

EAST VALLEY WATER DISTRICT

ADMINISTRATIVE POLICIES AND PROGRAMS MANUAL



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EAST VALLEY WATER DISTRICT

Administrative Policies & Programs Manual

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EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Equal Employment Opportunity		
Approval Date: September 11, 2013	Policy No: 1.1	Page 1 of 1

Purpose

To provide fairness in hiring, advancement and other workplace practices for all qualified individuals without fear of discrimination.

Policy

East Valley Water District prohibits discrimination against employees or applicants for employment on the basis of race, religion, color, sex, gender, gender identity, gender expression, national origin, ancestry, citizenship status, age, marital status, pregnancy, physical or mental disability, medical condition, genetic characteristics or information, sexual orientation (including homosexuality, bisexuality, or heterosexuality), or any other basis protected by Federal and/or State law.

East Valley Water District will afford equal employment opportunity to all qualified employees and applicants as to all terms and conditions of employment, including compensation, hiring, training, promotion, transfer, discipline, and termination.

Employees who believe they have experienced any form of employment discrimination are encouraged to report this immediately, using the complaint procedure provided in pages 3-4 of the District's *Harassment, Discrimination, and Retaliation Policy*.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Look-Back Measurement Affordable Care Act Policy		
Approval Date: April 8, 2015	Policy No: 1.2	Page 1 of 2

Purpose

East Valley Water District is committed to ensuring compliance with the Patient Protection and Affordable Care Act (ACA) and the Internal Revenue Code Section 4980H Shared Responsibility for employers regarding Health Care Coverage. The District will adopt the Look-Back Measurement Method Safe Harbor provision of the ACA in order to determine the full-time status of employees where section 4980H defines "full-time" status as "an employee who is employed on average at least 30 hours of service per week."

Policy

Beginning January 1, 2014, the ACA will require the District to offer health insurance coverage to at least ninety-five percent (95%) of employees who work, on average, thirty (30) or more hours per week or pay tax penalties and show proof. The District establishes the Look-Back Measurement Method Safe Harbor with regard to all ongoing employees as follows:

Standard measurement period: November 1 - October 31

Administrative period: November 1 - December 31

Stability Period: January 1 through December 31

The District establishes the following periods for new, part-time, variable hour & temporary employees:

Initial Measurement period: Twelve months (beginning on the first of the month following the first date of work)

Administrative period: One month following the initial measurement period

Stability period: Twelve months following the administrative period

The District may amend the measurement periods, administrative period and the stability period.

Procedure

Upon hire, the District will determine whether a new employee is expected to be a full-time employee, part-time employee, variable hour employee, or a temporary employee. If the employee is expected to be full-time, the District will offer the employee health coverage the month following appointment.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Look-Back Measurement Affordable Care Act Policy		
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The Finance Department will provide Human Resources and department supervisors with reports summarizing part-time hours worked. The Finance Department and Human Resources will share the responsibility of providing Employer Notifications, as required by the Department of Labor and in compliance with IRS reporting requirements.

Allowable Hours

Allowable hours for all new, part-time, variable hour and temporary employees will be less than 1,560 hours in the first twelve months of employment. Allowable hours for ongoing, part-time, variable hour and temporary employees will vary by position and depend on prior approval from the Manager or her/his designee. Supervisors are responsible for ensuring their employees do not exceed the allowable number of hours worked. If an employee works more than the allowable number of hours, the District will offer medical coverage to the employee, during the administrative period.

All new, part-time hours worked will be measured over two periods:

1. During the twelve month period beginning on the first day of the month following the date of employment
2. During the standard measurement period

The initial measurement period and the standard measurement period will be applied to variable hour employees regardless of any break in service they may experience during the periods.

If a break in service occurs, the District will calculate the average hours worked by inputting hours of service for the special unpaid leave/break period at a rate equal to average weekly hours of service.

Employment Status Change

If an ongoing employee's employment status changes before the end of a stability period, the change in employment status will not affect the employee's medical coverage status for the remaining stability period.

EAST VALLEY WATER DISTRICT

**POLICY
ON
DRUG AND ALCOHOL TESTING
OF EMPLOYEES WITH
COMMERCIAL DRIVER'S LICENSES**

**EAST VALLEY WATER DISTRICT
POLICY ON DRUG AND ALCOHOL TESTING OF
EMPLOYEES WITH COMMERCIAL DRIVER'S LICENSES**

POLICY STATEMENT

The East Valley Water District is committed to providing a safe and drug free work environment. This commitment is placed in jeopardy when any employee participates in the illegal use of drugs or the abuse of alcohol on or off the job. Employees who abuse illegal drugs/alcohol, on or off duty tend to be less productive, less reliable and prove to have greater absenteeism, more accidents, and injuries to themselves and others resulting in the potential for increased losses, delays, risks, and liabilities.

The United States Omnibus Transportation Employee Testing Act of 1991 requires that all employees holding commercial driver's licenses be tested for alcohol and drugs at certain times. The District's attached Policy on Drug and Alcohol Testing was adopted pursuant to the Federal Department of Transportation's (DOT) regulations. This policy applies only to employees with Commercial Driver's Licenses who are covered under DOT regulations.

It states that you may be tested for drugs and/or alcohol if you are applying to work for the District in a position which requires a commercial driver's license, or if you are employed in such a position under the following conditions:

1. Pre-employment/transfer into such a position.
2. Where there is reasonable individualized suspicion that you are impaired by the use of drugs or alcohol.
3. After an incident involving an accident while driving a commercial vehicle.
4. Upon your return to duty after a violation of the rules on drugs and alcohol.

5. Random testing.
6. Follow-up testing after it has been determined that you have a problem related to alcohol or drug use.

If your test shows positive for drugs or alcohol, you may be disciplined or terminated from your job. You may also be eligible for treatment or rehabilitation. It is your responsibility to notify your supervisor if you are taking medication that may impair your driving a vehicle covered under this policy.

If you do not understand what is contained in this policy, ask your supervisor to explain it to you. Your Union Representative may also be helpful. You are entitled to access to union representation as a result of suspected or confirmed substance abuse violations leading to disciplinary action.

A person who refuses to be tested shall not be permitted to operate a commercial vehicle. A refusal shall be treated as a positive test, and that person considered medically "unqualified" to drive.

PLEASE BE SURE YOUR QUESTIONS ARE ANSWERED SO THAT YOU FULLY UNDERSTAND THIS POLICY.

PURPOSE

The East Valley Water District (the District) recognizes that its employees are its most important resource. The purpose of this document is to outline the District's policy regarding drug and alcohol use and testing for employees who are required to have commercial drivers' licenses to accomplish the following goals:

- a) to provide a safe working environment for District employees.
- b) to protect the safety of persons and property.
- c) to provide the highest quality of public service.
- d) to promote efficiency and productivity.
- e) to prevent loss of public confidence and damage to the District's reputation.
- f) to encourage employees who are concerned about their alcohol and/or drug use to voluntarily seek assistance.

- g) to provide reasonable accommodation to those employees whose drug and/or alcohol problem classifies them as disabled under Federal and/or State law.
- h) to comply with the Federal Omnibus Transportation Employee Testing Act of 1991.

DEFINITIONS

Pursuant to the maintenance of a safe and drug-free workplace, the following definitions shall apply in support of enforcing the East Valley Water District's policy:

Accident - An occurrence involving a commercial motor vehicle operating on a public road which results in:

- 1) A fatality
- 2) Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
- 3) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

The term accident does not include:

- 1) an occurrence involving only boarding and alighting from a stationary motor vehicle; or
- 2) an occurrence involving only the loading or unloading of cargo; or
- 3) an occurrence in the course of the operation of a passenger car or a multi purpose passenger vehicle by a motor carrier and is not transporting passengers for hire or hazardous materials that require the motor vehicle to be marked or placarded.

Alcohol - Any beverage containing alcohol. The possession, transportation, distribution, receipt, sale, purchase or arranging for the sale, purchase or distribution of alcohol, including medicines containing alcohol (prescription or over the counter), is prohibited while on duty, unless, with respect to medicines, the packaging seal is unbroken.

Commercial Driver's License(CDL) - Refers to Class A or B licenses.

Commercial Motor Vehicle - Vehicles weighing over 26,001 GVWR, DOT placarded vehicles under hazardous material regulations or vehicles designed to transport more than fifteen (15) passengers, including drivers.

Drugs/Controlled Substances - Defined as amphetamines, cocaine, marijuana, opiates and phencyclidine (PCP).

Employee - Means any employee of the District who operates a commercial motor vehicle (CMV), and is required to have a CDL.

Five (5) Panel Drug Test - There are five (5) categories of drugs established by the federal government which fall under "controlled substances." They are amphetamines, cocaine, marijuana, opiates and phencyclidine (PCP). Use, sale, distribution and/or manufacture of these substances is against the law and a direct violation of the District's policy.

Panel 10 Drug Test - The test that evaluates the following ten drug categories: the five panel test named above, plus barbiturates, benzodiazepines, methaqualone, methadone, and propoxphene.

Medical Review Officer (MRO) - Means a licensed physician certified to review and interpret all drug tests before they are reported to the employer.

Premises - Buildings, property, work areas, vehicles, parking lots and any place the employee happens to be during the course and scope of the District's employment during regular working hours, breaks or any pay status.

Pre-employment - Conducted before applicants are hired or after an offer to hire, but before actually performing safety-sensitive functions for the first time. Also required when employees transfer to a safety-sensitive position.

Prescription Drugs - Any drug or medication prescribed by a licensed physician for a medical condition. Use of prescribed drugs are not in direct violation of the District's policy, however, inappropriate use or prescribed use that may cause significant impairment, thus creating a safety hazard on the job, is in direct violation of the District's policy.

Safety-Sensitive Personnel - Means employees holding a commercial drivers license and driving a commercial vehicle, on a full time, part time or intermittent basis.

Substance Abuse Professional (SAP) - Means a licensed physician, licensed or certified psychologist, social worker, employee assistance professional or an alcohol and drug abuse counselor certified by the National Association of Alcohol and Drug Abuse Counselors (NAADAC) Certification Commission. All persons listed in the definition must have specific knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug related disorders to qualify.

WHO IS AFFECTED BY THESE RULES?

Effective January 1, 1996, the Department of Transportation alcohol and drug testing rules require that drivers be tested if they:

- * Hold a Commercial Driver's License (Class A or Class B) and are part of a fleet of (50) or less drivers.
- * Drive vehicles of over 26,001 GVWR.
- * Drive DOT placarded vehicles under hazardous material regulations.
- * Drive vehicles designed to transport more than fifteen (15) passengers, including drivers.

DRUGS TO BE TESTED FOR

When drug screening is required under the provisions of this policy, a urinalysis test will be given to detect the presence of the following drugs:

1. Marijuana (THC Metabolite)
2. Cocaine
3. Amphetamines
4. Opiates (including heroin/codeine/morphine)
5. Phencyclidine(PCP)

The testing is a two stage process. First, a screening test is performed. If it is positive for one or more of the drugs, then a confirmation test is performed for each identified drug using state of the art gas chromatography/mass spectrometry (GS/MS) analysis. GC/MS confirmation ensures that over the counter medications or preparations are not reported as positive results.

ALCOHOL TESTING

The rules require breath testing using evidential breath testing devices (EBT) approved by the National Highway Traffic Safety Administration (NHTSA).

Two breath tests are required to determine if a person has a prohibited alcohol concentration. A screening test is conducted first. Any result less than 0.02 percent alcohol concentration is considered a "negative" test.

If alcohol concentration is 0.02 percent or greater, a second or confirmation test must be conducted. The employee and the individual conducting the breath test, a breath alcohol technician (BAT), complete the alcohol testing form to ensure that the results are properly recorded. The confirmation test, if required, must be conducted using an EBT that prints out the results, date and time, a sequential test number and the name and serial number of the EBT to ensure the reliability of the results. The confirmation test results determine any actions taken.

PROHIBITED ACTS

Because alcohol is a legal substance, the rules define specific prohibited alcohol related conduct. Performance of safety sensitive functions is prohibited:

- * While having an alcohol concentration of 0.04 percent or greater as indicated by an alcohol breath test.
- * While using or processing alcohol on the job.
- * Within four (4) hours after using alcohol.
- * When refusing to submit to an alcohol test.
- * When using alcohol within eight (8) hours after an accident or until tested (for employees required to be tested.)

To further safeguard transportation safety, employees who have any alcohol concentration (defined as 0.02 percent or greater) in their breath, when tested just before, during or just after performing safety sensitive functions, must also be removed from performing such duties for eight (8) hours or until another breath test is administered and the result is less than 0.02 percent. Commercial motor vehicle drivers must be removed from driving for at least twenty-four (24) hours.

JOB APPLICANT/PRE-EMPLOYMENT

1. All pre-employment health screens will include a urine drug screen and alcohol breath test. All health screens will include a urine drugs-of-abuse screen for marijuana, cocaine, phencyclidine, opiates and amphetamines. All alcohol tests will include a breath test using an evidential breath testing device (EBT).

2. All job announcements or other promotional material for covered positions shall specify that drug/alcohol screening shall be part of the physical examination.

3. All applicants for said positions shall be given a copy of this policy at the time of their offer of employment, and shall, as a prerequisite to employment, sign a consent form and submit to pre-employment alcohol/controlled substance testing. Any applicants who do not consent to such testing will not be considered for employment.

4. If the consent form is signed, the pre-employment health screen is conducted and the urine specimen collected or breath test administered using the EBT.

5. Results of any laboratory results will be sent to the General Manager.

6. In testing for the presence of illegal drugs, the District shall submit the first specimen for testing using an immunochemical assay or radiomunoassay test on the applicant's urine. If the initial test is positive for an illegal drug, the same specimen shall be subjected to a confirmatory test using the gas chromatography, thin layer chromatography or gas chromatography/mass spectrometry method (GC/MS) for verification.

7. If a second test of the same sample yields positive results, the applicant shall be so notified by the examining physician and given an opportunity to present bona fide verification of a current valid prescription in the applicant's name for any potentially impairing drug or medication identified in the positive drug screen. If the applicant fails to present such evidence, or if the prescription is for a medication that would not produce the results obtained in the test, the examining physician shall so notify the applicant to give the applicant an opportunity to withdraw his/her application for employment.

8. After a second test, any applicant whose alcohol test is positive, or whose controlled substance test does not indicate a verified negative result and the applicant does not withdraw his/her application for employment, he/she shall be determined by the MRO to be physically unfit for employment. Said results shall be forwarded to the General Manager of the District and such applicants shall be disqualified for employment with the District.

9. Any applicant disqualified for employment pursuant to this policy shall be permitted an opportunity to reapply after six (6) months for any position posted.

RANDOM SELECTION

Employees subject to random selection for the purpose of alcohol and drug testing of controlled substances will include all covered employees.

The following items regarding the random selection and testing procedure will apply:

1. The number of drug tests conducted annually shall equal or exceed 50% of the average number of employees for which testing is required. Random alcohol tests shall equal or exceed 25 percent of employees.

2. The District shall use random selection process to select and request an employee to be tested for the use of alcohol or controlled substances.

3. An employee shall submit to alcohol or controlled substance testing when selected by a random selection process used by the District.

To assure that the process is in fact random, all covered employees, whether or not they have been chosen for testing in the past, will remain in the pool of employees for each subsequent period. This procedure assures that the probability of any individual being selected each period is always the same, whether or not the individual was selected in a previous period.

Selecting Employees for Drug Testing:

Covered employees shall be assigned numbers. A random selection of numbers will be used to obtain a list of employees to be tested during the current test period.

The selection process is repeated until the required number of employees are selected. Once the list of test subjects is generated, employees should not be informed that they have been selected until they must report for testing. **ADVANCE NOTICE OF TESTING SHALL NOT BE GIVEN.** As in all types of tests, accurate records of the details of testing must be kept and confidentially maintained at all times.

REASONABLE SUSPICION

The District shall require an employee to be tested, upon reasonable suspicion, for the use of drugs or alcohol.

An employee shall submit to testing, upon reasonable suspicion, for the use of drugs or alcohol when requested to do so by their Supervisor.

The conduct must be witnessed by at least two Supervisors. The witnesses must have received training in the identification of actions, appearance or conduct of an employee which are indicative of the use of drugs or alcohol.

The documentation of the employee's conduct shall be prepared and signed by the witnesses, and the department head notified, utilizing the Observed Behavior - Reasonable Suspicion Record Form (see attached), within twenty four (24) hours of the observed behavior or before the results of the test are released, whichever is earlier.

"Reasonable Cause/Suspicion" means that the employer/supervisor believes that the actions, appearance, speech, body odors or conduct of an on-duty employee are indicative of the use of drugs, alcohol or other controlled substances. The witnesses must directly observe the behavior. Hearsay or second-hand information is not sufficient cause to require an employee to submit to a drug test. The determination that a reasonable suspicion exists to require an employee to undergo an alcohol test must be based on specific, objective, contemporaneous, articulable facts concerning behavior, appearance, speech, or body odors of the employee. It must be based upon observations of the supervisors making the determination, and may not be based upon

hearsay. The supervisors witnessing the impairment must document the specific observations upon which the reasonable suspicion is based.

Alcohol testing may be performed only if the observations upon which reasonable suspicion are based are made during, just preceding or just after the period of the work day that the employee is required to be in compliance. An employee may be directed to undergo a reasonable suspicion alcohol test just before, during or just after performing safety-sensitive functions.

If an alcohol test is not administered within two (2) hours following a reasonable suspicion determination, the supervisor shall document the reasons for the delay. If an alcohol test is not administered within eight (8) hours, the test shall not be administered, and the supervisor shall document the reasons.

If an alcohol test indicates a concentration of 0.02 percent or greater, the employee may not be permitted to perform any safety-sensitive functions until twenty-four (24) hours have elapsed following the determination of reasonable suspicion. Except as provided in this paragraph, the District shall not take any action against an employee based solely on a test result indicating an alcohol concentration of less than 0.04 percent.

The attached Observed Behavior/Reasonable Suspicion Record should be used to document reasonable suspicion.

(See Attachment A) Observed Behavior/Reasonable Suspicion Record

Once a reasonable suspicion determination is made, it is the responsibility of the employer/supervisor to assure that the employee under suspicion is evaluated, and when necessary, transported to a specimen collection site to provide a urine/breath sample.

(See Attachment B) Procedures for Employees Believed Under the Influence

It is recommended the driver tested for reasonable cause be denied Commercial Motor Vehicle (CMV) driving privileges until the test results are received from the Medical Review Office (MRO).

POST ACCIDENT

As soon as practicable following an accident (as defined), alcohol and drug tests shall be administered to every surviving driver:

- 1) If the accident involves the loss of human life; or
- 2) Who receives a citation under State or local laws for a moving traffic violation arising from the accident.

The following criteria will be applied in conducting a drug/alcohol test due to accidents:

1. Post accident test must be given as soon as practicable during the eight (8) hours following an accident/incident.
2. The employee must be readily available for the test, or they will be deemed to have refused the test. (Reference "Refusal to Consent").
3. An alcohol test should be administered as soon as possible. If not within two (2) hours, the Employer/Supervisor must prepare and maintain records stating why. If eight (8) hours have passed, the attempts should be discontinued. Again, the Employer/Supervisor must record why they were unable to administer the test.
4. If a controlled substance test is not administered within thirty two (32) hours following the accident, the test may not be administered and the Supervisor shall document the reasons.
5. Following an accident, the employees shall remain available for such testing, or may be deemed to have refused to submit to testing. This rule does not require the delay of necessary medical attention for injured people following an accident, nor prohibit the employee from leaving the scene of the accident to obtain assistance or necessary emergency medical care.
6. An employee subject to post accident testing may not use alcohol within eight (8) hours following the accident or before an alcohol test, whichever comes first.

7. Post-accident information, procedures and instruction shall be provided to every employee for the first time prior to operating a CMV, and posted in every District CMV.

RETURN TO DUTY

Employees who violate the East Valley Water District drug/alcohol policy standards and are accepted into Return to Duty and Follow Up status will comply with the following guidelines:

1. Employees who violate the District's drug/alcohol policies must have a return to duty test that would require the employee to test negative for drugs or alcohol.
2. Such employees will be referred to the Substance Abuse Professional (SAP) for further assessment.

FOLLOW UP TESTING

1. All employees identified by the Substance Abuse Professional (SAP) as needing assistance will be subject to follow up testing upon returning to duty. They will be subject to a minimum of six (6) unannounced tests over the following twelve (12) months. The SAP can direct additional testing during this period or for an additional period up to a maximum of sixty (60) months from the date the employee returns to duty. The SAP can terminate the requirement for the follow up testing in excess of the minimum at any time, if the SAP determines that the testing is no longer necessary and is supported by the Employer.
2. Follow up testing may include tests for other substances beyond the employee's initial positive test of alcohol and/or drug when the SAP has reason to suspect other drug or alcohol use during the follow up period.

CONSENT

Before a drug test is administered, employees and job applicants will be asked to sign a consent form authorizing the test and permitting release of test results to those District representatives with a need to know. The consent form shall provide a space

for employees and applicants to acknowledge that they have been notified of the District's drug testing policy.

REFUSAL TO CONSENT

A job applicant who refuses to consent to a drug test will be denied employment with the East Valley Water District.

An employee's refusal to submit to drug testing required by the District for any reason may result in disciplinary action as provided for in Section 11 of the District's Personnel Rules, up to and including termination.

Any supervisor or manager encountering an employee who refuses an order to submit to a drug and/or alcohol screening shall remind the employee of the requirements and disciplinary consequences that he/she has been so informed of.

Where there is reasonable suspicion that the employee is then under the influence of alcohol or drugs, the manager or supervisor shall arrange for the employee to be safely transported home. (The employee shall not be permitted to transport him/herself.)

DISCIPLINE FOR WORK RELATED PROBLEMS

The East Valley Water District may, at its sole discretion, impose disciplinary measures, up to and including termination, upon employees for rule violations resulting from alcohol/substance abuse, consistent with Section 11 of the District's Personnel Rules dated October 1986. Employees may be asked to sign a Last Chance Agreement similar to that provided in Attachment C.

CONFIDENTIALITY

1. Confidentiality is an essential element of this substance abuse policy. Any employee violating this confidentiality shall be subject to discipline and, if the breach is intentional, may also be civilly or criminally liable.

2. The results of any testing done pursuant to this policy shall be used for employment purposes only and shall not be released for use in the criminal justice system, unless compelled by court order.

3. All records pertaining to drug and alcohol testing of an employee shall be contained in a separate confidential medical file that will be securely kept under the

control of the General Manager's office, separate from the employee's other personnel records.

4. Absent the employee's consent, test results may be disclosed only to District management and only on a strictly need to know basis, and to the employee upon request.

5. The District may disclose test results without the employee's consent only when:

- a. The information is compelled by law or by judicial or administrative process.
- b. The information has been placed at issue by the employee in a formal dispute between the employee and the District.
- c. The information is necessary to administer an employee benefit plan; or
- d. The information is needed by medical personnel for the diagnosis or treatment of the patient who is unable to authorize disclosure.

6. Any positive test results which are later refuted shall be removed from the employee's file , and not used for any purpose.

COMPENSABLE TIME

1. Any time spent by an employee waiting to take a test shall be considered "work time" and paid for by the District. This policy will also conform to all overtime provisions specified in the District's Personnel Rules and current MOU.

2. If an employee is placed "off-duty" pending the results of a test, then that time shall be considered as paid administrative leave.

RECORD KEEPING

The General Manager's office of the East Valley Water District will keep the following records for the periods specified. These records will be under the control of the General Manager or his designee:

1. Results of an employee's alcohol test which indicates an alcohol concentration level of 0.02 percent or higher; results of an employee's controlled substance test which is positive; documentation of any employee who refused to submit to a required alcohol/drug test; calibration documentation; employee assessments and referrals by substance abuse professionals. **Retention period: 5 years.**

2. Records documenting the collection process for the alcohol and controlled substance test. **Retention period: 2 years**

3. Results of any alcohol test which is less than 0.02 percent; documentation of any negative or canceled drug test. **Retention period: 1 year**

SUBSTANCE ABUSE PROFESSIONAL SERVICES (SAP)

The East Valley Water District observes the U.S. Department of Transportation (DOT) and the Federal Highway Administration (FHWA) drug and alcohol testing rules published in the Federal Register on February 15, 1994, and subsequently amended.

The District supports an opportunity for treatment to be made available to covered employees. The District will advise a covered employee who engages in conduct prohibited under this policy of the available resources for evaluation and treatment of drug/alcohol problems, including the names, addresses and telephone numbers of Substance Abuse Professionals (SAP's) counseling, treatment programs or other available services. The District will provide for a SAP evaluation to assess employees with drug and/or alcohol misuse problems.

Each covered employee who violates these rules must be evaluated to determine whether the employee needs assistance resolving problems associated with drug and/or misuse, and if necessary, a referral for further treatment.

Before returning to duty, each employee identified as needing assistance must: (1) be evaluated again by a SAP to determine whether the employee has successfully complied with the treatment program prescribed following the initial evaluation; (2) undergo a drug and/or alcohol test to satisfy established acceptable results for return to

duty; and (3) be subject to a minimum of six (6) unannounced, follow up drug and/or alcohol tests over the following twelve (12) months.

The District will only provide for an assessment by a SAP. The District has no obligation to provide or pay for further treatment, this is the responsibility of the employee.

NOTICE AND EFFECTIVE DATE

All covered employees shall be given a copy of this policy at the time they commence employment with the District. Anyone currently employed by the District at the time this policy is adopted, shall be given a copy thereof within ten (10) days of its adoption. This policy shall be posted immediately and is effective January 1, 1996.

(Attachment A)

OBSERVED BEHAVIOR-REASONABLE SUSPICION RECORD

This form applies only to employees with Commercial Drivers' Licenses who are covered under DOT regulations.

