
Apple Valley Foothill County Water District

POLICY HANDBOOK

POLICY TITLE: Vacations

POLICY NUMBER: 2020

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

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

- (a) After the first year of continuous work, (3) days; @ the rate of 1 day per 4 months
- (b) After five years of service, (6) days; @ the rate of 1 day per 2 months

2020.3 Employees who have completed 12 months in regular status may take their vacation time all at once, or gradually, with the prior written approval of the President or Vice-President. No vacation may be taken until the employee has completed at least 12 months in regular employee status unless approved by the President or Vice-President in writing.

2020.4 Vacation time may not be accumulated, postponed, or “cashed out”.

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

2020.6 The District will not require an employee to take vacation time in lieu of sick leave during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used; the District will not consider granting a leave of absence for medical reasons until all accumulated sick leave and vacation time have been used.

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

2020.8 Vacations may be scheduled at any time during the year upon written approval of the General Manager and approval of the Board President or Vice President.

APPROVED ROLL CALL VOTE: Silva-Houts, Suzi Smith, Scott Drake, Susan Mulvaney, Harold Nobles

Apple Valley Foothill County Water District

POLICY HANDBOOK

POLICY TITLE: Holidays

POLICY NUMBER: 2030

2030.1 This policy shall apply to all employees.

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

New Year's Day;
Independence Day;
Thanksgiving Day;
Christmas Day;

2030.3 All regular work shall be suspended, and employees shall receive one-day's pay for each of the holidays listed above.

2030.4 Whenever a holiday falls on a normal workday it shall be observed as the holiday.

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

APPROVED ROLL CALL VOTE: Silva-Houts, Suzi Smith, Scott Drake, Susan Mulvaney, Harold Nobles

Apple Valley Foothill County Water District

POLICY HANDBOOK

POLICY TITLE: Sick Leave

POLICY NUMBER: 2040

- 2040.1** This policy shall apply to probationary and regular employees in all classifications.
- 2040.2** Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease.
- 2040.3** Employees shall earn sick leave at the rate of one working day every four months, cumulative to a maximum of 3 days in one year to accumulate to no more than 6 days. The determination of total accumulated sick leave days shall be made on January 5 of each year.
- 2040.4** Each employee may use accrued sick leave, up to half the time accrued per calendar year, as kin care leave, to care for sick immediate-family members. It is provided for those circumstances where the employee must take time off to care for a sick family member, regardless of the seriousness of the illness. Employees should notify the General Manager to the extent feasible in order to avoid disruptions in work schedule as a result of use of kin care time. Family members covered include parents, children and spouses and are defined as follows:
- 2040.4.1** A "child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child for whom an employee has accepted the duties and responsibilities of raising, such as where a grandparent raises his/her grandchild.
- 2040.4.2** A "parent" means a biological, foster, or adoptive parent, a stepparent or legal guardian. Mothers-in-law, fathers-in-law and grandparents are also considered "parents for purposes of this division.
- 2040.4.3** The term "spouse" is not defined in the legislation mandating kin care, but presumably applies only to an individual who is the employee's significant other.
- 2040.5** In order to receive compensation while on sick leave, the employee shall notify the General Manager prior to the time for beginning the regular workday, or as soon thereafter as practical.
- 2040.6** If absence from duty by reason of illness occurs, satisfactory evidence may be required by the attending physician.

APPROVED ROLL CALL VOTE: Sharon Silva-Houts, Suzi Smith, Scott Drake, Susan Mulvaney, Harold Nobles

Apple Valley Foothill County Water District

POLICY HANDBOOK

POLICY TITLE: Employee Status

POLICY NUMBER: 2080

- 2080.1** A "Regular" employee is one who has been hired to fill a regular position in any job classification and has completed his/her probationary period.
- 2080.2** A "Probationary" employee is one who has been hired to fill a regular position in any job classification and has less than 12 continuous months of service with the District. Upon completion of 12 months of continuous service with the District in said classification, and upon the Board of Director's decision to retain said employee, said employee shall be granted regular employee status.
- 2080.2.1** A probationary employee will receive not less than the minimum rate for the job and will be eligible for sick leave pay, holiday pay, vacation pay, insurance coverage or items of a similar nature, as he/she becomes eligible. A probationary employee will not be eligible for a leave of absence.
- 2080.3** A "Temporary" employee is one who is hired to work within any job classification. The duration of the work assignment of a temporary employee may range from one day to a maximum of 12 months of continuous service.
- 2080.3.1** Employees hired to replace a regular employee who is on a leave of absence shall be hired as temporary employees unless said leave of absence is in excess of 180 days.
- 2080.3.2** A temporary employee will receive not less than the minimum rate for the job, but will not be eligible for sick leave pay, holiday pay, vacation pay, insurance coverage or items of a similar nature, nor will he/she accrue seniority or leave of absence rights.
- 2080.3.3** If a temporary employee is reclassified to probationary or regular status, he/she will be credited with all continuous service in determining eligibility for such benefits that may accrue to him/her in his/her new status.
- 2080.4** A "Part-time" employee is one who is hired to work within any job classification, but who works less than 9 hours a week. The part-time employee works whenever the District's workload increases to a level that regular employees cannot accommodate it. He/she also works standby as discussed in Policy #2010, "Hours of Work and Overtime."

APPROVED ROLL CALL VOTE: Suzi Smith, Scott Drake

ABSTAIN: Harold Nobles

ABSENT: None:

Apple Valley Foothill County Water District

POLICY HANDBOOK

POLICY TITLE: Uniforms and Protective Clothing

POLICY NUMBER: 2090

2090.1 The cost of work shirts with company logo and/or personal protective clothing, reflective vests, safety glasses, gloves, hard hats, hearing protection, respirators, face masks, etc., that employees are required to wear shall be purchased and supplied by the District.

2090.2 The District will make a boot reimbursement up to \$50.00 every two years.

APPROVED ROLL CALL VOTE: Silva-Houts, Suzi Smith, Scott Drake, Susan Mulvaney, Harold Nobles

Apple Valley Foothill County Water District

EMPLOYEE POLICY HANDBOOK

POLICY TITLE: Pay Periods

POLICY NUMBER: 2130

2130.1 The salaries and wages of all District employees shall be paid monthly, on the first day of every month.

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

APPROVED ROLL CALL VOTE: Silva-Houts, Suzi Smith, Susan Mulvaney

ABSENT: Harold Nobles, Scott Drake

Apple Valley Foothill County Water District

EMPLOYEE POLICY HANDBOOK

POLICY TITLE: Customer Payment Arrangements

POLICY NUMBER: 3037

- 3037.1** Upon request, the General Manager may grant approval of special arrangements to be made for payment of the following fees when an extreme hardship exists:
- 3037.1.1** Regular water service.
 - 3037.1.2** Reasonable payment schedule following receipt of delinquency “shut-off” notice.
- 3037.2** Monthly payments over a period not to exceed 3 payments. When payments are to be made at the close of escrow, but property is not sold, arrangements must be made for payments to continue on a regular basis.
- 3037.3** Customers requesting payment plans exceeding the allowed 3 payments must make a direct appeal to the Board of Directors.

APPROVED ROLL CALL VOTE: Suzi Smith, Scott Drake

ABSTAIN: Harold Nobles

ABSENT: None: