

Reclamation District 1000

Policy Handbook



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Reclamation District No. 1000

Policy on Administration

1. Governing Body of the District
The Board of Trustees is the governing body of the District. Trustees are responsible for monitoring the District's progress in financing and attaining its goals and objectives, while pursuing its mission. The powers of the District as enumerated in California Water Code Division 15 shall, except as otherwise provided, be exercised by the Board.
2. Number of Trustees: Qualifications (*See Water Code §§50014, 50015, 50780.12*)
The District shall have a board of seven Trustees each of whom whether elected or appointed, shall be
 - a) a landowner in the District or a legal representative of a landowner in the District
 - b) a resident of the District.
3. Terms of Office. (*See Ca Water Code §50602*)
The term of office for each Trustee, other than that those Trustees appointed to fill a vacancy of an unexpired term, shall be four years.
4. Taking Office; Oath (See CA Water Code §50750)
Trustees elected to office take office at the first Board meeting in December following the election. Prior to taking office, each elected Trustee shall take and subscribe the official oath of office and file it with the Secretary.
5. Determination of Vacancy (See Ca Gov Code §1770)
An office of a Trustee of the Board shall be deemed to become vacant when one or more events as specified in California Government Code §1770 et seq. have occurred.
6. Vacancies: Manner of Filling (See Ca Gov Code §1780) All vacancies occurring in the office of Trustee shall be filled pursuant to California Government Code Section 1780.
7. Compensation of Trustees. (*See Ca Water Code §50605 and §20200-20207*)
Trustee Compensation is set by Ordinance adopted by the Board of Trustees. Compensation may be adjusted by Ordinance subject to California Water Code Section 20200-20207)

8. Election of President and Vice President (*See Ca Water Code §50630*)
The Board shall elect one of its members as its President, and one of its members as Vice President. Reclamation District No. 1000 elects the President and Vice President in January of each year for a one-year term.

9. Duties of the President and Vice President.
The President shall preside at all meetings of the Board and act as Chairperson of the Board, shall appoint all committee members, shall sign all contracts unless, otherwise delegated to the General Manager, on behalf of the District. In the absence of the President, the Vice President shall take his/her place and perform the duties of the President.

10. Committees and Other Assignments
The Board shall establish such standing or extemporary committees as may be advisable, as determined by the Board. The President of the Board shall make all appointments of Trustees to extemporary and standing committees. In addition, the President may designate Board members to represent the Board as needed.
 - a. The duties of a standing committee shall be determined at the time of its establishment. Standing committees shall only be dissolved by majority vote of the Board.
 - b. The duties of an extemporary committee shall be determined at the time of its establishment and the committee shall be considered dissolved when its final report has been made.
 - c. If the Board has created a standing committee, then the members of such committee shall be appointed for the year no later than the regular Board meeting in January.
 - d. All meetings of standing committees shall conform to all open meeting laws (e.g. Ralph M. Brown Act) that pertain to regular meetings of the Board.

11. Request for Information
Requests for information by Board members regarding District operations should be made through the General Manager or other designated District staff. The General Manager shall designate management or supervisory personnel to respond to inquiries in his absence.

12. Attendance at Meetings.
Board members are expected to attend all regular and special meetings of the Board, including closed sessions, unless there is good cause for absence, or the absence is pre-approved by the President. A request for absence, except emergency absence, should be presented to the Board President as soon as a Board member knows he/she may be absent.

13. Ralph M. Brown Act

The Board as a whole and each Trustee shall comply with the Ralph M. Brown Act.
(Open Public Meeting)

14. Code of Ethics

The Board of Trustees is committed to providing excellence in legislative leadership that result in the highest quality of services to its constituents. The following rules should be observed in order to assist in the governance of the behavior between and among members of the Board of Trustees.

- a. Trustees should thoroughly prepare themselves to discuss agenda items. Information may be requested or exchanged between Trustees before meetings in a manner consistent with the Ralph M. Brown Act.
- b. The dignity, style, values and opinions of each Trustee should be respected.
- c. Responsiveness and attentive listening in communication is encouraged.
- d. The needs of the District's constituents should be the priority of the Board of Trustees.
- e. When responding to constituent requests and concerns, Trustees should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.
- f. The primary responsibility of the Board of Trustees is the formulation and evaluation of policy and strategy to give direction and guidance to District staff. Routine matters concerning the operational aspects of the District are generally to be delegated to professional staff members of the District.
- g. Trustees should commit themselves to emphasizing the positive, avoiding hidden agendas, gossip or other negative forms of interaction.
- h. Trustees should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocs based on personalities rather than issues should be avoided.
- i. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Trustees takes action, Trustees should commit to supporting said action and not create barriers to the implementation of said action.
- j. The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.
- k. Trustees should develop a working relationship with the General Manager wherein current issues, concerns, and District projects can be discussed comfortably and openly.
- l. Trustees should practice the following procedures while working with the General Manager, District staff, and District consultants:
 1. In seeking clarification on information items, Trustees may directly approach professional staff members to obtain information needed to

supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

2. In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager or delegated District staff.
3. Items related to safety, concerns for safety or hazards should be reported to the General Manager or District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
4. When approached by District personnel concerning specific District policy, Trustees should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.

Board Proceedings

1. Regular Meetings

The regular meeting of the Board of Trustees shall be held on the second Friday of each month at 8:00 a.m. at the District Office at 1633 Garden Highway, Sacramento, CA, unless rescheduled at a duly noticed Board meeting or rescheduled by the President or in his absence the Vice President and duly noticed.

2. Ralph M. Brown Act

The Board shall hold all its meetings in the manner required by the Ralph M. Brown Act. (*See Gov Code §54950 et. seq.*)

3. Meetings to be informal; Robert's Rules of Order.

It is the intent of the Board that meetings shall remain as informal as reasonably possible consistent with the business needs of the District. Failure to comply with these rules shall not invalidate an otherwise lawful action of the Board. Nevertheless, whenever the President, or a majority of the Board, deems it necessary for orderly conduct of business, formal proceedings may be initiated. In such case, the meeting shall be conducted pursuant to Robert's Rules of Order.

4. Posting Notice.

Notices and other items to be required to be posted by law or Board direction shall be posted in the window of the District office, and on the District's website.

5. Agendas

The Secretary shall prepare the agenda for the meeting and post it at least 72 hours prior to the regular Board meeting after consultation with the Executive Committee. If a Board member, 24 hours prior to the posting of the agenda

requests a matter be placed on an agenda, the Secretary may include an item on the agenda to permit discussion of the matter, subject to approval of the President. The Board by majority vote, and as otherwise provided by law, may modify the agenda prior to proceeding to the consideration of the first matter. All matters shall be considered by the Board in the order listed on the agenda as posted or modified, to the extent of time available. No action may be taken on any matter which did not appear on the posted agenda except as permitted by State law. Agenda items not considered or completed at a meeting for lack of time become agenda items at the following meetings in accordance with the forgoing policy. Agendas for Special Board meetings shall be posted at least 24 hours prior to the meeting.

6. Public Comment.

An item shall be placed on each regular meeting agenda labeled “Public Comment” to provide citizens with an opportunity to express views on matters not otherwise on the agenda. Whether on this agenda item or on another item, such public expression shall be subject to the rules provided herein. No person may address the Board without the permission of the presiding officer, or a majority of the quorum, or as otherwise required by law. Except as required by law, the presiding officer may not recognize anyone other than a Board member or a member of the Board staff until Board members have discussed the agenda item under consideration. A person addressing the Board shall begin by offering his name and address. Each speaker shall limit his remarks to three (3) minutes except as otherwise specifically provided for in these rules, or except as time is extended by the presiding officer with the consent of a majority. Each speaker shall avoid repetition of the remarks of prior speaker’s and speak only to the agenda item under consideration. Following each speaker’s remarks, each Board member shall be given the opportunity to comment further and to address questions to the speaker.

7. Form of Action.

The Board may act through the enactment of an ordinance whenever appropriate. A resolution shall be adopted to amend, repeal or otherwise modify the Policy Manual. Other actions may be taken in the form of a minute order or separate resolution.

8. Ordinances

An ordinance may be adopted at a special or regular meeting. An ordinance shall take effect immediately upon adoption, and the Secretary shall post the full text of said ordinance in the District office and publish a summary of the ordinance in a newspaper printed, published and circulated in the District at least five (5) days prior to and within fifteen (15) days after adoption of the

ordinance. The latter posting and publishing shall also include the names of those directors voting for and against the ordinance.

9. Quorum; Vote Required.

The majority of the Board shall constitute a quorum for the transaction of business. No ordinance or motion shall be passed or become effective without the affirmative votes of at least a majority of the Board members present. An abstention shall be recorded as an abstention and shall have the effect of a non-vote.

Conduct of Hearings

1. The purpose.

This procedure is a guide in conducting a dignified and functional hearing.

2. Questioning through President.

During the course of the hearing a person or Board member should direct any question regarding the matter to the President. No direct questioning of witnesses should be allowed.

3. Staff Reports.

Staff reports will first be heard upon the matter before the Board. The staff shall submit a report describing the physical situation and other facts bearing on the case.

4. Appearance of Applicant.

The applicant will then be giving an opportunity to present statements amplifying the written application or providing supplemental information. The applicant may appear on his own behalf or by a representative.

5. Appearance in Support of Applicant.

Anyone else wishing to do so may then speak in support of the proposal/project. Supporters may appear on their own behalf or by a representative.

6. Written Communication regarding Proposal/Project.

The secretary will then either read or introduce into the record communications received concerning the proposal.

7. Appearance in Opposition to Proposal/Project.

Anyone wishing to be heard may next speak in opposition to the proposal. Opponents may also appear on their own behalf or by a representative.

8. Applicant's Rebuttal.

The applicant or representative will be afforded the opportunity to offer statements in rebuttal to opposition statements.

9. Staff Summary, Alternatives and Recommendation.

The staff will present summary, alternatives and necessary recommendations.

10. Close Hearing.

The public portion of the hearing will then be closed, and no further testimony taken.

11. Board Discussion and Action.

After the public portion of the hearing is closed and the matter is before the Board, the Board shall proceed with discussion and then:

a. defer taking action on the matter and then continue until another time and place for further discussion and appropriate action.

Or:

b. vote upon the matter by either granting or denying it as presented or granting it subject to conditions.

Press Relations Policy

1. Purpose.

The purpose of this policy is to provide for an orderly presentation to the press of factual information about District activities and Board action.

2. Press Relations.

The General Manager is hereby designated as the official of the District to represent the District to the press. Employees of the District shall refer all press inquiries to the General Manager. Board members and other District officials are encouraged to refer press inquiries regarding District activities and Board actions at meetings to the General Manager or the President of the Board. Individual Board members should take care not to represent their own opinions as those of the Board or the District, even when those opinions coincide with formal Board action.

3. Press Releases.

Press releases regarding the District shall be approved by the General Manager and the President of the Board. Whenever possible, all members of the Board shall be given an opportunity to review the proposed press releases.



Reclamation District No. 1000

Public Records Request Policy

The State of California Public Records Act (CPRA) was passed to guarantee the public's right to access information in possession of Public Agencies within the State. It stipulates that public records are to be open to inspection at all times during the office hours of the agency. It is the policy of Reclamation District No. 1000 (District) to adhere to the requirements set forth by The California Public Records Act (Government Code Section 6250-6276.48) and any future amendments thereto.

Accordingly, the District's public records are normally open to inspection during the District's business hours of 8:00 am to 4:30 pm. Rarely, but on occasion, District staffing conflicts may exist. The public is encouraged to contact the District office prior to a visit to request or review records. Requests must be for records in the possession of, prepared, owned, used or retained by the District and requests must be for clearly identifiable records. If necessary, District staff will assist the requesting party in making a request that describes reasonably identifiable records.

Exact copies will be provided unless impracticable to do so. Copies will not be provided if disclosure is exempt in accordance with state law or would constitute an unreasonable burden on the operation of the District. Upon receiving a request for public records, the District will respond within the time required under the CPRA.

If a request is to review documents rather than receive copies, the District will make an appointment at the time of the presentation of a request for a future convenient date to allow staff time to assimilate the requested records and review them for compliance with the provisions of the CPRA; unless the records are easily identifiable and available to the staff and clearly are not exempt under the provisions of the CPRA.

The charge for copies of any specifically described and identified public records not exempt from disclosure is \$0.10 per page for sheets which can be copied at the District using available equipment. Larger size copies, those needing special handling, or requests for a significant number of copies will be contracted to a local copy vendor and the requestor will be invoiced for the actual costs. Persons requesting copies may also provide their own copy service so long as the original records do not leave the District office.

All charges based on the above must be received by the District before copies of records will be released.

Records stored by the District in electronic format will be provided in the same electronic format when requested by any person. Direct costs incurred by the District in providing certain electronic data, including direct costs of redacting confidential information or information not otherwise subject to disclosure, shall be paid by the recipient. The District is not required to produce records in an electronic format when requested records are not available in electronic format at the time of the request.



Reclamation District No. 1000

Fraud Policy

Background

It is the policy of the Board of Trustees to facilitate the development of controls which will aid in the detection and prevention of fraud, impropriety or irregularity within the district. It is the intent of the Board to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

Scope of Policy

This policy applies to any actual or suspected fraud, impropriety or irregularity involving employees as well as Board members, consultants, vendors, contractors, employees with outside agencies and/or any other parties with a business relationship with the district.

The District Engineer (DE) and/or Board President (BP), in conjunction with the budget and finance/audit committee oversight, without regard to the suspected wrongdoer's length of service, position/title, or relationship with the organization, shall evaluate suspected fraud and initiate any necessary investigative activity.

Policy

Management personnel shall be responsible for detection and prevention of fraud, improprieties and other irregularities involving the organization. Each member of the management team shall be familiar with the types of improprieties that might occur within his/her area of responsibility, and be alert for any indication of fraud, abuse or illegal act.

Any fraud that is detected or suspected must be reported immediately to an immediate supervisor, when possible, and/or the Board President. The Board President will coordinate all investigations with Legal Counsel and other affected departments and agencies both internal and external.

Fraud, Improprieties and Irregularities

The terms fraud, abuse and illegal acts refer to, but are not limited to:

1. Any dishonest or fraudulent act.
2. Forgery or alteration of any document or account belonging to the organization.
3. Forgery or alteration of a check, bank draft, or any other financial document.
4. Misappropriation of funds, securities, supplies, or other assets including chemicals, fuel, tires, use of district equipment and inappropriate personal use of computers, and telephones.
5. Impropriety in the handling or reporting of money or financial transactions.
6. Profiteering as a result of insider knowledge of district activities.
7. Disclosing confidential and/or proprietary information to outside parties.
8. Disclosing to other persons securities activities engaged in or contemplated by the organization.
9. Accepting or seeking anything of material value from contractors, vendors or persons providing services/materials to the organization.
10. Inappropriate disclosure or use of private information protected by the privacy information act.
11. Destruction, removal or inappropriate use of records, furniture, fixtures, vehicles, and equipment; and/or
12. Any similar or related irregularity to those specified above.

If there is any question as to whether an action constitutes fraud, contact the Board President for guidance.

Investigative Responsibilities

The DE has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy. If the investigation substantiates that fraudulent activities have occurred, a report will be issued to appropriate management personnel, and, if appropriate, to the Board.

A decision to file a criminal complaint or refer a matter to the appropriate law enforcement and/or regulatory agency for independent investigation, as well as the final decision concerning the disposition of the matter, will be made in conjunction with the DE and/or BP, Legal Counsel and the Personnel Committee.

Confidentiality

The DE shall maintain the confidentiality of all information received. Any employee who suspects dishonest or fraudulent activity should immediately notify their immediate supervisor, when possible, and/or the DE, and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected dishonest/fraudulent act (see Reporting Procedures).

The results of any investigation shall not be disclosed or discussed with anyone other than those individuals who have a legitimate need to know. This is important in order to both avoid damaging the reputations of persons suspected of misconduct but subsequently found innocent of any wrongdoing, and to protect the organization from potential civil liability.

Authorization for Investigating Suspected Fraud

Where there exists reasonable cause, and to the extent permitted by law, the DE or Board representative is authorized upon the initiation of an investigation, and after consulting with legal counsel, to have free and unrestricted access to all organization records and premises, whether owned or rented.

Reporting Procedures

Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is in progress.

An employee who discovers or suspects fraudulent activity should immediately contact their immediate supervisor, when possible, and/or the DE. If considered necessary due to the nature of the issue, the Board President and/or Vice-President should be contacted directly. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the organization's Legal Counsel. No information concerning the status of an investigation will be given to anyone without a legitimate need to know. The proper response to any inquiries should be "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to the allegation, the crime, the fraud, the forgery, the misappropriation, or any other specific reference. The reporting individual should be advised of the following:

1. Do not contact the suspected individual to determine facts or demand restitution.
2. Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the organization's Legal Counsel or the DE.



Reclamation District No. 1000

Records Retention Policy

1. The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of Reclamation District No. 1000 records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and, ensure compliance with legal and regulatory requirements.
2. Vital and important records, regardless of recording media, are those which have legal, financial, operational, or historical value to the District and should be retained permanently.
3. The General Manager is authorized by the Board of Trustees to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the disposal of records specified below.
4. Pursuant to the provisions of California Government code §§ 60200, California Water Code §21403, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the Reclamation District No. 1000.
 - 4.1 Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.
 - 4.2 Subject to Section 4.4, originals of records, papers and documents other than of the type referenced in Sections 4.5, 4.6 through 4.9, and 5, more than five years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.
 - 4.3 In no instance are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc. as determined by the General Manager.
 - 4.4. Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:
 - 4.4.1 The record, paper or documents is photographed, microphotographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standards, or copied to an approved electronic media;

4.4.2 The device used to reproduce such record, paper or document on electronic media, or retrieve and print the document from electronic media is one which accurately reproduces the original thereof in all details.

4.4.3 The photographs, microphotographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.

4.4.4 Annually a record stored on each form of media in use by the District for the storage of records will be recovered to ensure that the necessary equipment and technology remain available. If a class of media is found to be obsolete, steps will be taken to convert those records to a current technology.

4.5 Any accounting record except journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to State Statute may be authorized for destruction, provided that:

4.5.1 There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc. and;

4.5.2 There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;

4.5.3 Said audit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements, and that;

4.5.4 Said audit or audits contain the expression of an unqualified opinion.

4.6 Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects terminated. Any source document detailed in a register, journal or statement may be authorized for destruction five years from the end of the fiscal period to which it applies. The following may be destroyed at any time:

4.6.1 Duplicated (original-subject to aforementioned requirements) records

4.6.2 Rough drafts, notes or working papers (except audit)

4.6.3 Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.

4.7. All payroll and personnel records shall be retained indefinitely. Originals may upon authorization of the General Manager be destroyed after seven years retention, provided said records have been transferred to electronic media and qualify for destruction under Section 4, above. Payroll and personnel records include but are not limited to the following:

4.7.1. Accident reports, injury claims and settlements.

4.7.2. Medical histories.

4.7.3. Injury frequency charts.

4.7.4. Applications, changes and terminations of employees.

4.7.5. Insurance records of employees.

4.7.6 Timecards.

4.7.7 Classification specifications (job descriptions)

4.7.8 Performance evaluation forms.

4.7.9 Earning records and summaries.

4.7.10 Retirements.

4.8. All assessing records may upon authorization of the General Manager be destroyed after seven years retention from lien date; however, their records may be destroyed three years after the lien date when said records are electronic media as provided for in Section 4, above.