Employee: Name: _____ Identification Number: _____

Observation:

Date: _____ Time:(from) _____ am/pm: to _____ am/pm

Location: _____

(Street)

(City)

(State)

(Zip)

CAUSE FOR SUSPICION

1. Presence of drugs and/or drug paraphernalia (specify): _____

2. Appearance: Normal Puncture Marks Bloodshot Eyes
 Disheveled Dilated/Constricted Pupils Dry/Mouth Symptoms
 Flushed Profuse Sweating Runny nose/sores
 Tremors Inappropriate Wearing of Sunglasses
Other _____

3. Behavior: Normal Incoherent Silent
Speech: Confused Slowed Whispering Slurred
Other _____

4. Awareness: Normal Confused Mood Swings Euphoria Lethargic
 Lack of Coordination Paranoid Disoriented
Other _____

5. Motor Skills/Balance: Normal Swaying Falling Staggering
Other _____

6. Walking & Turning: Normal Swaying Arms Raised for Balance Stumbling
 Falling Reaching for Support

7. Other Observed Actions or Behavior(specify): _____

QUESTIONS

- 1. Do you have any medical problems for which you are currently being treated? _____
If yes, what are you being treated for? _____
What is your doctor's name, address and telephone number? _____
- 2. Are you taking any medication? _____ If yes, what medication and for what reason?

- 3. Do you have any medical problems for which you are not currently being treated? _____
If yes, describe _____
- 4. Are you using any type of drug? _____ If yes, what? _____
When? _____ Where? _____
With Whom? _____

Witnessed by:

_____	_____	_____	_____
(Signature)	(Title)	(Date)	(Time)
_____	_____	_____	_____
(Signature)	(Title)	(Date)	(Time)

This document must be prepared and signed by the witnesses within twenty four (24) hours of the observed behavior or before the results of the tests are released, whichever is earlier.

Work Performance

Date: _____ Time: _____ Location: _____

Cause for Suspicion:

- Unusual or distinct pattern of absenteeism and/or tardiness
- Frequent complaints of illness negatively affecting work performance.
- Frequent lapses in concentration and/or judgment.
- Frequent accidents, mistakes
- Frequently misses deadlines or takes more time to complete a job than necessary.
- Frequent complaints from co-workers.

___ Frequently borrowing money from co-workers.

___ Constantly complaining.

___ Bringing domestic or personal problems to work.

Other: _____

Incident(s) Observed: _____

Date: _____ Time: _____ am/pm Location: _____

Comments: _____

Name: _____ Signature: _____ Date: _____
(Please Print)

Supervisor's Comments: _____

Name: _____ Signature: _____ Date: _____
(Please Print)

Employee's Response: _____

Name: _____ Signature: _____ Date: _____
(Please Print)

(Attachment B)

TESTING PROCEDURES

There may be instances when supervisors have reasonable cause to believe that (1) an employee has consumed drugs and/or alcohol on District premises; (2) reported to work under the influence of drugs and/or alcohol. Under these circumstances, the supervisor must request a urine/breath test even though the employee is not believed to be impaired. The drug/alcohol test is not intended to prove impairment but to confirm the presence of the drug and/or alcohol. Whether or not impairment is suspected, if the supervisor has reason to consider requiring a drug-/alcohol test, use the following process to validate that reasons for considering a drug/alcohol test.

1. The supervisor should personally escort the employee to an office or other private area. Have another supervisor present as a witness.
2. Confront the employee with reasons for suspecting drug and/or alcohol policy violations. Use the Reasonable Suspicion Record to question and document information from the employee. Complete the form and in conversation with the employee, determine whether or not the employee has either consumed drugs and/or alcohol on District premises or during work duty and is under the influence, or whether the employee's off duty abuse of drugs and/or alcohol has resulted in work related problems.
3. If the employee does not appear to be under the influence of drugs, including prescription drugs, has not consumed drugs during work duty or on District premises, and the employee is able to perform regular work duties, have him/her return to the work unit and resume work.

4. If it is believed that the employee is under the influence of, or has consumed drugs and/or alcohol on District premises or during work duty, or that the employee's off duty abuse of drugs and/or alcohol has resulted in work related problems, advise the employee that the District rules have been violated and that he/she is being requested to provide a urine sample for drug testing, plus the test for alcohol. Personally escort the employee (with another supervisor when possible to the District approved drug/alcohol testing site. **(The employee shall not be permitted to drive him/herself to the testing facility).**

5. Require the employee to read and sign a consent form available at the testing location agreeing to the urinalysis test. Advise the employee that refusal to sign the form or give a specimen will be treated as a refusal to obey a direct request, and will constitute an admission that the suspicion is reasonable and may be grounds for discipline, up to and including termination as provided for in Section 11 of the District's Personnel rules. Once the specimen is taken and initialed by the employee, employee shall be placed on paid Administrative leave pending the test results and a review of the circumstances.

6. Whenever an employee is required to provide specimens for testing, two (2) specimens shall be collected at the same time in order to facilitate the testing procedures described herein.

7. In testing for the presence of illegal drugs, the testing facility shall submit the first specimen for testing using an immunochemical assay or radioimmuno assay test on the employee's urine. If the initial test is positive for an illegal drug, the same specimen shall be subjected to a confirmatory test using the gas chromatography, or gas chromatography/mass spectrometry method (GC/MS) for verification.

8. The MRO will report results to the District via a signed, written communication, within three (3) business days of completion of the MRO's review. The MRO will also report to the District that he/she has made all reasonable efforts to contact the employee. The District shall,

as soon as possible, request that the employee contact the MRO prior to dispatching the employee, or within twenty four (24) hours, whichever is earlier. At the time the employee contacts the MRO, he/she may request that a second specimen be tested at another laboratory,

9. If the employee fails to contact the MRO, or the employee does not request the testing of the second specimen, or if the employee does request the testing of the second specimen and it also tests positive for an illegal drug, rehabilitative/corrective action shall be taken as specified in this policy.

10. At any time within twenty four (24) hours of being notified of a positive test result, the employee may present bona fide verification if a current valid prescription in the employee's name for any potentially impairing drug or medication identified in the positive drug screen.

11. If it is believed that the employee is impaired, make arrangements to have the employee taken home. Do not permit him/her to leave the premises or drive alone. If the employee refuses any assistance, make sure the witnessing supervisor can verify that the employee refused such assistance. If the employee cannot control his/her actions and departs without assistance, immediately call the local police or law enforcement agency to inform them of the employee's condition and refusal for assistance. Tell the law enforcement officials the employee's name and a description of the automobile including the license number.

12. Each employee who has engaged in conduct prohibited under this policy will be advised by the District of resources available in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances.

13. Before an employee returns to duty requiring the performance of a safety sensitive function, the employee shall undergo a return to duty alcohol test or a controlled substances

test. In addition, the employee shall be evaluated by a Substance Abuse Professional to determine that he/she has properly followed any prescribed rehabilitation program.

14. The employee shall be subject to unannounced follow up alcohol and controlled substances tests following the employee's return to duty, consisting of at least six (6) tests in the first following twelve (12) months following the employee's return to duty.

NOTE: Employees involved in a fatal accident or receive a citation for moving violation are required to submit to a urinalysis test and the alcohol test. Consequently, steps 2 through 4, above do not apply.

(Attachment C)

LAST CHANCE AGREEMENT

I have received a copy of the East Valley Water District Policy on Drug and Alcohol Use, and I fully understand its provisions and acknowledge that compliance with the Policy is a condition of continued employment.

I hereby acknowledge that I have entered or will enter a treatment or rehabilitation program for alcohol or drug abuse satisfactory to the East Valley Water District. I agree to complete such program, perform the duties of my job in accordance with standards of performance reasonably expected, and comply with the District's rules, including the Policy on Drug and Alcohol Use. I agree to consent, for up to one year, to undergo physical or psychological examination, and/or random testing of my blood, urine or other body fluid specimens for alcohol, drugs or their metabolites. I understand that a violation of said Policy or a breach of this Agreement may result in disciplinary action, up to and including termination in accordance with the District's Personnel Rules.

Employee's Name

Date

Employee's Signature

Witness Signature

Date

Attachment D

EAST VALLEY WATER DISTRICT
POLICY ON DRUG AND ALCOHOL TESTING
OF EMPLOYEES WITH COMMERCIAL DRIVER'S LICENSES

ACKNOWLEDGMENT OF RECEIPT

Name of
Employee: _____

I hereby acknowledge that I have received the East Valley Water District's Policy on Drug and Alcohol Testing of Employees with Commercial Driver's Licenses, and I fully understand that I will be expected to comply with its provisions.

Date: _____

Employee Signature

Employee Name(Print/Type)

Witness' Signature

Department

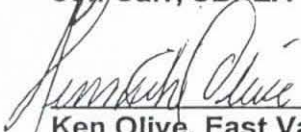
POLICY ON DRUG AND
ALCOHOL TESTING

AGREED ON November 27, 1995

San Bernardino Public Employees Association



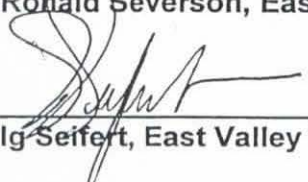
Jeff Carr, SBPEA Representative



Ken Olive, East Valley Water District




Ronald Severson, East Valley Water District



Ig Seifert, East Valley Water District

East Valley Water District



Glenda A. Douglas, President

Attest: 

Robert Martin, Board
Secretary



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: 9/80 Alternative Work Schedule Program

Approval Date:
July 9, 2014

Policy No: 2.1

Page 1 of 3

Purpose

East Valley Water District recognizes the benefits that an alternative work schedule may offer to employees. The purpose of this policy is to offer work schedules that assist staff in balancing work, family and personal responsibilities while supporting the operational needs of the District and its customers.

Policy

It is the policy of the District to offer flexible work hours and schedules to employees while continuing to maintain operating efficiency, productivity, and effective service to the public and other agencies.

Eligibility

Regular full-time employees are eligible to work the 9/80 alternative work schedule. Temporary employees working a full-time schedule may be eligible to participate, if approved by the General Manager. Eligibility to participate in the alternative program is subject at all times to the needs of the District and may be modified as those needs dictate. Certain positions may be ineligible for participation due to necessary work schedules.

If District Management in its sole discretion concludes that the 9/80 work schedule is not conducive to District operations, the District will meet and confer on the impact of discontinuing the program. Thirty days' notice will be provided to employees prior to the termination of a 9/80 work schedule.

Work Schedule

In a standard 9/80 alternative work schedule, employees work nine (9) hours per day Monday through Thursday. On alternating Fridays, employees either work eight (8) hours or are scheduled off which results in 80 hours worked over nine (9) work days versus the customary ten (10) work days. The alternating Friday off is referred to as the employee's flex day.

Supervisors and managers will determine which employees are assigned to Shift "A" and which are assigned to Shift "B" to ensure appropriate coverage. Once employees are assigned to a Shift, it is expected to be followed. Permanent changes between Shift "A"



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: 9/80 Alternative Work Schedule Program

Approval Date:
July 9, 2014

Policy No: 2.1

Page 2 of 3

and Shift “B” during the Fiscal year will be considered at the discretion of the General Manager.

Temporary trading between flex days will be allowed after proper approval is obtained by the employees’ immediate supervisor. Additionally, an approved temporary trade will not entitle the employees to overtime compensation. Furthermore, the trade must occur within the same pay period.

Work Period

For employees assigned to a 9/80 work schedule, the work week period will begin for Office Staff at 11:30 a.m. and will begin for Field Staff at 10:30 a.m. each Friday. The work week period will end the following Friday at 11:30 a.m. and 10:30 a.m., respectively. With a 9/80 work schedule, an employee shall work the following two week-cycle:

Week One: Monday - Thursday (9 hours each day); Friday (8 hours)

Week Two: Monday - Thursday (9 hours each day); Friday (0 hours)

For purposes of calculating overtime, four hours of the Friday worked in week one will be credited as hours worked in week one; the second four hours of the Friday worked in week one will be credited as hours worked in week two. As a consequence, employees will have forty hours scheduled in each work period.

Work Hours

Employee work hours shall be established by the District and are subject to change based upon the needs of the District and upon a minimum of two (2) weeks notification to employees. To ensure quality service levels to the District’s operations, the following working schedules have been established for staff in the office and field:

Office Staff:

Monday through Thursday: 7:30 am - 5:30 pm
Alternating Friday 7:30 am - 4:30 pm
(One hour lunch)

Field Staff:

Monday through Thursday 6:30 am - 4:00 pm
Alternating Friday 6:30 am - 3:00 pm
(Thirty minute lunch)



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: 9/80 Alternative Work Schedule Program

Approval Date:
July 9, 2014

Policy No: 2.1

Page 3 of 3

Holidays

Employees are entitled to 13 paid holidays as defined in the Memorandum of Understanding (MOU). If the holiday falls on a Monday thru Thursday, the employee will receive 9 hours of holiday pay. Additionally, if the holiday falls on a Friday, the employee will receive 8 hours of holiday pay.

Floating Holiday

A Floating Holiday is time off credit that is provided to an employee for a holiday that falls on a flex day. At the beginning of each fiscal year, the District will give Floating Holiday credit when the holiday falls on their flex day. Floating Holiday shall be credited on an 8 hour per holiday basis. If an employee utilizes Floating Holiday credit on an 8 hour flex day, they will be charged 8 hours; if an employee utilizes Floating Holiday credit on a 9 hour workday, they will be charged 9 hours (can be a combination of Floating Holiday plus other leave accrual). Floating Holiday leave balance will start on July 1st to be used at the employee's discretion before the end of the fiscal year on June 30th.

District Holiday Closure

During the District Holiday Closure as defined by the MOU, employees will be given credit for the hours they would have normally worked.

Timekeeping

Pay periods are bi-weekly, or 26 pay periods per year. It is required that full-time regular employees have 80 hours in each two-week work cycle. Days off are to be regularly scheduled. All employees will be required to report the hours worked and approved time-off.

When an employee takes a vacation on a scheduled 9 hour day, 9 hours will be recorded. When an employee takes vacation on a scheduled 8 hour day, 8 hours will be recorded. The same procedures will be used for recording time off for other reasons (ex. sick, jury duty, etc.).



East Valley Water District Employee Acknowledgment

9/80 Alternative Work Schedule Program Acknowledgment

To whom it may concern,

I, _____, have received a copy of Policy No. 2.1.

I have read and understand the 'work schedule' as noted on the policy:

In a standard 9/80 alternative work schedule, employees work nine (9) hours per day Monday through Thursday. On alternating Fridays, employees either work eight (8) hours or are scheduled off which results in 80 hours worked over nine (9) work days versus the customary ten (10) work days. The alternating Friday off is referred to as the employee's flex day.

I have read and understand the 'work period' as noted on the policy:

For employees assigned to a 9/80 work schedule, the work week period will begin for Office Staff at 11:30 a.m. and will begin for Field Staff at 10:30 a.m. each Friday. The work week period will end the following Friday at 11:30 a.m. and 10:30 a.m., respectively. With a 9/80 work schedule, an employee shall work the following two week-cycle:

Week One: Monday - Thursday (9 hours each day); Friday (8 hours)

Week Two: Monday - Thursday (9 hours each day); Friday (0 hours)

For purposes of calculating overtime, four hours of the Friday worked in week one will be credited as hours worked in week one; the second four hours of the Friday worked in week one will be credited as hours worked in week two. As a consequence, employees will have forty hours scheduled in each work period.

I acknowledge the above noted policy applies to me and that I'm not entitled to any additional overtime based on a timecard that reflects only eight hours worked on a Friday and/or only nine hours worked Monday through Thursday.

Signature

Date



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Standby, Call Back, and Extended Overtime Policy		
Approval Date: April 8, 2015	Policy No: 2.2	Page 1 of 4

Purpose

East Valley Water District is committed to providing exceptional service to customers and businesses within our service area twenty-four hours a day, seven days per week. The purpose of this policy is to ensure District staff are readily available for response outside of standard working hours.

Standby

The District shall provide a twenty-four hour Standby program utilizing qualified responders to ensure that customers and District infrastructure are continuously protected. The roster of qualified Standby employees shall include a minimum of six employees at all times. One employee is assigned as responder and coordinator for the District's Standby program every week.

Procedure

1. All employees placed on Standby shall carry a District Standby phone during this time as well as conform to all requirements of the District policy.
2. All employees who report to work for Standby shall conform to all applicable safety rules including the wearing of the District uniform and safety equipment.
3. When on Standby, employees must adhere to the policies of the District regarding the usage of alcohol or other intoxicants.

Qualified Responders

1. Trained representatives who have completed the department Standby training program may participate in the Standby program. All employees in the Standby program shall live within a distance that allows for a response time that does not exceed a maximum of 30-minutes to our customers at any point within the District's service area.
2. Only permanent, eligible, full-time employees who have successfully completed their probationary period are entitled to participate in the Standby program.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Standby, Call Back, and Extended Overtime Policy		
Approval Date: April 8, 2015	Policy No: 2.2	Page 2 of 4

Compensation

1. All employees participating in the Standby program shall be compensated according to the current Memorandum of Understanding (MOU).
2. Overtime compensation shall begin at the time the responder receives an after-hours call. For calls requiring a site visit, responder will be compensated for a minimum of two-hours overtime pay for calls lasting two-hours or less.
3. Calls or alarm acknowledgements resolved by phone or computer lasting thirty minutes or less are compensated through the daily Standby stipend.
4. Calls or alarm acknowledgements resolved by phone or computer lasting more than thirty minutes shall receive overtime compensation for actual time spent to resolve the issue.
5. The Standby employee is responsible for completing all appropriate paperwork immediately following a call-out. Overtime compensation shall end at the time the paperwork is complete (i.e. overtime sheet, incident reports, service orders).

Roster

Field Maintenance

1. The roster will be published two times per year for a six-month period: January through June and July through December. Volunteers will be solicited at least 30 days in advance of the publication of the roster.
2. Employees volunteering for Standby duty shall commit to the six-month schedule. If an employee wishes to no longer be included in the Standby program, he/she must submit a written request to their supervisor.
3. The Standby roster must include a minimum of six employees. Should the roster fall below six, the Standby program will become mandatory and the supervisor or his/her designee shall assign qualified employees to the program.
4. Assignments will be made according to seniority, with the least senior eligible employee assigned first, the second least senior next, etc. until all vacant slots are filled. Seniority will be determined by classification and date of appointment within the classification.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Standby, Call Back, and Extended Overtime Policy		
Approval Date: April 8, 2015	Policy No: 2.2	Page 3 of 4

Production/Treatment

1. The roster will be published once a year on July 1st.
2. The Standby program is mandatory for all Production/Treatment Operators.

Schedule

1. The Standby duty week will begin each Monday at 4:00 p.m. and end the following Monday at 6:30 a.m. Employees will be scheduled on a rotating basis, each assignment lasting one week.
2. In the event an employee is unable to fulfill the schedule obligation, it is his/her responsibility to find a replacement. Both parties must report the amended schedule to their supervisor. If both parties do not communicate the change to their supervisor prior to the time of duty, the roster and responsibility shall remain unadjusted.
3. If the Standby employee calls in sick during his/her scheduled Standby duty week, a substitute employee will carry out the Standby duty until the employee returns to work. The supervisor will assign the substitute.

Administrative Duties

1. It is the responsibility of the Standby employee to complete appropriate paperwork immediately following a call-out.
2. Incident reports, overtime sheets and service reports must be submitted to the office staff by 6:30 a.m. the first workday immediately following the call-out.

Call Back

Call back duty occurs when an employee is ordered to return to duty on a non-regularly scheduled work shift. Call back does not occur when an employee is held over from his/her prior shift or is working prior to his/her regularly scheduled shift.

Procedure

District employees called back to active duty after completing their normal tour of duty and leaving the work site shall be entitled to call back compensation according to the MOU. Call back compensation shall be paid for each call back occurrence exclusive of any other premium pay provision. A minimum of two-hours overtime shall be paid for each call back occurrence for calls lasting two hours or less. Call back



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Standby, Call Back, and Extended Overtime Policy		
Approval Date: April 8, 2015	Policy No: 2.2	Page 4 of 4

compensation shall not apply to employees assigned to standby duty pursuant to the MOU, Standby.

Extended Overtime

To minimize safety concerns that may result from employees working extended overtime, the following procedures have been established:

Procedures

1. Continuous Work Period: Any work performed for the District within a 24-hour period starting from the beginning of the employee's work shift to his/her next work shift without a four-hour break shall be considered continuous work. Breaks in continuous service are not compensated.
2. Required Rest Period: Any employee who works over 16 hours continuous work shall receive no less than nine (9) hours of uninterrupted rest before reporting back to work. Any employee who works over 24 hours of continuous work shall receive no less than twelve (12) hours of uninterrupted rest before reporting back to work. Should said rest period overlap the employee's normal shift time, the employee will receive paid leave for those hours during the required rest period which overlap the employee's normal scheduled work shift.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Compensation Program			
Original Approval Date: July 8, 2015	Last Revised: December 9, 2020	Policy No: 2.3	Page 1 of 5

Purpose

The East Valley Water District Compensation Program is designed to attract, retain, motivate, and reward the best possible work force in an equitable manner. To accomplish this, the District has established the following plan, provisions, and standards for employee compensation.

Program

The Compensation Program is designed to fairly compensate each employee at a salary that is determined by individual performance, funding, the competitive job market, job responsibilities, and the required level of expertise. The compensation program includes base salary, a Pay for Performance incentive component, and a competitive benefit program.

Salary Ranges

Salary ranges will exist for all classifications. Each range shall have five (5) steps, two and a half percent (2.5%) between steps. The salary ranges shall be established based on the competitive market median.

In order to maintain a competitive position within the labor market, the District shall consider adjustments to salary ranges. Adjustments to the ranges shall be based upon marketplace data and budget considerations.

Adjustments to individual salaries based on range movement are not automatic. An employee must “meet expectations” in order to receive a step increase. If an employee “does not meet expectations” on the Performance Evaluation, then a step increase may not be granted.

Employee Increases

A designated supervisor shall be responsible for 1) the annual review of each employee’s performance; and 2) recommendations for employee salary increases. Increase recommendations shall be within the District’s annual salary budget guidelines and based on the individual employee’s performance.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Compensation Program			
Original Approval Date: July 8, 2015	Last Revised: December 9, 2020	Policy No: 2.3	Page 2 of 5

Guidelines for recommending increases:

- **Range Minimum** is the portion of the range where a new or less experienced employee would be placed. Progress through the range would occur as an employee moves towards the fully competent level (maximum of the range). There may be circumstances, such as hiring a highly experienced individual, which would warrant salary placement near or at the range maximum. Exceptions must be approved by the General Manager/CEO.
- **The Range Maximum** is the position of the salary range where an employee may normally expect to progress. Most employees will achieve and maintain a salary at this point of the range (fully competent). The achievement of full competency is determined by the ability to meet standards in the District's core competencies and achievement of individually determined goals for the review period.

Annual Increase Guidelines:

Adjustments to an employee's salary will be made based on the results of the Performance Evaluation. Salary adjustments shall be based on achievement of core competencies and goals and objectives.

If an employee is evaluated as "meets expectations" or better and is not yet at the top of the range, the employee will be granted a step advancement within 30 days of the annual performance review cycle.

Timing of Increases

Salary increases will be considered on an annual basis, in conjunction with the District's fiscal year performance review cycle in July of each year.

Start Salary

Human Resources, in collaboration with the hiring manager, will determine the start rate of pay within the established range for a newly hired employee.

New Hires

- An employee shall be eligible for advancement in step at the satisfactory completion of his/her twelve (12) month probationary period as indicated on the Performance Evaluation. Advancement in step may be denied in the event of an extension of probation or an imposition of discipline.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Compensation Program			
Original Approval Date: July 8, 2015	Last Revised: December 9, 2020	Policy No: 2.3	Page 3 of 5

- Individuals passing probation during the first nine (9) months of the annual rating period (July 1 - March 31) will be eligible to participate in the current District-wide annual performance review cycle (example below).
 - **Employees hired from July 1st through March 31st**
 - Month of hire: January 2020
 - 1st step increase: January 2021
 - 2nd step increase: July 2021 - now on the District-wide annual performance review cycle
 - Pay for Performance program eligibility begins: July 2021
- Individuals passing probation within the last three (3) months of the rating period, April 1st - June 30th (4th quarter) will be eligible to participate in the following year's annual performance review cycle (example below).
 - **Employees hired during the 4th quarter of the year April 1st through June 30th**
 - Month of hire: April 2020
 - 1st step increase: April 2021
 - 2nd step increase: July 2022
 - Pay for Performance program eligibility begins: July 2021

Promotions

If an individual is promoted within the review period, performance in both positions will be evaluated for Pay for Performance purposes.

Pay for Performance Program Guidelines:

The Pay for Performance Program is a discretionary incentive program that allows for up to an additional ten percent (10%) of base salary for management and five percent (5%) of base salary for all other employees, aligned with the performance review cycle, to be paid out annually in lump sum form for exceptional performance. Employees are eligible for the program upon completion of probation.

Pay for Performance is utilized for those employees whose performance consistently meets or exceeds expectations as defined by efforts toward divisional and personal goal achievement, successful ratings on evaluation core competencies, and for those who have been identified as giving world class customer service, have established more efficient business processes, or generate ideas resulting in cost savings for the District.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Compensation Program			
Original Approval Date: July 8, 2015	Last Revised: December 9, 2020	Policy No: 2.3	Page 4 of 5

An employee must at least “meet expectations” in all core competencies on their annual Performance Evaluation to be eligible for this program. It is at the supervisor’s discretion to determine the percentage recommendation for their staff’s Pay for Performance incentive. Also, an employee may not have received formal discipline during the rating period to be considered eligible for this program.

- Employees with performance that either “Meets Expectations,” “Exceeds Expectations,” or “Far Exceeds Expectations,” will have the opportunity to participate in the Pay for Performance Program and have the potential to earn a lump sum payment of up to 5% of base salary for employees and up to 10% of base salary for management.
- *If base pay is above the maximum:* Employees with pay frozen at or above the maximum of their range and perform at “Meets Expectations,” “Exceeds Expectations,” or “Far Exceeds Expectations,” will have the opportunity to participate in the Pay for Performance Program and have the potential to earn a lump sum payment up to 5% for employees and up to 10% for management above the range maximum.

