an emergency associated with a service call in progress, follow internal procedures for requesting immediate back-up assistance by notifying local law enforcement. Employees should also notify their supervisor, manager, and the Administrator as soon as possible.

REPORTING WORKPLACE VIOLENCE CONCERNS

Employees who witness or experience *threats of violence* or *workplace violence* can report the incident through their chain of command or directly to Human Resources. Employees may report anonymously and without fear of reprisal by submitting the incident in writing through interoffice mail.

RESTRAINING ORDERS

Employees or other personnel affiliated with the MSD who have an active restraining order issued against another person that includes the workplace are encouraged to provide a copy of the restraining order to their supervisor and the Administrator. Supervisors who receive notification of a restraining order that includes the workplace will meet with the Administrator to decide what actions, if any, need to be initiated.

HAZARD ASSESSMENT

Workplace hazard assessments will include:

- An annual review of the past year's workplace violence incidents; and
- Periodic physical security assessments.

- Determine if corrective measures developed under this plan were effectively
 - Conduct a debriefing with all affected staff;
 - Offer staff individual trauma counseling resources;
 - Identify all employees involved in the incident;
 - Provide immediate medical care or first aid;
- These procedures will occur following an incident:
- District Management will use the Workplace Violent Incident Log (Attachment A) to assist in documenting incidents and investigations.

POST-INCIDENT RESPONSE AND INVESTIGATION

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented, and dated.

- Employee training on procedures to follow in the event of a workplace violence incident.
- Employee training on workplace violence prevention methods; and
- Provision of dedicated safety personnel (i.e. security guards);
- Appropriate staffing levels;

Work practice controls are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

Work practice controls will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

HAZARD CORRECTION

- When workplace violence injuries or threats of injury occur.
 - and
 - When new, previously unidentified workplace violence/security hazards are recognized;
 - When the plan is implemented;
 - Once a year;
- according to the following schedule:
- The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Appendix B) can be used to assist with the security assessment. Inspections are performed

implemented; solicit feedback from all personnel involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented; and

- Record the incident in the Workplace Violent Incident Log.

RECORDKEEPING

- Records of workplace violence hazard identification, evaluation, and correction will be maintained for three years per the recordkeeping requirements of the MSD's Injury and Illness Prevention Program.
- Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum of three years.
- Records of violent incidents (Workplace Violent Incident Log) will be maintained for a minimum of five years at the District's Office.

ANNUAL REVIEW

MSD's Workplace Violence Prevention Plan will be reviewed annually and updated as needed considering the following criteria:

- Staffing;
- Sufficiency of security systems;
- Job, equipment, and facility design and risks;
- Modifications or additions to tasks and procedures that affect plan implementation;
- Newly identified hazards;
- Prior year incidents;
- Identified deficiencies; and
- Feedback provided by employees and their authorized representatives.

APPENDIX A INCIDENT LOG

WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace

Incident ID #*:	Date and Time of Incident:
Specific Location of Incident:	

**Do not identify employee by name, employee #, or SSI. The Incident ID must not reflect the employee's identity)*

Describe Incident (Include additional pages if needed):

Assailant information:

<input type="checkbox"/> Patient	<input type="checkbox"/> Client	<input type="checkbox"/> Customer
<input type="checkbox"/> Family or Friend of Patient	<input type="checkbox"/> Family or Friend of Client	<input type="checkbox"/> Family or Friend of Customer
<input type="checkbox"/> Partner/Spouse of Victim	<input type="checkbox"/> Parent/Relative of Victim	<input type="checkbox"/> Co-Worker/Supervisor/Manager
<input type="checkbox"/> Former Partner/Spouse of Victim	<input type="checkbox"/> Animal	<input type="checkbox"/> Person In Custody
<input type="checkbox"/> Robber/Burglar	<input type="checkbox"/> Passenger	<input type="checkbox"/> Stranger
<input type="checkbox"/> Student	<input type="checkbox"/> Other:	

Circumstances at time of incident:

<input type="checkbox"/> Employee Performing Normal Duties	<input type="checkbox"/> Poor Lighting	<input type="checkbox"/> Employee Rushed
<input type="checkbox"/> Employee Isolated or Alone	<input type="checkbox"/> High Crime Area	<input type="checkbox"/> Low Staffing Level
<input type="checkbox"/> Unable to Get Help or Assistance	<input type="checkbox"/> Working in a Community Setting	<input type="checkbox"/> Unfamiliar or New Location
<input type="checkbox"/> Other:		

Location of Incident:

<input type="checkbox"/> Patient or Client Room	<input type="checkbox"/> Emergency or Urgent Care	<input type="checkbox"/> Hallway
---	---	----------------------------------

<input type="checkbox"/> Waiting Room	<input type="checkbox"/> Restroom or Bathroom	<input type="checkbox"/> Parking Lot or Outside Building
<input type="checkbox"/> Personal Residence	<input type="checkbox"/> Breakroom	<input type="checkbox"/> Cafeteria
<input type="checkbox"/> Other:		

Type of Incident (check as many apply):

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal Threat or Harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual Threat, Harassment, or Assault	<input type="checkbox"/> Hit with an Object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal Attack	<input type="checkbox"/> Shot (or Attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of Physical Force	<input type="checkbox"/> Bomb Threat	<input type="checkbox"/> Hit with Fist
<input type="checkbox"/> Threat of Use of Weapon or Object	<input type="checkbox"/> Vandalism (of Victim's Property)	<input type="checkbox"/> Knifed (or Attempted)
<input type="checkbox"/> Assault With A Weapon or Object	<input type="checkbox"/> Vandalism (of Employer's Property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Robbery	<input type="checkbox"/> Other:	

Consequences of incident:

Medical care provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Law enforcement called? <input type="checkbox"/> Yes <input type="checkbox"/> No	Security contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did anyone provide assistance to conclude the event? <input type="checkbox"/> Yes <input type="checkbox"/> No		Days lost from work (if any) _____
Actions taken by the employer to protect employees from a continuing threat. <input type="checkbox"/> Yes <input type="checkbox"/> No		

Completed by:

Name:	Title:	Date:
Telephone:	Email:	
Signature:	Telephone:	

APPENDIX B VIOLENCE PREVENTION

WORKPLACE VIOLENCE PREVENTION

ENVIRONMENTAL HAZARD ASSESSMENT & CONTROL CHECKLIST

Assessed by:	Title:
Location(s) Assessed:	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase MSD’s vulnerability to workplace violence events.