4.9. Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if electronic media as provided for in Section 4d, above. Terms and conditions of bonds warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than ten years if electronic media as provided in Section 4, above. Paid bonds, warrant certificates, and interest coupons may be destroyed after six months if detailed payment records are kept for ten years.

5. Minutes of the meetings of the Board of Trustees are usually retained indefinitely in their original form. However, they may upon authorization be destroyed if said minutes are stored on a suitable medium as provided in Section 4, above. Recording tapes (or other media) of Board meetings will be kept for a period of one year from the date of the recorded meeting, after which they will be destroyed. Board packets shall be retained for three years in paper format and for 7 years in digital format.

- 5.1. Construction records, such as bids, correspondence, change orders, etc, may be destroyed after seven years unless they pertain to a project which includes a guarantee or grant in that event, they shall be kept for the life of the guarantee or grant plus seven years. Meeting notes, correspondence, minutes etc of the planning and design of a project shall be retained until the project is completed or abandoned, plus five years.
- 5.2. Contracts should be retained for their life plus ten years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two years old may be destroyed.
- 5.3. Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District, plus five years.
- 5.4. Easements/ rights of way, deeds granted to others shall be maintained until rescinded/revoked or no longer viable plus 5 years.
- 5.5. Encroachment Permits shall be maintained permanently.
- 5.6. Final engineering studies, environmental reports and as built documents and drawings shall be maintained permanently.
- 5.7. Agreements between the District and any other party shall be maintained for the life of the agreement plus seven years.
6. The Definitions attached as Appendix A are incorporated herein by this reference.

Appendix A

Definitions for Records Retention and Disposal Policy

1. AUTHORIZATION. Approval from the General Manager, as authorized by the District's Board of Trustees.
2. ACCOUNTING RECORDS. Include but are not limited to the following:
 - a. SOURCE DOCUMENTS **(5 years with noted exception)**
 1. Invoices
 2. Warrants
 3. Requisitions/Purchase Orders (attached to invoices)
 4. Cash Receipts
 5. Bank Statements (Permanent – Digital)
 6. Bank Deposits
 7. Checks
 8. Various accounting authorizations taken from Board minutes, resolutions or contracts.
 - b. JOURNALS **(5 years paper)**
 1. Cash Receipts
 2. Accounts Receivable or Payable Register
 3. Check or Warrant (payables)
 4. General Journal
 5. Payroll Journal
 - c. LEDGERS **(5 years with noted exception)**
 1. Expenditure
 2. Revenue
 3. Accounts Payable or Receivable Ledger
 4. Construction (Life + 3 years)
 5. General Ledger (Permanent – Digital)
 6. Assets/Depreciation (Permanent – Digital)
 - d. TRIAL BALANCE **(5 years)**
 - e. STATEMENTS (Interim or Certified – Individual or All Fund) **(5 years)**
 1. Balance Sheet
 2. Cash Receipts and Disbursements
 3. Inventory of Fixed Assets (Purchasing) (life + 5 years)
 - f. JOURNAL ENTRIES **(7 years)**
 - g. PAYROLL AND PERSONNEL RECORDS includes but are not limited to the following: **(permanent – may be stored digitally 5 years after separation of service)**
 1. Accident reports, injury claims and settlements
 2. Applications, changes or terminations of employees
 3. Earnings records and summaries

4. Fidelity Bonds
 5. Garnishments
 6. Insurance records of employees
 7. Job Descriptions
 8. Medical Histories
 9. Retirements
 10. Timecards
 11. Performance Evaluations
 12. Training Records/Certifications
3. LIFE. The inclusive or operational or valid dates of a document.
 4. RECORD. Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, electronic media, or other documents, issued by or received by the District, and maintained and used as information in the conduct of its operations.
 5. RECORD COPY. The official District copy of a document or file.
 6. RECORD SERIES. A group of records, generally filed together, and having the same reference and retention value.
 7. RECORDS CENTER. The site selected for storage of inactive records.
 8. RECORDS DISPOSAL. The planning for and/or the physical operation involved in the transfer of records to the Record Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.
 9. RECORDS RETENTION SCHEDULE. The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.
 10. RETENTION CODE. Abbreviation of retention action which appears on the retention schedule.
 11. VITAL RECORDS. Records which, because of the information they contain, are essential to one or all of the following:
 - a. The resumption and/or continuation of operations;
 - b. The recreation of legal and financial status of the District, in case of disaster;
 - c. The fulfillment of obligations to bondholders, customers, and employees.

Vital records include but are not limited to the following:

1. Agreements
2. Annexations and detachments
3. As-built drawings
4. Audits
5. Contract drawings
6. Customer Statements

7. Deeds/Rights of Way/ Easements
8. Depreciation Schedule
10. District insurance records
11. Election Results
12. Employee accident reports, injury claim & settlements
13. Employee earning records
14. Employee fidelity bonds
15. Employee insurance records
16. Encroachment Permits (by others)
17. Encroachment Permits (by District)
18. Environmental Impact Reports (pertaining to the District – final only)
19. Facility improvement plans
20. Individual claims/settlements
21. Inventory/Depreciation
22. Journal Vouchers
23. Ledgers
24. Levee Inspection Reports
25. Levee/Flood Fight Records
26. Licenses & permits (to operate)
27. Loans & grants
28. Maps
29. Minutes of Board Meetings
30. Payroll register
31. Personnel Records
32. Policies, Rules & Regulations
33. Purchase Orders & Requisitions
34. Restricted Materials Permit
35. Rights of Ways & easements
36. Spray Permits
37. Statements of Economic Interest
38. Studies/Reports/Facility Evaluations (final version)



Reclamation District No. 1000

Financial Reserve Policy

The purpose of this policy is to ensure sufficient resources for current services and obligations; potential flood emergency response; future anticipated funding requirements, including replacement of capital infrastructure and any other unforeseen events.

To meet these objectives, Reclamation District No. 1000 will always strive to have sufficient funding available to meet its public safety obligations. Reserve funds will be accumulated and managed in a manner which allows the District to meet its normal operations and maintenance, public safety flood control responsibilities, Capital Improvement Program goals, and other long-range financial plans. The District will also maintain a cash reserve position that may be utilized to fund unexpected fluctuations in revenues and operating/capital expenditures. The level of reserves maintained and policies behind them will be reviewed annually with the Board of Trustees during budget deliberations.

Definitions

There are two categories of reserves – Restricted and Unrestricted – defined by Generally Accepted Accounting Principles (GAAP)

Restricted Reserves: Funds for which uses are constrained by either

1. externally imposed obligations with creditors, grantors, contributors, or laws/regulations of other governments; or
2. laws enacted through constitutional provisions or enabling legislation.

Unrestricted Reserves: Funds for which uses are not constrained by externally imposed restrictions. The use of these funds is at the discretion of the Board of Trustees

Restricted Reserves

Reclamation District No. 1000 currently has no restricted reserves. The Metro Airport Restricted Fund is utilized in full annually to offset pumping costs at Plant 3.

Unrestricted Reserves

Reclamation District No. 1000 currently has the following unrestricted reserves.

a. Operating Reserves

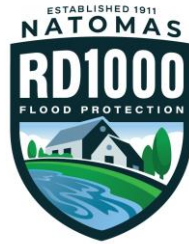
This Operating Reserves are to ensure adequate working capital for cash flow needs during the year. Since the District does not receive its first annual benefit assessment installment until January, it must have sufficient reserves to fund its budgeted operations and maintenance activities and capital expenditures for at least six months. To meet this need, with some flexibility, the target funding level for the Operating Reserves will be seventy percent of the annual fiscal year budget approved by the Board.

b. Flood Fight Reserves

The Flood Fight Reserves are to provide sufficient funds for the District to respond during a flood emergency including use of outside contractors to supply materials, labor and equipment to prevent a catastrophic levee failure. While we recognize a large scale flood emergency is beyond the financial capabilities of the District and require assistance from the State of California and U.S. Army Corps of Engineers; we must be in a position financially to initiate the emergency response and stabilize a potential levee failure until the State and Corps can mobilize and assist. The target funding level for the Flood Fight Reserve is \$1.5 million which would allow the District to fund a flood emergency response until the State and Federal government provide assistance. The amount in this reserve will be reviewed annually by the Board and adjusted as appropriate.

c. Capital Fund Reserves

The Capital Fund Reserves provide funds for the orderly and timely improvement, repair and/or replacement of existing District facilities to maintain its current level of service. The District has developed a Capital Improvement Plan in 2014 which identifies capital projects and funding need projections for the next 20 years. As noted by the CIP, the District will need between \$1.1 million and \$3.3 million annually (depending on anticipated capital work by others) to meet its CIP goals. Currently there is no funding target level for the Capital Reserves; the remaining funds after the Operation and Maintenance and Flood Fight targets are met are designated as Capital Fund Reserves.



Reclamation District No. 1000

Reimbursement Policy

The purpose of this policy is to inform Board members, management, staff, and the public of the District's policy for prior authorization, reporting procedures and reimbursement of District-related expenditures.

Authorized Expenditures

District funds, equipment, supplies and staff time shall only be used for authorized District business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses for Trustees, Managers or Staff that may be reimbursed, as long as the other requirements of this policy are met. District expenses shall include, but not be limited to, the following District activities or functions:

1. Costs associated with communicating with representatives of regional, state and national governments on District adopted policy provisions or which support the District's goals and mission.
2. Costs associated with attending educational seminars designed to improve a Trustee's, Manager's or Staff's skills and/or information levels related to their job duties or the District's goals and mission.
3. Costs associated with participating in regional, state and national organizations whose activities are directly related to the District's goals and mission including, but not limited to, attendance at Association of California Water Agencies (ACWA), California Special District Associations (CSDA). Floodplain Management Association (FMA) or other educational conferences where topics are being discussed that are directly related to the District's mission and goals, as appropriate.
4. Attending meetings of the Board, standing Committees of the Board, or temporary Committees of members of the Board.
5. Costs, such as parking or other incidental expenses, associated with attendance at a meeting with members of the legislative, executive or judicial branch of the State or Federal governments where attendance is authorized by the Board President. For trips outside the Sacramento area reimbursement for travel expenses must be authorized by the Board President. Reimbursement for travel expenses outside the State must be authorized by the Board.

6. Costs, such as parking or other incidental expenses, associated with attendance at a meeting with leadership of any local, State or Federal agency when authorized by the Board President to discuss District business. For trips outside the Sacramento area reimbursement for travel expenses must be authorized by the Board President. Reimbursement for travel expenses outside the State must be authorized by the Board.
7. Reimbursement for office supplies and/or equipment purchased by staff outside the normal procurement process (i.e. purchases at warehouse stores such as Costco, Office Depot or other similar stores) for convenience or cost savings to the District. Purchases must be approved by the General Manager.
8. Purchase of meals in association with meetings where District business is the primary topic such as lunch meetings between the General Manager and Trustees or other nominal food purchases in conjunction with employee training or occasional celebratory events which support the District's goals and mission. Purchases must be approved by the General Manager.
9. Recognizing service to the District (for example gifts or celebrations of nominal value and costs, upon a longtime employees' retirement or recognizing a long-time employees' work anniversary).

For purposes of this section, attendance includes:

- a. Physical presence at the majority of the meeting, event, or occurrence listed above, unless presence for a lesser period is authorized by the President or the Board or Committee, respectively.
- b. Lawful participation by teleconference in any other meeting listed in this policy.
- c. Participation in approved home study or online ethics course to meet requirements of Government Code Sections §53234 - §53235.5.

Reimbursement for the following expenses requires prior Board approval:

1. International and out-of-state travel for Trustees, Management, or Staff;
2. Accommodations for overnight stays for Trustees, Management, or Staff; and
3. Expenses which exceed limits established for Trustees, Management, or Staff if the District establishes such limits.

Personal expenses are not reimbursable. Examples of personal expenses that the District will not reimburse include, but are not limited to:

1. The personal portion of any trip;
2. Political or charitable contributions or events;
3. Family expenses, including partner's expense when accompanying a Trustees(s), Manager(s) or Staff member(s) on agency -related business, as well as children or pet related expenses;
4. Entertainment expenses, including theater, movies (either in-room or at the theater) sporting events (including gym, massage and/or gold related expenses), or other cultural events.

5. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance, commuting mileage, or gasoline.
6. Alcohol, laundry service, and personal telephone calls; and
7. Personal losses not related to the District's business incurred while on District business.

Meeting Stipends

Trustees will be paid the adopted stipend for meetings of the Board including Regular, Special or Emergency as well as standing Committee meetings, or temporary Committee meetings. The term "meeting" is defined in section §54952.2 of the Government Code. This section is also known as the Ralph M. Brown Act.

As used in this chapter, "meeting" means any congregation of a majority of the members of a legislative body at the same time and location, including teleconference location as permitted in Section §54953, to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the legislative body.

Aggregate Limits

The number of meetings for which a Director receives a stipend shall not exceed the aggregate limits established by state law (AB 1234) or by Ordinance Adopted by the Board, whichever is less.

Reimbursement Requirements

To minimize District costs and keep expenses within reasonable standards for public officials, expenditures should adhere to the following guidelines. If expenses are incurred which exceed these guidelines, the cost borne or reimbursed by the District may be limited to the costs that fall within the guidelines.

Unless the Board or this policy establishes other permitted reimbursements rates for travel, meals, lodging and other actual and necessary expenses, the District will reimburse expense at the U.S.

General Services Administration (GSA) rate for travel, meals, lodging and other actual and necessary expenses established in Publication 463, or any successor publication.

Conference/Education

Reimbursement of expense of attendance at an authorized conference or organized educational activity shall include any registration, attendance, tuition, materials or other similar charge of the conference organizer or activity provider.

Transportation

The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements should be used, using the most direct and time-efficient route. Government and group rates offered by a provider of transportation shall be used when available.

Automobile mileage is reimbursed at Internal Revenue Service rates presently in effect (see www.irs.gov). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge, road tolls or parking, which are also reimbursable. The Internal Revenue Service mileage will not be paid in conjunction with rental vehicles; only receipted fuels expenses and the cost of the rental will be reimbursed.

Taxi or shuttle fares may be reimbursed, including gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time efficiency.

Lodging

Lodging expense will be reimbursed or paid for when travel on official District business reasonably requires an overnight stay.

If such lodging is in connection with a conference, lodging expense must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking.

Trustees, Managers, and Staff must request government rates when available. Lodging rates that are equal to or less than government rates are presumed to be reasonable and hence reimbursable for purposes of this policy. In the event that government rates are not available at a given time or in a given area, lodging rates equal to or less than the rate shown on the GSA schedule for city/state or area of travel will be used (see www.gsa.gov). Lodging rates that do not exceed this amount per night are presumed to be reasonable and hence reimbursable. Other rates must be approved by the Board.

Official overnight travel and other related expenses by Trustees, Managers, and Staff must be pre-authorized by the Board of Trustees. In unusual circumstances where overnight travel is urgent and necessary to the District, but is unforeseen until after the previous Board meeting, the General Manager may authorize such travel with consent of the Board President.

Meals

The maximum daily amount reimbursable for local meals including beverages and tips will be based on the GSA schedule for the current year. Such amounts will be annually adjusted to reflect changes in the GSA schedule for the current year. The District may not pay for tips greater than 18%.

This policy recognizes that it is sometimes in the best interest of the District to provide meals or other accommodations during the conduct of District business and pre-authorize Trustees and Managers to make reasonable and appropriate expenditures for that purpose.

Telephone/Fax/Cellular

Trustees, Managers, and Staff will be reimbursed for actual telephone, cellular, and fax expenses incurred on District business. Telephone and cellular bills must identify which calls were made on District business.

Internet

Trustees, Managers and Staff members will be reimbursed for Internet access connection and/or usage fees away from home, if Internet access is necessary for District-related business. Reimbursement will not exceed the actual amount charged for the out-of-town accommodation.

Airport Parking

Long-term airport parking must be used for travel exceeding 24-hours.

Credit Card Use Policy

The District does issue credit cards to the General Manager and Administrative Services Managers for selected District expense. Managers may use the District's credit card for such purposes as meal purchases and hotel reservations by following the same procedures listed in this policy. Receipts documenting expense incurred on the District credit card and compliance with this policy must be submitted within ten business days of use or upon return from the business trip.

There shall be no personal or unauthorized expenses charged on District credit cards.

Cash Advance/Per Diem

Trustees or Staff members traveling without a District credit card may receive a cash advance based on the per diem rates published by the GSA. Advances will be given to each Trustee or Staff member one business day prior to the date of departure. Each employee is required to sign the Cash Advance Form upon receiving the advance. Upon return, receipts and cash must be submitted totaling the amount of the advance.

Expense Report Content and Submission Deadline

All cash advance expenditures and expense reimbursement requests must be submitted on an expense report form provided by the District. Expense reports must document that the expense in question met the requirements of this policy. For example, if the meeting is with a legislator, the Trustee should explain whose meals were purchased and the nature of the meeting.

Trustees, Managers, and Staff must submit their expense reports within thirty (30) days of an expense being incurred, accompanied by receipts documenting the expense. Itemized restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation.

Inability to provide such documentation in a timely fashion may result in the expense being denied for reimbursement.

Audits and Expense Reports

All expenses are subject to verification that they comply with this policy.

Reports to Board

Except where the subject of a meeting relates to matters discussed in closed session, each Trustee shall briefly give an oral report on meetings attended at District expense. If multiple Trustees attended, a joint report may be made.

Compliance with Laws

Trustees should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All District expenditures are public records subject to disclosure under the Public Records Act and other laws.

Authorized Employees

The Board may determine if the activities of any Trustee or staff person is authorized and subject to this policy and therefore subject to reimbursement.

Violation of This Policy

In compliance with AB1234 (Government Code Section §53232), the following are the causes that may be pursued for violation of this policy.

Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:

- 1) Loss of reimbursement privileges.
- 2) A demand for restitution to the District.
- 3) The District reporting the expenses as income to the Trustee to state and federal tax authorities.
- 4) Civil penalties of up to \$1,000 per day and three times the value of the resources used.
- 5) Prosecution for misuse of public resources.



Reclamation District No. 1000

Policy for Reimbursement for District Services

WHEREAS, staff and consultants of Reclamation District No. 1000 have regularly performed services in connection with projects located within the District;

WHEREAS, assisting in these projects imposes engineering, legal, administrative, and other expenses on all landowners in the District; and

WHEREAS, it is the intent of the District to establish charges and fees for the provisions of such services pursuant to Water Code Section 50902.

NOW, THEREFORE, BE IT RESOLVED:

1. It is the policy of the District that the proponent(s) of a project fully reimburse the District for services rendered by the District and/or its consultants in connection with projects located in the District.
 - a. If the project is proposed to the District by another public agency, that agency is the proponent of the project.
 - b. If the project is proposed to the District by a landowner within the District, the landowner is the proponent of the project.
 - c. If the project is proposed by any other person, both that person and the owner(s) of land(s) within the District on which the project is located are the proponents of the project.
2. No projects that may have an impact on drainage, flood flows or floodplain in the District or on District property or facilities may be commenced without prior approval of the District.
 - a. The project proponent(s) shall present a signed application for the project and, if required by District, plans for the project for review by the appropriate District staff and/r consultants.
 - b. The District will conduct a preliminary review of a project application and plans and, based on that review, estimate the cost to the District associated with review of the proposed project. The District shall provide written notice of the cost estimate to the proponent(s) of the project. The actual costs of such review may be greater than or less than the amount of the estimate.