Pay for Performance Evaluation Procedure:

The process for the Pay for Performance evaluation is as follows:

- 1) Core competencies, goals and objectives will be determined at the beginning of the fiscal year.
- 2) Supervisors and managers will meet with staff to communicate Department and individual goals and recommended actions staff should take to achieve these goals.
- 3) Prior to the end of the rating period (June 30th), staff will be asked to complete a self-evaluation relating to the core competencies, goals and objectives for their supervisor to review.
- 4) At the end of the rating period, a separate Pay for Performance evaluation will be completed to document each employee’s accomplishments relative to the competencies, goals and objectives to determine eligibility and percentage recommended for incentive pay.

Pay for Performance Evaluation Procedure Upon Retirement:

Upon retirement, employees eligible for the Pay for Performance program will be evaluated for a prorated incentive based on the fiscal year quarter in which they retire (the month of July will not be included as the previous fiscal year incentive will be paid in July). The following are the proration percentages:



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Compensation Program			
Original Approval Date: July 8, 2015	Last Revised: December 9, 2020	Policy No: 2.3	Page 5 of 5

<u>Month of Retirement</u>	<u>Percentage Table</u>
July - September	25%
October - December	50%
January - March	75%
April - June	100%

The incentive payment will be paid on the retiree's final check from the District.

Revised: April 26, 2016
September 27, 2017
May 23, 2018
December 9, 2020



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Telework Policy

Original Approval Date:
February 22, 2023

Last Revised:

Policy No:
2.4

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1 of 7

Purpose

The purpose of this policy is to establish a telework program, provide direction for offering, authorizing, and implementing the telework program, and the guidelines under which it will operate.

East Valley Water District is committed to accomplishing its vision, and to do so effectively, maintaining an elite workforce with a focus on efficiency, service, adaptability, health and safety, and the well-being of its employees is crucial. The establishment of a Telework Policy is one tool of many that East Valley Water District will use to maximize outcomes and optimize talent recruitment and retention, while continuing to provide world class public service.

This policy is designed to help supervisors, managers, and employees understand the teleworking environment, their associated responsibilities, and ensure an effective implementation of teleworking.

Policy

This policy covers Teleworking voluntarily requested by a District employee and provided by the District subject to certain conditions and requirements. The District may allow teleworking for certain eligible employees who voluntary request it. These employees are primarily working in an administrative or office capacity whose work does not require them to be at worksites in the field. Teleworking arrangements are authorized at the sole discretion of the District and can be terminated at any time.

Eligibility Criteria

The General Manager, or his designee, possesses the discretionary authority to determine the job classifications, positions, and employees who are eligible to telework under this policy. Such determination may be made by using criteria including, but not limited to, the following:

1. The operational needs of the District and employee's department and division;
2. The disruption of or potential for disruption to the District's functions;



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Telework Policy

Original Approval Date:
February 22, 2023

Last Revised:

Policy No:
2.4

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3. The ability of the employee to perform their job duties (both essential and marginal) from an alternative worksite without diminishing the quantity or quality of the work performed;
4. The degree to which the employee's job functions require face-to-face interaction with other District employees, contractors, and members of the public;
5. The employee's job performance, as determined by their last performance evaluation and any current disciplinary actions or issues that have been addressed;
6. The employee's length of service with the District, department, or division;
7. The portability of the employee's work, including the employee's ability to remotely access tools, equipment, and materials necessary to perform their job functions;
8. The availability of or ability for the employee to create a functional, reliable, healthy, safe, and secure alternate worksite;
9. The risk factors associated with performing the employee's job duties from a location other than the employee's normal workplace at a District worksite;
10. The District's capacity to monitor and measure the employee's work performance at the alternate worksite;
11. The employee's supervisory responsibilities;
12. The employee's need for supervision;
13. Other considerations deemed necessary and appropriate by the District, including any legal implications of teleworking.

Request Process

To make a request for a teleworking arrangement, employees must complete a Voluntary Telework Request Form and file the completed request form with their supervisor or manager.

The employee's supervisor or manager will provide the request form to the Department Head and will discuss the employee's request with the Department Head. In consultation



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with or based on information provided by the employee's supervisor or manager, and after consulting with Human Resources to ensure no underlying employment issues are present, the Department Head will then make a determination regarding the employee's request to telework.

Teleworking requests will be considered on a case-by-case basis consistent with the criteria above and other factors relevant to the employee's request to telework.

Final Determination - No Right to Appeal

The final decision regarding an employee's teleworking request is final and binding. Neither the employee nor the employee's employee association possesses any right to appeal or grieve the decision.

Telework Agreement

An eligible and qualified employee who has requested and been granted the opportunity to telework, must execute a Voluntary Teleworking Agreement ("Agreement") prior and as a precondition to the employee teleworking. The Agreement shall provide the mutual understanding of the employee, the employee's supervisor or manager, the Department Head, and the General Manager/CEO concerning the teleworking arrangement and agreement with the following terms:

1. The Agreement does not constitute an employment contract;
2. The teleworking employee is subject to the same job duties, responsibilities, and expectations as if the employee was working from a District worksite or facility;
3. Teleworking is only authorized for the time period specified in the Agreement and the Agreement is void and shall not apply after the time expressly provided for in the Agreement;
4. The District possesses discretionary authority to terminate the Agreement before the time specified in its sole discretion, without advance notice, and the District's determination to terminate the Agreement before the time specified in the Agreement is final and not be subject to appeal or grievance;



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5. The teleworking employee's work schedule and hours, including applicable meal and rest breaks, will remain in place as if the employee was working from a District worksite or facility;
6. Teleworking employees are prohibited from performing any off-the-clock work, and employees who perform off-the-clock work may be subject to discipline, up to and including, termination of employment;
7. Teleworking employees are prohibited from performing any overtime, unless they request and receive prior approval for such work by their manager or supervisor, and employees who perform overtime work without prior approval may be subject to discipline, up to and including, termination of employment;
8. The District may designate a dedicated monthly, or intermittent, all-staff reporting day. If an all-staff reporting day is designated, all teleworking employees must be present at a District worksite or facility that day;
9. Teleworking employees will be expected to be present, in-person, for all-staff meetings and District luncheons or gatherings;
10. The District will reimburse preapproved and reasonably incurred business expenses associated with teleworking; and
11. Any breach of the Agreement by the employee may result in termination of the Agreement and/or disciplinary action, up to and including termination of employment.

General Duties, Obligations, and Responsibilities

1. All existing duties, obligations, responsibilities, and conditions of employment remain unchanged. Teleworking employees shall abide by all District and departmental policies and procedures, rules, and regulations.
2. All existing supervisory relationships, lines of authority, and supervisory practices remain in effect.
3. Teleworking employees authorized to perform work at an alternate worksite must meet the same standards of performance and professionalism expected of District employees in



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terms of job responsibilities, work product, timeliness of assignments, and contact with other District employees and members of the public.

4. Teleworking employees are required to be accessible in the same manner as if they are working at a District worksite or facility during the established teleworking work schedule, regardless of the designated location for teleworking, or alternate worksite. Teleworking employees must be accessible via telephone, email, and/or network access to their supervisor and other District employees while teleworking, as if working at a District worksite or facility. Teleworking employees must check their District-related business phone messages and emails on a consistent basis, as if working at a District worksite or facility.

Miscellaneous Guidelines

1. Teleworking employees must notify their supervisor or manager promptly when unable to perform work assignments because of equipment failure or any other unforeseen circumstances.
2. Teleworking employees must have access to an alternate worksite that is quiet and free of distractions, includes a desk or tabletop with an appropriate office chair, all of which meet ergonomic workstation requirements. The alternate worksite must also have reliable and secure power and internet and/or wireless access.
3. Teleworking employees will ensure that all official District documents are retained and maintained according to the normal operating procedures in the same manner as if working at the District and will ensure discretion over confidential District information.
4. Teleworking employees must ensure dependent care will not interfere with work responsibilities.

Work Schedule

1. For non-exempt employees, the District will provide a work schedule that will be included in the Agreement, and which will include meal and rest breaks.
2. For non-exempt employees assigned a work schedule, any deviation from the schedule must be approved in advance, in writing, by the employee's supervisor or manager.



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3. Non-exempt employees may not telework outside their normal work hours without prior written authorization from their supervisor or manager. A non-exempt employee who fails to secure written authorization before teleworking outside their normal work hours may be subject to disciplinary action.
4. Non-exempt employees must take meal and rest breaks while teleworking as required under applicable law and/or, District policy. For the duration of the meal and rest breaks, as well as any other time the employee is not working, the employee is required to log off all District systems.
5. For non-exempt employees assigned a work schedule, all periods of the employees' unavailability must be approved in advance by their supervisor or manager in accordance with District policy and documented on the appropriate leave request.
6. Employees shall continue to abide by District policies and procedures for requests of general leave and other leaves of absences. If an employee becomes ill while working under the Agreement, they shall notify their supervisor or manager immediately and record on their timesheet any hours not worked due to illness and/or incapacitation.
7. Non-exempt employees are required to request to work overtime in advance of doing so and such requests must be pre-approved in writing by the employee's supervisor or manager.
8. Teleworking employees' salary and benefits remain unchanged during the Teleworking arrangement.

Equipment, Safety, Security, and Confidentiality

1. Teleworking employees will be provided with District-issued equipment at the discretion of the General Manager or designee.
2. Teleworking employees must agree to follow the District's policy for the use of District issued equipment. Teleworking employees must report to their supervisor any loss, damage, or unauthorized access to District owned equipment, immediately upon discovery of such loss, damage, or unauthorized access.
3. The District shall not be responsible for teleworking costs, including, but not limited to, the employee's use of their home or place of residence, utilities, internet, data,



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network costs, home maintenance, workspace furniture, ergonomic equipment, or any other incidental costs, unless expressly provided for and approved in the Agreement.

4. Employees must take reasonable precautions to ensure their devices, computers, laptops, tablets, smart phones, etc. are secure before connecting remotely to the District's network and must close or secure all connections to District desktop or system resources (e.g., remote desktop, VPN connections, etc.) when not conducting work for the District. Employees must maintain adequate firewall and security protection on all such devices used to conduct District work from the alternate worksite.

5. Teleworking employees shall exercise the same precautions to safeguard electronic and paper information, protect confidentiality, and adhere to the District's records retention policies, especially as it pertains to the California Public Records Act ("CPRA"). Teleworking employees must safeguard all sensitive and confidential information (both on paper and in electronic form) relating to District work they access from the alternate worksite or transport from their District worksite to the alternate worksite. Teleworking employees must also take reasonable precautions to prevent third parties from accessing or handling sensitive and confidential information they access from the alternate worksite or transport from their District worksite to the alternate worksite. Teleworking employees must return all records, documents, and correspondence to the District at the termination of the Agreement or upon request by their supervisor or manager, Department Head or Human Resources.

6. Workers' Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by Workers' Compensation law. Teleworking employees must report any such work-related injuries to their supervisor or manager immediately. The District shall not be responsible for injuries or property damage unrelated to such work activities, including injuries to third persons when said injuries occur at the alternate worksite.

Mandatory Remote Work Arrangement During Exigent Circumstances

Where an exigent circumstance exists, the District may direct its employees to remain at their homes or alternate worksite and perform work as part of an adopted short-term telework arrangement for such employees to provide for the continuity of essential District services.



EAST VALLEY WATER DISTRICT

Voluntary Telework Request Form

Name _____ Date _____

Title _____ Department _____

I, _____ am requesting to participate in the District's Telework Program. I understand and acknowledge that this request requires approval of my Supervisor, Department Head and the General Manager/CEO or his designee.

I am requesting the opportunity to telework for the following reasons:

Please list the details of your telecommuting location:

Description of Location (Ex. Home, Public Library, etc): _____

Address: _____

Requested Monthly Telework Schedule

<u>Days</u>	<u>Weekly</u>	<u>Bi-Weekly</u>	<u>From</u>	<u>To</u>
<input type="checkbox"/> Monday	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Thursday	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Friday	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

EAST VALLEY WATER DISTRICT

Voluntary Telework Request Form

Employee Certification and Signature

I certify that the above information is accurate and complete. I understand that if my Voluntary Telework request is approved, I will be required to sign a District Telework Agreement.

Employee Signature

Date

Supervisor Request Consideration

1. Supervisor Approval: Yes No

Name

Signature

Date

Comments: _____

2. Department Head Approval: Yes No

Name

Signature

Date

Comments: _____



EAST VALLEY WATER DISTRICT

Voluntary Telework Agreement

Name _____ Date _____

Title _____ Department _____

The above employee has identified a proposed hybrid work schedule shown below. This work schedule has been approved and the employee will begin a telework schedule effective:

_____.

This Voluntary Telework Agreement will remain in effect until _____, or until it is determined by the supervisor, department head or General Manager/CEO, or his designee, that the Voluntary Telework Agreement is no longer valid, whichever occurs first. The undersigned affirms that the employee has read and understands the District's Telework Policy (incorporated herein by reference) and will abide by the requirements of such policy. Failure to do so will result in termination of the Telework Agreement.

PROPOSED MONTHLY TELEWORK SCHEDULE

<u>Days</u>	<u>Weekly</u>	<u>Bi-Weekly</u>	<u>From</u>	<u>To</u>	<u>Lunch/Breaks</u>
<input type="checkbox"/> Monday	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/> Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/> Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/> Thursday	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/> Friday	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____

Signed: _____

Employee

Date

Approved: _____

Supervisor

Date

Approved: _____

Department Head

Date

Approved: _____

General Manager/CEO

Date



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Harassment, Discrimination and Retaliation Policy		
Approval Date: September 11, 2013	Policy No: 3.1	Page 1 of 6

Purpose

The purpose of this policy is to establish a strong commitment to prohibit and prevent discrimination, harassment and retaliation in employment at East Valley Water District; to define those terms; and to establish a procedure for investigating and resolving complaints. East Valley Water District encourages all employees to report, as soon as possible, any conduct that is believed to violate this policy.

Policy

Harassment or discrimination against an applicant or employee by a supervisor, manager, employee, elected official, co-worker, member of the public, or contractor on the basis of race, religion, sex (including gender, gender identity, gender expression and pregnancy), national origin, ancestry, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), or any other protected classification as protected by law, will not be tolerated.

East Valley Water District has zero tolerance for any conduct that violates this policy. Conduct need not arise to the level of violation of law to violate this policy. Instead, a single act can violate this Policy and provide grounds for discipline.

This policy applies to all terms and conditions of employment. Any retaliation against a person for filing a complaint or participating in the complaint resolution process is prohibited. Individuals found to be retaliating in violation of this policy will be subject to appropriate disciplinary action up to and including termination.

Definitions

- A. Protected Classification: This policy prohibits harassment or discrimination because of an individual's protected classification. "Protected Classification" includes race, religion, color, sex (including gender, gender identity, gender expression, and pregnancy), sexual orientation (including heterosexuality, homosexuality, and bisexuality), national origin, ancestry, citizenship status, marital status, pregnancy, age, medical condition, genetic characteristics or information, and physical or mental disability, or any other protected classification protected by law.



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Policy Title: Harassment, Discrimination and Retaliation Policy

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B. Policy Coverage: This policy prohibits East Valley Water District, elected officials, employees or contractors from harassing or discriminating against applicants, officials, employees or contractors because of: an individual's protected classification; the perception that an individual has a protected classification; or the individual associates with a person who has or is perceived to have a protected classification.

C. Discrimination: treating an individual differently because of the individual's protected classification as identified in this policy.

D. Under certain circumstances, harassment can also include conduct of those who are not employees, such as elected officials, persons providing services under contracts, or even members of the public. Harassment may include, but is not limited to, the following types of behavior based on a person's protected classification:

Speech: such as epithets, derogatory comments or slurs, and propositioning on the basis of protected classification. This might include inappropriate comments on appearance, including dress or physical features, or dress consistent with gender identification, or race oriented stories and jokes.

Physical Acts: such as assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement. This includes pinching, grabbing, patting, propositioning, leering or making explicit or implied job threats or promises in return for physical acts.

Visual Acts: such as derogatory posters, cartoons, emails, pictures or drawings related to a protected classification.

Unwanted Sexual Advances: requests for sexual favors and other acts of sexual nature, where submission is made a term or condition of employment, where submission to or rejection of the conduct is used as the basis for employment decisions, or where the conduct is intended to or actually does unreasonably interfere with an individual's work performance or create an intimidating, hostile, or offensive work environment.

E. Guidelines for Identifying Harassment: To help clarify what constitutes harassment in violation of this policy, use the following guidelines:

1. Harassment includes unwelcome conduct based on an individual's protected classification.



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2. It is no defense that the recipient appears to have voluntarily “consented” to the conduct at issue. A recipient may not protest for many legitimate reasons, including the need to avoid being insubordinate.
 3. Simply because one has not complained about a joke, gesture, pictures, physical contact or comment does not mean that the conduct is welcome. Harassment can evolve over time. Small, isolated incidents might be tolerated up to a point. The fact that no one is complaining now does not preclude anyone from complaining if the conduct is repeated in the future.
 4. Even visual, verbal or physical conduct between two employees who appear to welcome the conduct can constitute harassment of someone who observes the conduct or learns about the conduct later. Conduct can constitute harassment even if it is not explicitly or specifically directed at an individual.
 5. Conduct can constitute harassment even if the employee engaging in the conduct has no intention to harass.
- F. Retaliation: Any adverse conduct taken because an applicant, employee or contractor has reported harassment or discrimination, or has participated in the complaint and investigation process described herein, is prohibited. Adverse conduct includes, but is not limited to, taking sides because an individual has reported harassment or discrimination, spreading rumors about a complaint, shunning and avoiding an individual who reports harassment or discrimination, or real or implied threats of intimidation to prevent an individual from reporting harassment or discrimination. The following individuals are protected from retaliation: those who make reports of harassment or discrimination, those who associate with an individual who is involved in reporting harassment or discrimination, or those who are in the complaint or investigation process.

Complaint Procedure

- A. An employee, job applicant or contractor who believes he or she has been harassed may make a complaint verbally or in writing with any of the following:
 1. Immediate supervisor
 2. Any supervisor or manager within or outside of the department
 3. Department head
 4. Human Resources Manager
 5. General Manager
 6. Legal Counsel



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- B. Any supervisor or department head who receives a harassment complaint should notify the Human Resources Manager immediately.
- C. Upon receiving notification of a harassment complaint, the Human Resources Manager shall:
1. Authorize and supervise the investigation of the complaint and or investigate the complaint. The investigation will include interviews with the complainant, accused harasser and others who have relevant knowledge concerning the allegations in the complaint.
 2. Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, discrimination or retaliation giving consideration to all factual information, the totality of the circumstances, including the nature of the conduct and the context in which the alleged incidents occurred.
 3. Report a summary of the determination as to whether harassment occurred to appropriate persons, including the complainant, the alleged harasser, the supervisor and the department head. If discipline is imposed, the level of discipline will not be communicated to the complainant.
 4. If conduct in violation of this policy occurred, prompt and effective action will be recommended. The remedial action will be appropriate to the severity of the offense.
 5. Take reasonable steps to protect the complainant from further harassment, discrimination, or retaliation.
- D. East Valley Water District takes a proactive approach to potential policy violations and will conduct an investigation if its officers, supervisors, or managers become aware that harassment, discrimination, or retaliation may be occurring, regardless of whether the recipient or third party reports a potential violation.
- E. Option to Report to Outside Administrative Agencies: An individual has the option to report harassment, discrimination, or retaliation to the U.S. Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH). These administrative agencies offer legal remedies and a complaint process. The nearest offices are listed in the government section of the telephone



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book or employees can check the posters that are located on East Valley Water District`s bulletin boards for office locations and telephone numbers.

Confidentiality

Every possible effort will be made to assure the confidentiality of complaints made under this policy. However, due to the need to fully investigate and the duty to take effective remedial action, complete confidentiality cannot occur. As a result, confidentiality will be maintained to the extent possible. An individual who is interviewed during the course of the investigation is prohibited from discussing the substance of the interview, except as otherwise directed by a supervisor or the Human Resources Manager. Any individual who discusses the content of an investigatory interview will be subject to discipline.

Responsibilities

Managers and Supervisors are responsible for:

1. Informing employees of this policy.
2. Modeling appropriate behavior.
3. Taking all steps necessary to prevent harassment, discrimination, or retaliation from occurring.
4. Receiving complaints in a fair and serious manner and documenting steps taken to resolve complaints.
5. Monitoring the work environment and taking immediate appropriate action to stop potential violations, such as removing inappropriate pictures or correcting inappropriate language.
6. Following up with those who have complained to ensure that the behavior has stopped and that there are no reprisals.
7. Informing those who complain of harassment or discrimination of his or her option to contact the EEOC or DFEH regarding alleged policy violations.
8. Assisting, advising or consulting with employees and the Human Resources Manager regarding this policy and complaint procedure.
9. Assisting in the investigation of complaints involving employee(s) in their departments and if the complaint is substantiated, recommending appropriate corrective disciplinary action in accordance with East Valley Water District`s Personnel Rules up to and including termination.
10. Implementing appropriate disciplinary and remedial actions.
11. Reporting potential violations of this policy regardless of whether a complaint has been submitted to the Human Resources Department or the department head.
12. Participating in training and scheduling employees for training in order to maintain compliance.



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Each employee or contractor is responsible for:

1. Treating others with respect and consideration.
2. Modeling appropriate behavior.
3. Participating in training.
4. Fully cooperating with East Valley Water District`s investigations by responding fully and truthfully to all questions posed during an investigation.
5. Maintaining the confidentiality of any investigation that East Valley Water District conducts by not disclosing the substance of any investigatory interview except as directed by the department head or the Human Resources Manager.
6. Reporting any act he or she believes in good faith constitutes harassment, discrimination or retaliation as defined in this policy, to his or her immediate supervisor, department head or Human Resources Manager.



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Purpose

The purpose of this policy is to establish a strong commitment to prohibit and prevent violence and intimidation in the workplace and provide a safe and secure work environment for East Valley Water District employees. East Valley Water District encourages all employees to report as soon as possible any conduct that is believed to violate this policy.

Policy

East Valley Water District is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, or visitor. Our policy is to establish, implement, and maintain an effective Workplace Violence Prevention Plan that addresses the hazards known to be associated with four types of workplace violence as defined by Labor Code Section 6501.9. Our written Plan is located at 31111 Greenspot Rd., Highland, CA.

Definitions

- A. *Emergency*: Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.
- B. *Engineering Controls*: An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.
- C. *Log*: The violent incident log required (Appendix A).
- D. *Plan*: The Workplace Violence Prevention Plan.
- E. *Serious Injury or Illness*: Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.
- F. *Threat of Violence*: Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or



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any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

- G. *Work Practice Controls*: Procedures and rules which are used to effectively reduce workplace violence hazards.
- H. *Workplace Violence*: Any act of violence or threat of violence that occurs in a place of employment. Includes, but is not limited to the following:
- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
 - An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
 - The following four workplace violence types:
 - **Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
 - **Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, or visitors.
 - **Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.
 - **Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.
 - Workplace violence does not include lawful acts of self-defense or defense of others.

Responsibility and Authority

Workplace Violence Prevention Plan Administrator



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The Director of Administrative Services is the designated Workplace Violence Prevention Plan Administrator and has the authority and responsibility for developing, implementing, and maintaining this Plan.

Managers and Supervisors

Responsibilities include:

- Implementing the Plan in their respective work areas.
- Providing input to the Administrator regarding the Plan.
- Participating in investigations of workplace violence reports.
- Answering employee questions concerning this Plan.

Employees

Responsibilities include:

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

Employee Active Involvement

The District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the Plan.

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence. This includes, but is not limited to, periodic safety



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meetings with employees and their representatives to discuss the identification of workplace violence related concerns and hazards, and to evaluate the concerns to identify corrective action.

- Designing and implementing training by encouraging employees to provide feedback and suggestions to help customize the training materials and sessions.
 - Reporting and potentially assisting in the investigating of workplace violence incidents.
- Management will ensure that all workplace violence policies and procedures within this Plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
 - All employees will follow all directives, policies, and procedures, as outlined in this Plan, and assist in maintaining a safe work environment.
 - The Plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

Compliance

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

- Informing all employees of the Plan during new employee safety orientation training and ongoing workplace violence prevention training.
- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for Plan implementation.
- Evaluating employees to ensure their compliance with the Plan, and recognizing employees who demonstrate safe work practices that promote the elements of the Plan.
- Disciplining employees for failure to comply with the Plan in accordance with the



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compliance requirements outlined in our District's Injury & Illness Prevention Program.

Communication

We recognize that open, two-way communication between our management team, staff, and other employees, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training, at least annually.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards.
- Effective communication between employees and supervisors about workplace violence prevention and concerns.
- Posted or distributed workplace violence prevention information.
- Encouraging employees to inform their supervisors about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken.



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Workplace Violence Incident Reporting Procedures

Employees should report all threats or acts of workplace violence to their supervisor or manager. The supervisor or manager will be required to inform the Administrator. In the event a supervisor or manager is not available, the employee can report an incident directly to the Administrator or Human Resources. Employees may report the incident anonymously by dropping off a written confidential letter in the Human Resources in-box, located outside of the Human Resources staff offices. A strict non-retaliation policy is in place.

Emergency Response Procedures

In the event of an actual or potential workplace violence emergency, the employee should determine the best immediate reporting option based on the situation and circumstances. The methods of reporting emergencies include, but are not limited to:

- Dialing 911.
- Immediately notify the manager, supervisor, Administrator, or Human Resources.

Upon being notified of a workplace violence emergency, the Administrator or designated "person-in-charge" will determine if emergency procedures should be activated and if evacuation or shelter-in-place procedures should be implemented.

Refer to Appendix C for procedures on how to respond to specific workplace violence emergency scenarios.

Workplace Violence Hazard Assessment

A Workplace hazard assessment will be conducted by the Administrator, and other selected employees, utilizing the Workplace Violence Prevention Hazard Assessment & Correction Form (Appendix B). An annual review of the past year's workplace violence incidents will be conducted.

Inspections are performed according to the following schedule:

- When the Plan is first established.



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- Annually.
- When new, previously unidentified workplace violence/security hazards are recognized.
- After each workplace violence incident or threats occur.

Workplace Violence Hazard Correction

Workplace violence hazards will be evaluated and corrected in a timely manner. The Administrator will implement the following procedures to correct the identified workplace violence hazards:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection, depending on the exposure.
- All corrective actions taken will be documented and dated on the appropriate forms. Such as the Workplace Violence Hazard Assessment and Correction form (Appendix C), or other tracking measures.

Post Incident Response and Investigation

After a workplace incident, the Administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.



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- Take corrective action to prevent similar incidents from occurring.
- Complete the Violent Incident log (see Appendix A) for every workplace violence incident and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.

Training & Instruction

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices.

Training will occur:

- When the Plan is first established.
- When hired.
- Annually to ensure all employees understand and comply with the Plan.
- When a new or previously unrecognized workplace violence hazard has been identified.

Employee training on workplace violence will include:

- A review of the Plan, how to obtain a copy of the Plan, and how to participate in the development and implementation of the Plan.
- How to report workplace violence incidents or concerns to the District or law enforcement, without fear of reprisal.
- Workplace violence risks that employees may encounter in their jobs.
- How to recognize the potential for violence and escalating behavior.
- General and personal safety measures.
- Strategies to de-escalate behaviors and to avoid physical harm.
- The District's alerts, alarms, or systems that are in place to warn of emergencies.
- Information about the District's Employee Assistance Program.



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- Information about the Violent Incident Log and how to obtain copies of records pertaining to completed logs, hazard identification, evaluation and correction, and training records.

Employees will always have opportunities for interactive questions and answers with the Administrator or a person knowledgeable about the District's Plan.

Recordkeeping

Records of violent incidents (Violent Incident Log), workplace violence hazard identification, evaluation and correction, and incident investigations will be maintained for (5) five years. No records shall contain medical information.

Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum of (3) three years.

Cal/OSHA Reporting of Work-Related Fatalities and Serious Injuries

The District will immediately, but no later than 8 hours after awareness, report to Cal/OSHA any work-related death or serious injury or illness, including any due to workplace violence, of an employee occurring at the workplace or in connection with any employment.

A serious injury or illness (CCR330) is defined as:

- Any inpatient hospitalization for more than observation
- Amputation
- Loss of an eye
- Serious degree of permanent disfigurement.

It does not include any injury or illness or death caused by an accident on a public street or highway unless the accident occurred in a construction zone.

Annual Review

The District's Workplace Violence Prevention Plan will be reviewed for effectiveness:



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- At least annually.
- When a deficiency is observed or become apparent.
- After a workplace violence incident.
- As needed.

Review of the Plan will include measures outlined in the Employee Active Involvement section as well as the following:

- A review of the incident investigations and violent incident log.
- Assessment of the effectiveness of security systems, including alarms, emergency response, and available security personnel, if applicable.
- Review if violence risks are being properly identified, evaluated, and corrected.
- Any revisions should be made promptly and communicated to all employees.

Original Approved: September 11, 2013 - Workplace Violence and Intimidation Policy
Replaced: July 24, 2024 – Workplace Violence Prevention Plan



Appendix A

WORKPLACE VIOLENT INCIDENT LOG

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

Incident ID # *:	Date and Time of Incident:	Department:
-------------------------	-----------------------------------	--------------------

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

Describe Incident (provide detailed description and information on the violence incident type. Include additional pages if needed):

Specific Location(s) of Incident & Workplace Violence Type (see definitions, enter 1, 2, 3 or 4)

	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

Where Incident Occurred:

<input type="checkbox"/> Workplace	<input type="checkbox"/> Parking lot	<input type="checkbox"/> Outside of Building	<input type="checkbox"/> Outside of workplace
------------------------------------	--------------------------------------	--	---

Type of Incident (check as many apply):

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal threat/harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual threat/harassment/assault	<input type="checkbox"/> Hit with an object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal attack	<input type="checkbox"/> Shot (or attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of physical force	<input type="checkbox"/> Bomb threat	<input type="checkbox"/> Hit with fist
<input type="checkbox"/> Threat of use of weapon or object	<input type="checkbox"/> Vandalism (of victim's property)	<input type="checkbox"/> Knifed (or attempted)
<input type="checkbox"/> Assault with a weapon or object	<input type="checkbox"/> Vandalism (of employer's property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Robbery	<input type="checkbox"/> Other:	

Workplace violence committed by:

<input type="checkbox"/> Family or friend	<input type="checkbox"/> Client	<input type="checkbox"/> Coworker
<input type="checkbox"/> Partner/Spouse	<input type="checkbox"/> Family or friend of client	<input type="checkbox"/> Manager/Supervisor
<input type="checkbox"/> Former Partner/Spouse	<input type="checkbox"/> Customer	<input type="checkbox"/> Stranger w/criminal intent
<input type="checkbox"/> Parent/Relative	<input type="checkbox"/> Family or friend of customer	<input type="checkbox"/> Other:

Circumstances at time of incident:

<input type="checkbox"/> Employee performing normal duties	<input type="checkbox"/> Working in poor lighting	<input type="checkbox"/> Employee rushed
<input type="checkbox"/> Employee isolated or alone	<input type="checkbox"/> Unable to get help or assistance	<input type="checkbox"/> Working during low staffing levels
<input type="checkbox"/> Working in a community setting	<input type="checkbox"/> Working in unfamiliar/new location	<input type="checkbox"/> Other:

Consequences of incident:

Law enforcement/Security called? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, explain:
Were actions taken to protect employees from continuing threat or other hazards? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, explain:
Any injuries? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, explain:
Emergency medical responders contacted, including on-site First Aid/CPR? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, explain:
Did severity of injuries require reporting to Cal/OSHA? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, enter date, time, and representative contacted:

Completed by:

Name:	Title:
Date:	Signature



Appendix B

WORKPLACE VIOLENCE PREVENTION HAZARD ASSESSMENT & CORRECTION FORM

Assessed by:	Title:
Location(s) Assessed:	

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

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

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

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

STEP 1: IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

STEP 2: CONDUCT ASSESSMENT

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are bullet resistant windows or similar barriers used when money is exchanged with the public?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are waiting and work areas free of objects that could be used as weapons?	
		Is furniture in waiting and work areas arranged to prevent employee entrapment?	
		Are clients and visitors clearly informed how to use the department services so they will not become frustrated?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belonging?	

Yes	No	Security Measures	Comments:
		Is there a response Plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and clients)	
		Are there security cameras?	
		Are there panic buttons?	
		Are there alarm systems?	
		Are there metal detectors?	
		Are there X-ray machines?	
		Do doors lock?	
		Does internal telephone system activate emergency assistance?	
		Are telephones with an outside line programed for 911?	
		Are there two-way radios, pagers, or cell phones?	
		Are there security mirrors?	
		Is there a secured entry?	
		Are there personal alarm devices?	
		Are there "drop safes" to limit available cash?	
		Are pharmaceuticals secured?	
		Is there a system to alert staff of the presence, location, and nature of a security threat?	
		Is there a system in place for testing security measures?	



Appendix C

WORKPLACE VIOLENCE EMERGENCY RESPONSE SCENARIOS & PROCEDURES

WORKPLACE VIOLENCE ACTS OR THREATS

Workplace violence is any act or threat of violence that occurs at the workplace. These incidents can include acts or threats of physical violence, intimidation, or harassment. Verbal abuse, physical assault, and homicide are all examples of workplace violence. We have zero tolerance toward all forms of violence.

FOUR TYPES OF WORKPLACE VIOLENCE

- **Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
- **Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- **Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.
- **Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

EMPLOYEE WARNING SIGNS

Often, warning signs are observed in employees, customers, and others who may behave violently on a work site. These behaviors may include:

- Intimidation.
- Rude behavior toward fellow employees.
- Frequent arguments with co-workers or clients.
- General aggressive behavior like hitting or kicking objects, breaking things, or screaming.
- Acts of revenge like stealing or property damage.
- Verbal wishes to harm other workers.

While there is no perfect way to predict violence will occur, any combination of these behaviors may be a signal. Employees are encouraged to report these actions to the **Administrator** to prevent further escalation of any type of violent situation.

WARNING SIGNS FROM CUSTOMERS

- The person is not satisfied with any solutions you offer.
- Unreasonably agitated.
- Physical posturing (clenched fists).

If the verbal confrontation starts to escalate, remain calm, courteous, and stay neutral. Let them know you are contacting a manager to further assist them. Trust your intuition to determine if help is needed.

WHEN HELP IS NEEDED

- Continue to try and help the person by listening and providing feedback until law enforcement has arrived.
- If at any time you believe you are potentially in physical danger, yell for Help!
- If you are being assaulted:
 - Yell for help.
 - Look for a way to escape.
 - Act with aggression.

PERSONAL SAFETY

- When leaving the building:
 - Be alert to your surroundings and look around the area outside before exiting the building. Do not use or look at your phone.
 - Attackers expect passive victims, so walk with a steady pace, appear purposeful, and project confidence.
- While in your vehicle:
 - Have your keys in your hand as you approach your vehicle so that you do not have to search for them.
 - Before entering your vehicle quickly check the back seat and around the vehicle for anything unusual.
 - Always lock your car doors as soon as you enter the vehicle.

ACTIVE SHOOTER

The three most common response options for an active shooter event are evacuate, hide out, or take action. During an active shooter event, employees need to be able to determine their best course of action for the situation they are facing.

CHARACTERISTICS OF AN ACTIVE SHOOTER SITUATION

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated areas, typically through the use of firearms. Victims are typically selected at random. The event is unpredictable and evolves quickly. Law enforcement is usually required to end an active shooter situation.

HOW TO RESPOND

- 1. EVACUATE**
 - Have an escape route in mind.
 - Leave immediately.
 - Keep hands visible.
- 2. HIDE OUT**
 - Hide in an area out of the shooter's view.
 - Block the entry to your hiding place and lock doors, if possible.
 - Silence your cell phone.
- 3. TAKE ACTION**
 - Last resort when your life is in imminent danger.
 - Attempt to incapacitate the shooter.
 - Act with physical aggression and throw items at shooter.
 - Have an escape route in mind.

CALL 911 WHEN IT IS SAFE TO DO SO

When law enforcement arrives remain calm and follow all instructions.

- Put down any items in your hands (i.e., bags, jackets).
- Raise hands and spread fingers.
- Always keep your hands visible.
- Avoid quick movements toward officers.
- Avoid pointing, screaming or yelling.
- Do not stop to ask officers for help or direction when evacuating.

Information to provide law enforcement when asked:

- Location of the active shooter.
- Number of shooters.
- Physical description of shooters.
- Type of weapons if known.

Training resource:

- [Department of Homeland Security](#)
- [DHS Active Shooter Preparedness Video](#)

BOMB THREAT

Most bomb threats are false and primarily intended to elicit a response from building occupants. However, no bomb threat should be assumed fake. If a potentially harmful device is found, call 911 for assistance.

PHONE THREAT

- Remain calm.
- Immediately use the Bomb Threat Checklist for guidance and to document the call.
- After the caller has ended the call, notify the Administrator.
- If the threat was left on your voicemail, do not erase and immediately notify the Administrator.

WRITTEN THREAT

- Handle the document as little as possible and immediately notify the Administrator.
- If the threat should come via e-mail, save the information.

POSSIBLE EVACUATION

- The Administrator will call law enforcement and follow their instructions.
- The decision to evacuate is handled on a case-by-case basis on instructions given by law enforcement.

BOMB THREAT CHECKLIST

REMAIN CALM			
Time call received:	Time call ended:		
Document any information from the phone display window:			
Engage caller as long as possible and document their words:			
Attempt to obtain information about the device:			
When will the device detonate or activate?			
Where is the device located?			
What kind of device is it?			
What does the device look like?			
Voice Description			
<input type="checkbox"/> Male	<input type="checkbox"/> Young	<input type="checkbox"/> Calm	Accent? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Female	<input type="checkbox"/> Adult	<input type="checkbox"/> Nervous	Describe:
	<input type="checkbox"/> Senior		
<i>Did you recognize the voice? Who?</i>			
<i>Did caller have knowledge of building?</i>			
<i>Unusual phrases:</i>			
<i>Any background noise or distinctive sounds?</i>			
Name of person received call			

CIVIL UNREST

Civil unrest events are often associated with riots, looting, or protests. In these instances, sheltering-in-place is an action taken to protect the building occupants from external hazards, minimizing the chance of injury and/or providing the time necessary to allow for a safe evacuation.

SHELTER IN PLACE

If there is a need to shelter-in-place the Administrator or person-in-charge will advise employees and guests of the emergency. Please note employees and guests cannot be forced to shelter-in-place.

- The person-in-charge will collect the names of everyone in the shelter area.
- If possible, the business voicemail recording will be updated to indicate the building is closed due to the emergency.
- If the civil unrest includes hazardous chemicals, the HVAC systems may be shut off.
- If in danger of broken glass, window shades will be closed.
- Emergency supplies will be moved to the shelter area.
- The District will listen/read available mediums (radio, internet) for further instructions until we are told all is safe or to evacuate.

MEDICAL EMERGENCY

CPR/AED

NON-Trained Responder:

- Call 911 and designate a person to direct EMS personnel as they arrive.
- Do not move person unless absolutely necessary.

Trained and Certified CPR Responder Only:

- Designate someone to call 911 and direct EMS when they arrive.
- Check the person for responsiveness.
- Conduct a primary assessment (breathing) while checking responsiveness.
- Initiate CPR and/or AED if necessary.

FIRST AID ONLY

Non-Trained First Aid Responder:

- Call 911 and designate a person to direct EMS as they arrive.
- Do not move person unless absolutely necessary.
- Use universal precautions, such as disposable gloves, face mask if comforting person while waiting.

Trained First Aid Responder Only:

- Designate someone to call 911 (if necessary) and direct EMS as they arrive.
- Do not move the person unless absolutely necessary.
- Use universal precautions, such as disposable gloves, face mask.
- Follow any directions provided by the 911 operator.
- Designate a person to direct EMS personnel as they arrive.
- Provide person information to the EMS personnel.

SUSPICIOUS PACKAGE

Explosives or other life-threatening items can be enclosed in either a parcel or an envelope, and its outward appearance is limited only by the imagination of the sender. However, suspicious packages have exhibited some unique characteristics that might assist you. To apply these factors, it is important to know the type of mail normally received.

CHARACTERISTICS TO LOOK FOR IN A SUSPICIOUS PACKAGE OR LETTER

- Restricted endorsements such as "personal" or "private." This is important when the addressee does not normally receive personal mail at the office.
- The addressee's name and/ title might be inaccurate.
- Distorted handwriting, or the name and address might be prepared with homemade labels or cut-and-paste lettering.
- Protruding wires, aluminum foil or oil stains visible.
- Emit a peculiar odor.
- Envelope might feel rigid or appear uneven or lopsided.
- Unprofessionally wrapped with several combinations of tape. Might be endorsed "Fragile-Handle With Care" or "Rush-Do Not Delay."
- Making a buzzing or ticking noise or sloshing sound.

IF YOU SUSPECT A SUSPICIOUS PACKAGE OR LETTER

- Do not take a chance. Immediately call 911.
- Do not move, alter, open, examine, or disturb the article.
- Do not put in water or a confined space such as a desk drawer or filing cabinet.
- Isolate the suspicious package or article and clear the immediate area until law enforcement arrives.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Workplace Dress and Grooming Policy		
Approval Date: February 12, 2014	Policy No: 3.3	Page 1 of 3

Purpose

The purpose of this policy is to provide guidelines on dress and appearance in order for employees to project a positive and professional image to our customers and community visitors.

Policy

East Valley Water District is a professional organization. All employees are expected to present a professional appearance in order to promote a positive image to customers and community visitors. Initial impression of professional credibility is often based on employee appearance. The appropriateness of apparel and personal grooming as seen by the public has a direct impact on how other agencies, customers and community visitors view organizational professionalism.

This policy applies to all employees, regardless of classification, and is consistent with community standards.

An employee's religious beliefs or medical conditions, as defined by applicable law, that require deviation from the standards set forth herein, will be considered on an individual basis.

This policy is intended to provide guidelines on apparel and appearance and is not meant to address all situations. There may be differences in some departments' apparel guidelines depending on the nature of the work performed, involvement with the public, required uniforms, or other circumstances as defined by the department head or designee.

Guidelines

A. Clothing

Clothing worn by employees must comply with the following:

1. Allow the employee to perform all duties within the job classification safely and without creating disruption or complaints by co-workers or supervisors.
2. Project a professional appearance, be appropriate to the position held, be clean and free of stains, and shirts that are meant to be tucked in must be tucked in at all times.
3. Employees who are not required to wear uniforms are expected to wear business clothing appropriate to the position held. Examples of acceptable attire for women and men are as follows:



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Policy Title: Workplace Dress and Grooming Policy

Approval Date:
February 12, 2014

Policy No: 3.3

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- Women - dresses, skirts, suits, or slacks worn with blouses, polo shirts, sweaters, and/or jackets. The length of dresses or skirts should be no shorter than mid-thigh when seated.
- Men - suits or slacks worn with collared shirts, collared sport shirts, dress shirts, polo shirts, sweaters, and/or jackets. When deemed appropriate, neckties should be worn. Pants should be worn at the waist.

The following types of attire are considered unacceptable at all times unless an exception is noted:

- Gym or workout attire, sweat pants and running/jogging suits (unless employee is in transit to or from the District's gym, or outside workout)
- Leggings (unless paired with a dress)
- Any outer garment made of spandex
- Excessively tight or revealing clothing
- Oversized (baggy) garments
- Shirts or dresses with spaghetti straps or halter tops (unless covered by an outer garment)
- Clothing that exposes midriff or fits so low that one's undergarments are visible
- Overalls/coveralls (exception for field employees)
- Shorts of any type (exception for field employees as defined by the Uniform Policy)
- Clothing with inappropriate or unprofessional messages
- T-shirts
- Denim jeans of any color
 - Exception - denim jeans may be worn for the following
 - Field employee uniforms
 - Employees temporarily working outside or when the majority of a day will involve tasks such as preparing for an office move, relocating files or tasks similar in nature

B. Footwear and Accessories

Footwear and accessories worn by employees must comply with the following:

1. All footwear is expected to be appropriate to the employee's position. Shoes are to be neat, clean and in good repair. Heels should not be more than four inches in height. Tennis shoes are prohibited unless an exception is made. Casual sandals of any type that are commonly referred to as "flip-flops" or plastic shoes are prohibited.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Workplace Dress and Grooming Policy		
Approval Date: February 12, 2014	Policy No: 3.3	Page 3 of 3

2. No bandanas, beanies or baseball caps are allowed except those issued by the District or approved by the department head or designee.

C. Grooming and Personal Hygiene

All employees must comply with the following grooming and personal hygiene guidelines:

1. Employees are expected to maintain appropriate and professional hairstyles. All facial hair must be clean and neatly groomed. Hair must be properly restrained for its length and job assignment. Hair coloring should be within the range of natural hair colors.
2. Personal hygiene is essential; therefore, it is necessary that all employees maintain a clean, presentable appearance. Personal hygiene includes a regular bath or shower, use of deodorant and appropriate oral hygiene.
3. Strong odors caused by perfumes or colognes can be offensive or cause allergic reactions, so they must be used in moderation out of concern for the comfort of others.

D. Required Uniforms for Field Employees

Refer to the District's Uniform Policy for field employee uniform requirements.

Responsibilities

- A. Supervisors are responsible for explaining and enforcing the Workplace Dress and Grooming Policy. Employees who report to work in unacceptable attire may be sent home to change and must utilize their own leave balances for this time away from work.
- B. Consistent with this policy, Department heads or designees can make exceptions to this policy on a temporary basis due to the nature of the work assignment or special event.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Field Uniform Policy

Approval Date:
September 11, 2013

Policy No: 3.4

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Purpose

The purpose of this policy is to define uniform standards, enhance the professional image of East Valley Water District (District) employees and to establish guidelines for the issuing, wearing and returning of uniforms.

Policy

All District employees whose duties require regular work in the field are to wear uniforms. Staff must present a neat, and professional appearance at all times. It is important to note that when in uniform, employees must be in full uniform. It is not acceptable to wear a uniform shirt or hat and have the remainder of one's clothing not in compliance with District uniform requirements. Equally important to note is that District uniforms are only to be worn while on duty and while traveling to and from work. District personnel who are off-duty shall not wear any portion of their uniform.

Eleven (11) District uniforms will be provided to each employee at the District's expense. District jackets will also be provided. Only District issued uniforms/jackets may be worn, except as noted in this policy.

The Storekeeper/Buyer will issue uniforms to employees and maintain a current inventory of uniforms assigned to staff. The Storekeeper/Buyer will also ensure that the employee signs an acknowledgement for all uniform items issued.

Employees are responsible for their uniforms and must return stained, ill-fitting or worn-out uniforms to the Storekeeper/Buyer for replacement. The employee must report lost or damaged uniforms to their immediate supervisor as soon as detected, and coordinate with the Storekeeper/Buyer for replacement. The employee may be required to assume the replacement cost. Items damaged in the normal course of duty will be replaced at the District's expense.

Types of Uniforms

The District shall supply uniform shirts, pants, shorts, hats, jackets, and offer a safety-toed shoe allowance.

Field Supervisors and Superintendents shall wear District issued button shirts, depicting the District logo on the front. Shirts are to be worn with District-issued pants, denim blue jeans or shorts. Superintendents are excluded from wearing shorts.

All field employees shall wear blue button shirts depicting the District logo and employee's first name on the front. Blue shirts are to be worn with blue District-issued



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Policy Title: Field Uniform Policy

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pants, denim blue jeans or shorts. Blue T-Shirts, depicting the District logo, may be worn in place of the button shirt during summer season. For the purpose of this policy, summer season is defined as the period of Daylight Savings Time.

The District shall provide laundering of button shirts and District-issued pants weekly. District employees shall be responsible for laundering jackets and T-Shirts.

Safety Components of Uniforms

The District shall supply safety vests, rain gear, and safety jackets to field employees. Safety jackets/ vests are to be worn as required by the specific job and not as uniform attire. Coveralls will be provided upon request. The District shall also provide baseball style caps and summer hats depicting the District logo, as needed. Only District provided baseball style caps, or summer hats may be worn while on duty, and caps must be worn with the bill facing forward, except when otherwise necessitated by working conditions.

The District shall provide field employees with an allowance each year for the purchase of safety toed shoes. All employees can refer to the Memorandum of Understanding (MOU) for current safety-toed shoe allowance. The supervisor shall ensure that safety-toed shoes are in good condition and worn daily by all those employees required to do so. Safety-toed shoes deemed to be in need of replacement may not be worn and must be replaced by the employee.

Appearance

District field employees must present a neat professional appearance at all times. Uniform shirts must be tucked in and buttoned. Uniform shorts cannot exceed two (2) inches in length above or below the knee at any time. Employees' attire must fit properly, be clean and in good repair. Employees may not wear stained, dirty, ill-fitting or torn uniforms to work.

Employees reporting to work in unacceptable uniform attire will be sent home to change and must utilize their own leave balances for this time away from work.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Smoking Policy		
Approval Date: July 9, 2014	Policy No: 3.5	Page 1 of 2

Purpose

East Valley Water District is committed to providing a safe, healthy, and pleasant working environment for all employees. This policy is an effort to protect our employees and customers from the potential health hazards and discomfort of exposure to smoke, while also recognizing and respecting the rights of those who choose to smoke.

Responsibilities

1. All employees must follow the standards set forth in this policy.
2. Managers and supervisors are responsible for monitoring and ensuring compliance with this policy.

Policy

1. No smoking is allowed within the headquarters facilities or other District facilities at any time per Labor Code Section 6404.5 and Assembly Bill-13. Smoking will be permitted in designated areas only.
2. California Assembly Bill - 846 bans smoking within 20 feet of the entrance or operable window of a public building.
3. There will be no smoking in District vehicles at any time.
4. Smoking may be permitted during breaks, provided that it does not prevent employees from satisfactorily carrying out their responsibilities and work duties.
5. All materials used for smoking, including cigarette butts and matches, will be extinguished and disposed of in appropriate receptacles in the designated smoking areas. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of the General Manager or designee.

Electronic Cigarettes

The use of e-cigarettes in workplaces and public places is a significant public health concern, not only because of their unregulated elements and the potential health impact of the vapor on users and bystanders, but also because e-cigarette use causes public confusion as to where smoking is allowed, resulting in compliance problems with smoke-free laws. Most local and state smoke-free laws were enacted before e-cigarettes were on the market, so while such laws do not explicitly mention e-cigarettes, use of these items are not permitted in smoke-free areas. E-cigarette use is only allowed in



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Smoking Policy		
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designated smoking areas located outside of the building, at least 20 feet away from entrances and operable windows.

Enforcement

Employees who fail to comply with this policy will be subject to disciplinary action. Visitors or members of the public who breach the policy will be asked to move to a designated smoking area and will be asked to leave the premises if they fail to comply with this request.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Drug & Alcohol Policy

Original Approval Date:
July 27, 2016

Last Revised:

Policy No: 3.6

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East Valley Water District is concerned about employees being impaired for the performance of duty or under the influence of alcohol, drugs and/or controlled substances at work, and the use of such substances in the work environment. The District's position is that any measurable amount of drugs or alcohol in an employee's system while on District time is counter-productive to the goals and vision of the District. The District is also concerned about the possession, distribution, purchase and/or sale of illegal drugs and controlled substances in the workplace.