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities

Step 3: Develop a corrective action plan with measurable goals and target dates

STEP 1: IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	

		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

STEP 2: CONDUCT ASSESSMENT

Building Interior

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are clients and visitors clearly informed so they will not become frustrated?	

		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belonging?	

Buildings Exterior

Yes	No	Building Exterior	Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	
		Are all exterior walkways visible to security personnel?	

Parking Area

Yes	No	Parking Area	Comments:
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding places?	
		Is there enough lighting on the parking lot to see clearly?	

Security Measures

Yes	No	Security Measures	Comments:
		Is there a response plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and clients)	
		Are there security cameras?	
		Are there alarm systems?	
		Do doors lock?	
		Are telephones with an outside line programed for 911?	
		Is there a secured entry?	

APPENDIX D GRIEVANCE FORM

EMPLOYEE GRIEVANCE FORM

MURPHYS SANITARY DISTRICT

Employee's Name:

Date:

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

Circumstances involved:

Decision rendered by the informal conference:

Specific remedy sought:

APPENDIX E SALARY SCHEDULE APPROVED 8/8/2024



MURPHYS SANITARY DISTRICT

DISTRICT WAGE SCALE
 EFFECTIVE: August 8, 2024
 Includes 5% step increase

JOB POSITION	STEP A	STEP B	STEP C	STEP D	STEP E
Customer Service Representative	\$ 21.22	\$ 22.28	\$ 23.40	\$ 24.56	\$ 25.79
Account Specialist/Clerk of the Board	\$ 26.82	\$ 28.16	\$ 29.57	\$ 31.05	\$ 32.60
Wastewater Treatment/Field Supervisor	\$ 40.17	\$ 42.18	\$ 44.29	\$ 46.50	\$ 48.83
Wastewater Operator G-I	\$ 27.36	\$ 28.73	\$ 30.16	\$ 31.67	\$ 33.26
Wastewater Operator G-II	\$ 30.29	\$ 31.80	\$ 33.39	\$ 35.06	\$ 36.82
Administration Manager	\$ 37.13	\$ 38.99	\$ 40.94	\$ 42.98	\$ 45.13
Operations Manager *	\$ 95,481.00	\$ 100,255.05	\$ 105,267.80	\$ 110,531.19	\$ 116,057.75
Board of Directors	\$ 100.00	Per Meeting			

*Board approved salary status for Operations Manager 5/2023

Longevity Incentive: 5 Years	\$ 1,200.00
10 years	\$ 3,000.00
15 years	\$ 4,500.00



STAFF REPORT

DATE: November 14, 2024
TO: Members of the Board
FROM: Kristina Fillmore, Administration Manager
SUBJECT: Adoption of Resolution 2024-10-Five Star Bank

Recommended Action:

Staff recommend the opening of bank accounts at Five Star Bank including the District's primary checking account and the opening of a new money market.

Summary:

The District currently maintains its primary checking account with El Dorado Savings Bank. While this institution serves the immediate banking needs of our rural community in Murphys, it unfortunately does not offer the specialized government products and services that the District could greatly benefit from.

After careful consideration, District Management concluded that establishing a banking relationship tailored to the needs of public funds and entities is of significant importance. Five Star Bank possesses the expertise and experience necessary to effectively serve Special Districts. For example, in the future shall the District require a line of credit or equipment lending Five Star Bank can provide these services (which are subject to credit approval).

Fiscal Impact:

While Eldorado Savings offers 0.02% paying an average of \$1 per month, it is a free checking account. Five Star Bank offers 2% earning credit (not interest), which will help offset most future service charges the District currently pays.



November 1, 2024

Mrs. Kristina Fillmore, Administration Manager
Mr. Dan Murphy, Operations Manager
Murphys Sanitary District
15 Ernest St Suite A,
Murphys, CA, 95247

Dear Mr. Murphy and Mrs. Fillmore,

I hope this finds you well! Thank you for the opportunity to present this proposal to the Murphys Sanitary District.

We are very excited for the opportunity to partner with Murphys Sanitary District. We believe you deserve nothing less than exceptional customer service, reliability, competitive pricing, efficient means of managing your accounts electronically, and direct access to a team of qualified banking professionals who are keenly knowledgeable with public funds and public entities.

Given our staff experience working with special districts, cities, and counties, we believe Five Star Bank is the perfect partner for the Murphys Sanitary District. That is why Five Star Bank is offering:

- **Analyzed public checking accounts with a 2.00% Earning Credit Rate. We are offering as many analyzed public checking accounts as you need all with an Earnings Credit Rate of 2.00%.¹** – Included in this proposal is a pro-forma analysis based upon September's account activity which demonstrates that the entirety of the District's banking costs would have been offset with approximately \$100,000 in deposits in the analyzed public checking account.
- **A public money market account that matches the most recently published monthly rate at LAIF currently paying 4.575%¹** – The rate is reset each month to match the most recently published monthly LAIF rate. Interest is compounded daily and posted at the end of the month.
- **Five Star Bank will provide your initial order of checks, deposit slips, and endorsement stamps at no charge.**
- **We are committed to having all key bank staff available during planning and implementation, as well as during ongoing support throughout this relationship.**

We will provide Murphys Sanitary District with all the necessary checking and savings accounts, and electronic functionality such as online banking, wire transfers, ACH, positive pay, and mobile banking. Additionally, we have the capabilities to provide the District with a Corporate Purchasing Card for District expenses or other credit facilities such as a line of credit (both of which are subject to credit approval).

Five Star Bank is very active within the special district community and serves the banking needs of public entities all throughout the state of California. In fact, we have over \$750 million in public funds on deposit as of October 28th, 2024. One of the notable associations we partner with is the California Special Districts Association. We help sponsor their Annual Conference and their General Manager Summit. Furthermore, we have sponsored scholarships to their GM Summit since 2018. These scholarships provide funding for those who may not have had the resources to attend the GM Summit otherwise and receive training on policies, procedures, and best practices. We believe that being a good community bank means supporting your community.

This opportunity to expand our partnership with the Murphys Sanitary District is very important to our Bank and, as always, we will take every measure possible to ensure your success. I can assure you that I will personally oversee the entire transition to Five Star Bank. Please let us know if you have any questions or need clarification on anything in this proposal. Five Star Bank is offering to provide these banking services to the Murphys Sanitary District at a very competitive price with unparalleled customer service and support. We can discuss the opportunity in greater detail and plan the next steps to move forward. Thank you once again for this opportunity. We are committed to providing Murphys Sanitary District with the absolute best customer service experience and look forward to building a long and sustainable relationship together.

Sincerely,




Reagan Ballo, CTP
VP/Managing Director of Government Banking

t: [916-660-5752](tel:916-660-5752) | m: [1-805-305-1882](tel:1-805-305-1882)

e: rballo@fivestarkbank.com

a: 3100 Zinfandel Drive, Suite 650

Rancho Cordova, CA 95670



¹ Variable deposit rates and ECR are subject to change at any time based on market and other conditions.



FIVE STAR BANK

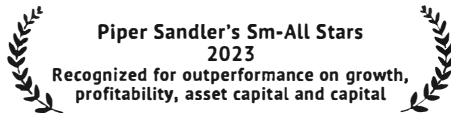
Five Star Bank Facts

Asset Size:
\$3.6 Billion

Website:
www.fivestarbanc.com

NASDAQ Ticker:
FSBC

National Recognition



Ratings & Rankings

Bauer Financial

5 Stars (out of 5)

Findley Report

Super Premier Performing Bank

IDC

Superior Rating

Sacramento Business Journal

Best Places to Work 2023
Fastest Growing Companies 2024

About Five Star Bank

Five Star Bank was founded in 1999 by a group of entrepreneurs who wanted to create the kind of personalized banking services they desired themselves - services inspired by partnership and defined by shared vision and goals. Today, Five Star Bank is guided by purpose-driven banking, community stewardship, regional and industry expertise, a speed to serve and a commitment to economic development. As a premier business bank, we provide our clients with the highest level of service and trust.

Exceptional Products & Services

Specialized Lending

- Equipment Financing
- Business Lending & Lines of Credit
- Commercial Real Estate
- Government
- Construction
- Small Business Administration (SBA)
- Manufacturing & Distribution
- Healthcare
- Manufactured Housing, RV & Self Storage
- Nonprofit
- Agriculture, Ag-Tech & Wineries
- Practice Finance
- Venture Banking, Technology & Start-Up
- Professional Services

Treasury Management Solutions

- Automated Clearing House (ACH)
- Positive Pay
- Credit Sweep
- Zero Balance Account
- Certificate of Deposit Registry Services (CDARS)
- FDIC Insured Cash Sweep (ICS)
- Remote Deposit Capture (and Mobile)
- Merchant Services
- Bill Pay
- Wire Transfers
- Cash Vault Services

Contact a Government Banking Expert

Reagan Ballo

Vice President / Managing Director
rballo@fivestarbanc.com | 916.660.5752



“ Five Star Bank is
your bank for
Safety, Liquidity,
and Yield. ”

REAGAN BALLO

Vice President, Managing Director
Government Banking Group

What can we do for you?

SAFETY

- Funds collateralized at all times or fully FDIC insured*
- Well-capitalized under applicable regulatory guidelines
 - Common Equity Tier 1 capital ratio of 11.27% (as of 6/30/2024)
- IDC Financial Publishing Rating: Superior

LIQUIDITY

- Same day funds access with checks and wire transfers**
- Deposit accounts to match your cash flow needs from day one to five years
- Choose from Public Funds checking, money market accounts, or certificates of deposit (CDs)

YIELD

- Competitive rates on money market accounts and CDs
- Interest paid monthly for money market accounts and quarterly for CDs

RELATIONSHIP MANAGEMENT


- Direct access to your banker 24/7
- Responsive support team
- Banking solutions customized to your organization


*Using IntraFi Network LLC


**Outgoing wire transfer requests must be submitted by 2:30 PM PST for same day access, excluding weekends and holidays

REAGAN BALLO





Vice President, Managing Director
Government Banking Group

 (916) 660 - 5752

 rballo@fivestarbank.com

 www.fivestarbanc.com

NASDAQ: FSBC

 Member
FDIC



Contract for Deposit of Monies

THIS CONTRACT, relating to the deposit of monies, as of November 14, 2024, between Kristina Fillmore, (hereafter designated "Treasurer" acting in his or her official capacity as Administration Manager (Treasurer, Finance Director, etc.) of Murphys Sanitary District (hereinafter designated "Depositor"), and Five Star Bank (hereinafter designated "Depository"), having a shareholder's equity of Two Hundred and Eighty Five Million, Seven Hundred Seventy Four Thousand Dollars (\$285,774,000) as of December 31, 2023.