- c. Within thirty (30) days of the date of the cost estimate notice, the project proponent(s) shall deposit with the District a sum equal to \$100.00 or twenty-five percent (25%) (whichever is greater) of the estimated cost of review of the project to the District, failing in which the application shall be deemed withdrawn. The deposit must be made before District staff and/or consultants commence full-scale review of the project. The deposit will be credited towards the final cost of services provided by District staff and/or consultants. In the event that the project proponent cancels or abandons the project, the District will refund the portion of the deposit in excess of the District's still-un-reimbursed costs associated with the project.
 - d. The District reserves complete discretion to approve, deny, or conditionally (including, without limitation, project plan modification) approve the project.
 - e. In the application for the project, the project proponent(s) shall agree fully to indemnify and hold the District harmless from any and all liability associated with the project being proposed, including any liability arising out of a claim that District's review, modification or approval of project plans constitutes any form of participation in the design thereof.
 - f. The District will not approve a project for which a public agency is the proponent without having entered into an agreement with that agency under which the agency agrees to pay all charges and fees associated with the District's review of the project.
3. It is the District's policy to impose charges and fees under Water Code Section 50902 only to the extent necessary to recover its actual costs of providing services. Such charges and fees shall be determined monthly and a written invoice showing such charges and fees shall be mailed to each proponent of a project. The project proponent(s) shall then pay the sums set forth on District invoices for services provided by District staff and/or consultants within twenty-five days of the date of such invoices. The District's invoices may include the following line items:
- a. Fees charged the District by consultants for services rendered.
 - b. Administrative expenses associated with the supervision of the project (including oversight of District consultants).
 - c. Other necessary and reasonable costs incurred by the District in connection with the project.
4. The services provided by the District to the proponent(s) of a project, which may include but are not limited to engineering, legal and other services, are provided pursuant to Water Code Section 50902.

- a. The District hereby imposes a penalty for each delinquency described in paragraph 5a of ten percent (10%) of the amount of the charge or fee. In addition, all delinquent amounts shall collect interest at a rate of 1.5% per month from the date of delinquency.
- b. Except when a public agency is the proponent of a project, the District shall add the amount of any unpaid charges or fees to the operation and maintenance assessment for the land(s) on which the project is located.



Capitalization Policy

Property, Plant, and Equipment

It is the policy of the Board of Trustees of Reclamation District No. 1000 that property, plant and equipment items with a value of \$5,000 or more, computer items and other items of unique intrinsic character with a value of \$1000 or more be capitalized rather than expensed for financial purposes.

Certification

I, Terrie Figueroa, secretary of the Board of Trustees, Reclamation District No. 1000, hereby certify that the foregoing policy was duly adopted at the regular meeting of the Board of Trustees of Reclamation District No. 1000 held October 9, 1998.



Reclamation District No. 1000

Investment Policy

The following policy shall be used to guide the investments made by the District of any reserve funds and funds not immediately required for District us it may have.

RD 1000 shall make prudent and reasonable investments which meet the requirement of all laws and government codes which apply in accordance with the following priorities.

First and foremost, is the security of the District's assets.

Second, liquidity of funds for the operation and maintenance needs of the District including the potential for funds during a flood emergency.

Third, the District shall seek a reasonable rate of return on the investments once the first two priorities have been met.

Given the limited resources and expertise of the District, it is reasonable for it to invest funds in investment pools such as the State's Local Agency Investment Fund (LAIF), the County Treasurer's local government pool or the City of Sacramento's Pool A. Periodically, the District's Board of Trustees shall review the relative split of investments among the various pools and direct staff to make changes as appropriate. In making such decisions, the Board shall consider the relative security, liquidity and rate of return offered by each pool and shall consider the specific financial instruments which each of the pools have invested.

Certification

I, Terrie Figueroa, Secretary to the Board of Trustees of Reclamation District No. 1000, hereby certify the foregoing Investment Policy was adopted by the Board of Trustees on December 11, 2009.



Reclamation District No. 1000
Resolution No. 2012-06
Adopting Fund Balance Policy in Accordance with New
GASB 54 Requirements

WHEREAS, The Government Standards Accounting Board (GASB) has issued Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, which establishes a hierarchy clarifying the constraints that govern how a government entity can use amounts reported as fund balance; and

WHEREAS, The Trustees of Reclamation District No. 1000 has determined that compliance with GASB 54 will clearly define new fund balance classifications; identify the Board of Trustees as the highest decision-making level of authority; identify authority and actions that lead to committed and assigned fund balances; and

WHEREAS, the Board of Trustees of Reclamation District No. 1000 has determined that certain commitments and assignments of fund balance may be necessary and that an amount established as a Flood Fight Fund will help ensure that there will be adequate financial resources for the District to conduct emergency operations during a flood event;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Reclamation District No. 1000 hereby adopts the following to establish fund balance classifications for financial statement reporting:

- **Non-Spendable Fund Balance:** For funds that cannot be spent due to their form or fund that legally or contractually must be maintained intact.
- **Restricted Fund Balance:** For funds that are mandated for specific purposes by external parties, constitutional provisions or enabling legislation. At the time of adoption of this resolution, the Board of Trustees hereby establishes the following restricted fund balance:
 - Metro Airpark Groundwater Pumping Fund to pay pumping costs for the discharge of groundwater received from the County's Metro Airpark detention basin into the Sacramento River.
- **Committed Fund Balance:** For funds set aside for specific purposes by the District's highest level of decision-making authority (Board of Trustees) pursuant to formal actions taken, such as a majority vote or resolution. These committed funds cannot be used for any other purpose unless the Board of Trustees removes or changes the specific use through the same type of formal action taken to establish the commitment. Board of Trustee action to commit fund balance needs

to occur within the fiscal reporting period, no later than June 30th; however, the amount can be determined with the release of the financial statements. At the time of adoption of this resolution, the Board of Trustee hereby establishes the following committed fund balances:

- Other Post-Employment Benefits (OPEB): The District will commit the total expected unfunded liability balance for past service, amortization being paid over the period of ten years.
- **Assigned Fund Balance:** Funds that are constrained by the District's intent to be used for specific purposes but are neither restricted nor committed. This resolution hereby delegates the authority to assign amounts to be used for the Flood Fight Fund to the District Manager for the purpose of reporting these amounts in the financial statements. Other purposes will be assigned by the Board of Trustees as deemed necessary.
- **Unassigned Fund Balance:** The residual positive net resources of the general fund in excess of what can be properly classified in one of the above four categories.
- **Flow Assumption:** When expenditures are incurred for purposes for which both restricted and unrestricted fund balance is available, restricted fund balance is considered to have been spent first. Similarly, when expenditures are incurred for which amounts in any of the unrestricted fund balance classifications can be used, committed amounts should be reduced first, followed by assigned amounts and then unassigned amounts.



Reclamation District No. 1000

Resolution No. 2007-03

WHEREAS certain District administrative employees, who are not provided District owned or hired motor vehicles for use on District business, utilize their own personal vehicles on District business; and

WHEREAS the District's motor vehicle insurance policy provides public liability coverage but does not provide comprehensive, collision or theft coverage for non-District owned and non-District hired automobiles utilized in the course of District business; and

WHEREAS the District wishes to establish a policy for reimbursement of such administrative employees' out-of-pocket deductible costs for theft or collision damage to such employees' personal motor vehicles when such are being utilized on District business;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The District will reimburse employees not provided a District owned or hired motor vehicle for out-of-pocket deductible costs incurred by such employees for collision damage or theft of their personal automobiles when utilized on District business up to a maximum deductible cost incurred by such employees under such circumstances of not to exceed \$500.00.

Certification

The undersigned hereby certifies that she is the District Secretary of Reclamation District No. 1000 and that the foregoing Resolution was duly adopted by Reclamation District No. 1000 at its District Board Meeting held on March 9, 2007.



Reclamation District No. 1000

Resolution No. 2008-11A

WHEREAS, Reclamation District No. 1000 (“District”) has developed the Natomas Basin Modeling Program (the “Program”) under agreement with the District’s consulting engineers, through which District owns the Program and all improvements or additions thereto which are developed over time;

WHEREAS, the Program enables District to define the flood plain within District boundaries; predict the effect on District’s drainage system of various assume inputs of water thereto and various encroachments in the interior flood plain within District boundaries; and analyze the effect of proposed modifications to the interior drainage system to mitigate associated impacts on the system;

WHEREAS, the cost to District of the developing the Program has been substantial, and the District anticipates future costs to update the model based on technological advances, revised standards and incorporation of new data and changes as well as costs in the nature of interest for loss of use of funds (to be based on the percentage increase, if any, on an annual basis in the U.S. Department of Labor Consumer Price Index for the San-Francisco-Oakland Area, All Urban Consumers, All Items) (together “Costs”);

WHEREAS, by Resolution No. 1996-4B the District established a policy for recoupment of a portion of the Costs of the Program, recognizing that a portion of the Costs thereof (10%) of properly allocable to all District landowners by virtue of general application of the Program for District-wide purposes (such as flood plain mapping, canal and crossing sizing, pumping plant analysis and general drainage system information) and experience has validated that 90% of the use of the Program is required by development proposals by owners/developers of land within District;

WHEREAS, when the District adopted Resolution No. 1996-4B, it was projected that approximately 15,000 acres of land within District boundaries were susceptible to development in the foreseeable future which has since been amended based on more recent land use decisions, but a portion of the fees have already been collected based on the original projection;

WHEREAS, it is recognized that the Costs to develop, update and maintain the Model as well as the anticipated areas to be developed necessitating use of the Model are subject to change over time;

WHEREAS, the Board wishes to continue the existing policy to recoup a portion of the Costs of the Program as outlined above but wishes to adjust the parameters used to calculate the appropriate fee necessary to fairly and reasonably recoup said Costs;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS;

1. The above recitals are found to be true and correct.
2. The owners/developers of land within District boundaries should be required in any form of drainage improvement agreement entered into with District, to pay that portion of 90% of the current Costs of the Program (less any Costs recovered to date) that the acreage of land they propose to develop bears to most current estimate of acres likely to be developed in the Natomas Basin (currently estimated at 10,000 acres) as determined by the District.

Certification

I, Terrie Figueroa, Secretary of Reclamation District No. 1000, hereby certify that the foregoing Resolution was duly adopted by the Board of Trustees of Reclamation District No. 1000, at the regular meeting held November 14, 2008, and made a part of the minutes thereof.



I. RECRUITING AND HIRING POLICIES

A. Equal Employment Opportunity

The District guarantees every applicant for employment and every employee the right of equal treatment without regard to race, color, sex, age, religion, creed, national origin, citizenship, sexual preference, gender identity or expression, physical or mental handicap, disability status, medical condition, pregnancy, genetic characteristic, marital status, veteran status, or any other status protected by law (collectively, “protected status”). This policy includes recruiting, hiring, working conditions, benefits, training programs, promotions, use of District facilities, and all other terms and conditions of employment.

In recruiting and selecting employees, the District furthers the principles of equal employment by seeking talented and competent persons who are suited for a specific position by reason of training, experience, character, personality, intelligence and general ability. The District does not consider an individual’s protected status in recruiting and selecting employees.

Promotions are based on an employee’s past performance and qualifications to assume additional responsibilities determined without regard to, or consideration of, the individual’s protected status. The District takes all personnel actions without regard to an individual’s protected status.

B. Disability Accommodation

When necessary under the California Fair Employment and Housing Act and the Americans with Disabilities Act, the District will reasonably accommodate an employee or applicant with a disability if the employee or applicant is otherwise qualified to safely perform all of the essential functions of the position, with or without reasonable accommodation, unless doing so would result in an undue hardship. If an employee is unable to perform the essential functions of the job because of a disability, the employee should notify his or her manager, preferably in writing. While the District welcomes and solicits suggestions for accommodations to enable its employees to perform the essential functions of the job, the District will make the final decision regarding whether a reasonable accommodation is necessary and, if so, which accommodation to provide.



Reclamation District No. 1000

Anti-Nepotism Policy

Option 1

The employment of relatives can cause various problems, including favoritism, the appearance or potential for favoritism, and conflicts of interest. Therefore, it is the policy of the Firm not to hire relatives of any current employees. For purposes of this policy, a “relative” is defined as an employee’s spouse, registered domestic partner, child, parent, grandparent, grandchild, sibling, niece, nephew, aunt, or uncle, any person related by blood or marriage and residing in the employee’s household, or any person with whom the employee is in a romantic relationship.

If existing employees become related after the time of hire (whether because of marriage or some other circumstance), only one of the employees will be permitted to stay with the Firm. The related employees will be permitted to determine which of them will resign and must notify the Firm of their decision within 30 calendar days. If no decision has been made during that time, the Firm will decide who will remain employed with the Firm.

Option 2

The employment of relatives can cause various problems, including favoritism, the appearance or potential for favoritism, and conflicts of interest. Therefore, it is the policy of the Firm not to hire relatives of any current employees. For purposes of this policy, a “relative” is defined as an employee’s spouse, registered domestic partner, child, parent, grandparent, grandchild, sibling, niece, nephew, aunt, or uncle, any person related by blood or marriage and residing in the employee’s household, or any person with whom the employee is in a romantic relationship.

If existing employees become related after the time of hire (whether because of marriage or some other circumstance), the Firm will determine if the continued employment of the related employees creates:

1. A supervisor / subordinate relationship with a relative;
2. A reporting relationship where relatives will be assigned to the same immediate supervisor;
3. An adverse impact on work performance;
4. An actual conflict of interest; or
5. The appearance of a conflict of interest. If one of those conditions should occur, the Firm will devise a management plan outlining the steps required to mitigate the adverse impact of the employees’ relationship. The management plan must address reporting relationships, supervision, and evaluation procedures, and must be approved by _____. The Firm reserves the right to reassign either or both related employees for the good of the Firm.

If a suitable management plan cannot be devised, the related employees will be permitted to determine which of them will resign and must notify the Firm of their decision within 30 days. If no decision has been made during that time, the Firm will decide who will remain employed.

Option 3

The Firm does not prohibit employment of relatives in all circumstances. However, there are significant restrictions on the employment of relatives to avoid favoritism, the appearance or potential for favoritism, and conflicts of interest often associated with nepotism. For purposes of this policy, a “relative” is defined as an employee’s spouse, registered domestic partner, child, parent, grandparent, grandchild, sibling, niece, nephew, aunt, or uncle, any person related by blood or marriage and residing in the employee’s household, or any person with whom the employee is in a romantic relationship.

Relatives of employees will be considered for employment based on their qualifications. Relatives may not be hired, however, if such employment would create:

1. A supervisor / subordinate relationship with a relative;
2. A reporting relationship where the relative will be assigned to the same immediate supervisor as the employee;
3. An adverse impact on work performance;
4. An actual conflict of interest;
5. The appearance of a conflict of interest.

If existing employees become related after the time of hire (whether by marriage or some other circumstance), those employees may continue employment so long as the Firm determines that it does not involve any of the above-described conditions. If one of the conditions outlined above should occur, the Firm will devise a management plan outlining the steps required to mitigate the adverse impact of the employees’ relationship. The management plan must address reporting relationships, supervision, and evaluation procedures, and must be approved by _____. The Firm reserves the right to reassign either or both related employees for the good of the Firm.

If a suitable management plan cannot be devised, the related employees will be permitted to determine which of them will resign and must notify the Firm of their decision within 30 days. If no decision has been made during that time, the Firm will decide who will remain employed.



Reclamation District No. 1000

Return to Work Policy

Policy:

Reclamation District No. 1000 is committed to returning injured employees to modified or alternative work as soon after an injury as possible. Temporarily modifying the employee's job or providing the employee with an alternative position, to the extent practicable, will do this. The employee's medical condition along with any limitations or restrictions given by the attending physician will be considered as a priority when identifying the modified/alternative position.

Purpose:

This program is intended to provide our employees with an opportunity to continue as valuable members of our team while recovering from a work-related injury. We want to minimize any adverse effects of an ongoing disability on our employees. This program is intended to promote speedy recoveries, while keeping the employees' work patterns and income consistent when practicable. At the same time, we benefit from having our employees providing a service and contributing to the overall productivity of our business.

Scope:

This program applies to ALL employees of Reclamation District No. 1000.

Responsibilities:

Reclamation District No 1000

- a. All injuries and the duration of the disability will be handled by Terrie Figueroa.
- b. Terrie Figueroa will act as a liaison between Reclamation District No. 1000, the injured worker, the attending physician and State Fund.
- c. Terrie Figueroa will make sure the appropriate paperwork and forms have been properly handled and submitted to the appropriate parties.
- d. Terrie Figueroa will monitor the modified/alternative work and gather any additional information that may be needed to properly handle the return to work efforts.

All Supervisors/ Manager

In the event of an injury, the supervisor/manager will make sure that our employee receives first aid or proper medical treatment at our selected medical clinic. If possible, the supervisor/manager will accompany the employee to the medical clinic. The attending physician shall be notified on the first visit that Reclamation District No. 1000 has a return to work program and that modified/alternative work will be provided when practicable. The supervisor/manager will work closely with Terrie Figueroa to coordinate the return to work and will be responsible for introducing the employee back into the workplace in the modified/alternative position. Supervisor/manager will make sure that the injured employee receives necessary assistance from co-workers and that the employee does NOT work outside his/her restrictions. Monitoring for transition into full duty work will be the supervisors/managers responsibility.

Employees

If an injury occurs on the job, the employee is required to report it to their supervisor/manager immediately. If the injury requires more attention than first aid, the employee must proceed to our selected provider for occupational injury, U.S. HEALTHWORKS. If available, an employer representative will accompany the employee to the medical clinic. Together with the physician, the employee's physical restrictions and limitations shall be discussed. All employees are expected to return to the worksite the very same day to report the physician's findings and to discuss modified or alternative work. This will enable all parties to be kept abreast of the employee's condition. Employees that have an injury shall report to the worksite after each visit to discuss his/her recovery.

Once an employee has returned to work, it is his/her responsibility to work within the physical limitations that the physician has given. The employee shall perform only those duties that are assigned to him/her. An employee shall immediately notify his/her supervisor of any difficulty in performing the duties. The employee must also notify his/her supervisor in advance of any medical appointments. Time off will be allowed for industrial appointments. The employee shall keep his/her supervisor/manager informed of the recovery process and the ability to perform modified/alternative work.

Everyone

If anyone involved in this process has a question, they should take the time to get an answer. Unasked questions can lead to confusion. Reclamation District No. 1000 is committed to promoting in the best possible way a full recovery for any of our industrially injured employees. Reclamation District No. 1000, along with State Compensation Insurance Fund is available to answer any question that may arise.



A. Policy Prohibiting Use of Drugs And Alcohol

1. Drug Free Workplace

The District maintains a drug-free workplace in accordance with the provisions of the Federal Drug-Free Workplace Act of 1988 and the California Drug-Free Workplace Act of 1990. In accordance with its responsibilities under the Drug-Free Workplace Acts, the District has established a drug-free awareness program. This program has been established to inform employees about the dangers of drug abuse in the workplace and the District's policy of maintaining a drug-free workplace, as well as the penalties that the District may impose upon employees for drug abuse violations.

The purpose of this policy is to assure worker fitness for duty and to protect our employees and the public from risks posed by the inappropriate use of alcohol and controlled substances. This policy is intended to comply with all applicable federal and state law and regulations governing anti-drug programs in the workplace.

No employee may use, possess, distribute or sell alcohol or any illegal drug while on the District's property, while on duty, while on on-call status, or while operating a vehicle that is owned or leased by the District. In addition, no employee may report for work, or go or remain on duty or on on-call status, while under the influence of or impaired by any illegal drug or alcohol. For purposes of this policy, a drug will be considered an "illegal drug" if its use is prohibited or restricted by law and an employee improperly uses or possesses the drug, regardless of whether such conduct constitutes an illegal act or whether the employee is criminally prosecuted and/or convicted for such conduct.