These activities may adversely affect work performance, efficiency, safety, and health. In addition, they constitute a potential risk to the welfare and safety of others, risks of injury to other persons, property loss or damage, and/or negative image for the District.

The District's policy is designed to promote a drug-free workplace and to comply with applicable state, federal and local laws. In recognition of the public service responsibilities entrusted to District employees, and because drug and alcohol usage can hinder a person's ability to perform duties safely and effectively, the following policy has been implemented.

Purpose

The purpose of this policy is to establish the rules and procedures regarding the use of drugs and/or alcohol as it pertains to employment and the procedures to be used to test for drug and/or alcohol use (the District maintains a separate Drug & Alcohol Policy for employees with commercial licenses who are regulated by the Department of Transportation).

The District provides reasonable accommodations as required by law to those employees whose drug or alcohol problem classifies them as disabled. While the District will be supportive of those who seek help voluntarily before they test positive, the District will be equally firm in identifying and disciplining those whose substance abuse, even if enrolled in counseling or rehabilitation programs, results in performance deficiencies, danger to the health and safety of others and themselves, and/or violations of federal, state or District laws and/or policies.

Violation of Policy

All persons covered by this Policy should be aware that violations of the Policy may result in discipline, up to and including termination.

Individuals Covered

This Policy applies to all District employees. The Policy will be included in the Administrative Policies and Programs Manual and a copy will be distributed to all employees.



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Confidentiality

Any information about an employee's use of prescription or non-prescription medication, the results of any reasonable suspicion drug and/or alcohol testing, and/or an employee's past or present participation in rehabilitation or treatment for substance abuse shall be considered confidential personnel information. The information received in enforcing this Policy shall be disclosed only as necessary for: disciplinary actions and appeals; interactive process meetings and reasonable accommodation efforts; or resolving legal issues. Any reports or test results generated pursuant to this Policy shall be maintained in a confidential file, accessible only by those authorized to receive the information, and separate and distinct from the employee's personnel file.

Restriction on the Use of Alcohol

Employees may not use, be under the influence, or possess alcohol under any of the following circumstances: while on District property during working hours, while performing their duties (whether or not on District property), while driving a District vehicle, or at any time when use of alcohol would impair, to any extent, the employee's ability to perform his/her duties or to operate any District equipment.

The only exception to this restriction is for after-hours social events, conferences, and/or ceremonial events in which an employee may responsibly consume alcohol.

Prohibition Against the Use of Drugs

No employee shall possess, use, sell, transfer, manufacture, purchase or transport drugs or attempt to do so or report to work with drugs in his or her system. No employee shall possess, use, sell, transfer, manufacture, purchase or transport prescription drugs, or attempt to do so, or report to work with prescription drugs in his or her system, unless the prescription drug has been lawfully prescribed to the employee (if such a prescription alters an employee's ability to perform the essential functions of their position, such use must be reported to the appropriate supervisor).

Criminal Drug Statute Convictions

To fulfill its obligations under the Federal Drug-Free Workplace Act of 1988, the District requires any employee who is convicted of any criminal drug statute, for a violation occurring in or outside of the workplace, to provide written notice of the conviction to the Department Director no later than five (5) days after the conviction. The District is also required, and will fulfill its obligations to educate employees on the harmful effects of using and abusing drugs and/or alcohol.



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Whenever the District has reason to believe that Federal, State or local drug laws are being violated, the District may refer the matter to the appropriate law enforcement agencies for investigation and possible criminal prosecution.

Medication Reporting Requirements

Employees shall, in the case of prescription drugs, ask the prescribing physician and/or in the case of medication available over-the counter, to review product packaging, to determine whether the use of a prescription drug or over-the counter medication may impair his/her ability to perform his/her normal job duties or to safely operate District equipment. Any employee taking any over-the counter medication or prescription marked "do not drive," "do not operate heavy equipment" or similarly labeled, shall inform the appropriate supervisor of the use of the medication or drug prior to reporting for duty.

In the case of prescription drugs, the supervisor shall determine whether the employee may work, full duty or light duty, based on the written opinion of the employee's medical provider that the use of the medication may impair the employee's ability to perform specific duties. The District reserves the right to send the employee to the District's industrial clinic for further review and opinion if deemed necessary for clarification. Notices or communications required by this section shall be confidential and disclosed only to the supervisor and the other employees specifically authorized to receive information pursuant to this Policy.

Indications for Alcohol and Drug Testing

Employees - The District may require an employee to submit to a drug and/or alcohol screen test under the following circumstances:

1. Pre-Employment.
2. When a supervisor has reasonable suspicion to believe, based upon specific and documented facts and observations that the employee may be under the influence of drugs and/or alcohol.
3. When a supervisor has reasonable suspicion to believe, based upon specific and documented facts and observations that the employee either possesses, uses, sells, transfers, manufactures, purchases or illegally transports alcohol, drugs, and/or drug related paraphernalia or attempts to do so.
4. Follow-up testing for employees who have returned to work following a positive test and their participation in a drug and/or alcohol rehabilitation program.
5. When an on duty employee is contacted by a police officer who has reasonable suspicion to believe the employee is under the influence of alcohol or drugs or employee has been involved in an on-duty vehicle related incident and the officer suspects the employee is under the influence of drugs and/or alcohol.



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Positive Test or Refusal to Test- Employees who refuse to take a test after direction to do so, or who test positive, will be subject to discipline up to and including termination. A refusal to test is defined as any of the following:

1. Not providing the District a written consent to take the test
2. The employee does not supply enough quantity of laboratory required sample for alcohol or drug testing without sufficient or valid medical explanation
3. Tampering with a specimen or collection process
4. Tardiness to reporting Collection Site after time allocated for applicant or employee to report without valid explanation

Drug and Alcohol Testing

A. Administration

1. The Human Resources Manager or an assigned designee will be responsible for overseeing implementation of this Policy and the testing procedures. The Human Resources Manager will be responsible for reviewing all disciplinary actions resulting from violations of this Policy to ensure that the action proposed or taken is consistent with the District's Policy.
2. Responsibilities
 - a. Communicate directly with a licensed physician regarding any drug and/or alcohol tests
 - b. Oversee testing programs
 - c. Provide training to supervisors and employees

B. Procedures

1. Mandatory Reporting - Any employee who has reason to believe that another employee may be in violation of this Policy shall immediately notify his or her immediate supervisor. The supervisor should take whatever immediate action is deemed prudent to ensure the safety of the public and employees. Should the supervisor have reasonable suspicion to believe, based upon specific and documented facts and observations, that the employee may be under the influence of drugs and/or alcohol, the employee should be immediately removed from the workplace and placed upon administrative leave with pay until such time as testing results confirm or refute the presence of drugs and/or alcohol. The supervisor shall use the Reasonable Suspicion Evaluation Form to assist in making this determination.
2. Collection, Integrity and Identification-
 - a. After the employee has been advised about the reason for the test by the Human Resources Manager or assigned designee, the employee will be properly identified and the collection site personnel will explain the mechanics of the collection process.



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- b. Procedures for urine collection will allow for individual privacy unless there is reason to believe the individual may alter or substitute the specimen to be provided. Samples will be tested for temperature and subject to other validation procedures as appropriate.
 3. Chain of Custody
 - a. Procedures for the storage and transportation of test specimens shall conform to the Mandatory Guidelines for Federal Workplace Drug Testing Programs established by the Department of Health and Human Services as amended from time to time.
 - b. The test laboratory shall maintain custody of the specimens.
 4. Testing Methods
 - a. All non-DOT tests will be screened using a technique deemed appropriate by the collection site. The District will test for cannabinoids (marijuana), cocaine, amphetamines, opiates, barbiturates, benzodiazepines, and phencyclidine (PCP) as well as alcohol.
 5. Notification
 - a. Any employee who tests positive will be notified by the licensed physician or the Human Resources Manager.

Rehabilitation

- A. Voluntary Disclosure - Any employee with a drug and/or alcohol problem may voluntarily disclose, prior to a positive test, the problem to the Department Head or Human Resources Manager, who shall refer the employee to the Employee Assistance Program (EAP). An employee requesting this assistance may, at the District's discretion, be given work restrictions or be placed on leave while receiving treatment and until the employee is drug and/or alcohol free. An employee's voluntary disclosure of a substance or alcohol abuse problem will not terminate any investigation, criminal or administrative, initiated prior to the disclosure. Each employee is responsible for seeking assistance before the employee's drug and/or alcohol problem leads to violation of this policy, or before the employee is asked submit to a reasonable suspicion drug and/or alcohol test.
- B. Leave Time - Employees must use available sick accrual, vacation accrual, floating holiday or request personal leave of absence without pay if time off from work is necessary for any treatment or rehabilitation program. The costs of long-term rehabilitation or treatment services, whether or not covered by the employee's medical plan, are the ultimate responsibility of the employee.

The Human Resources Department is responsible for policy interpretation, administration and enforcement, and will ensure signed policy acknowledgement will be received by all employees.



East Valley Water District Employee Acknowledgment

I acknowledge that I have received and reviewed the Drug and Alcohol Policy.

Employee Name (Print) _____ Date _____

Signature _____



Drug and Alcohol Policy Reasonable Suspicion Evaluation Form

Employee Name: _____

Observation Date and Time: _____

Location of Employee: _____

Location of Supervisor: _____

Others present during activities or observations: _____

Incident observed which give cause for reasonable suspicion:

Factors that may be considered in combination with those listed in 1-6 below include: takes needless risks, accident(s), disregard for safety of others, unusual/distinct pattern of absenteeism/tardiness, and increased high/low periods of productivity, lapses of concentration or judgment.

1. Presence of alcohol, alcohol container, drugs, and/or drug paraphernalia (specify)

2. Appearance:

<input type="checkbox"/> Flushed	<input type="checkbox"/> Inappropriate wearing of sunglasses
<input type="checkbox"/> Bloodshot/glassy eyes	<input type="checkbox"/> Disheveled
<input type="checkbox"/> Dilated/constricted pupils	<input type="checkbox"/> Profuse sweating
<input type="checkbox"/> Dry-mouth symptoms	<input type="checkbox"/> Smell of alcohol
<input type="checkbox"/> Puncture marks	<input type="checkbox"/> Other:
<input type="checkbox"/> Tremors	
<input type="checkbox"/> Runny nose/sores	

3. Behavior/Speech:

<input type="checkbox"/> Incoherent	<input type="checkbox"/> Sleeping on the job
<input type="checkbox"/> Confused	<input type="checkbox"/> Unconscious
<input type="checkbox"/> Agitated	<input type="checkbox"/> Hostile/confrontation
<input type="checkbox"/> Slurred	<input type="checkbox"/> Other:
<input type="checkbox"/> Slowed	

4. Awareness: Mood swings
Confused Paranoid
Lethargic Euphoric
Lack of coordination Disoriented

5. Motor Skills/Balance: Falling
Unsteady Reaching for support
Staggering Arms raised for balance
Swaying Other:
Stumbling

6. Other observed actions or behaviors:

Supervisors Comments:

Supervisor's Name: _____ Date: _____
Witness Name: _____ Date: _____
Signature: _____ Date: _____



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Senior and Executive Management
Cellular Telephone Policy

Approval Date:
May 1, 2013

Last Revised:
December 9, 2020

Policy No:
4.1

Page 1 of 2

Purpose

East Valley Water District recognizes a need for all Senior and Executive Management to be accessible at all times. To meet that need, employees holding such positions will be given the option of a District owned cell phone or a cell phone allowance. East Valley Water District requires that employees adhere to the guidelines set forth in this policy.

Policy

The following employees are eligible to receive the option of a cell phone or cell phone allowance:

- General Manager
- Executive and Senior Management

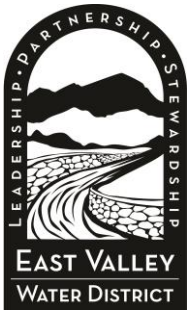
Eligible employees must identify which option they select and submit to Human Resources. Human Resources will maintain this form on record in the employee's personnel file.

Option 1: District Owned Cell Phone

- When this option is elected, the employee may use the device for both business and personal matters. The cell phone is considered District property and the District will pay for the entire cost of the device and data usage. This option is limited to a standard data plan and business related purchases. Non-business related purchases such as applications, music, games, etc. are excluded. It is the responsibility of the employee to reimburse the District for non-business related purchases.

Option 2: Cell Phone Allowance

- When this option is elected, employees are responsible for purchasing and maintaining their own cell phones. A monthly allowance of \$100 will be provided to the employee to cover the business use cost of the phone bill and data usage. The phone remains the property of the employee and the employee is responsible for paying the bill.
 - a) Employees electing this option will be provided a bi-annual reimbursement of \$600 to supplement the cost of replacing a lost or damaged phone or for the purchase of an upgraded phone.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Senior and Executive Management
Cellular Telephone Policy

Approval Date:
May 1, 2013

Last Revised:
December 9, 2020

Policy No:
4.1

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Formal Declaration of Option

Each employee will be required to formally declare which option they are electing by completing the “Cellular Telephone Declaration Form.” This form will also be utilized for employees with the Option 2 election to submit for their \$200 bi-annual phone replacement/upgrade. Forms will be maintained in the employee’s Personnel File.

Driving

Vehicle Code Section 23123: Hand Held Wireless Telephone Prohibited Use

V C 23123 (a) states the following: *A person shall not drive a motor vehicle while using a wireless telephone unless that telephone is specifically designed and configured to allow hands-free listening and talking, and is used in that manner while driving.*

East Valley Water District employees are expected to adhere to all laws regarding cell phone use while driving. To comply with V C 23123, East Valley Water District employees are required to use a hands-free device at all times while talking on their cell phones and driving.

Revised: December 9, 2020



CELLULAR TELEPHONE DECLARATION FORM

In accordance with the Senior and Executive Management Cellular Telephone Policy, an employee wishing to receive a District owned cellular phone or a phone allowance shall complete and submit this form to Human Resources.

Section I: General Information		
Employee Name	Position	Date
I elect the following option: <input type="checkbox"/> 1. District Owned Cell Phone <input type="checkbox"/> 2. Cell Phone Allowance <input type="checkbox"/> Bi-Annual Replacement or Upgrade		
Section II: Option Details		
Options	Description	Allowance
1	District owned cell phone is designated for both personal and business use	N/A
2	Employee is responsible for the purchase and maintenance of cell phone	\$100
2 (a)	Bi-Annual cell phone replacement or upgrade	\$600
Section III: Cellular Plan Information		
Service Provider		
Cellular Number		

I, _____, hereby agree to the terms and conditions set forth in the Senior and Executive Management Cellular Telephone Policy. I understand that I am to comply with all terms and conditions of the policy. Should I neglect to abide by all terms of this policy I understand that all privileges may be revoked at any time.

Employee Signature Date

Human Resources Manager Signature Date



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Paid Sick Leave Policy

Approval Date:
April 8, 2015

Policy No: 4.2

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Purpose

The purpose of this policy is to comply with the Healthy Workplaces, Healthy Families Act of 2014 (Assembly Bill 1522 or AB 1522), which requires paid sick leave for employees of the District, and to establish procedures for paid sick leave use in accordance with the District's legal obligations under AB 1522. The District reserves the right to modify this policy to the extent the legal obligations under AB 1522 are further clarified by the Legislature, a Court, or other regulatory body.

Policy

Paid Sick leave is provided by the District to promote the health and welfare of employees. Sick leave is not an earned right to time off from work. Sick leave permits the employee to be absent from duty without the loss of pay under certain conditions. The first 24 hours or 3 days of paid sick leave, whichever is greater, an employee uses each calendar year will be subject to the requirements of AB 1522. Any paid sick leave used beyond the first 24 hours or 3 days of AB 1522 paid sick leave will be subject to the general provisions of this policy.

Eligibility

Sick leave will be granted under one or more of the following conditions:

1. The diagnosis, care, or treatment of an existing health condition or preventative care for the employee. When notified in advance, sick leave may be used for medical, dental, or optical examinations or treatments; or
2. The diagnosis, care, or treatment of an existing health condition or preventative care for the employee's "family member" for the first 24 hours or 3 days of paid sick leave used in each year of employment or the employee's "immediate family member" for paid sick leave beyond the first 24 hours or 3 days in each year of employment; or
3. An employee has been exposed to a contagious disease and a physician has determined that the employee's presence on the job might endanger fellow workers or is otherwise under quarantine for a contagious disease; or
4. For the first 24 hours or 3 days of paid sick leave used in each year of employment, an employee who is a victim of domestic violence, sexual assault, or stalking may use accrued paid sick leave to obtain any relief or services related to being such a victim, including, but not limited to:



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Paid Sick Leave Policy

Approval Date:
April 8, 2015

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- a) A temporary restraining order or restraining order.
- b) Other injunctive relief to help ensure the health, safety or welfare of themselves or their children.
- c) To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- d) To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.
- e) To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.
- f) To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Definitions

1. Family Member (AB 1522 definition): means (1) biological, adoptive, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis, regardless of age or dependency status; (2) biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; (3) spouse, (4) registered domestic partner; (5) grandparent; (6) grandchild; or (7) sibling.
2. Immediate Family Member (EVWD definition): means husband, wife, registered domestic partner, mother, father, son, daughter, step relations, ward and when residing in the employee's home, sister and brother.
3. Day: means calendar day unless otherwise stated.
4. 24 hours or 3 days: for each employee, it means the greater amount of 24 hours or 3 work days of paid sick leave.

Use and Accrual

1. Paid sick leave is provided at the employee's base hourly wage rate.



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Policy Title: Paid Sick Leave Policy

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April 8, 2015

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2. Employees in regular positions shall accrue sick leave prorated on the basis of four (4) hours for each full bi-weekly pay period (i.e., 13 days per year). Earned sick leave shall be available for use as soon as it is earned and as soon as the employee is eligible to use it. For employees hired prior to July 1, 2011, earned sick leave can be carried over year to year, and can be accumulated without limitation. For employees hired on or after July 1, 2011, earned sick leave can be carried over year to year, and can be accumulated up to 960 hours.
3. Part-time and other employees who are not in regular positions shall accrue sick leave at a rate of one hour for every 30 hours worked, beginning at the commencement of employment, or July 1, 2015 (whichever occurs later), not to exceed a maximum cap of 48 hours. Employees exempt from overtime under the Fair Labor Standards Act are deemed to work 40 hours per workweek for purposes of accruing sick leave. For non-exempt employees, the District will count actual hours worked. Part-time and other employees who are not in regular positions shall be entitled to accrue paid sick leave upon completion of thirty (30) days of employment. Employees shall be entitled to use paid sick leave beginning on the 90th day of employment with the District.
4. If an employee is on sick leave on the day the District observes a holiday, that day shall not be counted as a day of sick leave.
5. Sick leave benefits may be taken in one-quarter hour increments.
6. If an employee separates from District employment and is re-hired by the District within one year of the date of separation, previously accrued and unused paid sick leave hours shall be reinstated.

Notice

For the first 24 hours or 3 days of paid sick leave used in each year of employment, if the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notice to his/her department head. If the need for paid sick leave is unforeseeable, the employee shall provide notice to his/her department head as soon as practicable.

For any paid sick leave used beyond the first 24 hours or 3 days in each year of employment, when an employee is unable to perform his/her duties for reasons that entitle him/her to the use of sick leave, he/she must notify his/her supervisor within 30 minutes of shift time on each day of absence in order to qualify for sick leave with pay.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

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For any paid sick leave used beyond the first 24 hours or 3 days in each year of employment, each employee must also submit a leave request to his/her supervisor or department head for approval.

An employee shall be responsible for informing his or her supervisor of his or her health status until he or she returns to work.

Certification

A certificate from a health care provider is required for any sick leave absence in excess of five (5) consecutive working days. The District may require additional certificates for longer periods of absence, or for repeated absences, as determined at the discretion of the General Manager.

Improper Use

Improper use of the sick leave privilege is cause for disciplinary action. If it appears that the sick leave privilege is being abused or the employee is being dishonest about the reasons for using paid sick leave, the District will conduct an investigation and the employee may be subject to disciplinary action, up to and including termination.

Additional Provisions

1. When all sick leave is exhausted, an employee may be permitted to use other accrued leave or an authorized leave of absence without pay upon the approval of the General Manager.
2. Employees may cash out accrued sick leave as follows:
 - a) Employees may request reimbursement for up to eighty (80) hours of accrued sick leave per year provided, however, that (1) a minimum of 156 hours (18 months accrual) is retained after said reimbursement and (2) a request for reimbursement is submitted in writing no later than December 1st of each year.
 - b) Employees who retire from the District may apply all accrued sick leave balances toward their CalPERS account for retirement credit.
 - c) Upon retirement, death, or termination, employees with at least ten (10) years of continuous service with the District (or the estate of an employee) will be paid for unused sick leave accrued to the date of termination according to the following formula:



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<u>Sick Leave Accrued as of Date of Termination</u>	<u>Cash Payment % Of Hours Accrued Sick Leave</u>
480 Hours or Less	40%
481 Hours to 600 Hours	45%
601 Hours to 720 Hours	50%
721 Hours to 840 Hours	55%
841 Hours to 960 Hours	60%
961 Hours to 1,080 Hours	65%
1,081 Hours or More	70%

- d) Upon separation from service, other than retirement, an employee will be entitled to receive an amount computed by multiplying his/her then daily rate of pay by one-half (1/2) of his/her then accrued sick leave. Employees who receive a disability retirement due to permanent incapacity to work shall be entitled to one hundred percent (100%) cash payment of any unused sick leave balances, computed at their then current base hourly rate, if they elect an early retirement in lieu of exhausting such accrued sick leave balances. In the event of death resulting from occupational injury, cash payment shall be made to the employee's estate.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Education Assistance Program		
Approval Date: September 11, 2013	Policy No: 5.1	Page 1 of 2

The District maintains an Education Assistance Program and encourages its employees to continue education directly related to their employment. Eligible employees that desire to obtain tuition assistance from the District, in accordance with the provisions of the District's Education Assistance Program, must satisfy the eligibility requirements and abide by the following policies and procedures prior to registering for coursework and prior to receiving reimbursement.

Purpose

East Valley Water District recognizes the benefit that pursuing continuing education offers. This policy encourages employees of the District to take educational courses or training programs that will develop and broaden the performance of their job obligations which will contribute to the overall success of the District. East Valley Water District seeks to provide financial assistance to those eligible employees that are in pursuit of professional growth as well as preparing them for future advancement opportunities within the District.

Policy

The Education Assistance Program is available to employees who have completed their initial probationary period with the District subject to the conditions below.

Education Assistance shall only be for courses, specialized training, or degree programs that are "job related" to the employee's position and/or will promote advancement within the District.

To qualify for the Education Assistance Program, employees will meet with the General Manager prior to beginning a new educational program. After meeting with the General Manager, an Education Assistance Pre-approval Form, along with course description and estimated cost listing, must be submitted to the employee's supervisor and/or department head prior to beginning the course(s).

Once reviewed and approved, the supervisor and/or department head will forward to the Human Resources Manager for final approval. The employee will receive a copy of all items submitted after final approval is processed.

The Education Assistance Program will operate on a fiscal year basis (July 1 through June 30) and shall be subject to the availability of funds as determined by the District. The maximum reimbursement amount shall be \$5,000 per fiscal year. Eligible fees include tuition, on campus parking fees, textbooks, and school medical fees. All other



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

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miscellaneous fees are subject to approval by the District. School supplies are not reimbursable.

All course work must be completed while employed by East Valley Water District with a passing grade of “C” or equivalent. If the employee either does not receive a “C” or better or for any other reason does not finish the class, then the course will not be eligible for reimbursement.

Employees will be reimbursed when proof of successful completion of the course is submitted to Human Resources including an official grade report and all receipts. Upon verification of the official grade report and receipts, Human Resources will forward a Check Request Form authorizing the Accounting Department to process an Education Reimbursement check. The check will be separate from District biweekly Payroll checks and will be given directly to the employee.

The District reserves the right to investigate any school and approve or disapprove it for advancement or reimbursement if such action appears warranted. Courses must be taken at an accredited education institution, which is defined as any college or university which has been accredited by a recognized government or professional accrediting body (as determined by the District). Nontraditional online degree programs will be approved at the discretion of the General Manager or designee. Additionally, the District reserves the right to deny any course(s), specialized training, or degree programs determined by the General Manager or designee to be non-job related.



EDUCATION ASSISTANCE PRE-APPROVAL FORM

Section I: General Information			
Employee Name	Position	Beginning Date of Class	
Department	School/College	Ending Date of Class	
Course of Study: <input type="checkbox"/> Undergraduate Degree <input type="checkbox"/> Graduate Degree <input type="checkbox"/> Individual Course (not part of a degree program)	Term: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Via Internet: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Section II: Class Information			
Course No.	Course Title	Units	Cost
	School Fees		
	Books		
	Parking		
	Other: (please specify)		
TOTAL			
<i>Please attach separate sheet with course descriptions</i>			
Section III: Job Relation			
How does the proposed course of study relate to your employment with EVWD? _____ _____ _____			
Section IV: Approvals			
Supervisor Signature		Date	
Human Resources Manager Signature		Date	

In accordance with the Education Assistance Program, an employee wishing to enroll in an educational program beneficial to his/her employment shall complete and submit this form and receive final approval prior to the first day of class.

I, _____, hereby agree to the terms and conditions of the Education Assistance Policy.

Employee Signature Date



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Computer Purchase Program		
Approval Date: July 9, 2014	Policy No: 5.2	Page 1 of 3

Purpose

East Valley Water District recognizes the benefit of personal computers for home use. By working with a computer away from the office, employees will have the opportunity to elevate computer literacy and become at ease with technology by means of “hands on” training, and will be able to enhance District productivity efforts through increased use of computers in their daily departmental activities.