WITNESSETH

WHEREAS, the Treasurer proposes to deposit in the Depository from time to time, commencing on November 14, 2024, monies in his/her custody in an aggregate amount on deposit at any one time not to exceed the total shareholder's equity of the Depository, and said monies will be deposited subject to Title 5, Division 2, Part 1, Chapter 4, Article 2 (commencing with Section 53630) of the Government Code of the State of California; and

WHEREAS, said provisions of the Government Code requires the Treasurer to enter into a contract with the Depository, setting forth the conditions upon which said monies are deposited; and

WHEREAS, in the judgment of the Treasurer, this contract is to the public advantage;

NOW, THEREFORE, it is agreed between the parties hereto as follows:

1. This contract cancels and supersedes any previous contracts between the Treasurer and the Depository relating to the method of handling and collateralization of deposits of monies.
2. This contract, but not the deposits then held hereunder, shall be subject to termination by the Treasurer or the Depository at any time upon 30 days written notice. Deposits may be withdrawn in accordance with the agreement of the parties and applicable federal and state statutes, rules and regulations. This contract is subject to modification or termination upon enactment of any statute, rule or regulation, state or federal, which, in the opinion of the Administrator of the Local Agency Security, is inconsistent herewith, including any changes relative to the payment of interest upon monies so deposited by the Treasurer. Upon notification from the Administrator, the Treasurer may withdraw deposits in the event the Depository fails to pay assessments, fines, or penalties assessed by the Administrator.
3. Interest shall accrue on any monies so deposited as permitted by any act of the Congress of the United States or by any rule or regulation of any department or agency of the Federal Government adopted pursuant thereto. If interest may be legally paid, all monies deposited in accordance with this contract shall bear interest at a rate agreed upon by the Treasurer and the Depository.
4. The Depository shall issue to the Treasurer at the time of each inactive deposit, a receipt on a form agreed to by the Depository and the Treasurer, stating the interest to be paid, if any, the duration of the deposit, the frequency of the interest payments, and the terms of withdrawal. Each such deposit receipt is by reference made a part of this contract.
5. As security for said deposit, the Depository shall at all times maintain with the Agent of Depository named herein, commencing forthwith, eligible securities having a market value in excess of the actual total amount of local agency monies on deposit with the depository as per Government Code 53652. If the eligible security is determined by the Administrator of the Local Agency Security of the State of California in accordance with Government Code Section 53661 to be not qualified to secure public deposits, additional security shall be substituted immediately by the depository, as necessary, to comply with the requirements of this Paragraph.



6. Eligible securities are those listed in Government Code Section 53651, which may include the use of letters of credit issued by the Federal Home Loan Bank of San Francisco pursuant to Government Code 53651(p).
7. The Agent of Depository, authorized by the Treasurer and the Depository to hold the eligible securities posted as collateral under this contract is U.S. Bank (See Section 8 below). Said Agent of Depository has filed with the Administrator of Local Agency Security of the State of California an agreement to comply in all respects with the provisions of Title 5, Division 2, Part 1, Chapter 4, Article 2 (commencing with Section 53630) of the Government Code.
8. Authority for placement of securities for safekeeping in accordance with Government Code Section 53659 is hereby granted to the Agent of Depository, including placement with any Federal Reserve Banks or branch thereof, pursuant to Government Code Section 53657, or the Federal Home Loan Bank of San Francisco.
9. If the Depository fails to pay all or part of any deposits of the Treasurer which are subject to this contract when ordered to do so in accordance with the terms of withdrawal set forth on the deposit receipt (which is by reference made a part hereof), the Treasurer will immediately notify, in writing, the Administrator of the Local Agency Security. Action of the Administrator in converting the collateral required by Paragraph 5 above for the benefit of the Treasurer is governed by Government Code Section 53665.
10. The Depository may add, substitute, or withdrawal eligible securities being used as security for deposits made hereunder in accordance with Government Code Section 53654, provided the requirements of Paragraph 5 above are met.
11. The Depository shall have and hereby reserves the right to collect the interest on the securities, except in cases where the securities are liable to sale or are sold or converted in accordance with the provisions of Government Code Section 53665.
12. The Depository shall bear and pay the expense of transportation of eligible securities to and from the designated Agent of Depository.
13. This contract, the parties hereto, and all deposits governed by this contract shall be subject in all respects to Title 5, Division 2, Part 1, Chapter 4, Article 2 (commencing with Section 53630) of the Government Code, and of all other state and federal laws, statutes, rules and regulations applicable to such deposits, whether now in force or hereafter enacted or promulgated, all of which are by this reference made a part hereof.
14. The Treasurer named herein waives the right to collateral based on insurance provided by the Federal Deposit Insurance Corporation not to exceed the maximum amount insured pursuant to federal law, in accordance with Government Code Section 53653.

IN WITNESS WHEREOF, the Treasurer, in his/her official capacity has signed this contract in duplicate and the Depository has caused this contract to be executed in like number by its duly authorized officers.

PUBLIC ENTITY NAME

Murphys Sanitary District

NAME OF AUTHORIZED PERSON

Kristina Fillmore, Administration Manager

SIGNATURE OF AUTHORIZED PERSON

FIVE STAR BANK

NAME OF AUTHORIZED PERSON

Heather Luck, SVP, Chief Financial Officer

SIGNATURE OF AUTHORIZED PERSON



California Special Districts Association
Districts Stronger Together

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Five Start Bank

Follow



Kristen Gelos 01-06-2022 09:37 AM

Was wondering if anyone uses Five Star Bank out of the Sacramento area?

Kristen Gelos Office ...

1. Five Start Bank

1 LIKE



Kristen Gelos

Actions

Posted 01-06-2022 09:37 AM

REPLY

Was wondering if anyone uses Five Star Bank out of the Sacramento area?

Kristen Gelos

Contact us



Office Supervisor / Board Secretary
Heritage Ranch Community Services District
T (805) 227-6230 | F (805) 227-6231
www.heritageranchcsd.ca.gov

2. RE: Five Start Bank

1 LIKE



Austin Miller

Actions ▾

Posted 01-06-2022 01:25 PM

REPLY ▾

Hello Kristen - Sloughhouse RCD has had a small impress fund with Five Star Bank for awhile now. Really easy to work with. We are thinking about moving the majority of our funds there in the coming months. We've also been worked with 6 other local agencies to form a new JPA and last month the JPA decided to use Five Star as our main banking partner. No fees, great support. Happy to connect you with my contact there if you'd like. Let me know if you have any other questions.

Austin Miller
General Manager
Sloughhouse Resource Conservation District
Elk Grove CA
(916) 526-5447

➤ ORIGINAL MESSAGE

3. RE: Five Start Bank

1 LIKE



Teri Gotro

Actions ▾

Posted 01-06-2022 01:27 PM

REPLY ▾

Hi Kristen,

We use Five Star Bank and have been very happy with the service they provide. Staff is very responsive and we get personal service beyond what you will see in the typical "Wells Fargo" or "B of A". They have also taken advantage of opportunities to give back to our Community. I would highly recommend them and if you want to discuss in more detail then please give me a call at 916-614-3217.