Although use of certain cannabinoids (marijuana) is lawful under California law, use and possession is still unlawful under federal law. Therefore, the District considers such cannabinoids to be "illegal drugs" within the meaning of this policy.

Assistance for drug abuse and rehabilitation is available through normal medical providers and may be covered to some extent by insurance. For assistance, employees are encouraged to contact their physicians directly. All employees must adhere to the rules stated in this policy as a condition of employment. Failure to comply with this policy may result in discipline, including termination. The District Secretary has been designated to administer this policy, monitor the program and make reports as required by law.

As with any of the District's policies, the District reserves the right to change, alter, amend, and interpret this policy.

2. Drug and Alcohol Testing

a. Reasonable Suspicion

When a reasonable basis exists to suspect an employee of violating the drug and alcohol policy, the employee will be requested to immediately submit to a drug and/or alcohol test. Suspicion will be based on objective symptoms, such as factors related to the employee's appearance, behavior and speech. A reasonable basis may also exist if an employee is found to be in possession of illegal drugs, alcohol or paraphernalia connected with the use of an illegal drug. Possession of illegal drugs or alcohol is prohibited even if the employee has not used these substances. Testing may also be required if an employee is involved in an incident which results in serious injury to the employee or others, or which might have resulted in such injury. The results of all tests will be kept confidential. An employee has the right to refuse to be tested. However, employees who are directed to submit to an alcohol and/or drug test and who refuse may be subject to discipline, up to and including immediate termination.

If the results of the employee's drug and/or alcohol test are positive, the District will take disciplinary action which may include mandatory participation in the Employee Assistance Program, suspension or immediate termination. The disciplinary action will be based on the seriousness of the offense and the employee's past performance with the District. If an employee returns to work after testing positive for drugs and/or alcohol, the employee may be required to consent to unannounced tests for drugs and/or alcohol for a two-year period as a condition of continued employment. An employee who tests positive may request a second test to be performed by a reliable drug testing agency, at the employee's expense.

b. DOT Drivers

The U.S. Department of Transportation regulates employees who are required to hold a commercial motor vehicle driver's license (either a Class 2 or a Class 3 California driver's license). Drivers' names are placed in a pool and are subject to random testing in accordance with federal law. Drivers are also subject to testing when a reasonable basis exists to suspect that the driver has violated the drug and alcohol policy. The District complies with the DOT requirements regarding random drug testing, including all protocols involved in the testing.

B. Last Chance Agreement

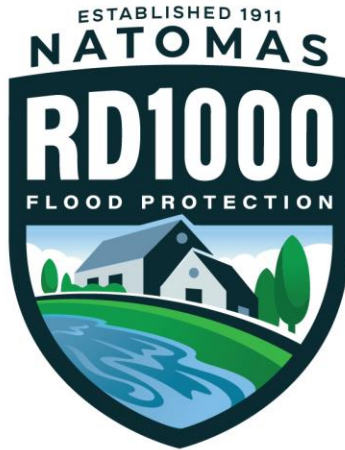
In rare cases, after review of an employee's work history and the circumstances associated with a positive drug or alcohol test, the District may offer the employee a "Last Chance Agreement." In such cases, the employee will be referred to a Certified Substance Abuse Professional for evaluation. The Substance Abuse Professional may advise the District that it may require the employee to undergo rehabilitation prior to return to duty, and a follow-up evaluation, aftercare, and testing.

In order to continue employment with the District, whether or not aftercare treatment is necessary, the employee must have a negative drug and/or alcohol test before returning to work. The employee will be required to undergo random testing for a period of time thereafter. An employee must agree to this condition as a condition of continued employment. The cost of the evaluation or treatment, aftercare, and/or rehabilitation will be paid by the employee.

C. Visitors in The Workplace

To provide for the safety and security of employees and the facilities at the District, only authorized visitors as determined by management are allowed in the work place. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures the security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions

and disturbances. Therefore, family and friends of employees are discouraged from visiting during business hours. Employees are required to meet any visitor in a designated reception area. Authorized visitors must be escorted to their destination. Employees are responsible for the conduct and safety of their personal or professional visitors. If an unauthorized individual is observed on the District's premises, employees should immediately notify a supervisor of the intruder.



RECLAMATION DISTRICT NO. 1000

EMPLOYEE HANDBOOK

Revisions Adopted by Board of Trustees

September 2017

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I. INTRODUCTORY STATEMENTS

A. Welcome

Welcome to Reclamation District No. 1000. The District values its employees and provides a work environment designed to be mutually beneficial for its employees, the District, and the community we serve. The District is proud that it has highly valued and skilled employees who have chosen to remain employed with the District for many years. Consistent with the District's philosophy, this handbook is designed to acquaint employees with Reclamation District No. 1000 (the "District"), and provide information about our employment practices. Employees should read, understand, and comply with all provisions of this handbook. Employees will also be required to review the Handbook on an annual basis and acknowledge that they have done so in writing. However, this handbook is not a contract and does not create any contractual obligations. In addition, no employee handbook can anticipate every circumstance or question about the District and its policies. Therefore, the District reserves the right to revise this handbook as situations arise or as laws change.

No policy in this handbook will be interpreted to limit or interfere with an employee's right to discuss his or her wages, hours, and terms and conditions of employment with coworkers. If an employee needs clarification of any aspect of this policy, the employee should contact his or her supervisor or the General Manager.

B. At-Will Employment

All employment with the District is "at-will." This means that either the employee or the District can terminate the employment at any time, for any reason or for no reason, with or without advance notice. All employees, whether introductory, regular, or temporary, are at-will employees. Only the Board of Trustees of the District has the right to amend this at-will policy. Any amendments must be in writing and must be signed by the President of the Board.

II. RECRUITING AND HIRING POLICIES

A. Equal Employment Opportunity

The District guarantees every applicant for employment and every employee the right of equal treatment without regard to race, color, sex, age, religion, creed, national origin, citizenship, sexual preference, gender identity or expression, physical or mental handicap, disability status, medical condition, pregnancy, genetic characteristic, marital status, veteran status, or any other status protected by law (collectively, "protected status"). This policy includes recruiting, hiring, working conditions, benefits, training programs, promotions, use of District facilities, and all other terms and conditions of employment.

In recruiting and selecting employees, the District furthers the principles of equal employment by seeking talented and competent persons who are suited for a specific position by reason of training, experience, character, personality, intelligence and general ability. The District does not consider an individual's protected status in recruiting and selecting employees.

Promotions are based on an employee's past performance and qualifications to assume additional responsibilities determined without regard to, or consideration of, the individual's protected status. The District takes all personnel actions without regard to an individual's protected status.

B. Disability Accommodation

When necessary under the California Fair Employment and Housing Act and the Americans with Disabilities Act, the District will reasonably accommodate an employee or applicant with a disability if the employee or applicant is otherwise qualified to safely perform all of the essential functions of the position, with or without reasonable accommodation, unless doing so would result in an undue hardship. If an employee is unable to perform the essential functions of the job because of a disability, the employee should notify his or her manager, preferably in writing. While the District welcomes and solicits suggestions for accommodations to enable its employees to perform the essential functions of the job, the District will make the final decision regarding whether a reasonable accommodation is necessary and, if so, which accommodation to provide.

III. PRE-EMPLOYMENT POLICIES AND ORIENTATION

A. Employment Applications

The District relies upon the accuracy of information contained in the employment application and other data presented throughout the hiring and employment process. Any misrepresentation, falsification, or material omission in any of this information or data may result in exclusion of the individual from further consideration for employment, or termination of employment if the person has been hired.

B. Pre-Employment Medical Examination

Certain positions within the District may require an applicant to successfully complete a medical exam. The cost of the exam shall be paid by the District, and the exam shall be performed by a physician approved by the District. The exam will only be used to determine whether the applicant can perform the essential functions of the job. Such an exam will only occur after a conditional offer of employment has been made. The offer of employment will be contingent upon the applicant's successful completion of the exam.

C. Pre-Employment Drug And Alcohol Screening

The District is committed to providing a safe, efficient, and productive work place by preventing unlawful drug or alcohol use. All positions within the District require an applicant to successfully complete a pre-employment drug and alcohol test at the cost of the District. This test will occur after a conditional offer of employment has been made, and the offer of employment will be contingent upon the applicant's successful completion of the test.

In addition, the Department of Transportation requires pre-employment testing to be administered to applicants and employees who are required as a part of their job to hold a commercial driver's license, Class A or Class B. As with other pre-employment tests, offers of employment are contingent upon the District receiving a report that the applicant has passed this test.

D. Verification of Lawful Work Status

The District only employs United States citizens and aliens who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, each employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility prior to commencement of employment.

IV. CATEGORIES OF EMPLOYMENT

A. Employee Classifications

The District has five job classifications that determine benefits and eligibility for leaves:

1. Regular Full-time employee. A regular full-time employee is one who is regularly scheduled to work 40 hours or more per week.
2. Regular Part-time employee. A regular part-time employee is one who is regularly scheduled to work less than 40 hours per week.
3. Temporary and/or Seasonal employee. A temporary employee is one who is hired to fill a short-term position. Temporary employees generally will not be employed for more than six (6) months. A Seasonal employee is generally employed for a specific time of year when the District has additional operational and maintenance obligations. This employment will generally last for three (3) to six (6) months. A Seasonal employee may or may not be rehired from year to year.
4. Introductory Employee. An introductory employee is an employee who is not a temporary employee but who has not yet completed his or her first 3 months of employment with the District ("Introductory Period"). Certain benefits will be available to the employee only once the employee completes his or her introductory period.
5. Rehired Employee. Employees who are rehired following a break in service in excess of one month, other than an approved leave of absence, must serve a new introductory period whether or not such a period was previously completed. Such employees are considered new employees from the effective date of their reemployment for all purposes, including benefits.

During a new employee's Introductory Period, the District will observe and evaluate the employee's work and conduct and provide the employee with orientation and additional training as necessary. Any issues or concerns regarding the employee's performance will be addressed directly and promptly in an effort to ensure the employee's success.

Regular Part-time, Temporary, and Seasonal employees are prohibited from working more than 960 hours in any fiscal year (July 1 – June 30). These employees are not eligible for CalPERS or other benefits except as expressly set forth in this Handbook or as otherwise required by law.

Certain employees are exempt from federal and state wage and hour law, and are not entitled to overtime pay. These employees are referred to as "exempt employees." Nonexempt employees receive overtime and are required to take certain meal and rest breaks. All employees, regardless of their classification and regardless of whether they have completed their introductory period, are at-will.

V. WORK PERIODS AND COMPENSATION

A. Workday/Work Week

The District's regular business hours (open to the public) are from 8:00 a.m. to 4:30 p.m., Monday through Friday. The District's field crew normal work shift is from 7:00 a.m. to 3:30 p.m. Monday through Friday, inclusive of an unpaid 30 minute meal period. The District's workday is midnight to midnight and its workweek is Sunday through Saturday. The standard work hours for all Regular Full-Time employees who are nonexempt are 40 hours per week, eight hours per day, exclusive of the meal period.

Staffing needs, operational demands, and public safety and security concerns may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. If other than the standard amount of time is needed from any employee, the employee will be asked in advance to increase the number of hours worked each day as necessary. All exempt employees will be expected to work the hours needed to complete their work, even if such hours exceed the normal work schedule.

B. Overtime

The District pays overtime for nonexempt employees at time and one-half for any hours worked in excess of 8 hours per day or 40 hours per week, and at double time for any hours worked in excess of 12 hours per day or on a Sunday or District holiday. If a shift begins on a Sunday or District holiday, all hours worked in that shift shall be paid at double time, even if the shift ends on a Monday. All overtime must be approved in advance by the employee's supervisor. "Hours worked" means time actually spent on the job. It does not include an unpaid meal period, makeup time, or hours away from work due to vacation, sickness, holiday, jury duty, or other absences from work. Exempt employees are not paid overtime, even if their hours exceed the normal work schedule. However, at the General Manager's discretion, exempt employees who work excessive hours due to seasonal conditions may be granted additional time off. Employees who work a 12-hour shift in any day will be paid a \$10 meal allowance and will be paid for their on-duty meal period.

C. On-Call Duty

All employees may be required to be on call after hours, on weekends and holidays, during flood season, or at other time as necessary. The General Manager or District Superintendent will schedule on call employees on an as-needed basis. Employees who are on call must remain ready to work but can pursue their daily activities. On call employees must remain available by cell phone and may not travel more than two hours away from the District Office. "On call" status is not considered time worked, because it is not unduly restrictive. Therefore, on call duty is unpaid. Non-exempt employees will be compensated for all time actually worked if they are called to work and will receive at least two hours call back pay regardless of the number of hours they actually work.

D. Makeup Time

On occasion, a nonexempt employee may ask his or her supervisor for additional time off to attend to personal matters. If the supervisor grants the request, this time off will be without pay. If an employee wishes to make up this missed time, he or she may make a request to his or her supervisor *before* the makeup time is worked. It is within the supervisor's discretion to grant the request. Makeup time may be worked in advance of the missed time but must be worked in the same workweek as the missed time. An employee may not work over 11 hours in one day or over 40 hours total in any week that includes make up time, without prior approval of the supervisor.

E. Time Sheets

Timesheets are used as a means of accurately recording hours worked and calculating pay. They will be used to record daily activities including vacation, holidays, sick leave, and absences. Federal and State law require the District to keep an accurate record of time worked. All employees must complete a timesheet on a daily basis, which must be approved by their supervisor before a payroll check is issued.

Employee timesheets are official District records and must be accurately maintained. Employees are prohibited by state and federal law from performing any work that they do not record on their time sheets. Altering, falsifying, losing, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment. If there is a mistake on the timesheet, an employee should inform the supervisor and then make and initial the necessary corrections. The supervisor or General Manager should also initial any corrections. Nonexempt employees will be paid for mandatory meetings and training but must note "meeting" or "training" next to the time recorded.

F. Pay Periods

Paychecks are distributed on the 5th and 20th day of each month. When these days occur on a Saturday or Sunday, the paychecks will be distributed the previous Friday. In the event that a regularly scheduled payday falls on a holiday, employees will be paid on the last workday before the regularly scheduled payday.

G. Breaks and Meal Periods

Nonexempt employees must take one paid ten-minute break for every 4 hours worked. All ten-minute breaks must be taken and cannot be consolidated with the meal breaks. Nonexempt employees who work more than 5 hours must take an unpaid 30-minute meal break. An employee may not vary his or her assigned ten-minute break and meal break without the prior approval of his or her supervisor.

H. Pay Advances

The District prohibits pay advances and extensions of credit on unearned wages.

I. Payroll Deductions and Wage Attachments And Garnishments

The District makes certain deductions from every employee's paycheck. Among these are applicable federal, state, and local income taxes, social security and Medicare taxes, and state disability insurance and paid family leave contributions. By law, the District is also required to honor legal attachments and garnishments of an employee's wages or salaries. If an employee's wages are attached, the District will withhold the specified amount to satisfy the terms of the attachment.

Any employee who believes that an improper deduction or improper wage payment has occurred is encouraged to consult the Administrative Services Manager as soon as possible. The matter will be promptly investigated and, if an error has occurred, it will be corrected. Employees may file complaints without fear of retaliation.

VI. BENEFITS

A. Health, Dental and Vision Insurance

The District offers group health, dental and vision insurance benefits to regular full-time employees and their dependents after meeting the eligibility requirements of the individual plan. Employees should consult the individual plan for details. These benefits are subject to change at the discretion of the District without prior notice.

B. Public Employees Retirement System

The District participates in the California Public Employees Retirement System (CalPERS). This benefit is available to both regular and part-time employees whose regular work schedule is equal to or exceeds 1000 hours per fiscal year. Employees should consult the plan for details, including eligibility requirements.

C. Life Insurance

The District provides a \$50,000 life insurance policy for all regular full-time employees, pursuant to the terms of the benefit plan.

D. Longevity Bonus

The District values long term employees. To reward employees who remain at the District, it offers an annual bonus plan set forth in Appendix C to this Handbook.

E. License and Certification Bonus

The District compensates employees who have specific licenses or certifications that benefit the District. Annual bonuses are paid for these licenses and certifications as set forth in Appendix C attached to this Handbook.

VII. LEAVES OF ABSENCE

In general, employees who are on an unpaid leave of absence in excess of 30 days for any reason are ineligible for group health benefits. An employee will be considered to be on an unpaid leave of absence unless he or she is being paid by the District. An employee is on an unpaid leave of absence even if he or she receives pay from the State, such as SDI, Paid Family Leave, or workers' compensation. However, if the law requires that group health benefits continue during the leave, then the District will provide those benefits. For example, although a leave of absence for pregnancy disability is unpaid, the law requires that the District maintain the employee's group health benefits. Employees who are on a paid leave of absence, such as vacation, sick leave, holidays or bereavement leave remain eligible for group health benefits during the portion of their paid leave.

A. Sick Leave

An employee who is unable to report to work due to illness or injury must notify his or her supervisor at least 30 minutes before his or her scheduled start time, if possible. The employee must also notify his or her supervisor on each additional day of absence. If an employee does not provide the appropriate notice, the employee may be subject to discipline. The District General Manager reserves the right to request a doctor's release if an employee is absent due to illness or injury at any time. Generally, an employee who is absent for more than 3 consecutive workdays may be required to provide a doctor's note confirming their illness.

1. Regular Full Time Employees

Regular full-time employees who work 30 days or more with the District will accrue sick leave on a per day basis at the rate of 8 hours per month. Accrual shall begin on the first day of employment with the District. There is no cap on the accrual of sick leave for regular full-time employees. All accrued but unused sick leave shall roll over to the next year.

2. Regular Part-time, Temporary, and Seasonal Employees

Regular Part-Time employees, and Temporary and Seasonal employees who are not hired through an agency and who work 30 days or more with the District will also accrue sick leave on a per day basis at the rate of 8 hours per month, with a cap of twenty-four (24) hours annually. All accrued but unused sick leave shall roll over to the next year, up to a total cap of forty-eight (48) hours. Retired Annuitants are not eligible for paid sick leave benefits. Temporary or Seasonal employees hired through a temporary agency should contact the agency for information regarding paid sick leave benefits.

3. Use of Sick Leave

Accrued sick leave may not be taken prior to the 90th day of employment unless authorized by the General Manager. Sick leave must be taken in increments of no less than one-half hour. If an employee receives state disability insurance benefits during an illness, the District shall supplement these benefits with any accrued sick leave. Accrued but unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment except as provided below. An employee may use his or her annual accrued sick leave for illnesses of the employee's family members, including spouse or registered domestic partner, children and step-children (including foster children and legal wards), parents and step-parents, legal guardian of an employee or the employee's spouse or registered domestic partner, grandparents and grandchildren, siblings, and any person who stood "in loco parentis" when the employee was a minor child, and any child to whom the employee stands "in loco parentis", i.e. the relationship is as if he or she were the parent.

If an employee separates from the District and is rehired by the District to active service (not retired annuitant status) within one year from the date of separation, the employee's previously accrued and unused sick leave shall be reinstated, up to a cap of forty-eight (48) hours.

Upon retirement, a regular full-time employee may receive a lump sum payment from the District equal to one-third of the total accrued but unused sick leave available to that employee as of his or her retirement date. In no event shall such lump sum payment exceed the value of 400 hours, payable at the employee's then current rate of pay. Any accrued but unused sick leave remaining after the lump sum payment has been made may be used to receive service credit pursuant to the PERS plan. The unused sick leave credits compensated by District will be deducted from accrued sick leave balances prior to certification to PERS for service credit.