Policy

It is the policy of the District to assist employees with the purchase of a District approved computer and related equipment, by offering an interest free repayment plan through payroll deduction. The Computer Purchase Program (Program) is available to regular, full-time District employees who have met the eligibility conditions as stated below. Only the options that are listed on the Loan Application and Order Form (Order Form) are available for purchase through the Program. Once reviewed and approved, the Human Resources Department will forward the Order Form to the Information Technology Department for final approval and order placement. The employee will receive a copy of all items submitted after final approval is processed. A written agreement is required for the Program, as it outlines the conditions, payroll deduction arrangements, and the responsibilities of the participant.

Eligibility

To be eligible for this program, you must meet all of the following conditions:

- Be a regular, full-time District employee
- Have completed the required probationary period
- Have no written disciplinary action within the 12 months preceding the request
- May not have an outstanding EVWD Computer loan
- Agree to comply with the provisions of this Program

Loan Process

1. The Participant must review a copy of the Computer Purchase Program.
2. The Participant must complete the Loan Application and Order Form and select the options best suited for their needs.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Computer Purchase Program

Approval Date:
July 9, 2014

Policy No: 5.2

Page 2 of 3

3. The Participant must return the completed Loan Application and Order Form to the Human Resources Department for eligibility determination.
4. Once a Participant is deemed eligible for the program, a loan agreement will be provided to the Participant for approval and signature. This agreement will affirm the total loan amount, including any taxes, the length of the loan, and the payroll deductions that will occur over the loan period.
5. The Order Form will be forwarded to the Information Technology Department for final approval and order placement; the loan agreement will be forwarded to Finance to establish payroll deduction.

Restrictions

Each Participant agrees not to sell, trade, or otherwise dispose of the equipment until the loan has been paid in full. The Participant also agrees that the usage of the equipment shall be restricted to the Participant's own usage or that of his/her immediate family.

The District will not provide any technical advice, software, or hardware support and in no event shall the Participant look to the District for any claims relating to warranties, service, or maintenance.

Repayment

Loan payments made by the Participant to the District are made through payroll deduction on a bi-weekly basis for a term not to exceed 24 months from the date the agreement was approved. For loans \$1,000 or less, the term shall not exceed 12 months.

Should the Participant be on a leave of absence or his/her bi-weekly paycheck is insufficient to cover the payment stated in the agreement, the Participant is obligated to make payments directly to the District for the amount that would have otherwise been deducted from his/her paycheck.

Should employment terminate for any reason prior to the purchase being paid in full, the total balance due to the District will be deducted from the Participant's final paycheck.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Computer Purchase Program		
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The Participant may pay off the loan at any time during the loan period. The Participant may do so by presenting cash or a check to the Finance Department, made payable to East Valley Water District, for the remaining balance.



EAST VALLEY WATER DISTRICT Computer Purchase Program Loan Application and Order Form

Name _____ Department _____

Title _____ Date of Hire _____

I am applying for a District-financed, interest free loan through the District's Computer Purchase Program to purchase a home computer and/or related equipment at a discounted rate, which will be paid back through payroll deduction. I understand that upon approval of my loan I will be required to sign the Loan Agreement which sets forth the terms and conditions of the loan.

I would like to order the items checked below:

Selection	Desktop Computers		Cost
<input type="checkbox"/>	Lenovo ThinkCentre m93p 10AB w/24" LED 1920x1080	Core i5, 8GB RAM, 256 GB SSD, HD Graphics 4600 Monitor: Acer V226HQLAbd	\$850/\$900
<input type="checkbox"/>	HP Workstation Z230 w/24" Full HD 1920 x 1080	Xeon E3-1241V3 3.5 GHz - 8 GB RAM - 1 TB, DVD Monitor: Acer V226HQLAbd	\$1300/\$1400
<input type="checkbox"/>	HP SB Workstation Z230 w/27" 1920 x 1080	Core i7 @ 3.6Ghz, 16 GB RAM, 256Gb SSD, Quad Core, HD Graphics 4600, Windows 7, Monitor: ViewSonic VX2703mhLED	\$1900/\$2000
<input type="checkbox"/>	Apple iMac 27"	Core i5 @ 3.2Ghz, 8 GB RAM, 1 TB HDD, Wifi, LED 27" Retina 5K Display	\$1899/\$2000

Selection	Tablets		Cost
<input type="checkbox"/>	Samsung Galaxy Tab S2	9.7", 32GB, Wifi, Android 5.0, 2048 x 1536, Gold, Black, White	\$400/\$500
<input type="checkbox"/>	Apple iPad Pro	12.9" Display, 32GB, Wi-Fi, 2732 x 2048, Space Gray, Gold, Silver	\$800/\$900



EAST VALLEY WATER DISTRICT Computer Purchase Program Loan Application and Order Form

<input type="checkbox"/>	Apple iPad Mini 4	7.9-Inch Multi-Touch Retina Display, 2048 x 1536 64GB, Wifi, Space Grey, Gold, Silver	\$500/\$600
<input type="checkbox"/>	Microsoft Surface Pro 4	12.3", 8 GB RAM, 256 GB SSD, 2736x1824, Windows 10 Keyboard: Surface Pro Type Cover	\$1400/\$1500

Selection	Laptop Computers	Cost
<input type="checkbox"/>	HP ProBook 640G1 15.6" - 1366 x 768	Core i5 @ 2.5Ghz, 8GB RAM, 500 GB HDD , DVD, Wifi, Windows 7/8 Pro 64 \$900/\$1000
<input type="checkbox"/>	Lenovo ThinkPad X1 Carbon 20A7 - 1600 x 900	Ultrabook, Core i5 @ 2.2Ghz, 8 GB RAM, 256 GB SSD, Windows 7, No CD/DVD \$1300/\$1400
<input type="checkbox"/>	Apple MacBook Air 13.3" - 1440 x 900	Core i5 @ 1.6 Ghz, 4 GB RAM, 256 GB SSD, No CD/DVD, Wifi \$1200/\$1300
<input type="checkbox"/>	Apple MacBook Pro 13.3" - 2560 x 1600	Core i5 @ 2.6Ghz, 8 GB RAM, 256 GB SSD, No CD/DVD, Wifi \$1400/\$1500
<input type="checkbox"/>	Apple MacBook Pro 15" - 2880 x 1800	Core i7 @ 2.2Ghz, 16 GB RAM, 256 GB SSD, No CD/DVD, Wifi \$1900/\$2300

Employee Selection/List Deviation

Selection	Product	Description	Cost
<input type="checkbox"/>			
<input type="checkbox"/>			



EAST VALLEY WATER DISTRICT
Computer Purchase Program
Loan Application and Order Form

Total Loan Amount: \$

Participant Signature

Date

Human Resources Department

Date

Information Technology Department

Date

Reason if not approved: _____

RETURN TO THE HUMAN RESOURCES DEPARTMENT



EAST VALLEY WATER DISTRICT Computer Purchase Program Loan Agreement Form

Name _____ Department _____

Title _____ Date of Hire _____

The above named employee of East Valley Water District has been provided a copy of the EVWD Computer Purchase Program, and hereby elects to purchase a personal computer and certain related equipment and participate in the financing arrangement offered under the Program, and further agrees to and accepts the following terms and conditions.

1. The total price of computer and/or related equipment to be purchased is \$_____ as identified on the attached Order Form.
2. The District agrees to make an interest free loan to the Participant in the amount of \$_____ for a term not to exceed 24 months from the date this agreement has been approved. For loans \$1,000 or less, the term may not exceed 12 months.
3. The Participant authorizes the District to deduct \$_____ from each bi-weekly paycheck of the Participant beginning _____ until the full amount identified in Subsection 2 above has been paid. If for any reason, the Participant does not receive a bi-weekly paycheck or his/her bi-weekly paycheck is insufficient to cover the payment required pursuant to this agreement, the Participant is obligated to make payments directly to the District for the amount that would have otherwise been deducted from his/her paycheck. Participant may elect to pay the balance at any time prior to the last payroll deduction.
4. Participant agrees not to sell, trade, or otherwise dispose of the Equipment until the loan has been paid in full. Violation of these provisions will require Participant to immediately pay to the District any remaining amount due on the loan.
5. Upon termination of employment, for any reason, the remaining amount to be paid to the District under this Agreement shall immediately become due and payable.



**EAST VALLEY WATER DISTRICT
Computer Purchase Program
Loan Agreement Form**

6. Participant hereby authorizes the District to withhold from his/her final pay, including sick leave and vacation payoff, any amount remaining under this Agreement. If the remaining amount due to the District exceeds the total final pay amount, the additional amount due shall be paid to the District in a lump sum payment by the Participant no later than the Participant's last working day.
7. The District will not provide any technical advice, software, or hardware support and in no event shall the Participant look to the District for any claims relating to warranties, service, or maintenance.
8. This Agreement may be changed only by a written document signed by the District and the Participant.
9. Participant agrees to comply with all conditions included in the Computer Purchase Program, which is incorporated herein as if fully set forth and that is in effect as of the date this Agreement is signed.
10. This Agreement supersedes any and all written or oral agreements, proposals, and communications regarding the Computer Purchase Program.
11. In the event any action is brought the District to enforce the provisions of this Agreement, the District shall be entitled to reasonable attorney's fees and costs, in addition to any other relief to which it may be entitled.

Agreed to in Full:

Participant Signature

Date

Print Name



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Performance Evaluation		
Approval Date: February 10, 2016	Policy No: 5.3	Page 1 of 3

Purpose

The purpose of this policy is to motivate employees to work at their highest level by outlining work responsibilities, jointly establishing goals and objectives, reviewing progress, and subsequently planning for future development, and to provide a basis for rewarding employees according to their achievement.

Policy

It is the policy of East Valley Water District to regularly evaluate employees regarding general performance standards and specific aspects of their jobs.

Human Resources will recommend and provide the forms for this purpose as well as monitor and amend these procedures to ensure that the system is fair and equitable to employees and that it provides reliable information regarding job performance.

When an employee begins work with the District, his/her supervisor will discuss the responsibilities and expectations of the position. Employees will be evaluated on an annual basis unless stated otherwise in the following schedule.

Schedule for Evaluation

- A. Each probationary employee or regular employee on a probationary status shall be evaluated prior to completion of the first six months of employment, upon completion of the nine month probationary period, and upon the completion of any extended probationary period.
- B. An annual Performance Evaluation Report shall be prepared for those employees who have achieved regular status. The report shall be prepared and discussed with the employee within a thirty (30) day period preceding the employee's anniversary date of regular status.
- C. A Performance Evaluation Report will be required whenever a pay increase is recommended. Special reports may be initiated to recognize and document exceptional performance or to document a warning to the employee that, if performance does not improve, disciplinary action could be initiated.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Performance Evaluation		
Approval Date: September 11, 2013	Policy No: 5.3	Page 2 of 3

Authority to Evaluate

The employee's immediate supervisor, division manager, and/or department head shall have the authority to evaluate. Such authority may be delegated to a supervisor who is most familiar with the work of an employee in the absence of their immediate supervisor.

Performance Evaluation Procedure

1. The supervisor, division manager, and/or department head (evaluator) will prepare the appropriate Performance Evaluation Report.
2. The report will be forwarded to the department head for review and comment. Upon completion of review and comment, the department head will forward back to the evaluator for review.
3. The report will then be forwarded to Human Resources for final review. Human Resources will contact the evaluator and department head to discuss any suggested changes. Once complete, Human Resources will save the final electronic copy and route for appropriate signatures prior to employee review. The finalized signed report will be forwarded back to the evaluator to prepare for the employee meeting.
4. The employee will be given the opportunity to review the report prior to meeting with the evaluator.
5. The evaluator will conduct the evaluation meeting in a private, comfortable location and will ensure enough time is allotted for discussion.
6. At the conclusion of the evaluation meeting, the employee will add comments as desired and sign on the designated signature line.
7. The completed evaluation will be forwarded to Human Resources for logging, preparing of the Personnel Action Form (when appropriate), distribution of copies, and filing into the Personnel File.

Employee's Signature

The employee's signature is an acknowledgment that the evaluation meeting was conducted. The signature does not necessarily mean that the employee agrees with the evaluation content. The employee may enter remarks/comments in the space provided or attach a separate written response specific to the evaluation.

Effects of Evaluation Criteria Not Meeting Expectations

In the event that an employee does not meet performance expectations on a specific criterion or on the overall evaluation, a Performance Improvement Plan (PIP) will be prepared and discussed with the employee.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Performance Evaluation		
Approval Date: September 11, 2013	Policy No: 5.3	Page 3 of 3

Details of the Performance Improvement Plan (PIP)

- A. The Performance Improvement Plan (PIP) documents a plan for required performance improvement and is used as a tool to monitor and measure below standard job performance in an effort to assist the employee in improving their job performance. The plan will consist of the following:
1. Listing of the evaluated performance criteria and the insufficiency identified
 2. Expected outcome from the PIP
 3. Action plan and goals (must be specific and measureable)
 4. Timeline for improvement (Set follow-up review meeting for 30/60/90 days)
- B. During the follow-up review, the employee will be made aware of progress achieved towards the required improvement as described in the PIP. If the employee has not achieved the required improvement, the supervisor, division manager, and/or department head will discuss and document the identified continued deficiencies. If necessary, disciplinary action may be initiated at this time, up to and including termination.

Distribution of the Evaluation Report

One copy of the completed Performance Evaluation Report will be forwarded to the employee, one copy will be forwarded to the supervisor, division manager, or department head and Human Resources will retain the original report in the employee's Personnel File.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Employee Recognition Policy		
Approval Date: October 24, 2015	Policy No: 5.4	Page 1 of 3

Purpose

East Valley Water District recognizes that employees are a valuable asset to the organization, and that it is important for the vitality and spirit of the organization to encourage and highlight employees who consistently demonstrate a commitment to excellence and dedication to providing quality service for our residents. Therefore, this employee recognition program is created to support the District's strategic goals and objectives, and will be conducted in accordance with the following guidelines.

The District has many exceptional employees who routinely demonstrate commitment to their own continued professional development, respect for their fellow employees, conscientious and professional performance of their duties, dedication to the achievement of the organizational goals of the district, and serve as a positive representative of the District.

Responsibility

The following employees are eligible to receive an award and submit nominations:

- All regular, full-time, non-probationary employees.

The following groups of employees are not eligible to receive awards, however, may nominate eligible employees for awards:

- The General Manager and Board of Directors
- Executive and Senior Management
- Probationary Employees
- Temporary Employees
- Five previous "Employees of the Year."

All Eligible District employees may nominate any other employee for an award. Human Resources will distribute nomination forms. Nominations shall be submitted with any supporting documentation to Human Resources. Human Resources will keep all nominations sealed and confidential until the nominating committee is able to convene. Human resources will verify that each submittal is an employee in good standing with a "meets standard" performance review and no pending discipline issued within the year.

The nominating committee will consist of the prior three years' Employees of the Year and department heads. The Nomination Committee will evaluate and select the "Employee of the Year" and present their nomination to the General Manager. Upon



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Employee Recognition Policy		
Approval Date:	Policy No: 5.4	Page 2 of 3

receiving the approval of the Manager, the Recognition Committee will coordinate the purchase of the plaque and awards.

Nominee(s) will have made significant contributions to the work environment by:

- Demonstrating high ethical standards in job performance.
- Working as an exemplary team member.
- Providing excellent public image / customer service.
- Demonstrating consistently good attendance.
- Acting above and beyond the required job functions for East Valley Water District.
- Nominee(s) may have initiated change which resulted in greater efficiency or cost savings in District functions.

Awards & Recognition:

- New Hires
 - All new full time, regular employees will be introduced to the Board of Directors at a board meeting following their hire date.
- Recognition for the Employee of the Year
 - Employee of the Year plaque to be presented at the annual awards banquet
 - Letter from the Board acknowledging this recognition
 - Picture of the Employee of the Year to be placed in the District's offices.
 - \$100 cash award
 - Photo and accompanying article on the Districts web page
 - Service Awards
- Service Awards
 - Employees completing five year increments of service will receive a service pin at the annual awards banquet.

Employee Recognition Committee (committee name is subject to change):

- Responsible for planning employee events, including securing event location, creating the menu, decorations, distributing invitations and receiving RSVP's.
- Develops event budget, markets tickets, administers event finances, and raises additional funds.
- Develops event program and coordinates to encourage participation.
- Serves as a supportive function for employees by provide greeting cards, gifts and/or plants to employees who have recently celebrated a birth, wedding, retirement, or are grieving a death in the family.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Employee Recognition Policy		
Approval Date:	Policy No: 5.4	Page 3 of 3

- Develops financial record keeping pursuant to the Chief Financial Officer's direction.
- It is important that the committee is representative of the organization. Each member will serve on the committee for at least one year with staggered terms so that at least half of the committee will be comprised of returning members.
- Event guests include all District employees or guests designated by the General Manager and Board of Directors. Each employee and Director is invited to bring one guest to the annual awards banquet.
- Contract employees and consultants will be invited to participate at a price that reflects the true cost of the event without contribution of district funds or funds raised throughout the year.
- Organize and facilitate charitable activities on behalf of District employees.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Cash Drawer and Payment Handling

Approval Date:
April 8, 2015

Policy No: 5.5

Page 1 of 4

Purpose

The purpose of this policy is to define and outline the process for handling, receiving, and reconciling payments and cash drawers.

Policy

Cash drawer variances (shortages and overages) should not occur with any more than a \$25.00 total variance in a fiscal quarter period. This level of accuracy is extended to include processing credit card payments and checks at the Customer Service counter.

Cash Drawer Maintenance

The Customer Service Division is responsible for the maintenance of cash drawers as follows:

1. Each Customer Service Representative will be assigned a cash drawer. The Customer Service Representative is responsible for the contents, security and keys for the cash drawer.
2. Each drawer when activated will contain \$150.00.
3. The coin and cash should be arranged in the consistent manner. Separate compartments shall be used for varying currency denominations (using standard bank practice of locating smaller denominations to the far right and larger denominations to the left helps prevent accidental distribution of incorrect denominations; \$20, \$10, \$5, \$1).
4. Customer Service Representatives shall maintain adequate change in their drawers. When necessary, change requests are to be made through the Finance Department no later than 10:00 a.m.

Daily Operations

1. Each cash drawer will be reconciled at the end of the business day, with an exception of Friday. Friday's batches will be reconciled Monday morning. Each Customer Service Representative will start a new batch each morning.
2. If a Customer Service Representative is not present, a supervisor will cash out the drawer.
3. Each Customer Service Representative is responsible for the contents of their assigned drawer. Cash drawers are never to remain unlocked when the cashier is not present.
4. The amount of the cash in the drawer should balance the Balance Check Listing from the system at all times. Customer Service Representatives will



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Cash Drawer and Payment Handling

Approval Date:

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- reconcile their receipts by using the End of Day Journal Register. Random checks of cash drawers may be made at any time by a supervisor.
- The Manager or Supervisor will verify the drawer content and reconcile the daily receipts.


Procedure for Processing Forms of Payment

Cash

- Recount in front of the customer to verify amount received or when giving the customer change.
- Leave the money in the customer's view, but out of the reach of the customer.
- Counterfeit Money - check for watermarks, security thread, color shifting ink, and by the feel of the paper. Use the money marker for all large bills. If in doubt, call a supervisor to inspect the money (never leave your station with money that you may think is counterfeit).

Check

- Review all checks received to ensure accuracy:
 - Check is payable to East Valley Water District
 - Numeric value and hand written amounts match
 - Valid date
 - Valid signature
 - Customer account number

JOHN DOE 12345 Address St. Highland, CA 92346 DL# CA123456 PH. (909) 555-5555	1025
PAY TO THE ORDER OF (a) East Valley Water District	DATE (c) MM/DD/YYYY
(b) One Hundred and 25/100	\$ (b) 100.25
	DOLLARS  Security Features Included. Details on Back.
MEMO (e) Customer Account No.	(d) <i>John Doe</i>
⑆0000000000⑆ ⑆0000000000⑆ 1025	



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Cash Drawer and Payment Handling

Approval Date:

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2. The receipt must be issued for the amount that is hand written on the check received.
3. No change may be given back from checks.
4. The District does not cash checks for customers.

Credit Card

1. The District accepts Visa, MasterCard, or American Express cards only.
2. Be sure to check the identification of the person paying with the credit card to confirm that they match.
3. Be sure to check the expiration date.
4. Have the customer sign the credit card receipt.
5. No cash back may be given back from credit cards.

By Phone Using Credit Card

1. The District accepts Visa, MasterCard, or American Express cards only.
2. Manually enter credit card number, expiration date, and the zip code for the card.
3. Be sure to request the credit verification code on the back of the credit card.
4. Provide authorization or confirmation number to the customer.
5. The customer's account number will be written on the credit card receipt.

Handling Receipts

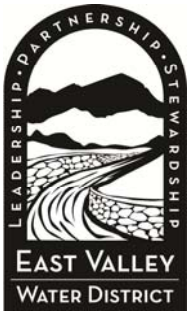
1. Customers must be given a copy of their receipt for every transaction.
2. In the case of a system failure, hand written receipts will be issued. Each receipt should include date, name, account number, total paid, and type of payment. Once payments can be entered, the receipt will be stapled to the copy from the receipt book. All receipts will be turned in for reconciliation of cash drawer.

Reconciliation of Cash Drawers

Customer Service Representatives will reconcile their drawers daily. Variances will be adjusted at that time.

Final Reconciliation of Cash Drawers/Preparation of Bank Deposit

1. The Manager or Supervisor will verify cash, checks, and credit cards by using the End of Day Journal Register from each Customer Service Representative.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Cash Drawer and Payment Handling

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2. The cash drawer should balance with the End of Day Journal Register minus the beginning cash balance of \$150.
3. In the event of a discrepancy, the cashier will be required to reconcile the following procedure:
 - a. Compare each check and credit from the End of Day Journal Register and ensure correct amount is entered.
 - b. If entered incorrectly, the change will be made by a supervisor and a new End of Day Journal Register will be printed.
 - c. Verify that credit card transactions are settled. Ensure total settlement amount matches the End of Day Journal Register.
 - d. Recount cash.
4. Once reconciled, if necessary the Cash Overage/Shortage form is to be completed and submitted to the manager or supervisor.
5. The Customer Service Supervisor will submit final cash variances to the Finance Department quarterly.
6. The bank deposit slip must be completed and placed in a deposit bag to enclose cash, checks, and original deposit slip.
7. One copy (yellow) of the deposit slip will be provided for the Finance Department. Two copies (pink and white) will be filed with the money that goes in the deposit bag. Money from the Kiosk will have a separate deposit slip.
8. Attach all credit card settlement receipts to the yellow deposit slip.
9. File all receipts, End of Day Journal Registers, and yellow copy of deposit slip in the manila envelope.
10. Add all totals on the manila envelope.
11. Post the batches.
12. Deposit of checks will be processed electronically on site.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Cross-Training Program		
Approval Date: February 10, 2016	Policy No: 5.6	Page 1 of 3

Purpose

The purpose of this policy is to establish an interdepartmental training program to expand employees' knowledge and skill base throughout the District. Offering employees the opportunity to experience training in different departments will enhance District productivity efforts and support the District's succession plan when the need to fill future vacancies arises.

Policy

Cross-training is available to employees who have a desire to increase or elevate their level of expertise, prepare for promotional opportunities, or obtain a higher level certification. Employee eligibility is contingent upon the needs of the District and the departments involved. In order for the cross-training to occur, both supervisors of each department must agree the training is valuable and will not only benefit the employee but also the District.

Supervisors will set and agree on a term for the cross-training to take place. Cross-training should not create an undue burden on any department, however, shall allow for employees to gain experience that can be beneficial to both departments. Employees assigned to a training department will report to the appropriate training supervisor delegated when the cross-training begins.

Policy Objectives

- A. Provide opportunities for employees to expand knowledge and skills for mutual benefit.
- B. Allow for an exchange of knowledge between employees to leverage our ability to respond to growing business needs.
- C. Create an atmosphere of sharing and learning that will promote leadership experience for employees who participate in the program.
- D. Support the District's Succession Plan.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Cross-Training Program		
Approval Date: February 10, 2016	Policy No: 5.6	Page 2 of 3

Eligibility

To be eligible for this program, employees must meet all of the following conditions:

- Be a regular, full-time District employee.
- Have completed the required probationary period.
- Have no written disciplinary action within the 12 months preceding the request.
- Show interest and/or gain education/certification in the department in which the cross-training will occur.
- Complete proper documentation requesting cross-training.
- Agree to comply with the provisions of this program.

Restrictions

The employee's immediate supervisor, division manager, and/or department head shall have the authority to end the cross-training opportunity if the employee is needed in his/her original department or area of responsibility. Employees will not receive a pay increase for participating in this program.

Authority to Evaluate

Employees who participate in this program will be evaluated on their overall job performance at the completion. The cross-training review will consist of feedback from the cross-training supervisor (if applicable), and input from those who participated in the employee's training. The employee is not eligible for any step increase or promotion at this evaluation. The cross-training evaluation will be included in the employee's annual performance review to allow the supervisor to evaluate the employee's growth and recommend any additional training that may be desired. The immediate supervisor may use information provided in the cross-training review to evaluate the employee's readiness for promotional opportunities that may occur in the future. Evaluation authority may be delegated to a supervisor who is most familiar with the work of an employee in the absence of their immediate supervisor.

Employee Commitment

Employees should recognize that the Cross-Training Program is a privilege. All employees who participate in the program should do so with the intent of professional development or adding to their current skill set. The employee who desires to participate in cross-training agrees to make every effort to be consistent with their attendance during the



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Cross-Training Program		
Approval Date: February 10, 2016	Policy No: 5.6	Page 3 of 3

duration of the program and will limit their time off to allow for the training to be completed in the time frame set by the supervisors for each department. In the event the employee needs to take time off that is unexpected, the supervisors will discuss whether or not the employee should continue with the cross-training when they return, if the term should be extended, or if the employee should return to their assigned position.

The employee reserves the right to discuss any issues or concerns regarding the cross-training with their immediate supervisor. If the immediate supervisor and employee find that it would be more beneficial to terminate the program, the immediate supervisor will notify Human Resources and the supervisor over the department in which they are cross-training. The employee further reserves the right to consult with Human Resources regarding any concerns throughout the program.