Teri

Teri Gotro
Controller
El Dorado Hills Community Services District
El Dorado Hills CA
(916) 933-6624

> ORIGINAL MESSAGE

4. RE: Five Start Bank

1 LIKE

UPLOAD
A PHOTO



Mike Quinn

Posted 01-06-2022 01:30 PM

REPLY



Kristen,

The McCloud Community Services District has just finished the transfer to 5 Star Bank for all our banking needs and has restructured all our debt through them and have now established Lines of Credit. It has been a seamless transfer and their organization and attention to detail has been great. They understand Special Districts and the needs that we have.

Their Customer Service Department is on top of all details and is quick to react to any issues. In addition, they have notified us immediately whenever an out of the ordinary transaction is being processed. Because of extraordinary circumstances this year we have needed to have transaction limits increased on a short notice and that has been handled immediately.

I would highly recommend 5 Star Bank.

[Michael] [Quinn]

[Finance Officer]

[McCloud Community Service District]

[McCloud] [CA]

[530-964-2017]

[cfo@ci.mccloudcsd.ca.us]

[> ORIGINAL MESSAGE](#)

5. RE: Five Start Bank

0 LIKE



Kristen Gelos

[Actions](#) ▾

Posted 01-06-2022 02:10 PM

[REPLY](#) ▾

Thank you so much for your response! So far, their communication is awesome! Can I ask, did you keep a local account to handle cash transactions and or checking account? If so, what bank are you with and what are your fees currently?

Kristen Gelos
Office Supervisor
Heritage Ranch Community Services District
Paso Robles CA
(805) 227-6230

[> ORIGINAL MESSAGE](#)

6. RE: Five Start Bank

1 LIKE



Teri Gotro

Actions ▾

Posted 01-06-2022 04:03 PM

Edited by Jennifer Jacobs 01-06-2022 04:03 PM

REPLY



Hi Kristen,

We use Five Star Bank and are extremely happy with the service they provide. We have been using them for 3 years and really appreciate the personal level of service that goes far beyond the typical service you get from some other banks . We get immediate response when we have questions or issues, even after hours. They also make contribution back to our community which shows their level of commitment and service. I would highly recommend using them. You can contact me at 916-825-0797 if you want to discuss in more detail.

Teri



Teri Gotro

Director of Admin & Finance

1021 Harvard Way, El Dorado Hills, CA 95762

tgotro@edhcsd.org | www.edhcsd.org

› ORIGINAL MESSAGE

7. RE: Five Start Bank

1 | LIKE



Wendy Berry

Actions ▾

Posted 01-06-2022 03:14 PM

REPLY ▾

Hi Kristen, Santa Ynez CSD has actually been using Five Star bank for almost two years. Their customer service is top notch. We started with a money market account and now have moved all our major accounts with Five Star. Five Star gave us a remote deposit machine so all our deposits are sent remotely. We have a small account left at our old bank just in case we have to handle cash. Five Star has been amazing for us and all their employees are super friendly, knowledgeable and extremely efficient. We haven't had any issues at all. If you need a contact person , contact Jerry Legg he is the Senior VP, he will take care of you. I highly recommend them. They live up to their name.

Wendy Berry, Secretary/Treasurer
Santa Ynez Community Services District
Santa Ynez
805-688-3008
wendy@sycsd.com

▸ ORIGINAL MESSAGE

8. RE: Five Start Bank

1 LIKE

UPLOAD
A PHOTO



Kelly Hamblin

Actions ▾

Posted 01-06-2022 03:14 PM

REPLY ▾

Kristen,

We have used Five Star Bank for the last couple of years and found them to be very pro-active and customer service orientated. Jerry Legg in the Roseville office and the Chico Branch have been great to work with. Highly recommend them.

Kelly

Kelly Hamblin
Accounts Payable Clerk II
Lake Oroville Area Public Utility District
Oroville CA
(530) 533-2000

[> ORIGINAL MESSAGE](#)

9. RE: Five Start Bank

1 LIKE



Dan Efseaff

[Actions](#) ▾

Posted 01-06-2022 03:15 PM

[REPLY](#) ▾

Kristen,

We've added an account with Five Star Bank about 2019 or 2020. We've been very impressed with their knowledge and responsiveness (and pride in their solid reputation). Unlike some of the other more well-known bigger banks (that charge a lot of fees), they understand Special Districts. I'd be happy to talk to you if you have questions.

 Dan Efseaff
 District Manager
 Paradise Recreation and Park District
 Paradise CA
 (530) 872-6393

[> ORIGINAL MESSAGE](#)

10. RE: Five Start Bank

0 LIKE



Kristen Gelos

[Actions ▾](#)

Posted 01-06-2022 03:46 PM

[REPLY](#) ▾

Thank you for your response! I have been getting nothing but positive responses, which is great! I have been in contact with a representative there, and very impressed with their responsiveness.

Our only issue would be the cash handling. I think we are going to have no choice but to keep a local account open. I am in contact with our current bank to see what the minimum balance/fees would be to do just that. We were a bit skeptical with the ZERO fees, being a "too good to be true, what's the catch" situation.

So thank you again for your response! It's very helpful in making our decision.

 Kristen Gelos

Office Supervisor
 Heritage Ranch Community Services District
 Paso Robles CA
 (805) 227-6230

[› ORIGINAL MESSAGE](#)

11. RE: Five Start Bank

0 LIKE



Jerry Legg

[Actions ▾](#)

Posted 01-07-2022 08:43 AM

[REPLY](#) ▾

Thank you to everyone for their compliments and recommendations! It's very gratifying and humbling to read your comments. We really do work hard to earn the respect and partnership of the Special Districts around the state, so thank you!

I also wanted to proclaim that while it may seem "too good to be true", Five Star Bank is truly a different bank. We aim to help every special district, city, JPA and county to cut their costs and do that by not charging any fees on your accounts or treasury services. It's all free for every public entity in California, regardless of size. Public entities are doing a public service and should not be charged fees for every check they write or deposit they make or wire/ACH they send. Five Star Bank is successful because of the partnerships we build with our customers and the communities around the state.

If anyone would like more information on "how can they not charge fees", feel free to call or email me. I'd love to explain more about Five Star Bank

and how we can help your special district too. With No Fees! Thanks again!

Jerry Legg
 SVP - Govt. Banking Manager
 Five Star Bank
 Roseville CA
 (916) 640-1512
jlegg@fivestarbanc.com

[> ORIGINAL MESSAGE](#)

12. RE: Five Start Bank

1 LIKE



Randy Smart

[Actions ▾](#)

Posted 01-06-2022 03:47 PM

[REPLY](#) ▾

Hi Everyone:

Our District has been working with Five-Star Bank for several years. They provide our operational account ,our money market account and several other financial services. Their services and customer service are absolutely superb. Jerry Legg and his team are professional, very knowledgeable, and always available. I highly recommend them.

Randy Smart
 CEO

Mark Twain Health Care District
San Andreas CA
(209) 754-4468

[> ORIGINAL MESSAGE](#)



1112 "I"
Street,
Suite 200
Sacramento,
CA 95814
[877.924.2732](tel:877.924.2732)
|
[916.442.7887](tel:916.442.7887)



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CALIFORNIA SPECIAL DISTRICTS ALLIANCE



SPECIAL DISTRICT LEADERSHIP FOUNDATION

DISTRICTS MAKE THE DIFFERENCE



CALIFORNIA CLASS



STAFF REPORT

DATE: November 14, 2024
TO: Members of the Board
FROM: Kristina Fillmore, Administration Manager
SUBJECT: Adoption of Resolution 2024-11-Reserve Policy

Recommended Action:

Finance Committee recommends the adoption of the updated Reserve Policy # 2150.

Summary:

As directed by the Board of Directors during their meeting on October 18, 2024, management was tasked with consulting other districts and our rate study consultant regarding the revision of our reserve policy. A critical element of most reserve policies is the establishment of target reserve levels.

The existing reserve policy, approved on May 9, 2024, outlines the District's reserves and the utilization of fund accounts; however, it does not define target levels or classifications for these funds.

Management has revised the reserve policy to incorporate target levels for each fund. Additionally, edits were made to enhance the monitoring of reserve levels and internal controls.

On November 7, 2024, the Finance Committee reviewed the updated policy and reached a general consensus to recommend its adoption to the Board of Directors.

Fiscal Impact:

This would not impact the District's reserve fund total balance, but it will change the balances assigned to each category once the policy is approved by the Board. Please see charts.

RESOLUTION NO. 2024-11

Resolution of the Board of Directors of Murphys Sanitary District Adopting the Reserve Policy #2150 Update November 14, 2024

Whereas on May 9, 2024 the Board of Directors of Murphys Sanitary District approved the Reserve Policy; and

Whereas the Reserve Policy has been updated to incorporate target levels for each fund; and additionally, edits were made to enhance the monitoring of reserve levels and internal controls; and

Whereas the Board of Directors of Murphys Sanitary District finds it beneficial to provide a detailed Reserve Policy and recognize their fiduciary responsibilities.

THEREFORE, BE IT RESOLVED the target levels of Reserve Funds in Policy #2150 are as follows:

1. Operating Reserves-Target amount will equal three months of operating expenses.
2. Debt Reserves-Target amount will equal to the annual debt service of the District's obligations, or as otherwise required in the controlling financing agreement.
3. Capital Reserve-Target amount shall be at a minimum level of \$500,000.
4. Equipment Reserve-Target amount shall be at a minimum level of \$150,000.
5. Special Use Reserve-Target amount shall be a minimum level of \$100,000.

BE IT FURTHER RESOLVED the Board of Directors of Murphys Sanitary District approve the updated Reserve Policy #2150 dated November 14, 2024.

Adopted on the motion of director _____, seconded by director _____

PASSED AND ADOPTED THIS 18TH day of October 2024 by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

President, Board of Directors of Murphys Sanitary District

Attest:

Clerk, Board of Directors of Murphys Sanitary District

POLICY TITLE: Reserve Policy POLICY NUMBER: 2150

2150.1 Purpose: The Murphys Sanitary District (the District) shall maintain reserve funds from existing unrestricted funds as designated by the District’s Reserve Policy. This policy establishes the procedure and level of reserve funding to achieve the following specific goals:

- a) Fund replacement and major repairs for the District’s physical assets.
- b) Fund regular replacement of computer hardware and software.
- c) Fund fleet replacement.
- d) Fund designated projects/programs or other special uses not otherwise funded by grants or requiring additional monetary support;
- e) Fund capital improvements; and
- f) Maintain minimal operational sustainability when natural disasters strike, or in periods of economic uncertainty.

The District shall account for reserves as required by Governmental Accounting Standards Board Statement No. 54, which distinguishes reserves as among these classes: non-spendable, restricted, committed, assigned/designated and unassigned/undesignated.

2150.2 Policy: Use of District Reserves is limited to available funds (not obligated by law, contract, or agreement to other uses) to meet reserve requirements defined herein. The District shall account for reserves as required by Statement 54 of the Governmental Accounting Standards Board, which defines the relative strength of the constraint that controls how specific amounts can be spent. Fund types include:

- a) Operating Reserve Fund (Assigned/Designated): The target amount of operating reserves will equal three (3) months of operating expenses.
- b) Debt Service Reserve Fund (Restricted): This amount will be equal to the annual debt service of the District’s obligations, or as otherwise required in the controlling financing agreement.
- c) Capital Reserve Fund (Assigned/Designated): Reserves will fund major components of the wastewater infrastructure (e.g. lift stations, treatment plant, pumps, facilities) as documented in the District’s ten (10) year CIP, for changes to the infrastructure required to meet new regulatory mandates, or for the planned replacement of assets where the cost of replacement is greater than the current revenue available. The District shall set a target level of a minimum balance of \$500,000. The amount transferred to the Capital Reserve Fund will be determined annually by the Board.
- d) Equipment Reserve Fund (Assigned/Designated): Reserves will fund repair and replacement of equipment needed for collection and wastewater treatment, vehicle fleet, and technology. General components will be listed annually in the budget for Board approval. The District shall set a target level of a minimum balance of \$100,000. The amount transferred to the Equipment Reserve Fund, will be determined annually by the Board.
- e) Special Use Reserve (Assigned/Designated): Reserves will fund emergencies and special use projects, which could include self-insurance, approved by the Board. The District shall