Alternatively, at the employee's option, the employee may choose to receive service credit for all unused sick leave pursuant to the PERS plan. Please refer to the plan for eligibility requirements and benefit levels.

B. Holidays

All regular full-time and part-time employees are entitled to the following paid holidays each year:

New Year's Day
 Memorial Day
 Independence Day
 Labor Day
 Thanksgiving Day
 Day After Thanksgiving
 Christmas Day

In addition to the prescribed days above, full time employees are entitled to five (5) floating holidays in lieu of the additional State designated holidays which fall during the flood season. Employees will earn an 8-hour floating holiday on January 1, February 1, and March 1. An additional 16 hours floating holiday will be credited on July 1 for the holidays which fall in the second half of the year. Floating holidays are expected to be used within the year they are earned. Therefore, employees may not accrue more than 40 hours of floating holiday time. Employees must use their accrued floating holidays before they use any accrued vacation. An employee with any accrued floating holiday time still on the books as of January 1 of the subsequent year shall not be eligible to earn a floating holiday until all his or her accrued floating holiday time has been used. The District pays all accrued but unused floating holiday benefits upon termination of employment.

Holidays which fall on a weekday will be observed on the day of the holiday. When a holiday falls on a weekend, the District at its discretion, will declare the preceding or following weekday as a paid holiday. In order to qualify for holiday pay, regular full-time employees must work the last scheduled workday immediately preceding the holiday and the first scheduled workday following the holiday, unless the employee is on vacation or an approved paid absence.

Regular full-time employees shall receive 8 hours of regular pay for each observed holiday. Employees on a leave of absence for any reason at the time of the holiday observance are ineligible for holiday benefits. Regular part-time employees will be paid the pro-rated number of hours normally scheduled per day.

C. Vacation

The District recognizes the value of rest, relaxation, and time away from the District, and encourages employees to use all accrued vacation. Regular full-time employees earn paid vacation as follows:

<u>Years of Service</u>	<u>Hours Accrued Per Month</u>
1 st through 5 th years	6.67 hours
6 th through 10 th years	10 hours
11 th through 15 th years	11.33 hours
16 th through 20 th years	12.67 hours
20 plus years	13.33

Vacation is accrued on a daily basis, beginning with the first day of employment. An employee may not take vacation, however, until his or her Introductory Period has passed unless authorized by the General Manager.

An employee may not accrue more than 360 vacation hours. Once an employee reaches the 360-hour cap, the employee will not accrue any additional vacation hours until he or she either uses vacation or cashes it out (per the policy described below) such that the employee's bank falls below the 360 cap. An employee may, at his or her election, cash out accrued but unused vacation, not to exceed one half of their annual vacation accrual, as long as the employee has at least 80 hours of accrued but unused vacation remaining in the employee's bank post cash-out. The District pays all accrued but unused vacation benefits upon termination of employment.

The District plans its operations and maintenance activities in advance to meet its public safety mission based on the resources (staffing) available and its operational priorities. To meet these objectives, the District requires employee vacations be scheduled and approved via a vacation request two weeks in advance by an employee's supervisor. Vacation must be taken in increments of one-half hour. No employee should schedule a vacation during flood season, which begins November 15 and continues through April 15, without first obtaining written approval from his or her supervisor. Although efforts will be made to accommodate requests to take vacation at the specified time, the needs of the District must be considered when evaluating vacation requests. The District reserves the right to decline an employee's request to take a vacation if it would be disruptive to the District or inconvenient to grant the request. The District also reserves the right to cancel an employee's vacation and/or rescind a previously approved vacation request during a flood or other emergency requiring the employee's presence at the District.

D. Pregnancy Disability Leave

The District prohibits discrimination against an employee or applicant on the basis of pregnancy or perceived pregnancy. In addition, the District shall reasonably accommodate an employee affected by pregnancy if the employee provides medical certification substantiating the employee's need for accommodation. Reasonable accommodation may include temporarily modifying work duties, allowing more frequent breaks, or a transfer to a less strenuous position (where one is available) or duties if medically needed. What constitutes a reasonable accommodation will be determined depending on the unique circumstances of each situation.

1. Eligibility

Female employees, regardless of their length of service with the District, are entitled to a Pregnancy Disability Leave during the time they are disabled due to pregnancy, childbirth or related medical conditions. This leave will be for the period of disability, up to 4 months, in accordance with applicable state regulations. An employee is "disabled by pregnancy" if she is unable because of pregnancy to perform the essential functions of her job, or to perform these functions without undue risk to the employee, to successful completion of her pregnancy, or to other persons.

Full-time employees are granted unpaid leave for the period of actual disability, up to a maximum of 4 months, which is equivalent to 693 hours of leave for a 40-hour-per-week employee, per pregnancy. Regular part-time employees are granted unpaid leave on a pro-rata basis.

Leave may be taken intermittently or on a reduced work schedule when medically advisable, as determined by an employee's health care provider. The smallest increment of time that may be used for such leave is half an hour.

2. Procedures for Requesting Leave/Certification

Employees should make requests for Pregnancy Disability Leave to the Administrative Services Manager at least 30 days in advance of foreseeable events, if possible, and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for Pregnancy Disability Leave and stating the date of disability due to pregnancy, childbirth or related medical condition, the probable duration of the period of disability, and a statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself or the successful completion of her pregnancy.

3. Integration with Other Benefits

A Pregnancy Disability leave is unpaid, but employees must use their accrued sick leave during the leave. In addition, employees may elect to use accrued vacation during the leave. Sick leave and vacation will supplement any State Disability or Paid Family Leave Insurance benefits. The District will maintain group health benefits during the leave as required by law. No additional vacation or sick leave will accrue during any unpaid portion of the leave (i.e., once all sick leave and vacation have been exhausted).

4. Return to Work

An employee on Pregnancy Disability Leave should provide the District with at least two weeks' advance notice of the date she intends to return to work. When a Pregnancy Disability Leave ends, the District will reinstate an employee to her original position or to a comparable position with equivalent pay, benefits, and other employment terms and conditions, in accordance with state law. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on Pregnancy Disability Leave would have been laid off had she not gone on leave, or if the employee's position has been eliminated during the leave and there is no comparable position available, then the employee would not be entitled to reinstatement. An employee's use of Pregnancy Disability Leave will not result in the loss of any employment benefit that the employee earned or was entitled to before the leave.

Employees returning from Pregnancy Disability Leave must submit a health care provider's verification of their fitness to return to work. If an employee fails to report to work promptly at the end of the Pregnancy Disability Leave, the District will assume that the employee has voluntarily resigned. In some instances, an employer can recover from an employee premium paid to maintain health insurance coverage if the employee fails to return following Pregnancy Disability Leave.

E. Family Care and Medical Leave

The District is a "covered employer" under the federal Family Care and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA). However, because the District does not have 50 or more employees within a 75-mile radius, its employees are not eligible for FMLA/CFRA leave.

F. Personal Leave of Absence

A personal leave of absence without pay may be granted at the discretion of the General Manager. Requests for personal leave will only be considered once the employee has exhausted his or her vacation and sick leave benefits. Such requests should also be limited to unusual and serious personal circumstances requiring a leave of absence. The District may require medical or other documentation to confirm the need for the leave. The length of leave will determine whether the

District will guarantee that an employee will be reinstated to his or her position when the employee is able to return to work. No employee will be guaranteed a right to reinstatement under this policy unless such guarantee is in writing, confirms the date by which the employee must return to work in order to be reinstated, and is signed by the General Manager. In addition, the length of the leave will determine whether the employee will be responsible for the full costs of health, vision and dental insurance coverage under CalCOBRA. No District provided benefits, such as sick leave and vacation, will continue to accrue during any personal leave of absence.

G. State Disability and Paid Family Leave Disability Benefits

For certain absences, the State of California will pay State Disability Insurance (“SDI”) or Paid Family Leave (“PFL”) benefits. The District does not pay SDI and PFL. These benefits are paid by employees through mandatory payroll deductions as required by law. SDI applies to leaves taken due to the employee’s own illness. PFL applies to qualifying leaves taken due to illnesses of the employee’s family member or domestic partner, as well as bonding with a new child.

Except as otherwise required by law, sick leave pay and vacation pay will supplement any State Disability, Workers’ Compensation or Paid Family Leave Insurance benefits, or any other payments made under a disability plan, to the extent that such a plan does not fully cover the employee’s leave. No sick leave pay or vacation pay will be substituted for State Disability Insurance, Workers’ Compensation or Paid Family Leave Insurance, or any other disability plan, however.

It is important to understand that neither the SDI nor the PFL statutes give an employee a right to take a leave of absence. These are benefit statutes, not leave of absence statutes. Unless an employee qualifies for a leave of absence under another statute, such as in the case of pregnancy disability leave or a leave of absence as a reasonable accommodation, or unless the District explicitly guarantees the employee reinstatement rights under Section F Personal Leave of Absence, the employee will have no right to continued employment, and no right to reinstatement after taking leave.

H. Workers’ Compensation Leave

An employee must report all accidents, injuries and illnesses occurring on the job, no matter how small, to his or her supervisor. The District carries workers’ compensation insurance coverage to protect employees who are injured on the job. If an employee is injured at work and is temporarily unable to perform his or her usual and customary work, the employee will be eligible to receive worker’s compensation benefits. The employee must provide the District with the certification from a recognized medical professional confirming the necessity of the leave within 14 days after the leave begins.

The leave will continue until:

1. a recognized medical professional certifies that the employee is capable of resuming all of the duties of the employee’s former position, with or without reasonable accommodation;
2. a recognized medical professional certifies that the employee is permanently precluded from returning to work in his or her prior position or performing some portion of his or her prior job (i.e., the medical condition is permanent and stationary);

3. the employee resigns, quits, accepts employment with another business, refuses to return to work after being released for full or partial work, or otherwise indicates that he or she is not going to return to work; or
4. one year has passed and the employee is still not able to return to work in his or her prior position.

An employee on a workers' compensation leave which exceeds 30 days must update the District on at least a monthly basis and provide information concerning his or her health status, anticipated date of return to work and continued intent to return to work. IF AN EMPLOYEE DOES NOT COMPLY WITH THIS REPORTING REQUIREMENT, THE DISTRICT MAY TERMINATE THE EMPLOYMENT. Workers' compensation disability leave is unpaid, but an employee may apply accrued vacation and sick leave to the workers' compensation disability leave. Accrued vacation and sick leave pay will supplement any workers' compensation or other wage benefits the employee receives. The District will maintain an employee's group health benefits during the period of leave as may be required by law.

The District will maintain an employee's group health benefits for that portion of leave that the employee is paid by the District. For example, if an employee applies accrued vacation to supplement any workers' compensation or other wage benefits the employee receives, the District will maintain an employee's group health benefits during the time the District pays the employee for accrued vacation. However, consistent with the District's group health benefits, the District will not maintain an employee's group health benefits during an unpaid leave unless otherwise required by law. Therefore, once an employee on leave has exhausted his or her accrued vacation, the employee will no longer be eligible for group health benefits. An employee may be eligible for continuation health care coverage under COBRA, at his or her cost.

An employee may return to work only after he or she provides the District with a release to work from the employee's physician. If the employee has been released without limitation, or is capable of performing the essential functions of his or her job with reasonable accommodation, the employee will be offered the same position he or she held prior to the leave, unless that job no longer exists or has been filled in order for the District to operate safely and efficiently. In this event, the employee will be offered a substantially similar position if one is available. If the District receives medical evidence satisfactory to it that an employee will be permanently unable to resume safely all of the essential functions of his or her job, with or without reasonable accommodation, and if reassignment to a vacant position is not possible, the employee's employment will be terminated.

I. Jury Duty

When an employee receives a jury summons, the employee must notify his or her supervisor as soon as possible and submit a copy of the jury summons. An employee is permitted to take time off for each full or partial working day he or she serves on jury duty. The employee must report to work on days or parts of days when he or she is not required to serve on jury duty. If the employee does not return to work immediately after jury duty ceases, the District will assume the employee has resigned. An exempt employee will be paid his or her regular salary during the time the employee serves on jury duty.

A nonexempt employee will be paid his or her regular wages while serving on jury duty up to a maximum of 20 working days each calendar year.

J. Travel

Certain expenses are incurred in the performance of job responsibility-related duties, such as mileage, hotel accommodations, airline travel, auto rental and meals and entertainment which are deemed "reasonable and acceptable business expenses." Advance approval from an employee's supervisor is required before an employee incurs any expense with the anticipation of reimbursement. The following reimbursements are authorized, provided an employee has obtained approval from his or her supervisor:

1. Personally Owned Automobiles. When personally owned automobiles are used, a mileage allowance will be paid equal to the standard mileage rate for transportation expenses paid or incurred for business purposes as provided by the Internal Revenue Service.
2. Other Transportation. The lowest available cost of coach air travel, at the time of booking, by the shortest route possible to and from points of business and the actual cost of taxi or limousine service to and from the airport. Receipt or ticket stubs are required if the expense exceeds \$25.
3. Lodging. The actual cost of reasonable lodging. Other hotel charges are not reimbursed except upon satisfactory explanation of the expenditure. Receipts are necessary to support all lodging expenses.
4. Meals. The actual reasonable cost of meals will be allowed when required on authorized or approved District business. All claims for reimbursement of meals should be supported by statements regarding the activity and location of the restaurant.
5. Communications. The actual cost of business communications such as telephone and postage. Claims for reimbursement must state names, places and purpose of all communications.

A detailed expense report along with corroborative receipts must be submitted to the employee's supervisor by the end of the calendar month during which the expense was incurred or immediately upon return from any trip which occurs at month-end.

A nonexempt employee may be paid for time spent:

1. traveling from his or her home to a location designated by the District to the extent that it exceeds the employee's regular daily commute;
2. reasonable time spent waiting to board a flight;
3. time on a flight, retrieving luggage and obtaining a rental car;
4. driving between the airport and the client's office or the employee's hotel; and
5. required meals with clients. Regular meal and sleeping hours will not be compensated while traveling.

K. Bereavement

The District provides regular full-time employees up to three days paid bereavement leave in the event of a death in the employee's immediate family. For purposes of this policy, "immediate family" includes the employee's spouse, parent, child, sibling, step-parents, step-children; the employee's spouse's parent, child, or sibling; the employee's longtime companion; and the employee's grandparents or grandchildren. The term "spouse" includes a registered domestic partner. An employee who needs to take time off due to the death of an immediate family member should contact his or her supervisor.

L. Time Off for Crime Victims

The District takes threats and actions of crime against our employees and their families very seriously. If at any time an employee needs to be absent from work because he or she or a family member has been the victim of a serious crime, the employee should contact his or her supervisor or the General Manager immediately. An employee may use accrued sick leave or vacation in lieu of unpaid time off for these purposes upon approval of the General Manager. The employee's privacy will be protected to the greatest extent possible. The District may ask the employee for certification to confirm the need for time off.

M. Military Service and Witness Duty

An employee may take a leave of absence to accommodate service in the Armed Forces, Military Reserves or National Guard. The specific terms of the absence and of rights to reinstatement, seniority, benefits, and compensation after a military leave are governed by law. An employee may also take unpaid time off as required by law to appear as a witness in court. An employee must give reasonable advance notice that he or she needs time off to appear as a witness.

VIII. PERFORMANCE STANDARDS, DUTIES AND DISCIPLINE

A. Unlawful Harassment, Discrimination, and Retaliation

The District is committed to providing a work environment free of harassment and discrimination. The District therefore prohibits sexual harassment, and harassment or discrimination based on race, color, sex, age, religion, creed, national origin, citizenship, sexual preference, gender identity or expression, physical or mental handicap, disability status, medical condition, pregnancy, genetic characteristic, marital status, veteran status, or any other status protected by law or any other basis made unlawful by federal, state or local law or ordinance or regulation (collectively, "protected status"). Such harassment or discrimination is unlawful and will not be tolerated. This policy prohibits unlawful harassment or discrimination of or by any employee of the District, including supervisors and co-workers. It also extends to vendors, independent contractors and others doing business with the District.

Unlawful harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation, is prohibited. Sexual harassment is defined by the Department of Fair Employment and Housing as "unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature." Unlawful harassment includes, but is not limited to:

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

2. Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures;
3. Physical conduct such as assault (unwanted touching), blocking normal movement, or interfering with work directed at an individual because of his or her sex or any other basis;
4. Threats and demands to submit to sexual requests in order to keep a job or avoid some other loss, and offers of job benefits in return for sexual favors;
5. Retaliation for having reported or threatened to report harassment; or
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, and suggestive or obscene letters, notes, or invitations.

If an employee thinks he or she is being harassed or discriminated against on the job because of gender, race, or other protected status, or if an employee observes behavior he or she believes to be in violation of this policy, the employee should immediately contact the General Manager or any other supervisor with whom the employee feels comfortable. The District will not retaliate against anyone for reporting any incidents of harassment or discrimination, for making any complaints of harassment or discrimination, or for participating in any investigation.

Supervisors must refer all harassment or discrimination complaints to the General Manager or, if the complaint concerns the General Manager, the Chairman of the Personnel Committee. The District will immediately undertake a thorough and objective investigation of the allegations. If an employee has violated this policy, the District will take remedial action commensurate with the severity of the offense. This may include discipline of the harasser, up to and including immediate termination. The District will also take action to deter any further harassment or discrimination and will remedy any loss to the complaining employee resulting from the harassment or discrimination.

All employees must report any incidents immediately so that complaints can be quickly and fairly resolved. The California Department of Fair Employment and Housing ("DFEH") investigates and may prosecute complaints of harassment or discrimination. An employee may have a claim of harassment or discrimination even if he or she has not lost a job related or economic benefit. Whenever an employee thinks he or she has been harassed, discriminated against, or that he or she has been retaliated against for resisting, complaining, or participating in an investigation, that employee may file a complaint with the DFEH. Information about filing a complaint is available online at the DFEH website along with a listing of the DFEH office locations. The nearest DFEH office is also listed in the telephone book. The District also has a brochure on sexual harassment which is available to all employees for additional information. The District expects its employees to act in a professional and respectful manner at all times.

In addition, the District desires to avoid misunderstandings, complaints of favoritism, claims of sexual harassment and employee dissension that may result from personal or social relationships amongst employees. Therefore, the District asks that if employees become romantically involved with one another they disclose their relationship to the General Manager or another supervisor with whom they feel comfortable. Please refer to the District's policy regarding the employment of friends and relatives for additional information.

B. Business Ethics

The District expects its employees to act in accordance with the highest standards of business ethics at all times. This includes avoiding the appearance of impropriety. Employees are expected to abide by this policy and comply with all applicable laws while conducting District business.

C. Fraud Prevention

All employees are responsible for the detection and prevention of fraud, misappropriation, theft, and other irregularities. Fraud is defined as the intentional, false representation, or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Every member of management will be familiar with the types of improprieties that might occur within his or her area of responsibility and be alert for any indication of irregularity.

Any irregularity that is detected or suspected must be reported immediately to the General Manager. If the matter concerns the General Manager, the employee should report the matter immediately to the Chairman of the Personnel Committee or the Chairman of the Board of Trustees. No employee will be retaliated against for acting in good faith to report a possible irregularity or for participating in any investigation under this policy.

D. Employee Conduct

The District expects its employees to act in a professional and respectful manner at all times. Examples of conduct that may lead to disciplinary action are identified below. However, it is impossible to provide an exhaustive list of types of inappropriate conduct. The following list contains some, but not all, examples of conduct that may lead to discipline, up to and including termination. Nothing in this policy alters the at-will nature of employment with the District.

- Unsatisfactory job performance;
- Unexcused absence;
- Violation of work rules;
- Tardiness;
- Unauthorized possession or removal of property;
- Use or possession of illegal drugs or alcohol while at work or appearing for work under the influence of drugs or alcohol;
- Failure to observe safety regulations;
- Harassment of other employees;
- Unprofessional attitude;
- Rude or discourteous behavior towards members of the public;
- Insubordination;
- Dishonesty (including falsification of a document or misrepresentations);
- Unauthorized possession of firearms, except those for which the employee has a current license and which are necessary in connection with the employee's duties at the District and only to the extent as explicitly permitted by the District;
- Any dangerous weapons or explosives within District boundaries;
- Disclosure of proprietary information; and
- Failure to comply with any policy in this handbook.

E. Attendance and Punctuality

Since the District has a right to expect that employees will be present, absences must be reported to an employee's supervisor at least 30 minutes prior to the start of the regularly assigned work period. If the supervisor is not available, then an employee should report his or her absence to the next level of management. If the employee is unable to telephone personally, an employee should have a member of his or her family, or a friend, do so and personally confirm the absence as soon as he or she is able to telephone. Absences will be recorded; excessive absences or abuse of this policy may be cause for disciplinary action, including termination. Unreported absences of three consecutive workdays will be considered a voluntary termination.

Please make every effort to contact the District in the event you are going to be late. While it is recognized that occasionally there are legitimate reasons for being late, repeated tardiness is not acceptable. In general, arriving late to work or from lunch may affect performance evaluations or result in disciplinary action, and repeated tardiness may result in the employee's termination.

F. Employee Uniforms

The District requires that most of its employees wear prescribed work clothing while performing their jobs. The District provides work shirts, jackets, and hats with the District logo to identify employees to the public as District personnel while the employees are engaged in District operations and carry out the District's public safety mission. Employees are expected to wear work jeans or other appropriate pants as approved by the Superintendent. The District will provide a \$150 boot allowance twice every year, at the beginning and end of flood season, to those employees who work in the field. The employees are responsible for the maintenance of their work clothing (washing, ironing, mending). The District provides any necessary safety clothing.

Employees who do not wear a uniform are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Normal dress in the office is professional. Reasonable accommodation will be made to individuals who have religious practices that are inconsistent with this dress and grooming policy.

G. Outside Employment

An employee may only hold an outside job if the job does not conflict with the interests of the District or interfere with the employee's ability to adequately perform his or her job with the District. Employees may not perform outside work or solicit outside business on the District's premises, or while working on the District's time. Employees are not permitted to use any District equipment or property (such as telephones, fax machines, copiers, office supplies or proprietary information) for outside work or business. If the District determines that an employee's outside work interferes with his or her performance, the employee may be required to terminate the outside employment.

H. Solicitation

Solicitation and the distribution of literature by employees, or of employees, during working time are not permitted. Working time includes both the working time of the employee doing the soliciting or distributing and the employee to whom the solicitation or distribution is directed.

Therefore, if either employee is working, solicitation and distribution are prohibited. Distribution of written solicitation material in working areas is prohibited at all times.

I. Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit an actual or potential conflict of interest in which an employee's actions or loyalties are divided between personal and the District's interests. The District expects all employees to comply with the California Political Reform Act and the applicable regulations issued by the California Fair Political Practices Commission. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the General Manager for more information or questions about conflicts of interest. Any doubt should be resolved in favor of disclosure and request for specific guidance.

Each employee must avoid entering any transactions or business dealings that could conflict with the District's interests or that could interfere with the employee's duty and ability to best serve the District. Employees cannot provide services to the District as independent contractors. Prohibited activities include, but are not limited to:

1. Having a direct or indirect financial relationship with a member of the public who receives services from the District, or with a vendor of the District;
2. Engaging in any other employment or excessive personal activity during an employee's work hours, or using District supplies or equipment in other employment without prior written consent from the General Manager;
3. Using the District's name, logo, stationery, supplies, equipment, or other property for personal purposes, unless the General Manager has granted written approval in advance of that use. This policy includes, but is not limited to, the personal use of District computers, telephones (including cellular telephones), fax machines, postage and postage meters, vehicles, office machines, and supplies of any kind.
4. Soliciting District employees, suppliers, or customers to purchase goods or services of any kind for non-District purposes, or to make contributions to any organizations or in support of any causes, unless the General Manager has granted written approval in advance.
5. Soliciting or entering into any business or financial transaction with a District employee whom you supervise, either directly or indirectly, unless the General Manager has granted written approval in advance of that transaction. This restriction applies to *all* such transactions, however small, including, but not limited to:
 - a. Hiring a subordinate to perform services; and
 - b. Soliciting a subordinate to participate in an investment of any kind with you.
6. Attempting to obtain special favors by making payments to or giving consideration to the public, vendors, or others;

7. Furnishing gifts or entertainment at District expense; or
8. Soliciting or accepting any payments, fees, or consideration from a supplier or vendor that does business with the District. Small gifts or meals not to exceed \$25 in value may be accepted on an occasional basis.

When a conflict of interest is found to exist, the conflict may result in discipline or, when appropriate to eliminate the conflict, the termination of employment.

J. Employment of Friends And Relatives

The employment of friends and relatives in the same area of an organization may cause conflicts of interest and appearances of impropriety and/or favoritism. In addition, personal conflicts may impact the working relationship of the parties. Although the District does not prohibit the hiring of friends and relatives of existing employees, the District is committed to monitoring situations in which friends or relatives work in the same area. In the event of an actual or potential problem, the District's response may include reassignment or termination of one or both of the individuals involved. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage, or one who is a domestic partner.

The District desires to avoid misunderstandings, complaints of favoritism, claims of sexual harassment and employee dissension that may result from personal or social relationships amongst employees. Therefore, the District asks that if employees become romantically involved with one another they disclose their relationship to an appropriate manager with whom they feel comfortable. This information will be kept as confidential as possible. For purposes of this provision, "romantically involved" will be interpreted broadly. The District reserves the right to take necessary and appropriate action to resolve any potential conflict of interest arising out of romantic involvement among employees. Depending on the facts of the situation, such action may include reassignment or termination of one or both of the employees involved.

In addition, supervisors should use good judgment and caution if they engage in hobbies or activities outside of working time with employees who are in their direct line of supervision. Such friendships may lead to claims of favoritism or unfair treatment by other employees. The District reserves the right to monitor all such relationships to ensure they do not negatively affect the working environment.

K. Confidential Information

During the course of your employment, you may be given access to confidential and proprietary information. Although the District is a public entity, certain information which you may be given remains confidential, such as personnel records, litigation records, applications filed with state agencies, information received in confidence, records of complaints and investigations, and other information protected under applicable law. As an employee of the District, you are obligated to maintain the confidentiality of this information and are not to disclose any information which may be confidential to any other entity or person, except as authorized by the General Manager.

L. Reporting Violations

The District is committed to complying with all applicable laws, rules, and regulations. The District's goal is to monitor the workplace in order to prevent violations of law from occurring and

to correct any violations that have already occurred. The District believes that its employees are the best source of information and has established this policy to encourage employees to feel comfortable making good faith disclosures of alleged wrongful conduct without fear of retaliation.

If an employee believes that an employee or the District has engaged in any action that violates any law, rule, or regulation applicable to the District, the employee should immediately report such information to his or her immediate supervisor, the General Manager, or any other supervisor with whom the employee feels comfortable. Supervisors must refer all complaints to the General Manager for investigation. If the matter involves the General Manager, the employee or supervisor should report the matter to the Chair of the Board of Trustees. The complaint and investigation will be kept confidential to the extent possible.

Consistent with the California Whistleblower Protection Act, the District will not retaliate against an employee for reporting alleged wrongful conduct in good faith or for participating in any investigation.

M. Discipline

Unsatisfactory performance may subject an employee to discipline. The nature of the discipline imposed will depend on the seriousness of the problem and the employee's record of performance, behavior problems, or safety violations. The District always maintains the right to determine what disciplinary action is appropriate based on the facts of each case. Such discipline may include, but is not limited to, verbal warnings, written warnings, suspensions, and termination. Exceptions and deviations from the normal discipline procedures may occur whenever the District determines it necessary. For example, some circumstances may warrant immediate termination without a warning or suspension. Under no circumstances does this policy alter the at-will nature of employment with the District, nor require that employment may be terminated only for cause.

N. Fitness For Duty

The District requires that every employee report to work fit for duty. If an employee is using prescribed medication that may impair the employee's ability to safely and efficiently perform work, it is the employee's responsibility to advise his/her supervisor of this fact before reporting to work. No employee will be required to disclose the type of medication or the medical condition for which he or she is being treated. If the District has a concern that an employee may not be fit for duty, the District may require the employee to undergo a fitness for duty exam with a health care provider of the District's choosing. The District shall pay for the cost of the exam and for the employee's time to take the exam. Violation of this policy will result in disciplinary action, up to and including dismissal.

IX. PERSONNEL ISSUES

A. Employee Relations

If an employee has concerns about work conditions or job responsibilities, the employee is encouraged to voice these concerns openly and directly. If there is something about an employee's job that bothers him or her, or if an employee feels that he or she has not been fairly treated in accordance with the District's policies, the employee should report the problem first to his or her supervisor. In some cases, however, there may be reasons which make it difficult for an employee to discuss his or her concerns with a supervisor. In such cases, employees are encouraged to discuss these concerns with the next level of management or with the General Manager or with the

Chairman of the Personnel Committee. Employees find that most difficulties can be resolved in a satisfactory manner by bringing them out in the open and discussing them frankly with the people who can resolve them. The District makes every effort to respond to employee concerns. Employees at all levels are encouraged to keep channels of communication open and flexible so that it is easy to solve any difficulties that may arise.

B. Respect for Others

The District values the importance of healthy and respectful working relationships amongst its employees. In order to achieve a productive, efficient work environment, the District requires its employees to treat one another with courtesy and respect. The District expressly prohibits its employees from engaging in disrespectful behavior such as: prying into the business of co-workers, making untruthful or negative statements about co-workers, making rude and unnecessary comments about co-workers, spreading rumors, and engaging in gossip. This behavior is a waste of time and detracts from each employee's job satisfaction and production. If an employee has a serious complaint about one of his or her co-workers, the complaint should be brought directly to the complaining employee's supervisor, and not discussed with other co-workers. Employees who do not observe this policy of courtesy and respect for co-workers will be subject to discipline, up to and including termination.

C. Personnel Information

The District maintains a file for every employee. The file contains information pertaining to the employee's employment with the District. It is every employee's responsibility to inform his or her supervisor immediately of any changes to the employee's personnel information, such as an address change or telephone number change. If an employee's marital status or dependents change, he or she may have to change the number of exemptions claimed for income tax withholding purposes and change dependent status with insurance plans. Please report any changes to the Administrative Services Manager.

D. Performance Evaluations

Performance reviews provide an objective, consistent, and fair way to assess each employee. The evaluation process is designed to communicate expected standards of performance and to discuss past performance, areas where improvement is needed, and career development. Performance evaluations are performed by supervisors on an annual basis. Employees are asked to sign their evaluation forms after they are read, acknowledging that the review took place.

E. Social Media

The District expects its employees to act in a professional and respectful manner at all times, including when the employee is using social media. Each employee is personally responsible for his or her online posts in social media outlets. Employees may not post any material that includes confidential or proprietary information, trade secrets, or information that is defamatory, libelous, threatening, harassing, or disparaging to the District or any of its employees, trustees, supervisors, business partners, or vendors. Employees who do not comply with this policy will be subject to discipline, up to and including termination.

F. Compensation and Benefits Policy

The District has established a compensation and benefits plan to provide a salary and benefits package that enables the District to recruit, reward, motivate and retain a highly qualified workforce. The District has adopted the following policies consistent with this plan, which are appended to this Handbook:

1. Reclamation District No. 1000 Compensation Philosophy (Appendix A);
2. Reclamation District No. 1000 Recruitment and Hiring Policy and Guideline (Appendix B); and
3. Longevity Bonus and Certification and License Compensation Policy (Appendix C).

As with all policies, these policies are subject to change from time to time at the sole discretion of the Board of Trustees.

X. TERMINATION OF EMPLOYMENT

A. Termination

Employment with the District is at-will and can be terminated by the employee or the District at any time, with or without advance notice, and with or without cause. If an employee finds it necessary to resign, the District requests that if possible, the employee provide two weeks' notice to his or her supervisor to aid in rescheduling the employee's workload. Absent extraordinary circumstances, when an employee has been absent for three days and has not contacted his or her supervisor, the District will assume that the employee voluntarily terminated his or her employment as of the end of the third missed day. An employee must return to his or her supervisor all District-furnished tools, equipment, keys and other property prior to the last day of employment. All confidential information received while employed with the District belongs solely to the District and must be kept confidential even after the employment has ended. Arrangements for clearing any outstanding debts with the District and receiving a final paycheck should be made with the employee's supervisor.

B. Benefits Continuation

The California Continuation Benefits Replacement Act ("Cal-COBRA") gives employees and their qualified beneficiaries the opportunity to continue insurance coverage under the District's health plan and dental plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours; an employee's divorce or legal separation; and a dependent no longer meeting eligibility requirements. Under Cal-COBRA, the health plan provides each eligible employee with written notice describing rights granted under Cal-COBRA when the employee becomes eligible for coverage under the District's plan. The notice contains important information about the employee's rights and obligations.

XI. WORKPLACE SAFETY AND HEALTH

A. Safety

The responsibility for safety extends to every employee working for the District, and every employee must be safety conscious. All employees are required to immediately report any unsafe

or hazardous condition or accident, no matter how minor, to a supervisor. The District will make every effort to take corrective action as soon as possible. Failure to report an accident can result in a violation of legal requirements and may subject an employee to discipline, including termination.

B. Smoking

California law prohibits smoking within a reasonable distance of District buildings, and in all District vehicles. Smoking is permitted on District property in areas designated by the General Manager. An employee who violates this policy may be subject to discipline, including dismissal, and may also be subject to a fine imposed by the State of California.

C. Injury and Illness Prevention Program

The District has adopted an Injury and Illness Prevention Program (the "Safety Program"), which is administered by the Superintendent. Each employee receives initial and ongoing training in this program. Representatives of the District may also conduct periodic inspections to identify unsafe conditions and work practices. For more information regarding this program, employees should contact the Superintendent or General Manager.

D. Violence Prevention

The District has adopted the following policies to ensure the safety of its employees and to provide guidance on dealing with violence in the workplace. If qualified, an employee may provide first aid to injured persons when required. Each employee is required to:

Immediately report all indirect and direct threats of violence to a supervisor.

Immediately report all suspicious individuals or activities to a supervisor.

Never put himself or herself in peril. This includes behaving in a professional, courteous manner at all times, and avoiding verbal and/or physical confrontations with members of the public where possible. Employees should remove themselves from a confrontational situation by leaving the location if possible.

Immediately call 911 and seek shelter if the employee hears a violent commotion near his or her workstation.

Cooperate fully with security, law enforcement, and medical personnel who respond to a call for help.

Allow the General Manager or President of the Board to respond to all inquiries from the media about violence on its premises so that the District can speak with one voice.

E. Policy Prohibiting Use of Drugs And Alcohol

1. Drug Free Workplace

The District maintains a drug-free workplace in accordance with the provisions of the Federal Drug-Free Workplace Act of 1988 and the California Drug-Free Workplace Act of 1990. In accordance with its responsibilities under the Drug-Free Workplace Acts, the District has established a drug-free awareness program. This program has been established to inform employees about the dangers of drug abuse in the workplace and the District's policy of

maintaining a drug-free workplace, as well as the penalties that the District may impose upon employees for drug abuse violations.

The purpose of this policy is to assure worker fitness for duty and to protect our employees and the public from risks posed by the inappropriate use of alcohol and controlled substances. This policy is intended to comply with all applicable federal and state law and regulations governing anti-drug programs in the workplace.

No employee may use, possess, distribute or sell alcohol or any illegal drug while on the District's property, while on duty, while on on-call status, or while operating a vehicle that is owned or leased by the District. In addition, no employee may report for work, or go or remain on duty or on on-call status, while under the influence of or impaired by any illegal drug or alcohol. For purposes of this policy, a drug will be considered an "illegal drug" if its use is prohibited or restricted by law and an employee improperly uses or possesses the drug, regardless of whether such conduct constitutes an illegal act or whether the employee is criminally prosecuted and/or convicted for such conduct.

Although use of certain cannabinoids (marijuana) is lawful under California law, use and possession is still unlawful under federal law. Therefore, the District considers such cannabinoids to be "illegal drugs" within the meaning of this policy.

Assistance for drug abuse and rehabilitation is available through normal medical providers and may be covered to some extent by insurance. For assistance, employees are encouraged to contact their physicians directly. All employees must adhere to the rules stated in this policy as a condition of employment. Failure to comply with this policy may result in discipline, including termination. The District Secretary has been designated to administer this policy, monitor the program and make reports as required by law.

As with any of the District's policies, the District reserves the right to change, alter, amend, and interpret this policy.

2. Drug and Alcohol Testing

a. Reasonable Suspicion

When a reasonable basis exists to suspect an employee of violating the drug and alcohol policy, the employee will be requested to immediately submit to a drug and/or alcohol test. Suspicion will be based on objective symptoms, such as factors related to the employee's appearance, behavior and speech. A reasonable basis may also exist if an employee is found to be in possession of illegal drugs, alcohol or paraphernalia connected with the use of an illegal drug. Possession of illegal drugs or alcohol is prohibited even if the employee has not used these substances. Testing may also be required if an employee is involved in an incident which results in serious injury to the employee or others, or which might have resulted in such injury. The results of all tests will be kept confidential. An employee has the right to refuse to be tested. However, employees who are directed to submit to an alcohol and/or drug test and who refuse may be subject to discipline, up to and including immediate termination.

If the results of the employee's drug and/or alcohol test are positive, the District will take disciplinary action which may include mandatory participation in the Employee Assistance Program, suspension or immediate termination. The disciplinary action will be based on the seriousness of the offense and the employee's past performance with the District. If an employee returns to work after testing positive for drugs and/or alcohol, the employee may be required to

consent to unannounced tests for drugs and/or alcohol for a two-year period as a condition of continued employment. An employee who tests positive may request a second test to be performed by a reliable drug testing agency, at the employee's expense.

b. DOT Drivers

The U.S. Department of Transportation regulates employees who are required to hold a commercial motor vehicle driver's license (either a Class 2 or a Class 3 California driver's license). Drivers' names are placed in a pool and are subject to random testing in accordance with federal law. Drivers are also subject to testing when a reasonable basis exists to suspect that the driver has violated the drug and alcohol policy. The District complies with the DOT requirements regarding random drug testing, including all protocols involved in the testing.

F. Last Chance Agreement

In rare cases, after review of an employee's work history and the circumstances associated with a positive drug or alcohol test, the District may offer the employee a "Last Chance Agreement." In such cases, the employee will be referred to a Certified Substance Abuse Professional for evaluation. The Substance Abuse Professional may advise the District that it may require the employee to undergo rehabilitation prior to return to duty, and a follow-up evaluation, aftercare, and testing.

In order to continue employment with the District, whether or not aftercare treatment is necessary, the employee must have a negative drug and/or alcohol test before returning to work. The employee will be required to undergo random testing for a period of time thereafter. An employee must agree to this condition as a condition of continued employment. The cost of the evaluation or treatment, aftercare, and/or rehabilitation will be paid by the employee.