Cross-Training Employee Evaluation Form

In accordance with the Cross-Training Program, the employee will be evaluated on their job performance by the training supervisor.

Section I: General Information		
Employee Name	Position/Job title	Date
Training Position:		Current Department:
Training Department:		Training Supervisor:
Section II: Evaluation		
Were the expected skills, knowledge, and abilities acquired by the trainee?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Cross-Training Supervisor Comments:		
Trainee Comments:		
Section III: Signatures		
Trainee Signature:		Cross-Training Supervisor Signature:
Date:		Date:
Immediate Supervisor Signature:		Human Resources Signature:
Date:		Date:



CROSS-TRAINING REQUEST FORM

In accordance with the Cross-Training Program, an employee wishing to participate must submit this form for approval.

Section I: General Information				
Employee Name	Position/ Job title	Today's date		
Current Department		Department Requested for Cross-training		
Proposed Start Date		Proposed End Date		
Section II: Education Information				
Please list any courses/education/certificates/ you may have that are relevant for cross-training <i>(If needed, additional classes or transcripts may be attached on a separate sheet)</i>				
Name of Class/Certification	Date Completed	School/Agency	Units (if applicable)	Expiration (if any)
Section III: Job Relation				
How will participation in this program benefit you and support the District's vision, core values and/or succession planning efforts? _____ _____ _____				
Section IV: Employee Agreement				
I, _____, hereby agree to the terms and conditions of the Cross-Training Program.				
Employee's Signature			Date	
Section V: Approvals				
Immediate Supervisor			Date	
Cross-Training Department Supervisor			Date	
Department Head (current department)			Date	
Human Resources			Date	



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Employee Mentoring Program		
Approval Date: February 10, 2016	Policy No: 5.7	Page 1 of 5

Purpose

East Valley Water District values every employee and is committed to their professional and personal development. As such, the District's Employee Mentoring Program (Program) is designed to establish a career-focused course that will allow for the transferring and sharing of professional knowledge, skills and experience between two employees. In addition to identifying leaders and building leadership capacity, the program aims to increase employee satisfaction and retention within the District.

Employee Mentoring Program Overview

The District's Mentoring Program creates a trusting professional relationship between two existing employees. The partnership results in a mutually rewarding relationship offering career growth, experience and development.

The Program is designed to:

- Provide employees with growth and developmental opportunities.
- Institutionalize mentoring and support the District's values.
- Address employees' desire to engage in mentoring relationships.
- Identify leaders and potential leaders.
- Build leadership capacity.
- Provide training and resources.
- Establish a support and recognition network for those seeking growth and professional development opportunities.

The following outlines an overview of the Mentoring Program:

- The Program is open to employees who have completed their initial probationary period and have received no formal disciplinary action within the last year.
- The program is voluntary; participants are required to submit an application for consideration.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Employee Mentoring Program

Approval Date:
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- Once an application is submitted, applicants will be put on an eligibility list which will be maintained and updated by the Program Coordinator.
- The Program Coordinator is responsible for the review of applications and matching participants based on skills, professional career interests, and goals.
- Participation in the program requires a 6 month commitment. The mentor and mentee are expected to meet twice a month at their own convenience.
- Both the Mentor and Mentee are to attend an orientation at the start of the Program. This orientation is geared to teach the fundamentals for a successful partnership.
- The Mentor and Mentee are responsible for creating a development plan outlining the goals and objectives of the partnership.
- The Program Coordinator will schedule a meeting with participants to assess the progress of the partnership at the half-way point of the Program.
- The Mentee will present a completed assignment showcasing what he or she has learned. This can be in the form of a presentation, paper, project, etc.
- Participants will submit a program evaluation at the end of the partnership to determine the satisfaction and effectiveness of the program.

Mentor Responsibilities

A Mentor is someone who exemplifies a strong commitment to the goals; objectives and vision of the District. They desire to share their skills, knowledge, and insight to teach future leaders. Mentors will provide support to Mentees looking at careers in special districts and help them find and develop areas of specialty or gain overall professional development and leadership. The following qualifications and criteria will be considered in selecting suitable mentors:

- Members of the District's management team as well as interested supervisors and those who showcase a special skillset and leadership role.
- Willingness to invest time and energy in the process; positive sharing of professional knowledge and experience relevant to the Mentee's career goals.
- Strong communication skills and a comprehensive understanding of the District's mission and culture, goals, policies, procedures, and organizational structure in order to convey this to Mentees.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Employee Mentoring Program		
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- Be able and willing to commit to 6 months participation in the Mentoring Program.
 - Possess a positive attitude about their job and the District in general.

Other responsibilities and eligibility criteria include:

- Mentors will be committed to the mentoring process.
- Mentors will serve as a coach, advisor, and role-model.
- Mentors will set aside time to discuss assignments, projects, etc.
- Mentors will monitor Mentees development, progress and goals throughout the program.
- Mentors will provide constructive feedback on mentoring progress and program design to the Program Coordinator.
- Mentors will provide opportunities to work on challenging and significant projects.
- Mentors will respect Mentee's current job and responsibilities.
- Mentor will be available to act as a respected resource from which the Mentee can draw knowledge, experience, and insight.

Mentee Responsibilities

A Mentee is someone who has a strong commitment to the goals; objectives and vision of the District. A Mentee showcases a desire to learn and improve. Moreover, a Mentee exhibits proactive behavior within his or her current position.

The following criteria will be used to select good candidates for the Mentoring Program:

- Job attendance and performance.
- Ability to take initiative, be self-motivated, be willing to take on new challenges, and is genuinely interested in enhancing professional career goals.
- Be receptive to constructive feedback; coaching and guidance from Mentor.
- Willing to commit to 6 months in the Program.
- Positive attitude about current position and the District.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Employee Mentoring Program		
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Other responsibilities and eligibility criteria include:

- Mentees will be committed to the mentoring process.
- Mentees will be open to coaching for their professional growth.
- Mentees will display a desire to learn.
- Mentees will set aside time for the mentoring process.
- Mentees will be open to meeting and communicating with mentor on a regular basis.
- Mentees will complete an assignment at the end of the partnership showcasing skills learned.
- Mentees will be receptive to constructive feedback.

Mentor and Mentee Pairing

The Program Coordinator is responsible for pairing a Mentor to a Mentee by reviewing all applications submitted. Once the partnerships are finalized, all participants must attend an orientation meeting directed by the Program Coordinator. This orientation will highlight the tools necessary for a successful partnership. Applicants have the ability to request a mentor based on career learning aspirations and developmental goals, however they ultimately may not be matched with that person due to limited availability. Mentees will not be matched with their current supervisors or managers.

Program Time Commitment

Time commitment is fundamental for a rewarding experience in the Program. As such, both the Mentor and Mentee are expected to commit to the 6 month period. The Mentor and Mentee are to meet at least twice a month, in order to maximize learning opportunities. Mentees must consult with current supervisors to meet with Mentor during normal work hours. If a conflict of schedule prohibits meetings, the Mentor and Mentee must find a way to exchange ideas to compensate for any missed meetings. This may include emails, phone calls, or meetings outside of work.

Ending Program



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The Mentor and Mentee partnership will formally end after 6 months. The Mentor and Mentee should meet to revisit and evaluate goal setting accomplishments and finalize any remaining objectives. A final meeting with the Program Coordinator and all other program participants will be held. During this meeting, participants will receive and submit program evaluations. Additionally, Mentees will have the opportunity to present their assignments and share what was learned throughout the Program. If the partnership becomes problematic, the Mentor and Mentee should have an honest discussion as to the reasons the partnership is not working and end amicably. Following the discussion, the outcome must be communicated to the Program Coordinator.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Volunteer Program

Original Approval Date:
August 8, 2018

Last Revised:

Policy No: 5.8

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Purpose

East Valley Water District is committed to promoting community involvement and embracing an environment of active learning and knowledge sharing. As such, the purpose of the Volunteer Program (Program) is to provide community members an opportunity to learn about District operations, gain valuable work experience, meet new people, and form mutually rewarding partnerships.

Program

The Program will match volunteer applicants with available opportunities within the District's various departments. Individuals may volunteer for a one-time project or event, or a long-term assignment. Assignments will vary and offer a wide selection of working environments.

Recruitment

Volunteers will be recruited by the District with the intent of broadening community involvement and providing an environment of active learning and knowledge sharing. Volunteers may be recruited through an interest in a specific department or event, or solely through a general interest in volunteering.

Volunteer opportunities will be posted through various channels including the District's website, social media, local community centers and local educational institutions.

Eligibility

To be considered for a volunteer position, applicants must be sixteen (16) years of age or older and consent to a background screening and pre-volunteer assignment physical.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

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Application

Those interested in available volunteer positions are to complete and submit the Volunteer Application through the District's website to be considered. On the occasion that an application is received when a volunteer position is not available, the application will be kept on file for one (1) year and considered for future opportunities. Human Resources will process all volunteer applications and applicants may refer to Human Resources as a point of contact.

Interview

Brief interviews will be conducted of volunteer applicants to assess their interest and suitability for volunteer opportunities. The interview will determine the interests of the applicant, any experience or qualifications, his or her commitment to fulfill the requirements of the volunteer position, and provide an opportunity for the applicant to ask questions.

Screening

Selected volunteer applicants will undergo a criminal background screening process as well as a pre-volunteer assignment physical. The screening process will be considered complete once the background check and physical have been completed and approved by Human Resources. The individual may begin volunteering once this process is complete and they attend the volunteer orientation.

Available Opportunities

The Program will offer a variety of ways to engage with the District and in the community. Volunteer opportunities will be listed under Volunteer Program or the District's Human Resources webpage.

In placing a volunteer, consideration will be paid to the interests and capabilities of the volunteer as well as the requirements of the volunteer position. Assignments will vary and offer a variety of work experience among the various District departments.



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Volunteer Schedules

Volunteer schedules are flexible and may vary depending on the needs of the assignment and the volunteers' availability.

Orientation

Once a volunteer is selected and given an assignment, they will participate in an orientation program designed to inform volunteers about East Valley Water District as an organization, its policies, procedures, and programs. This session is designed to assist volunteers in their new role within the District. Additionally, volunteers will engage in an on-the-job orientation and training by their designated supervisor.

Duration

The duration of volunteer assignments will vary with each assignment and may depend on the needs of the department, the requirements of a specific project or event, or the specific outcome the volunteer wishes to gain from the Program. The volunteer relationship may be terminated by either party at any time.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Student Internship Program

Original Approval Date:
August 25, 2021

Last Revised:

Policy No: 5.9

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Purpose

The purpose of this Program is to ensure a robust pipeline of next generation talent that supports a healthy, vibrant community now and for years to come. It is acknowledged that local youth add value by filling critical skills gaps, supporting succession planning, spurring innovation and drive new ideas, and they support workforce diversity, which ensures greater customer connection.

Policy

Internships are available to local students who have demonstrated high levels of interest, talent, or aptitude in the water industry or related fields. Students may be recruited from local high school career pathways or via school staff recommendation. Students must be in good standing and have demonstrated initiative and motivation to learn more about the water industry and its fields of service.

Program

Internships are paid experiences that generally follow successful completion of first level pathway courses, college courses, or certification course work. These experiences last sixty hours or more. Students who successfully complete their coursework and internship experience will be granted a priority interview when the District is recruiting for a related position.

Micro-Internship Experiences

Micro-internships are unpaid experiences that may be as short as attending a one-hour presentation, job-specific field trips, or an experience that is up to eight weeks in duration. Micro-internships are provided to orient students to water industry related fields and to generate interest in potential future internship experiences.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Student Internship Program

Original Approval Date:
August 25, 2021

Last Revised:

Policy No: 5.9

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Program Objectives

- A. Provide opportunities for local youth to experience hands-on (and/or virtual) water industry related career fields as part of their overall education experience.
- B. Allow local youth an opportunity to explore and learn about the water industry's stewardship, our precious natural resources, and service to our community.
- C. Create an atmosphere of sharing and learning in an exchange of knowledge between local youth and current employees to leverage our ability to respond to growing business and technical needs in the industry.
- D. Support the District's Succession Plan to ensure a strong and vibrant future workforce that nurtures the diversity of its local community's talent.

Eligibility and Interest

Eligibility for the Student Internship Program is limited to student participants in the Water and Resource Management Pathway or affiliated educational programs. Applicants must be at least (16) years of age or older, have gained parent or guardian consent, and must be willing to participate in background screening and a pre-internship assignment physical.

Those interested in available student internship experiences must have completed the pre-requisite course work with a satisfactory grade and be enrolled in the appropriate work experience course to move forward with the internship process.

Interview

Brief interviews may be conducted of internship applicants to assess their interest and matching for work-based learning experiences. The interview will determine the interests of the applicant, previous experiences, his or her commitment to fulfill the requirements of the internship experience, and provide an opportunity for a question and answer period.

Screening

Selected internship applicants may undergo a criminal background screening process as well as a pre-internship assignment physical. The screening process will be considered complete



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once the background check and physical have been completed and approved by Human Resources. The individual may begin their internship once this process is complete and they attend their internship orientation. *(Please note the screening process may not apply to micro-internship or virtual experiences).*

Available Opportunities

The student internship program will offer a variety of ways to engage with the District in work-based learning experiences. Each semester District staff will determine internship capacity and notify educational partners of available opportunities.

In placing a student intern, consideration will be paid to the interests and experiences of the intern as well as the requirements of the internship. Assignments will offer a variety of work-based learning experiences among the District's departments.

Student Internship Schedules

It is understood that student schedules are dynamic and may require personalized attention to flexible experiences based on weight of the student's coursework. However, once scheduled, students must communicate directly with the District's Human Resources Department immediately when they are not able to meet a scheduled assignment. Lack of communication may result in the ending of the student internship experience.

Orientation

Once an intern is selected and an assignment is given, the student will participate in an orientation program to inform interns about East Valley Water District as an organization, its policies, procedures, and programs. This session is designed to assist interns in their new experience with the District. Additionally, interns will engage in an on-the-job safety orientation by their workplace mentor and/or assigned supervisor.

Duration

The duration of the student internship experience will vary with each assignment as outlined above, but will fulfill all work experience requirements. Most paid internships will last a full school semester. Either party may end the student internship experience at any time.



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Paid Intern Compensation

Staff will request internship funds through the annual budget process. The approved budget amount for each fiscal year will determine the number of interns and what their pay will be for the duration of the internship.

Interns will be paid as employees through the East Valley Water District payroll system. Interns will have the option of receiving a hard copy check or direct deposit.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Workplace and Building Standards

Approval Date:
February 12, 2014

Policy No: 6.1

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Purpose

East Valley Water District is a professional organization. It is important that we strive to keep our workplace structured in a professional manner in order to promote a positive image to customers and community visitors, as well as provide a pleasant work environment for all employees.

This policy is intended to provide guidelines on workplace and building standards that are acceptable at East Valley Water District. This policy does not address every situation or circumstance that may arise, however, employees are expected to use good judgment and seek approval when necessary.

Responsibilities

1. All employees must follow the standards set forth in this policy.
2. Managers and supervisors are responsible for monitoring and ensuring compliance with this policy.

General Standards

1. Work areas shall be maintained in a visually neat and orderly manner, one which reflects a professional work environment.
2. No storing of bulky items or excessive clutter under furniture and desks or on top of files, cabinets or credenzas.
3. Pictures, certificates, etc. should be in good taste, appropriate for a public agency and appropriately framed and mounted. Unframed posters, loose pictures, etc. may not be tacked or taped on walls.
4. Computer speakers shall be placed on silent or on low.
5. It is at the discretion of the manager to allow radios or other music devices to be played in the work area. If music is allowed, it must not be loud or disruptive and must not travel beyond the individual work area.
6. Telephone rings/speaker volume shall be high enough to hear but not loud or disruptive beyond the users work area. All phone ringers shall be set to professional tones.
7. Individual floor or space heaters are not allowed in the building.
8. Individual mini refrigerators are not allowed in work areas.
9. No items shall be placed on windows or windowsills, including workstation windows.
10. Outer workstation walls shall not be used to tack, tape or staple items.
11. No items shall be tacked, taped or stapled to walls.
12. Plants should be appropriately sized, maintained in a healthy condition, pest-free, and placed on a sealed ceramic or hard plastic waterproof coaster.



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13. Holiday décor will be provided by the District for each lobby and counter area. Personal workstation and private office decorations are allowed but shall be in good taste and shall be removed immediately after the holiday. Decorations shall not be displayed outside or above workstations or offices.
14. Personal birthday decorations are allowed, but shall be removed after one week. Decorations shall not be displayed outside or above workstations or offices.
15. Vase flowers shall be fresh looking, un-wilted, and in clean water.
16. Consuming food at one`s desk is discouraged; especially if the items emit foul odors. Employees are encouraged to take meal breaks in the employee break room.
17. Protect work surfaces by using a coaster for beverages on desks and all conference room tables. Spills shall be wiped up immediately.
18. Perishable food shall not be stored in employee workspaces. Dry food, such as crackers, cookies, nuts, etc. shall be kept out of sight, either in a workspace drawer/cabinet or in a tightly sealed container.
19. Personal fundraisers may be posted only in the break room or at individual work stations.
20. Only service animals are permitted in the headquarters facility. For the health and comfort of the members of the community, as well as employees, no pets are allowed in the facility, unless approved by the General Manager.
21. The glass public notice case shall be used for District postings only. Documents are to be reduced in size and old documents shall be removed by the originating department after meeting/hearing date.
22. Any spills are to be mopped up and reported immediately to the Facilities Maintenance Department and/or janitorial staff.
23. Watching television in conference rooms is not permitted, unless used for District business.

Public Areas and Workstations Visible from Public Counters

1. These areas provide the first impression of the workplace to the public. The physical appearance of public counters shall be neat, orderly and attractively arranged to convey the impression of an efficient and effective public agency.
2. All art/plants shall be District approved for all lobbies, conference rooms, break rooms, etc.
3. All requests to display information to the community utilizing District resources, such as bulletin boards, placement of flyers at public counters, banners and televisions at the headquarters facility shall be coordinated through the Administrative Office.



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Conference Rooms

1. It is the responsibility of all employees to maintain conference rooms in a neat, clean and orderly fashion.
2. When reserving a conference room, the user shall make sure to include preparation and clean-up time as part of the reservation. The employee in charge of setting up for the meeting is responsible for cleaning the conference room immediately following the meeting to prepare for the next user.
3. If the conference room is used for a working lunch, any trash should be removed immediately following the meeting; any crumbs, watermarks, etc. shall be wiped off the table. It should not be obvious to the next conference room user that food was consumed in the conference room.
4. If employees rearrange a conference room for a special purpose, it is their responsibility to arrange or make arrangements to restore the room back to its original setup immediately following the use.
5. In the event any audio visual equipment is not functioning in the conference rooms, it shall be immediately reported to the IT Department for repairs.
6. Use and scheduling of Conference Rooms/Board Room is as follows:
 - a) All conference room reservations shall be made through the Outlook Conference Calendar, or through the appropriate Administrative Assistant.
 - b) Board Room reservations shall be made through the Administrative Office.
 - c) District headquarters facilities are available to the public for rent; all reservations shall be made through the Administrative Office.
 - d) Executive Assistants and support staff shall be in charge of the overall neatness, and cleanliness of conference rooms.

Break Room / Coffee Areas

1. These areas are designed for all employees to use and will be available for rent by the public.
2. Personal dishware, utensils, or storage containers are to be washed and removed from the kitchen immediately after each use and not left on countertops or in sinks to dry.
3. Microwave spills shall be cleaned up by the person responsible.
4. If you bring a snack to share with everyone, you must also take the responsibility to make sure it is cleaned up by the end of the day.
5. Any floor spills shall be cleaned up immediately. For spills on carpet, wipe up excess and notify the Facilities Maintenance Department immediately.
6. No personal items shall be stored in break room / coffee area cabinets.
7. Conference rooms and the Board Room are not to be used by employees for personal use.



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8. Due to space constraints in the refrigerator, food or beverages for personal consumption shall be limited to what will be consumed in one day. Food items remaining in the refrigerator at the end of the week will be discarded.
9. The inside door of the refrigerator shall be used for storing condiments. Employees shall label each item with name and date. If the refrigerator becomes overcrowded because of these types of items, employees will be asked to remove them.
10. No refrigerators, microwaves, toasters, or coffee makers shall be placed in areas not previously designated for such use.

Break Room Bulletin Boards

1. Bulletin Boards are for District and employees use only. No personal notices shall be posted in the area reserved for District notices.
2. Employees shall not post notices that are inappropriate for the work environment. All notices must be dated. Any personal notices shall be removed after the expiration of the notice or after a one (1) month period by the employee who posted the notice. All postings shall be dated and first approved by the Administrative Office.
3. All bulletin boards will be monitored and inappropriate or outdated notices shall be removed.

Quiet Room

1. In accordance with US Code 207(r), a quiet room is provided for female employees in the Women's Locker Room. This room shall remain locked while in use. Please make sure personal items are removed after using the Quiet Room.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Information Systems, Internet, Email, and Electronic Communications, Ethics, Usage, and Security Policy		
Approval Date: August 13, 2012	Policy No: 6.2	Page 1 of 13

Purpose

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

All employees must read and adhere to these guidelines and policies. Failure to follow this policy may lead to discipline up to and including immediate suspension and termination.

Summary of the Information Systems Security Policy

- A. All access to computers must be authorized.
- B. Users should only be allowed to access data that relates to their jobs, tasks, projects, or assignments.
- C. Any changes in employee status must be immediately reported to the Information Systems Manager.
- D. Except in circumstances specifically authorized by the Information Systems Manager, there shall be only one user per user ID and password. Passwords are considered confidential and are not to be shared.
- E. Only software approved and purchased by the District is allowed on the District's computers.
- F. Information Systems oversees the computer system and is responsible for the integrity and backup of data on the network servers. However, each user retains responsibility for the validity of their data.
- G. Information Systems is responsible for security administration on the network. However, each personal computer user is responsible for security administration on the individual PC system used.



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H. Information Systems is responsible for technical support.

I. Only Information Systems personnel and their designees are authorized to relocate or remove hardware, software/hardware upgrades to servers, microcomputers, workstations, or miscellaneous hardware peripherals; install or remove software, perform maintenance repairs; and request assistance for qualified vendors for specialized services, which will be coordinated by the Information Systems Department.

J. Internal recording of access will be monitored and any attempted variance from the authorized use of system resources will be reported.

Security Policy for all Computers, Computer Equipment, and Related Computer Items

It is the intent of the District to protect all its resources. These resources include computer hardware, software, data, and all computer related items. This document will set forth the policy of maintaining logical security, protecting the software and utilization of systems by persons with legitimate access rights.

Policy Objectives

A. Maintain the integrity of the data and programs on all computer systems and microcomputers in the District.

B. Protect production systems and data against unauthorized disclosure, modification, or destruction.

C. Uniquely identify each user of the computer resources to guarantee accountability.

D. Stop access and use of computer resources to any individual user who cannot be positively identified and authenticated by the system.

E. Limit a user's data access privileges to:

1. Data designated by the District Management as necessary to accomplish assigned work.

2. Data previously approved by the District Management responsible for the validity of that data.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

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F. Audit actions affecting authorizations to computer resources.

Definitions of Resource Responsibility and Authority

The District retains the exclusive right of ownership and use of all its computer assets. Protection of data is the responsibility of the Information Systems Manager, and the end-user.

Information Systems will be responsible for the integrity of data while said data is under Information Systems control. Information Systems cannot be responsible for the accuracy of said data.

During the period of time that any data is under Information Systems' control, Information Systems shall have sole responsibility for the integrity and maintenance of security as requested by the District.

Information Systems shall take required measures to maintain security and integrity of the District's data, based on the nature of the data, as instructed by the District's management.

Assignment of Resource Responsibility

To determine and establish the level of protection required for each resource, responsible authority under Information Systems must be assigned. The assignment is based on the type of resource to be protected and the requirement/authorizations set forth by the District's management.

- A. Security Administration - Information Systems is responsible for the overall administration of coordinating and establishing resource protection. This protection is based on established and approved security procedures that include the development and establishment of logical security procedures, and coordination of user requirements.
- B. Technical Support - The Information Systems Manager supports all computer hardware throughout the District. This responsibility includes the maintenance of hardware, software, and operating environments, promoting the efficient user of computer resources, and protection of the District's programs and data. Local Area Network (LAN) administration will also be managed by the Information Systems Division.



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- C. Internal Production Audit - The Information Systems Manager is responsible for the monitoring and evaluation of all activities performed by users on the network to ensure that all activities are performed pursuant to the established and authorized procedures.

User Identification and Verification

Identification is established through the user of a user ID. Verification is established through the use of a password. The combination of a user ID/Password shall be unique and ensures personal accountability for activities performed. Users should never reveal their ID and password to another person.

Screen Savers

If a user chooses to apply a screen saver to the system, the screen saver should not be password protected.

Resource Authorization Checking

Having identified and verified user authenticity, Information Systems then controls interaction between the user and the system resources. Control extends not only to which resources are accessed, but also how they are accessed. (For example, read only vs. edit rights). Information Systems is also responsible for ensuring that data is accessible only to those individuals who have been granted access by the District's management.

Logging and Reporting of Variations

Once the identity of the user has been authenticated, Information Systems limits the user to authorized resources. The system may record all activity, which occurs for a given user ID. Information Systems may also log and report any user activities and/or system events, which do not conform to the authorized user of system resources.

Computer Audit Trail

The network servers may record all terminal transactions for each end user. This form of audit is extremely valuable for recovery if the system goes down, if the user experiences problems, or if security violations are noted.