Deleted: The reserves stated by this policy, unless otherwise required by law, contract, or District policy shall be deemed “assigned” reserves. Amounts in the assigned fund balance classification are intended to be used for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed. ¶

Deleted:

Deleted: Use of District reserves is limited to available funds including service fees, interest earned, other non-grant earnings. All special use funds will be designated by formal action of the Board. The District will maintain the following reserve funds:

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set a target level of a minimum balance of \$100,000. The amount transferred to the Special Use Reserve will be determined annually by the Board.

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2150.3 Using Reserve Funds:

- a) Operating Reserves: Operating Reserves can be used at any time to meet cash flow requirements of District Operations, with Board authorization.
- b) Debt Service Reserve: To fund District obligations should the District not be able to make debt service payments due to cash shortfalls. The fund must be replenished the following fiscal year to maintain compliance with bond covenants.
- c) Capital Reserves: The Board of Directors will authorize the use of capital reserves during the budget process. Capital reserves are also available for unplanned (unbudgeted) capital projects with Board authorization.
- d) Equipment Reserves: The Board of Directors will authorize the use of Equipment reserves during the budget process. Equipment reserves are also available for unplanned (unbudgeted) equipment replacement with Board authorization.
- e) Special Use Reserves: Special use projects will be identified by District Management and authorized by the Board. Special Use reserves are also available to fund unforeseen emergencies with Board approval.

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2150.4 Monitoring Reserve Levels and Internal Controls: The Administration Manager is responsible for monitoring and accountability of Reserve Funds. The Administration Manager shall perform a reserve analysis to be submitted to the Board of Directors upon the occurrence of the following events:

- Board of Directors' deliberation of the annual budget.
- Board of Directors' deliberation of a service charge rate increase or,
- When a major change in conditions threatens the reserve levels established within this policy.

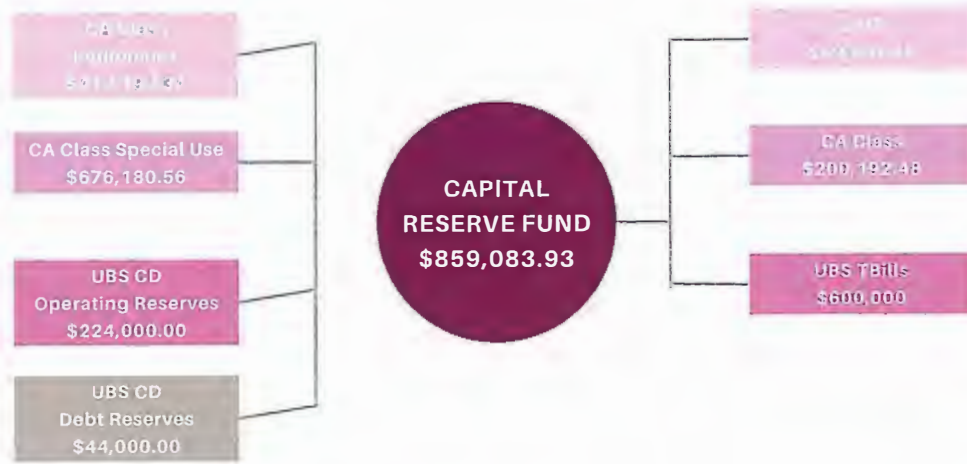
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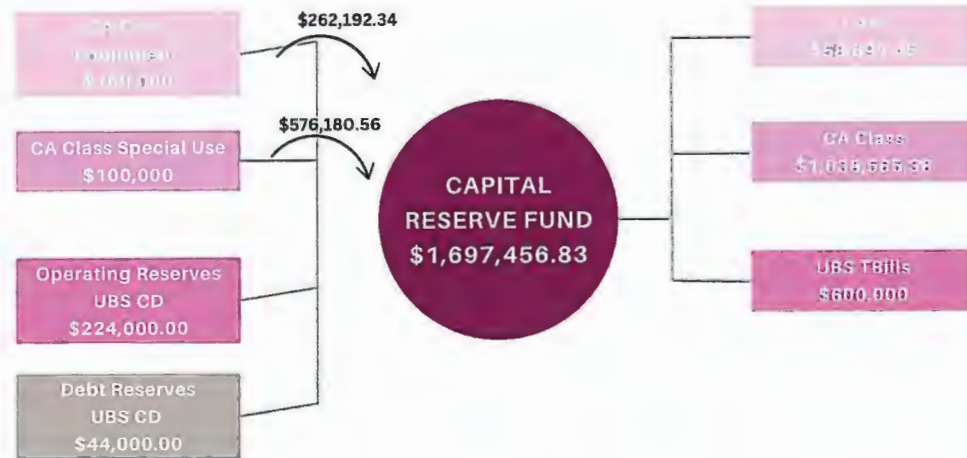
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Additional information may be provided to the Board upon the occurrence of the following events:¶
When a major change in conditions threatens the reserve levels established by this policy or calls into question the effectiveness of this policy;¶

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WHERE ARE THE RESERVE FUNDS TODAY?



REALLOCATATION OF FUNDS



POLICY TITLE: RESERVE POLICY

POLICY NUMBER: 2150

2150.1 Purpose: The Murphys Sanitary District (the District) shall maintain reserve funds from existing unrestricted funds as designated by the District's Reserve Policy. This policy establishes the procedure and level of reserve funding to achieve the following specific goals:

- a) Fund replacement and major repairs for the District's physical assets.
- b) Fund regular replacement of computer hardware and software.
- c) Fund fleet replacement.
- d) Fund designated projects/programs or other special uses not otherwise funded by grants or requiring additional monetary support;
- e) Fund capital improvements; and
- f) Maintain minimal operational sustainability when natural disasters strike, or in periods of economic uncertainty.

The District shall account for reserves as required by Governmental Accounting Standards Board Statement No. 54, which distinguishes reserves as among these classes: non-spendable, restricted, committed, assigned/designated and unassigned/undesignated.

2150.2 Policy: Use of District Reserves is limited to available funds (not obligated by law, contract, or agreement to other uses) to meet reserve requirements defined herein. The District shall account for reserves as required by Statement 54 of the Governmental Accounting Standards Board, which defines the relative strength of the constraint that controls how specific amounts can be spent. Fund types include:

- a) Operating Reserve Fund (Assigned/Designated): The target amount of operating reserves will equal three (3) months of operating expenses.
- b) Debt Service Reserve Fund (Restricted): This amount will be equal to the annual debt service of the District's obligations, or as otherwise required in the controlling financing agreement.
- c) Capital Reserve Fund (Assigned/Designated): Reserves will fund major components of the wastewater infrastructure (e.g. lift stations, treatment plant, pumps, facilities) as documented in the District's ten (10) year CIP, for changes to the infrastructure required to meet new regulatory mandates, or for the planned replacement of assets where the cost of replacement is greater than the current revenue available. The District shall set a target level of a minimum balance of \$500,000. The amount transferred to the Capital Reserve Fund will be determined annually by the Board.
- d) Equipment Reserve Fund (Assigned/Designated): Reserves will fund repair and replacement of equipment needed for collection and wastewater treatment, vehicle fleet, and technology. General components will be listed annually in the budget for Board approval. The District shall set a target level of a minimum balance of \$100,000.

Murphys Sanitary District | GENERAL POLICIES

The amount transferred to the Equipment Reserve Fund will be determined annually by the Board.

- e) Special Use Reserve (Assigned/Designated): Reserves will fund emergencies and special use projects, which could include self-insurance, approved by the Board. The District shall set a target level of a minimum balance of \$100,000. The amount transferred to the Special Use Reserve will be determined annually by the Board.

2150.3 Using Reserve Funds:

- a) Operating Reserves: Operating Reserves can be used at any time to meet cash flow requirements of District Operations, with Board authorization.
- b) Debt Service Reserve: To fund District obligations should the District not be able to make debt service payments due to cash shortfalls. The fund must be replenished the following fiscal year to maintain compliance with bond covenants.
- c) Capital Reserves: The Board of Directors will authorize the use of capital reserves during the budget process. Capital reserves are also available for unplanned (unbudgeted) capital projects with Board authorization.
- d) Equipment Reserves: The Board of Directors will authorize the use of Equipment reserves during the budget process. Equipment reserves are also available for unplanned (unbudgeted) equipment replacement with Board authorization.
- e) Special Use Reserves: Special use projects will be identified by District Management and authorized by the Board. Special Use reserves are also available to fund unforeseen emergencies with Board approval.

2150.4 Monitoring Reserve Levels and Internal Controls: The Administration Manager is responsible for monitoring and accountability of Reserve Funds. The Administration Manager shall perform a reserve analysis to be submitted to the Board of Directors upon the occurrence of the following events:

- Board of Directors' deliberation of the annual budget.
- Board of Directors' deliberation of a service charge rate increase or,
- When a major change in conditions threatens the reserve levels established within this policy.

Finance Committee Meeting Summary

November 7, 2024 Meeting

The Finance Committee met to review and discuss the Reserve Policy update and edits that include setting target levels, assigning fund categories, and internal control functions. After discussion, the committee approved recommending policy to the board for consideration.

Unfortunately, we were not able to discuss Five Star Bank and decided to bring before the board for approval.



ADMINISTRATION REPORT

DATE: November 14, 2024
TO: Members of the Board
FROM: Kristina Fillmore, Administration Manager
SUBJECT: Administration Report

Annual CPA Audit - Brian Jolley CPA

The District's annual audit for fiscal year 2023/2024 is currently under review and very close to a draft report.

District Board Vacancy

The District received two candidate applications. The County Board of Supervisors will pick one on November 26, 2024 at 9am.

CSDA Board Secretary Conference

District staff will be attending this year's conference. Management received their Essential Leadership Certificate.

Administration Office

Due to equipment failure, two laptops were purchased for admin staff. The Office Assistant computer hard drive failed. We were advised to rebuild the hard drive including labor cost, it would cost more to repair vs buying. This sped up the transitional phase of purchasing new technology for the administration department.



Murphys Sanitary District STAFF REPORT

DATE: November 14th 2024
TO: Honorable Members of the Board
FROM: Dan Murphy, Chief Plant Operator
SUBJECT: Operational Staff Report

OPERATIONAL MONTHLY TOTALS AND SUMMARY: **October 2024**

Water storage levels in Pond# 4	A reduction of 2.4 feet of elevation in October leaving roughly 16,788,000 gallons total in Pond 4 storage for the start of November. 3.4 feet lower than 11/1/2023 1.3 feet lower than lowest level achieved in 2023
PG&E Kilo Use	560 kWhrs at WWTP 69 kWhrs at IPS Totals well within anticipated for amount of treatment and discharge in October
Rain Fall at WWTF	Quarter of an inch recorded on the 17 th only
CL2 Usage	989 gallons of liquid chlorine used to disinfect Effluent for 15 total days of pumping
Plant influent gallons	3,716,900 gallons 12,000 gallons less than October 2023
Effluent gallons	5,089,700 gallons total treated and discharged without any sample quality violations 4,421,650 gallons to KHS for end of harvest 688,050 gallons to LAA sprayfields
Ironstone Influent	178,600 gallons AVG
Hydro flushing lineal footage	>6,000 feet of Collection main lines were flushed and video inspected in October
Sewer Overflow Count	None Third consecutive month without an SSO Only one recorded/reported SSO for 2024 so far (7/13 @ Main street and Jones-manhole #42)
Spray Field Gallons Applied	668,050 gallons applied over 9 days to all 3 alternating fields without ponding or run-off