G. Visitors in The Workplace

To provide for the safety and security of employees and the facilities at the District, only authorized visitors as determined by management are allowed in the work place. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures the security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. Therefore, family and friends of employees are discouraged from visiting during business hours. Employees are required to meet any visitor in a designated reception area. Authorized visitors must be escorted to their destination. Employees are responsible for the conduct and safety of their personal or professional visitors. If an unauthorized individual is observed on the District's premises, employees should immediately notify a supervisor of the intruder.

XII. OTHER DISTRICT RULES

A. District Property

Employees are not permitted to use any District property for personal use, such as computers, labelers, copy machines, fax machines, postage meters, supplies, tools, vehicles, calculators, typewriters, or credit cards. During work hours, employees must minimize personal telephone calls. Personal telephone calls are permitted only when absolutely necessary. Fax machine or postage meter use for personal matters and personal long-distance phone calls are not permitted without authorization from a supervisor.

When using District property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. An employee must notify a supervisor if any equipment, machine, tool, or vehicle appears to be damaged, defective, or in need of repair. Prompt reporting helps prevent possible injury to employees or others and deterioration of equipment. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles may result in disciplinary action, up to and including termination.

In addition, all desks, lockers, offices, workspaces, credenzas, cabinets, e-mail, telephone systems, office systems, computer systems, District vehicles and other areas or items belonging to the District are open to the District and its employees. **EMPLOYEES HAVE NO EXPECTATION OF PRIVACY IN ANY OF THESE AREAS.** Personal items and messages or information that an employee considers private should not be placed or kept in desks, lockers, offices, workspaces, credenzas, cabinets, e-mail, telephone systems, office systems, computer systems, District vehicles and other areas or items belonging to the District.

B. Use Of District Vehicles And Equipment

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using District property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify a supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. An employee's supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment. Any employee who receives a traffic or parking violation will be personally responsible for the payment of the fine. Anyone who drives a District vehicle is responsible for it and should confirm that the vehicle has all proper documents required by law in the vehicle, i.e. registration, certificate of insurance, etc. If an employee finds this is not so, he or she should immediately notify the supervisor.

The District vehicles are for District business only! The District employees are the only ones to drive these District-owned vehicles. It is unacceptable for spouses, children or anyone other than the employee to operate these vehicles unless an emergency arises. Similarly, District vehicles should not be used to transport family members unless on official District business or as otherwise approved by the General Manager.

District employees are not allowed to use the District property for personal use except as provided in this policy. This includes, but is not limited to, facilities, sprayers, computers and their related equipment, labelers, postage stamps, copy machines, fax machines, postage meter, any type of supplies including office supplies, tools, vehicles, calculators, typewriters, credit cards, etc. These assets are provided to employees for District related business only. Personal items, messages or information that you consider private should not be placed or kept in telephone systems, office systems, e.g. e-mail, other District computer systems, offices, work spaces, desks, credenzas or file cabinets.

Please also remember that all desks, lockers, cabinets, e-mail, computers and vehicles that belong to the District will be open to all District employees. If necessary, such property will be inspected from time to time to confirm that this equipment is not being used for personal use.

Any employee who is issued a District credit card is responsible for the use of that card. No employee has the authority to advance monies and/or utilize a District credit card for cash advance or for personal gain. No employee should give his card or card number to another person to use.

District employees may check out District owned small tools and small equipment from the Foreman for personal use. The employees are responsible for the return of all equipment checked out in their name and must return the equipment in the same condition it was in when checked out. The District may withhold the cost of any item not returned from an employee's paycheck and may withhold the cost of repair for items returned in a damaged condition.

Limited personal use of the copy and fax machines will be allowed, but employees will pay a per page charge to the District for such use. In addition, employees may use their District cell phones to make limited personal calls. Their minutes per month should not exceed the monthly maximum; if the minutes are in excess of the maximum, the employee will be required to reimburse the District for the excess use related to personal charges. Any excessive personal use shall be cause for discipline.

C. Taking Wood from District Premises

The District cuts down dead or dying trees on the levees, as part of its regular business. Any District employee wishing to take such wood is free to do so for personal use only. District wood may not be taken for resale. No employee may take cut wood, however, until after it has been unloaded from District trucks at the District Corporation Yard or District Office or other public disposal site. Failure to comply with this requirement may subject the employee to disciplinary action, up to and including termination.

D. Technology Policy

The District's information systems and technology resources, including all computer, data and telecommunications hardware and software (referred in this handbook as the "Systems"), are critical to its business and success. The Systems are owned by the District. All messages and other information communicated through the Systems are also the property of the District. These Systems are to be used only to further the business purposes of the District and should never be used in violation of any applicable laws. The District has the right to terminate any employee's access to and use of any of the Systems at any time with or without cause and with or without notice. The District may also take disciplinary action in its sole discretion, including termination, for any use of the Systems that is not in accord with this policy or any other policies of the District.

Confidential or proprietary information of the District should not be sent externally through e-mail or other systems, except when absolutely necessary and only with the approval of the General Manager. Employees should use the following legend on each e-mail message sent via the Internet which is intended to be confidential or which contains confidential or proprietary information of the District:

This electronic message contains information from _____, which is confidential or privileged. The information is intended to be sent to the individual or entity named above. If you are not the intended recipient, be aware that any disclosure, copying or distribution or use of the

contents of this information is prohibited. If you have received this electronic transmission in error, please notify us by telephone at _____.

The Systems may never be used in any manner or method that is illegal, disruptive or offensive to others. The Systems are governed by the District's unlawful harassment policies and other policies in this handbook. The Systems may never be used for any activity that is a violation of any applicable law or for viewing, transmission, downloading, reproduction or copying of any pornographic, obscene, discriminatory or otherwise illegal matter. The Systems may not be used in violation of any applicable copyright, trademark or trade secret laws. The Systems may not be used to participate in games, on-line gambling, social media, personal blogs, bulletin boards, and listservs. Only software legally licensed to the District or an employee may be installed and configured on individual computer systems. Installation of software may only be performed by authorized employees of the District.

Employees should understand that they have **NO EXPECTATION OF PRIVACY** in connection with use of the Systems, including stored e-mail and voice mail messages. All messages created, sent, received or stored in these Systems are and remain the property of the District. The District reserves the right to retrieve and review any message composed, sent or received via the Systems.

EMPLOYEE AT-WILL AND ACKNOWLEDGMENT FORM

I have received and read a copy of the Employee Handbook of Reclamation District No. 1000 ("District"). In particular, I have read the policy on Unlawful Harassment as well as the policy Prohibiting the Use of Drugs and Alcohol. I agree to abide by these policies, as well as the other policies contained in the Handbook.

I understand and agree that my employment is at-will. This means that either the District or I may terminate the employment relationship at any time, with or without cause or advance notice. I understand that only the Board of Trustees may change this at-will employment relationship, and then only if it is in writing. I agree that the District may change, delete or add to any policies, benefits or practices described in the Employee Handbook from time to time at its discretion with or without prior notice, except for its policy of at-will employment.

I understand that as a condition of my employment, I must notify the District of any conviction for a drug violation that occurs in the workplace within five days after such a conviction. I understand that any violation of the policy may result in serious disciplinary action, including immediate termination.

Signature _____ Date _____

Print Name _____

APPENDIX A

RECLAMATION DISTRICT NO. 1000 COMPENSATION PHILOSOPHY

Summary

The purpose of this Compensation Philosophy is to document the District's process and philosophy for determining compensation and benefits for employees in their service to the District. It is intended to provide transparency to the public on how their assessments are being used to meet the District's mission. It assists management in projecting future budgets and cash flow projections to determine when revenues might need to be increased to meet projected expenditures. It also informs District employees on potential future salary adjustments so they can make personal financial decisions. As with any District policy, however, it will be reviewed from time to time and may be modified by the Board of Trustees at any time. Likewise, the benefits currently provided to District employees may also be modified from time to time or terminated by the Board of Trustees, except as may otherwise be required by law.

Also, this philosophy should not be construed as a contract or agreement for future wage increases; but reflects the current philosophy of the Board on compensation for District employees. While the District has generally followed this philosophy over the recent past, there have been years when the Board deviated based on economic considerations such as the overall state of the economy, and similar labor market trends. The Board must also consider the overall fiscal stability of the District and recognizes we are bound by state and federal laws and any increases in future funding to meet the goals outlined in this philosophy are subject to a vote by property owners in the District.

I. HISTORY & MISSION OF RD 1000:

Reclamation District No. 1000 stated mission is flood protection for the Natomas Basin providing for the public's health and safety by operating and maintaining the levees, and the District's canals and pump stations in a safe, efficient and responsible manner.

The District was formed in 1911 by an act of the State Legislature to provide flood control and drainage services to the Natomas basin area of Sacramento and Sutter Counties. Formed as an agricultural district, it has urbanized over time and now protects over 100,000 residents, numerous businesses, schools and the Sacramento International Airport with over \$5 billion in damageable property.

Given this critical public safety mission, the District strives to maintain a professional, competent and dedicated work force to carry out its responsibilities. To this end, the District proposes to adopt the following compensation philosophy.

II. STAFFING STRUCTURE:

- a) Size: The District has 12 full-time positions and three temporary/part time positions employees (two field and one office)
- b) Structure: The staffing structure consists of three management positions and 9 administrative and flood operations staff allocated to the following classifications:

- General Manager/District Engineer

- Superintendent – Flood Operations
- Administrative Services Manager
- Foreman (1)
- Flood Operations Specialist I/II (6)
- Vehicle and Equipment Mechanic Specialist(1)
- Administrative Assistant (1)

III. TOTAL COMPENSATION PROGRAM:

a) The goals and objectives of the District’s Total Compensation Program:

The goals and objectives of the Total Compensation Program are to provide a salary and benefits package that enables the District’s to attract, recruit, reward, motivate and retain a highly qualified workforce recognizing the important public safety role we play in protecting the community and the diverse skill set needed to perform all the duties and responsibilities in an efficient and professional manner with a limited staff.

b) *The components of the District's Total Compensation Program consists of:*

- Base pay for each classification that is market competitive and equitable to enable recruitment, retention and motivation
- Bonus incentives to recognize and reward the attainment and retention of a CA CDL class A or B and other designated job-related licenses and certifications as determined by the General Manager
- An annual longevity bonus to recognize and reward employees (except the General Manager position) that provide more than 5 years of continuous service to the District. The bonus starts at \$250 and increases incrementally with every additional five years of continuous services to a maximum of \$2000 after 20 years.
- A \$50,000 life insurance policy (District pays 100% of premium)
- To ensure the ongoing well-being of District personnel, the District contributes to the cost of various retirement, health and welfare programs, which include:
 - Participation in the federal Social Security plan matching employee contributions for FICA and Medi-care;
 - A retirement contribution as determined by CalPERS which includes both a normal cost contribution and an unfunded liability costs to the CalPERS defined benefit retirement plan (2%@60) for employees hired prior to 1/1/2013. In recent years this contribution has been between 15% and 17% of employees pay. For employees hired after 1/1/2013 (2%@62) the District provides a 6.25% normal cost contribution (currently no unfunded liability exists for this class)

- A contribution of 75% of premium costs for health insurance for employees and dependents;
- A contribution of 100% of premium costs for dental and vision insurance for employees and dependents; and
- OPEB (Other Post-Employment Benefits) for which the District has deposited irrevocable funds in the CalPERB Trust as follows:
 - A contribution of 75% of premium costs for health insurance for retired employees (OPEB) hired before 1/1/2013 and with 5 years of service.
 - For employees hired after 1/1/2013 a minimum contribution of 50% of premium costs for health insurance for retired employees with a minimum of 10 years of service with the contribution increasing by 5% per year to a maximum contribution of 100% of premium costs after 20 years of service.
- Sick, holiday, vacation, boot allowance and other benefits as described in the Employee Handbook

IV. SALARY STRUCTURE

- The District will establish a salary schedule for each job classification to establish the entry level and top salary for each position
- The targeted midpoint for each of the District's job classifications is the calculated midpoint of the market surveyed median salary range + 5% to establish a competitive position within the relevant market which includes flood control district, Cities, Counties and other similar special districts within our geographic market with whom we compete for qualified employees.
- Since vertical progression within the salary ranges within a small agency is limited and can impact the ability to retain and motivate qualified staff, salary ranges are established with a 35% spread around the calculated midpoint for all positions. This practice is consistent with other similar public agencies in our market.

V. SALARY STRUCTURE ADMINISTRATION:

To ensure that the salary structure continues to align with the relevant market, the District will:

- Adjust the midpoints of the salary ranges in July of each year by the percent change in the Consumer Price Index or CPI (from April to April of each year) as reported by the Bureau of Labor Statistics (BLS) for the Sacramento region: and
- Will conduct a total compensation survey of comparable organizations within the relevant labor market at three-year intervals to maintain our competitive position

within the market for both salary and benefits. The salary schedules may be adjusted based on the results of the survey.

VI. PROGRESSION WITHIN THE SALARY RANGE:

To reward and recognize differences in performance, length of service and improved competency through experience as well as recognizing lost buying power due to cost inflation, individual salaries within each range will be adjusted in July of each year by the District Board of Trustees as part of the budget process based on a recommendation from the Personnel Committee

- Subject to specific Board considerations previously noted, including but not limited to, the fiscal stability of the District, the overall state of the economy, and similar labor market trends, the District generally provides a cost of living adjustment or COLA based on the relative increase in the CPI described above provided the employee has received an acceptable performance evaluation and their current salary is below the top of the adopted salary schedule (following the annual range adjustment). Individual salaries that fall below the adjusted salary range will be adjusted to the minimum of the range prior to the application of any merit based or step increases described below;
- Additional salary increases may be awarded based on the individual’s performance evaluation rating (merit) and increased competency as they gain experience providing for their advancement through the salary range. In general, the combined merit and competency increases range will follow the guidelines below.

Lower third of salary range	4% to 6%
Middle third of salary range	3% to 5%
Upper third of salary range	0% to 3%

Employees who meet the standard can expect salary adjustments near the bottom of the ranges described above while adjustments for employees who exceed the standard will be in the upper portion of the range. The District may award increases higher than those listed above for employees who receive Outstanding on their performance evaluations on a case by case basis. Likewise employees who receive below standard evaluations will receive no increase or less than shown above.

APPENDIX B

RECLAMATION DISTRICT NO. 1000 RECRUITMENT AND HIRING POLICY AND GUIDELINE

PURPOSE

The purpose of this document is to establish a policy and a guideline for recruiting, testing and selecting high-quality, productive employees with the required skills and competencies and who reflect the diversity of the community and residents we serve, in accordance with state and federal law.

POLICY

Equal Employment Opportunity

No person shall be employed or appointed to service unless such person meets the minimum education and experience requirements for the position as set forth in the classification specification and is approved by the Board of Trustees or as delegated to the District General Manager.

The District guarantees every applicant for employment and every employee the right of equal treatment without regard to race, color, sex, age, religion, creed, national origin, citizenship, sexual preference, gender identity or expression, physical or mental handicap, disability, medical condition, pregnancy, genetic characteristic, marital status, veteran status, or any other status protected by state or federal law (collectively, "protected status"). This policy includes recruiting, hiring, working conditions, benefits, training programs, promotions, use of District facilities, and all other terms and conditions of employment.

In recruiting and selecting employees, the District furthers the principles of equal employment by seeking talented and competent persons who are suited for a specific position by reason of training, experience and general ability to work in a cooperative team environment with potential for frequent changes in work priorities. The District does not consider an individual's protected status in recruiting and selecting employees.

Promotions are based on an employee's past performance and qualifications to assume additional responsibilities determined without regard to, or consideration of, the individual's protected status.

TYPES OF EMPLOYMENT

All employees of the District are at-will employees. The following are the various employment classifications of the District:

Introductory – Employees not in a temporary or seasonal status who have not completed the first three (3) months of employment.

Regular Full-time – Employees who have completed the introductory period and who are regularly scheduled to work 40 hours or more per week.

Regular Part-time – Employees who have completed the introductory period and who are regularly scheduled to work less than 40 hours per week.

Temporary and/or Seasonal - A temporary employee is one who is hired to fill a short term position. Temporary employees generally will not be employed for more than six (6) months. A Seasonal employee is generally employed for a specific time of year when the District has additional operational and maintenance obligations. This employment will generally last for three (3) to six (6) months. A Seasonal employee may or may not be rehired from year to year.

Re-hired Employee - Former employees rehired with a break in service of more than one (1) month.

Regular Part-time, Temporary, and Seasonal employees are prohibited from working more than 960 hours in any fiscal year (July 1 – June 30). These employees are not eligible for CalPERS benefits.

HIRING AUTHORITY

General Manager Position - The position of General Manager of the District shall be recruited and selected by the Board of Trustees.

Superintendent and Administrative Services Manager Positions - Due to their high visibility and importance to district wide operations, the candidates for the Superintendent and Administrative Services Manager positions will be recruited by the General Manager, and selected after consultation with the Personnel Committee.

Board Approved Positions - Any new District position created after the adoption of this Policy shall first be approved by the Board of Trustees. Any candidates for employment with the District, with the exception of the General Manager's position, shall be recruited and selected by the General Manager in coordination with the Superintendent for all field positions, and in coordination with the Administrative Services Manager for all office positions.

RECRUITMENT PROCESSES AND PROCEDURES

Type of Recruitments

Open Recruitment: open to all members of the public.

Promotional Recruitment: only open to District employees.

Recruitment Process

The job category of the vacancy, combined with the prevailing job market and the needs of the District, shall be determined by the General Manager, and he/she shall determine the scope of advertising and outreach efforts.

Open and Internal Promotional Positions -

1. Job announcements shall be displayed and posted on employee bulletin boards and District website for no less than seven (7) business days. Open position job announcements may be sent to local community organizations, job placement and training agencies, other comparable water districts and public/government agencies.

2. All open recruitments may be advertised in a local newspaper(s), and also in a specialized trade publication(s), if warranted. Other steps to advertise recruitments may be taken as deemed appropriate by the General Manager.
3. The General Manager may establish a limit on the number of applications to be received for open position recruitments. Such limits may be included in any recruitment brochures and newspaper advertisements.
4. Open position announcements may be sent to qualified applicants who have submitted employment interest letters or cards to the District, or who have applied within the past 12 months for employment with the District.

Applications for Employment or Promotion

All applications for open and promotional recruitments shall be submitted on a District maintained application form. The application form shall require information covering training, experience, and other pertinent employment history; require certificates of supporting evidence of achievement, drivers' license, and responses to any required supplemental questions; and shall be signed and dated by the person applying.

Screening for Minimum Qualifications

The General Manager or his/her designee(s) shall screen all applications that are completed and received by the recruitment closing date or when the stated number of applications have been received. Applications shall be evaluated for satisfaction of the minimum education, experience, licensure and any other application requirements as soon as practicable following the end of the application filing period.

Employment Examinations

The General Manager or his/her designee(s) shall determine the type of examination to be administered in order to ensure that the examination measures the knowledge, skills and abilities required of an individual upon hire. Examinations may include, but are not limited to, one or more of the following:

1. Review of application materials to determine possession of the minimum qualifications for the position
2. Review of applicant responses to any required supplemental questions
3. Written examination
4. Oral interview
5. Fitness for Duty Test (post-offer)
6. Practical examination (use of hand tools, operation of equipment based on licensing, demonstration of a safe driving record, writing skills, accounting knowledge or other tests as determined by the General Manager), or any combination of the above

Disqualification

An applicant may be disqualified during the recruitment process for good cause, which includes but is not limited to failure to meet the position requirements, cheating, falsification of information, unacceptable criminal background, unlawful residency of the United States, or incomplete application.

Planning and Scheduling of Examinations

The General Manager or designee(s) shall designate the examination type and the conditions under which it may be conducted. Selection techniques used shall be designed to be impartial and fairly measure the relative abilities, skills and knowledge of the applicants relevant to the duties performed by the position for which they applied.

Each applicant shall be given notice of the results of the examination and their status for employment with the District.

Selection and Employment Process

The General Manager or designee(s) may schedule and conduct a final interview with candidates. The District shall provide a response to all candidates receiving an interview.

Once a candidate has been selected, a conditional job offer shall be made by the District contingent upon successful completion of a work reference and history check, background check, a pre-employment medical examination (if relevant to the position), a pre-employment drug and alcohol screening, verification of lawful work status, and any other conditions deemed relevant to the particular position by the General Manager or the Board of Trustees. The District may request that the candidate provide a current DMV printout if the position requires the candidate to drive on the job.

Physical examinations and background checks will be scheduled and paid for by the District.

Upon successful completion of the final selection process, the District shall notify the candidate of the hire date.

APPENDIX C

**RECLAMATION DISTRICT NO. 1000
LONGEVITY BONUS AND
CERTIFICATION AND LICENSE COMPENSATION**

Longevity Bonus Policy

The District's Board of Trustees authorized the following annual longevity bonus to reward long term employees as follows:

1-4 years	\$250
5-9 years	\$500
10-14 years	\$1000
15-19 years	\$1500
20 or more years	\$2000

The bonus will be paid in November of each year. The longevity bonus does not apply to the General Manager position.

Certification and License Compensation Policy

The District's Board of Trustees authorized the following annual compensation for specific certifications and licenses:

Pesticide Applicator's Certification	\$1000
Class B Driver's License	\$1500
Class A Driver's License	\$2000
Notary Public	\$1000

The additional compensation will be paid annually when the budget is approved by the Board.



Reclamation District No. 1000

Compensation Philosophy

Summary

The purpose of this Compensation Philosophy is to document the District's process and philosophy for determining compensation and benefits for employees in their service to the District. It is intended to provide transparency to the public on how their assessments are being used to meet the District's mission. It assists management in projecting future budgets and cash flow projections to determine when revenues might need to be increased to meet projected expenditures. It also informs District employees on potential future salary adjustments so they can make personal financial decisions. As with any District policy, however, it will be reviewed from time to time and may be modified by the Board of Trustees at any time. Likewise, the benefits currently provided to District employees may also be modified from time to time or terminated by the Board of Trustees, except as may otherwise be required by law.

Also, this philosophy should not be construed as a contract or agreement for future wage increases; but reflects the current philosophy of the Board on compensation for District employees. While the District has generally followed this philosophy over the recent past, there have been years when the Board deviated based on economic considerations such as the overall state of the economy, and similar labor market trends. The Board must also consider the overall fiscal stability of the District and recognizes we are bound by state and federal laws and any increases in future funding to meet the goals outlined in this philosophy are subject to a vote by property owners in the District.

I. History & Mission of RD 1000:

Reclamation District No. 1000 stated mission is flood protection for the Natomas Basin providing for the public's health and safety by operating and maintaining the levees, and the District's canals and pump stations in a safe, efficient and responsible manner.

The District was formed in 1911 by an act of the State Legislature to provide flood control and drainage services to the Natomas basin area of Sacramento and Sutter Counties.

Formed as an agricultural district, it has urbanized over time and now protects over 100,000 residents, numerous businesses, schools and the Sacramento International Airport with over \$5 billion in damageable property.

Given this critical public safety mission, the District strives to maintain a professional, competent and dedicated work force to carry out its responsibilities. To this end, the District proposes to adopt the following compensation philosophy.

II. Staffing Structure:

- a) Size: The District has 12 full-time positions and three temporary/part time positions employees (two field and one office)
- b) Structure: The staffing structure consists of three management positions and 9 administrative and flood operations staff allocated to the following classifications:
 - General Manager/District Engineer
 - Superintendent – Flood Operations
 - Administrative Services Manager
 - Foreman (1)
 - Flood Operations Specialist I/II (6)
 - Vehicle and Equipment Mechanic Specialist(1)
 - Administrative Assistant (1)

III. Total Compensation Program:

- a) The goals and objectives of the District's Total Compensation Program:

The goals and objectives of the Total Compensation Program are to provide a salary and benefits package that enables the District's to attract, recruit, reward, motivate and retain a highly qualified workforce recognizing the important public safety role we play in protecting the community and the diverse skill set needed to perform all the duties and responsibilities in an efficient and professional manner with a limited staff.

- b) The components of the District's Total Compensation Program consist of:

- Base pay for each classification that is market competitive and equitable to enable recruitment, retention and motivation

- Bonus incentives to recognize and reward the attainment and retention of a CA CDL class A or B and other designated job-related licenses and certifications as determined by the General Manager
- An annual longevity bonus to recognize and reward employees (except the General Manager position) that provide more than 5 years of continuous service to the District. The bonus starts at \$250 and increases incrementally with every additional five years of continuous services to a maximum of \$2000 after 20 years.
- A \$50,000 life insurance policy (District pays 100% of premium)
- To ensure the ongoing well-being of District personnel, the District contributes to the cost of various retirement, health and welfare programs, which include:
 - Participation in the federal Social Security plan matching employee contributions for FICA and Medi-care;
 - A retirement contribution as determined by CalPERS which includes both a normal cost contribution and an unfunded liability costs to the CalPERS defined benefit retirement plan (2%@55) for employees hired prior to 1/1/2013. In recent years this contribution has been between 15% and 17% of employees pay. For employees hired after 1/1/2013 (2%@62) the District provides a 6.25% normal cost
 - A contribution (currently no unfunded liability exists for this class)
 - A contribution of 75% of premium costs for health insurance for employees and dependents;
 - A contribution of 100% of premium costs for dental and vision insurance for employees and dependents; and
 - OPEB (Other Post-Employment Benefits) for which the District has deposited irrevocable funds in the CalPERB Trust as follows:
 - A contribution of 75% of premium costs for health insurance for retired employees (OPEB) hired before 1/1/2013 and with 5 years of service.

- For employees hired after 1/1/2013 a minimum contribution of 50% of premium costs for health insurance for retired employees with a minimum of 10 years of service with the contribution increasing by 5% per year to a maximum contribution of 100% of premium costs after 20 years of service.
- Sick, holiday, vacation, boot allowance and other benefits as described in the Employee Handbook

IV. Salary Structure:

- The District will establish a salary schedule for each job classification to establish the entry level and top salary for each position
- The targeted midpoint for each of the District's job classifications is the calculated midpoint of the market surveyed median salary range + 5% to establish a competitive position within the relevant market which includes flood control
- district, Cities, Counties and other similar special districts within our geographic market with whom we compete for qualified employees.
- Since vertical progression within the salary ranges within a small agency is limited and can impact the ability to retain and motivate qualified staff, salary ranges are established with a 35% spread around the calculated midpoint for all positions. This practice is consistent with other similar public agencies in our market.

V. Salary Structure Administration:

To ensure that the salary structure continues to align with the relevant market, the District will:

- Adjust the midpoints of the salary ranges in July of each year by the percent change in the Consumer Price Index or CPI (from April to April of each year) as reported by the Bureau of Labor Statistics (BLS) for the Sacramento region: and
- Will conduct a total compensation survey of comparable organizations within the relevant labor market at three-year intervals to maintain our competitive position within the market for both salary and benefits. The salary schedules may be adjusted based on the results of the survey.

VI. Progression Within the Salary Range:

To reward and recognize differences in performance, length of service and improved competency through experience as well as recognizing lost buying power due to cost inflation, individual salaries within each range will be adjusted in July of each year by the District Board of Trustees as part of the budget process based on a recommendation from the Personnel Committee

- Subject to specific Board considerations previously noted, including but not limited to, the fiscal stability of the District, the overall state of the economy,
- and similar labor market trends, the District generally provides a cost of living adjustment or COLA based on the relative increase in the CPI described above provided the employee has received an acceptable performance evaluation and their current salary is below the top of the adopted salary schedule (following the annual range adjustment). Individual salaries that fall below the adjusted salary range will be adjusted to the minimum of the range prior to the application of any merit based or step increases described below;
- Additional salary increases may be awarded based on the individual's performance evaluation rating (merit) and increased competency as they gain experience providing for their advancement through the salary range. In general, the combined merit and competency increases range will follow the guidelines below. .

Lower third of salary range	4% to 6%
Middle third of salary range	3% to 5%
Upper third of salary range	0% to 3%

Employees who meet the standard can expect salary adjustments near the bottom of the ranges described above while adjustments for employees who exceed the standard will be in the upper portion of the range. The District may award increases higher than those listed above for employees who receive Outstanding on their performance evaluations on a case by case basis. Likewise, employees who receive below standard evaluations will receive no increase or less than shown above.



Reclamation District No. 1000

Drainage Canal Multiple Use Management

Reclamation District No. 1000 (District) operates and maintains a network of drainage canals, levees, and pumping facilities in the Natomas Basin for the primary purpose of providing drainage and flood protection for the community. The recent increase in urban and commercial development within the basin has placed additional constraints on the District's ability to operate and maintain its facilities (i.e., canals, levees, and pumping plants) and could increase the risk to public safety. Development also has increased demand for use to the District's rights-of way and easements for recreational and environmental purposes. These considerations have prompted the District to examine how to best achieve its primary drainage and flood protection mission in a manner that accommodates compatible uses and enhances community benefits, specifically regarding the use of the main drainage canals. The following provides the District's policy regarding operation and maintenance activities considering current and future urban development and an approach for accommodating multiple uses in the future management of the main drainage canals.

Policy

To the extent that drainage and flood protection are not compromised and rate payer interests are met, the District seeks to operate and maintain its facilities in a manner that minimizes impacts on the adjacent community and contributes to continued public safety and the enhancement of recreational, environmental, and aesthetic values in the basin.

Current Use of Drainage Canals

The District operates and maintains approximately 180 miles of main drainage canals in the basin (Figure 1.), which serve as the primary conveyance channels for stormwater and agricultural runoff in the basin. Urban runoff and agricultural tailwater generated during the irrigation season is collected in District drainage canals. The District pumps excess water out of the basin into the Sacramento River to prevent flooding. During the irrigation season, local farmers pump agricultural and urban runoff collected in the drainage canals to irrigate adjacent fields. The District must perform routine maintenance (e.g., periodic dredging, vegetation control, bank repairs, and application of erosion protection) on the drainage system to ensure that the canals continue to efficiently convey runoff to the pumping facilities.

In addition to their primary purpose, the main drainage canals currently provide limited habitat and migration corridors for wildlife, open areas potentially suitable for bicycle trails and other recreational activities, and trees and other vegetation that enhance aesthetic values in the community. These uses and values are currently limited and vary within the system; however, they

could be enhanced through management. Enhancement of these values could improve the quality of life for residents in the community (recreation/aesthetics) and increase the effectiveness of efforts to support sensitive species in the basin (e.g., increase connectivity among reserve sites).

Multi-Use Management Plan

The District can continue to meet its drainage and flood control obligations by restricting access to easements and maintaining the canal system in a manner that retains efficient conveyance of drainage water. While this approach serves the District's flood control objectives and minimizes the costs to ratepayers, it is not compatible with realizing other potentially beneficial uses of the canals.

To respond to changing needs in the basin, the District seeks to explore opportunities for partnering with other land use jurisdictions to develop a plan for management of the main drainage canals for multiple uses. Entities that could potentially receive benefit from management of the canals for multiple uses might include the City of Sacramento, Sacramento County, Sutter County, and the Natomas Basin Conservancy. Although drainage and flood protection must remain the top priority, the plan would be intended to accommodate other compatible uses to the extent practicable. In concept, the plan would:

1. Establish the criteria for defining compatible uses, including the requirement for maintaining the drainage and flood protection function as the priority.
2. Establish consistent guidance on requirements for development adjacent to the canals (e.g., fencing and vegetation management requirements).
3. Broadly assess compatible uses within the drainage canal system as a whole and identify various segments of the drainage canal system in which compatible uses could be accommodated.
4. Define the limitations on specific compatible uses necessary to ensure continued maintenance of drainage and flood protection objective.
5. Establish a mechanism by which partners would share in offsetting increased maintenance and operation costs or additional liability associated with altered management.

The District has initiated steps to address development along the canal system. Recognizing both opportunities and conflicts that new development brings, the District hired Akiyama Architects, Inc. to conduct an initial investigation of field conditions and make recommendations for development and use.



Reclamation District No. 1000

Resolution No. 1987 - 3

WHEREAS, Reclamation District No. 1000 has established informally and by practice a policy of not permitting the direct drainage of storm water runoff from non-agricultural lands not the District's drainage system on a parcel-by-parcel basis, and District requires, instead, that non-agricultural drainage be provided for and disposed of on a logical area-wide basis in accordance with drainage with drainage areas be established by studies which are updated from time to time and maintained in District's records; and

WHEREAS, it is the desire of the Board of Trustees of District to formalize such policy by the adoption of this Resolution;

NOW, THEREFORE, BE IT RESOLVED as follow:

1. Reclamation No. 1000 is not obligated to and will not accept and dispose of storm water runoff generated by non-agricultural land absent the negotiation and acceptance of a drainage improvement agreement between the District and landowners or an assessment district covering an entire logical drainage.
2. Drainage areas shall be those areas identified by studies performed by or on the behalf of District and maintained in District's records, and shall consist of those areas which by topography and natural or man-made barriers are, in the discretion of the most economical single mode of drainage.
3. It is the policy of District to discourage numerous single parcels or small area storm water drainage into District's drainage system.
4. I, Karoline Steinbuck-Myers, Secretary of Reclamation District No. 1000, hereby certify that the foregoing Resolution was duly adopted , on motion made, seconded, and unanimously carried, by the Board Trustees of Reclamation District No. 1000, at the regular meeting of the Board held May 8, 1987, and made a part of the Minutes thereof.



Reclamation District No. 1000

Drop Pipe Policy

Policy

It shall be in the policy of Reclamation District No. 1000 that excess sediment in drainage ditches as a result of “slots” cut into said ditches by the tenant/owner for the purposes of draining irrigation water shall be the responsibility of the property owner on whose property the slots are cut.

The District shall be responsible for cleaning excess sediments from all District drains. Costs to remove excess sediment will be the property owner’s responsibility. Upon completion of the sediment removal, the District will promptly invoice the property owners for costs incurred.

The District will install or cooperate with any tenant/tower requesting that a drop pipe/riser be installed for the purpose of reducing /eliminating the deposit of sediment in District drains. The district shall invoice the requesting property owners on a time and materials basis and utilize the equipment Hourly Rate Schedule to calculate equipment costs.

Implementation

The District will bear the cost of the first sediment removal and thereafter shall invoice the property owner for the cost of sediment removal if such removal is required more frequently than two years between each removal.

Policy adopted by the Board of Trustees

March 9, 1990



Reclamation District No. 1000

Resolution No. 2018-09-02

WHEREAS, the Board of Trustees of Reclamation District No. 1000 (the "Board") adopted a policy regarding authority to approve construction contract change orders in RESOLUTION NO. 2006-17 in December of 2006; and

WHEREAS, the Board desires by this resolution to supersede and replace Resolution No. 2006-17, providing change order authority and minor service contract amount amendment authority to the General Manager.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. Resolution No. 2006-17 is hereby superseded and replaced by this resolution.
2. In authorizing the execution of construction contracts, and in authorizing service contracts with fixed dollar amounts or not-to-exceed dollar amounts, the Board may authorize in its minutes a contingency either by dollar amount or as a percentage of the contract amount, within which the General Manager is authorized to approve change orders in the case of construction contracts, or minor contract amendments to revise fixed dollar amounts or not-to-exceed amounts in the case of service contracts, and the Board may authorize a higher contingency for same if approved by the President of the Board in consultation with the General Manager, without further Board approval.

Ayes: (6) Gilbert, Avdis, Burns, Smith, Barandas, Christophel

No's: (0) None

Absent or Abstain: (1 absent) Harris

Certification

I, Joleen Gutierrez, hereby certify that I am the Secretary of Reclamation District No. 1000, and that the foregoing Resolution was passed by the Board of Trustees of Reclamation

District No. 1000 on the above vote at its regular meeting duly noticed and held on September 14, 2018.



Reclamation District No. 1000

Resolution No. 2010-02

WHEREAS, Reclamation District No. 1000 (District) operates and maintains levees under the authority of the California Central Valley Flood Protection Board (CCVFPB) and the California Water Code; and

WHEREAS, the CCVFPB and Title 23 of the California Water Code require any encroachment on or adjacent to the levee or within the designated floodway have an encroachment permit be issued by the CCVFPB with appropriate conditions to insure they do not impede or impair the operations and maintenance of the flood control system; and

WHEREAS, such permit applications are reviewed and endorsed by the local maintaining agency responsible for the operations and maintenance of the levee system where the encroachment is proposed and allows for conditions to be included in the permits to address issues including, but not limited to, operations, maintenance, public safety and flood emergency response; and

WHEREAS, endorsement of the permit applications for levees surrounding the Natomas basin are the purview of the District and various actions through the years by past District Boards have granted authority to the General Manager to endorse permit applications; and

WHEREAS, the Board desires to enumerate a clear policy on how future permit applications are to be reviewed and endorsed by the District

NOW, THEREFORE BE IT RESOLVED:

The Reclamation District No. 1000 Board of Trustees desires to delegate their authority to endorse encroachment permit applications to the District General Manager for routine encroachments and those which do not involve District policy issues. A determination as to which permits will be endorsed by the General Manager shall be left to his or her judgment, provided however, that all such endorsements shall be presented to the Board of Trustees at the next scheduled Board meeting.

Those permit applications which are not routine in nature, present policy issues or are likely to be controversial shall be brought to the Board for consideration and action at which time the Board may delegate signature authority to the General Manager if approved. This will include all permit applications where the General Manager is recommending denial to the California Central Valley Flood Protection Board.

Certification

I, Terrie Figueroa, Secretary of Reclamation District No, 1000, hereby certify that the foregoing Resolution 2010-02 was duly adopted by the Board of Trustees of Reclamation District No, 1000 at a regular meeting held January 8, 2010 and made a part of the minutes thereof.



Reclamation District No. 1000

Resolution No. 2012-1

Adopting a Policy on Public Access to District Facilities

WHEREAS; Reclamation District No. 1000 (the District) operates and maintain a system of levees, canals and pump stations providing drainage and flood protection to the Natomas Basin (District Facilities); and,

WHEREAS; the District desires to adopt a policy on public access to its District Facilities to allow it to carry out those operation and maintenance responsibilities in a manner which protects the public; District employees and contractors and the District facilities; and,

WHEREAS, State law further requires the District's governing body adopt a formal policy on public access in order to enforce some provisions prohibiting access to the District facilities; and,

WHEREAS, the District previously adopted a policy on public access by Resolution adopted at its regular meeting in May 1975 and intends this that Resolution and policy shall supersede that previously policy adopted in 1975;

Now, therefore be it resolved the Reclamation District No. 1000 Board of Trustees hereby adopts the attached Policy on Public Access on District Facilities and directs the General Manager and District Superintendent to place appropriate signage at and along the District Facilities so that this adopted policy may be legally enforced by the District and local law enforcement agencies.

Certification

I, Terrie Figueroa, Secretary of reclamation District No. 1000, hereby certify that the foregoing Resolution 2012-1 was duly adopted by the Board of Trustees of reclamation District No. 1000 at a regular meeting held January 13, 2012 and made a part of the minutes thereof.