Software Licensing Guidelines

The District has established certain guidelines for the purchasing of computer software. Only software purchased or authorized by the District's management is allowed on District computers, including microcomputers. Software and hardware, may not be



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purchased by petty cash, voucher request, or credit card without prior approval of the District's management is allowed on District computers, including microcomputers. Software and hardware, may not be purchased by petty cash, voucher request, or credit card without prior approval of the District's management. This policy applies to public domain and shareware software, as well as commercially available programs. It is the District's policy to pay for any shareware software used on District computer systems.

Downloading unauthorized, unlicensed, or inappropriate software from the Internet is prohibited.

Absolutely no games or software not owned by the District are to be installed on District computers, whether or not these games or software will be used on breaks, lunch hours, or after hours. No testing of software from other sources will occur at any time without Information Systems involvement. Information Systems will assist the user in testing and evaluating all software. This is necessary to ensure that computer viruses are not introduced into District owned computer systems and to maintain software continuity.

If Information Systems encounters any software that was not purchased and installed by the District, the user will be requested to provide documentation authorizing the use of the software in question.

If the user is unable to provide written authorization, Information Systems will discuss the matter with the District's management for direction on the appropriate action to take to rectify the situation.

Hardware, Software, and Cables Ownership

All computers, computer equipment, software, hardware, and related peripherals (i.e., mouse, printer, scanner, etc.) are the property of the District and are administered and supported by the Information Systems Division.

When hardware or software has been installed, no employee is allowed to move, transfer or copy it. When there is a need for hardware to be moved to a more convenient location, the action should be requested through Information Systems. Only Information Systems personnel are authorized to perform these tasks.

When new software has been acquired, a request to install the software must be submitted to Information Systems.

Written approval must be obtained from the District's management before any hardware or software may leave the District's offices. Upon approval, the employee is solely responsible for that hardware or software, including providing insurance to cover loss or theft.



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Diskettes brought to the work place from an outside source must be scanned for viruses by Information Systems before it may be loaded on any District system.

Maintenance and Repair

The maintenance and repair of any computers or related peripheral shall be performed by the Information Systems Department, or a contracted service provider. No one else will be allowed to attempt any maintenance or repair functions. When an incident occurs, a service request should immediately be submitted to Information Systems indicating the circumstances surrounding the failure and any other pertinent information. If computer failure interferes with production, action will be taken on an emergency basis.

The Information Systems Manager has the authority to take whatever steps are deemed necessary to remedy user's problems.

Employee Resignation, Termination, or Reassignment

As part of the employee's separation process, the District's management shall notify the Information Systems Manager so the appropriate action may be taken to remove the employee's access to the District's computer systems. This notification should take place prior to the employee's last day of work.

If an employee is involuntarily terminated by the District, this notification should occur simultaneously as the employee is advised of the termination to accommodate the immediate deletion of the employee's login and password, for both the District's and employee's protection.

For employees who are assuming new job responsibilities, the District's management will request Information Systems to make the necessary modifications to the user's access rights.

Computer Guidelines

It is the responsibility of each employee to follow the guidelines of the Computer Procedures for all District computer systems, hardware, and software.

Access to the District's computer systems will be prohibited until an employee has been authorized by the District's management, who will request a login (user ID) and password be assigned on the appropriate systems.

- A. Either the District's management or the Information Systems Manager will indicate the access rights of a user.



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- B. Users are not to share login information with other employees. These are assigned to specific individuals and must only be used by the one user for whom it was assigned.
- C. When a user encounters a variance in the normal processes of utilizing applications Information Systems must be notified immediately. The user should stop processing at the first indication of a problem, leaving the information on the screen intact for review by the appropriate Information Systems staff. This will ensure data accuracy and prevent any major discrepancy within the system.
- D. All users will perform functions allocated to them by the menu systems, and not deviate from this approach. If a user is forced out from the menu system, Information Systems should be notified, as in "C" above.
- E. File creations, changes, or deletions must be made in conjunction with duties assigned to the user's job classification.
- F. Those users who have addition, modification, or deletion privileges through applications will be authorized to update files for accuracy. Deletions, modifications, or additions to personally benefit oneself or others, corrupt or misrepresent data within an application is strictly prohibited and is grounds for disciplinary action up to, and including, termination and possible legal action.
- G. Foreign software and access to bulletin boards or the Internet are not allowed on District equipment without prior written approval of the District's management.
- H. There shall be no downloading of files, which are unauthorized, illegal, or inappropriate. Files, which will be downloaded, must first be scanned for viruses.
- I. Normal processing includes the proper logging out of all systems and the shutting down of microcomputers at the completion of the user tasks. If the user is to be away from the workstation, logging out of the system is required to prevent unauthorized use of the user ID. This is the responsibility of the assigned login user.
- J. All modem access either direct or through the modem pool, requires written approval.



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- K. District personnel shall not use outside equipment for access to District applications without prior written approval. Outside access is to be performed only through the use of a District-owned modem line established and set-up with the required "call-back" procedure.
- L. Any employee who notices any unauthorized use of computer equipment or software should notify Information Systems immediately.
- M. Caution should be exercised when eating or drinking in the vicinity of personal computers. Items of this nature dropped on a keyboard can cause malfunctions, which are not covered by service contracts and warranties.
- N. Floppy disks should always be handled with care:
1. Always store disks in a protective jacket.
 2. Do not touch the magnetic media inside the sleeve.
 3. Protect the disk from being bent or otherwise mishandled; do not force disks into disk drives.
 4. Avoid contact with magnetic fields such as telephone handsets and computer monitors.
 5. Do not write on disk, either directly or through the jacket/sleeve.
 6. Do not leave disk in hot areas; do not expose to heat or sunlight for extended periods of time.
 7. Do not leave disks in any vehicles or other areas where unauthorized persons can pick them up.
- O. Compact Disks should always be handled with care:
1. Always store in protective case.
 2. Avoid contact with the data-entrenched surface; hold by the edges only.



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3. Do not leave disks in hot areas; do not expose to heat or sunlight for extended periods of time.
4. Report CD-ROM malfunctions to Information Systems right away.
5. Do not leave disks in any vehicle or other area where they can be picked up by unauthorized persons.

P. Always perform recommended shut-down procedures before powering off. Not doing so may damage the disk or the drive read/write heads of the fixed disk devices, or may result in damage or destruction to data files.

Q. The mistreatment of computer equipment is not covered by normal maintenance agreements.

Off-Site Use of District-Owned Equipment

When an employee needs to use District-owned equipment or software at home, prior written approval must be obtained from the District's management.

The employee will be required to sign a log on the day the equipment is taken and again when it is returned. The log is necessary so that Information Systems can maintain continuous control of all District computer assets.

Laptop and Notebook computers may be taken off the premises for periods less than one week with the approval of the District's management.

Non-District Owned Computer Equipment on District Premises

Computer equipment and peripherals not owned by the District will not be attached to District computer or communications systems. District owned or licensed software will not be installed on computer systems not owned by the District, unless specifically permitted by the software licensing agreement.

Internet, Email, and Electronic Communications Guidelines

- A. Employees shall not use the Internet or email in an inappropriate manner. Inappropriate use of the Internet and email includes, but is not limited to:



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1. Accessing Internet sites that contain pornography, exploit children, or sites that would generally be regarded in the community as offensive, or for which there is no official business purpose to access.
 2. Participating in any profane, defamatory, harassing, illegal, discriminatory, or offensive activity, or any activity that is inconsistent in any way with District policies (i.e. policy on sexual harassment).
 3. Exploiting security weaknesses of the District's computing resources and/or other networks or computers outside the District.
- B. Personal use of the District's computer system and access to the Internet and email is not a benefit of employment with the District. Internet access is to be used for District business purposes. Employees may access the Internet and email for other than District business in accordance with this policy if the employee is on an authorized break. Use of the Internet should not interfere with the timely and efficient performance of job duties.
- C. Employees do not have any right to privacy in any District computer resources, including email messages produced, sent, or received by District computers or transmitted via the District's servers and network. Employee access to the Internet and email is controlled by use of a password. The existence of a password does not mean that employees should have any expectation of privacy. The District may monitor the contents of all email messages to promote the administration of the District, its business, and policies. Employee access to and use of the Internet, email, and other electronic communications will be monitored frequently.
- D. Use of another employee's name/account to access the District's network or the Internet is strictly prohibited without express permission of Information Systems.
- E. Personal use of the District's computer resources for personal commercial activity is strictly prohibited.
- F. The District will not be responsible for maintaining or payment of personal Internet accounts or related software. To maintain the integrity and firewall protection of the District's system, personal Internet accounts may not use the



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District's network system, telephone system, modem pool, or communication server to access the Internet.

- G. The Internet and email provide means by which employees of the District may communicate with its customers, consultants and other official person, and retrieve valuable information. Messages and downloaded information through the District's system may be considered part of the District's business records and should be treated as such.
- H. Deleting an email message does not necessarily mean the message cannot be retrieved from the District's computer system. For a specific period of time, the District retains backup copies of all documents, including email messages produced, sent, and received on the District's computer system.
- I. The vast majority of District records are public documents. Do not transmit information in an electronic mail message that should not be written in a letter, memorandum, or document available to the public. Email and any attachments are subject to the same ethical and legal concerns and standards of good conduct as memos, letters, and other paper-based documents. Email can be forwarded to others, printed on paper, and is subject to possible discovery during lawsuits in which the District may be involved.
- J. Use of electronic mail or the Internet to send offensive messages of any kind is prohibited.
- K. Downloading software and programs for other than District-authorized tasks is strictly prohibited. When required to download authorized software or programs for the District, the following procedures will be followed:
 - 1. Computer viruses can become attached to executable files and program files and result in significant losses to the District. Receiving and/or downloading executable files and programs via electronic mail or the Internet without express permission of the Systems Administrator is prohibited. This includes, but is not limited to, software programs and software upgrades. This does not include email and/or documents received via email and the Internet. Employees are to scan all downloaded materials before using or opening them on their computers to prevent the introduction of computer viruses.



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

Failure to Abide

Failure to follow the prescribed procedures and policies may lead to discipline, up to and including immediate termination. Disciplinary action may include the removal of Internet and email access from the employee's computer or termination of employment.

Liability

The District makes no warranties of any kind, whether expressed or implied, for the service that is the subject of this policy. In addition, the District will not be responsible for any damages whatsoever which employees may suffer arising from or related to their use of any District electronic information resources, whether such damages be incidental, consequential, or otherwise, or whether such damages include loss of data resulting from delays, non-deliveries, mistaken deliveries, or service interruptions whether caused by either the District's negligence, errors, or omissions. Users must recognize that the use of District electronic information resources is a privilege and that the policies implementing usage are requirements that mandate adherence.



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Consent Form

By this document, I hereby represent that I have read, understand, and agree to comply with the District's Information Systems, Internet, email, and electronic communications, ethics, usage, and security policy. I understand and agree that all computer and electronic activity, including but not limited to electronic mail and Internet network activity, being conducted with District resources is the property of the District.

I acknowledge and consent to the District's right to monitor, log, access, and review all such activity, with or without notice, and, therefore, I have no expectation of privacy in the use of these resources. I understand that such monitoring may include printing and reading all electronic mail and data entering, leaving, and/or stored on the District's equipment.

Finally, I understand that violation of this Policy may subject me to discipline, up to and including termination of employment.

Date

Signature

Employee's Name



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Wellness Center Policy		
Approval Date: February 12, 2014	Policy No: 6.3	Page 1 of 4

Purpose

East Valley Water District strives to develop a workplace culture supportive of employees' decisions to maintain a healthy lifestyle. It is recognized that a strong and healthy workforce is better prepared to serve our community to the high standards set by the District.

This policy is intended to provide guidelines to protect the experience of each employee opting to use the Wellness Center, (herein after referred to as "Center") and its contents. Use of the Center is a privilege; therefore employees are required to observe the following guidelines:

Before an employee is granted authorization to use the Center and/or equipment each employee must:

- A. Participate in the Center orientation provided by the District designated fitness trainer.
- B. Acknowledge receipt and understanding of Policy.
- C. Acknowledge and sign the Consent and Release of Liability Form.
- D. Realize that the District reserves the right to change these Guidelines as it sees fit without notice.

Responsibilities

1. All employees must follow the standards set forth in this policy.
2. Managers and supervisors are responsible for monitoring and ensuring compliance with this policy.

Rules

1. Employee access and use of the Center is a privilege, as such, the privilege may be revoked by management when guidelines are not followed.
2. Use of the Center is not a condition of employment; it is voluntary. Employees choosing to utilize the Center and/or equipment do so at their own risk.
3. Only authorized full-time and part-time active employees may be granted use of the Center. **NO GUESTS, PERSONAL TRAINERS, FAMILY MEMBERS, OR MINORS ARE ALLOWED IN THE CENTER AT ANY TIME.**
4. Employees must be in good health and have no physical or medical condition that would prevent participation in Center activities.



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5. Employees may access and use the Center on their own time; use of the Center is not considered an approved job duty or responsibility.
6. The Center will be open 24 hours a day, seven days a week; however employees may only use the Center before and/or after an employee's scheduled work hours, during scheduled lunch breaks, or on weekends/holidays.
7. For personal safety and to prevent accidents and incidents, employees are encouraged not to work-out alone, especially when using heavy free-weights. Additionally, employees using heavy free-weights are encouraged to use a spotter.
8. Employees using the Center toilet, lavatory and shower areas are responsible to clean up after each use.
9. The District is not responsible for any employee injury occurring during use or access to the Center. Any injuries sustained while using the Center will be considered non-industrial per Labor Code § 3600 (a) (9) and Title 8, California Code of Regulations 9880.
10. Personal belongings must be stored in provided lockers. Bags or large articles must not be placed on the floor of the Center, as not to obstruct the area around equipment and in walkways. The District is not liable for lost or stolen items.
11. All employees are expected to be courteous and respect the privacy of fellow employees while using the Center. Use of cameras or the camera function on cell phones in the Center is strictly prohibited.
12. Employees using individual radios, mp3 players, etc. must use headphones.
13. No food or drinks, other than water (in sealed containers) shall be allowed in the Center. Should a spill occur the employee causing the spill shall immediately dry the affected area and notify Facilities Maintenance if necessary.
14. For sanitation and professional purposes, employees utilizing the locker rooms should ensure that soiled gym apparel is not stored for long periods of time to cause potential odors or unsightly appearance.
15. Should Employees witness an unsafe condition in the Center they shall immediately report the situation to Facilities Maintenance and Human Resources. If a safety hazard



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is encountered, all others using the Center should be advised to suspend their activities until such time the matter is resolved so that safe use can continue.

16. Suggestions on improvements to the operations of the Center are encouraged and welcomed. Please contact Facilities Maintenance or Human Resources.

Dress Code

1. Proper exercise clothing must be worn at all times within the Center (i.e. workout pants, shorts, t-shirts).
2. All exercise clothing must be of appropriate length, suitable and not revealing.
3. Appropriate closed toe shoes are to be worn at all times while exercising (i.e. running or tennis shoes). Bare feet, flip flops, boots, and/or casual shoes are not permitted in the Center.

Equipment Use

1. Each employee must bring a personal hand-towel and will be responsible for wiping equipment down after each use. Disinfecting spray cleaner and/or disinfectant wipes will be provided.
2. Use of machines are on a first come-first serve basis. Limit cardio machine (stationary bikes, treadmills, elliptical) use to 20 minutes when others are waiting. If necessary, a sign-in sheet will be available for equipment reservation.
3. Only equipment provided by the District may be used in the Center. All equipment is to be used in a safe manner and only for the purposes for which it is designed.
4. Weight equipment should not be dropped, thrown or slammed. All free-weights must be replaced on appropriate racks immediately following each use. Fixed weights are not to be broken down and used as free weights. All collars, fitness balls, mats, and accessory bars must be returned to the appropriate racks, station, and/or locations as not to impede circulation throughout the Center. No equipment or weights are to be removed from the Wellness Center for any reason.
5. Employees shall not move stationary equipment such as treadmill, elliptical, squat rack, multi-station, etc. Employees may move other non-stationary benches but shall return them to their original location after use.



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6. Under no circumstances should free-weight plates be leaned against the perimeter walls of the Center.

Safety and Security

1. Out-of-order signs will be available in a designated area; damaged or malfunctioning equipment must be tagged immediately.
2. Damaged equipment or complaints about the facility should be reported immediately to the Facilities Maintenance Department and Human Resources Department.
3. Employees are encouraged to bring a cell phone to the gym in case of an emergency. The camera function on cell phones is prohibited.
4. Employees are encouraged not to work out alone after normal business hours.
5. Employees using heavy free-weights are encouraged to use a spotter and appropriate safety gear, including lifting belts, etc.
6. Employees serving as “Spotters” assisting others lifting heavy weights should exercise appropriate lifting techniques to avoid potential injury(ies).
7. Employees utilizing the Center are encouraged to be aware of their immediate surroundings and realize that some bars, equipment, etc. may encroach into areas used by others.
8. Failure to comply with any of the Center’s guidelines could result in revocation of Center privileges and disciplinary action.
9. Prior to use of the Center and/or exercise equipment, the “Agreement and Release of Liability” form must be carefully read, signed and returned to the Human Resources Department.



Agreement and Release of Liability *East Valley Water District Wellness Center*

1. I have read, understand, and agree to follow the Wellness Center Rules. I understand that failure to follow the rules may result in disciplinary action and in the termination of my Wellness Center privileges.
2. I am requesting voluntary use of the East Valley Water District Wellness Center, located at 31111 Greenspot Rd., Highland, CA 92346, for weight training and physical conditioning purposes. I acknowledge and agree that this voluntary use of the Wellness Center is not job related, is not a condition of my employment with the East Valley Water District, and any injuries sustained while engaging in activity within, or associated with use of the Wellness Center or its equipment including showers and lockers is not job related and is not subject to workers' compensation.
3. I warrant that I am in good health and have no physical or medical condition that would prevent me from participation in the Wellness Center activities.
4. I am aware that weight training and physical conditioning is a hazardous activity. I am voluntarily participating in these activities with full knowledge of the risks involved, and hereby agree to accept any and all risks of injury or death.
5. I, on behalf of myself and my descendants, ancestors, dependents, heirs, spouses, executors, administrators, agents, servants, employees, representatives, assigns, and successors ("the Releasers"), hereby fully, irrevocably, and unconditionally, releases and forever discharges EVWD and its predecessors, successors, affiliates, subsidiaries, parents, corporations, companies, and divisions, and each and all of their respective current and former officers, directors, administrators, assigns, agents, servants, stockholders, employees, insurers, attorneys, representatives, and successors ("the Released Parties") from any and all demands, damages, debts, liabilities, obligations, contracts, agreements, actions, causes of action, suits, judgment, liens, indebtedness, losses, costs, and claims of whatever nature, character, or description, whether known or unknown, anticipated or unanticipated, foreseen or unforeseen, suspected or unsuspected, fixed or contingent, which the Releasers now have or may hereafter have or claim to have against EVWD and the Released Parties arising out of or related to the use of the Wellness Center and its activities and facilities.
6. I, acknowledge that this Release was entered into voluntarily, and also expressly acknowledges that he/she has been informed and is familiar with the provisions of Section 1542 of the California Civil Code which provides as follows: A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM OR HER MUST HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR. I expressly waive the provisions of California Civil Code Section 1542, as well as any and all similar protections under the law, and further waive any rights that I may have to invoke said provisions now or in the future with respect to the releases set forth herein. I recognize and understand that factors which have induced me to enter into this Release may turn out to be incorrect or different from what I had previously anticipated, and I expressly assume all of said risks, including the risks of this waiver of California Civil Code Section 1542, and thus assume full responsibility for any resulting liabilities.

I have carefully read this agreement and fully understand its contents. I have participated in a training session for the proper use of this Wellness Center. I have also conferred with my physician and he or she has advised me that I am in proper physical condition to engage in this strenuous activity. In addition, I am aware that this is a release of liability and a contract between the East Valley Water District and me and I sign it of my own free will. I have read the release carefully. By signing this document, I understand that I cannot sue the East Valley Water District or any of its employees or officers for any reason arising out of my use of the Wellness Center. I am fully prepared to accept that risk.

Employee Signature

Printed Name

Date



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Facility Use Policy

Approval Date:
January 25, 2023

Policy No:
6.4

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Purpose

The purpose of this policy is to provide guidelines for the use of East Valley Water District (District) facilities by both employees and outside organizations. It is intended to ensure that the use of the facilities are granted in a fair and equitable manner for meetings, activities, and events, which are recreational, social, and/or civic in nature, offering services of interest and need to the community. Fees charged for the use of the facilities are intended to reflect operational costs of each event.

Policy

The District's Headquarters has a 2,740 square-foot space owned and operated by the District at 31111 Greenspot Road. The space primarily used for the District's board meetings could serve as a meeting space, reception hall, etc. The area includes outdoor meeting space, parking lot, and kitchen amenities.

Board Room-theater capacity: 100

Board Room-dining/ Outdoor capacity: 75

The District's Sterling Natural Resource Center (SNRC) has a 3,200 square foot multi purpose room owned and operated by the District at 25318 5th Street, San Bernardino, CA 92410. The facility consists of a multipurpose room, which could also serve as a meeting space, reception hall, etc. The space includes outdoor event space, parking lot, and kitchen amenities.

Multi-Purpose Room capacity: 200

Public Conference Room: 10

SNRC Outdoor Capacity: 1,000

Both locations, at the District Headquarters and SNRC, are areas available in accordance with the terms of this Facility Use Policy, which is administered by the Public Affairs Division of East Valley Water District.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

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Policy Approvals

Original policy adoption: May 28, 2014
Revised policy adoption: January 13, 2016
Revised policy adoption: September 13, 2017
Revised policy adoption: May 23, 2018
Revised policy adoption: March 23, 2022
Revised policy adoption: January 25, 2023

This policy shall be reviewed by the Board of Directors at least every two years, and may be revisited sooner should the need arise.

Application Procedures

- A. An individual or representative of a group (Applicant) may inquire about the availability of a specific facility, date and time as well as rental rates by telephone or in-person at the facility during regular business hours. An available date cannot be held for possible use by making an inquiry.
- B. An individual or representative of a group can hold a date for possible use by making an appointment with staff to submit a written application, to sign the contract, and to pay the required deposit for a specific facility, date and time.
- C. All applicants must complete an East Valley Water District Facility Use Application (Application) and pay all applicable fees at the time of submitting the application.
- D. The applicant shall be classified and assigned a Group in accordance with the definition and priority rankings set forth in the section titled Group Priority Rating.
- E. Hours of operation are limited to staffing and scheduling availability at the District's discretion. A one (1) hour clean-up may be requested at the end of each event for no additional charge. Time needed for set up of the event is to be reflected with the rental hours.
- F. Observed Holidays- Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Memorial Day, Labor Day, Veteran's Day, Juneteenth, and Independence Day. No use shall be scheduled on observed holidays without written District approval.
- G. Upon approval of an application, the applicant may not transfer, assign, or sublet use of the Facility or apply for use on behalf of another person or organization.



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- H. Applications shall be accompanied by proof of liability insurance consistent with the provisions of this Policy, a refundable cleaning deposit, and fees per the attached fee schedule.
- I. The District reserves the right to suspend use of a facility to those groups or individuals not complying with established rules and regulations. If event is found to be out of compliance, the applicant forfeits the deposit(s).
- J. The District reserves the right to cancel a reservation for any event or activity. In the event of such a cancellation, notice shall be given as far in advance as possible and a full refund will be made. Please note that this facility has been designated as an emergency facility, which could result in event cancellation should an emergency occur.
- K. The applicant must check-in with the District's on-site staff at the beginning time of the reservation and must be present for the duration of the event. Applicant must also checkout with on-site staff at the conclusion of the reservation and clean-up. Applicant must serve as or designate a point of contact for District staff during the event.
- L. Neither the District nor their agents, officials, employees, and/or volunteers will be held responsible for loss, damages or theft of equipment or articles owned by the applicant and/or guests.

Group Priority Rating

- A. An individual or group seeking permission to utilize the facilities will be classified in one of the following priority groups. These classifications are used to establish 1) priority of use, 2) applicability of a fee, and 3) amount of the fee, if any. The priority groups are as follows:
 - a. Group A- District Events: Activities conducted and/or sponsored by the District.
 - b. Group B- District Partners: Activities where District has partnered with the organization.
 - c. Group C- Community Activities: Activities where the District has entered into an annual agreement for scheduled events.
 - d. Group D- Community Based Organizations: Activities where public agencies conduct official business, non-profit service organizations or organizations sponsoring a public forum or candidate's night, and District employees.
 - e. Group E- Facility Rentals: Activities conducted by District residents for private use.
- B. Priority for use of the facility will be in alphabetical sequence, with Group A applicants receiving highest priority and Group E applicants the lowest priority. District customers that fall under Group E must provide proof of residency.



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- C. The General Manager/CEO, or designee, may develop and authorize an annual agreements with Group C qualifying agencies, including Scope of Services, Fees, and other applicable terms.

Liability and Insurance

- A. All users of the facility shall procure and maintain, at their own expense and for the duration of the event covered, comprehensive general liability insurance, against all claims for injuries against persons or damages to property which may arise from or in connection with the use of the facility by the user, its agents, representatives or employees in the amount of one million dollars (\$1,000,000) combined single limit and hold East Valley Water District harmless for any damage or injury.
- B. East Valley Water District must be named as “additional insured”.
- C. If alcohol is to be served, insurance coverage shall include coverage for serving alcoholic beverages.
- D. Evidence of Liability Insurance is due to District staff thirty days prior to the event rental date.

General Operating Regulations

- A. Tobacco use of any kind or smoking, including vape, is not permitted inside the facilities. Smoking will permitted in designated areas only.
- B. Incense, fog, hazer or smoke use is not permitted in the facilities at any time. Fire and open flame are strictly prohibited. Sterno heaters for food warming are allowed without a permit so long as heaters are placed under a chafing dish on a table with no guests seated at the table.
- C. Animals are not permitted inside the facilities, except those designated as service animals.
- D. Any user group desiring to charge an admission fee and/or donation or sell any items must submit a written request with the Facility Use Application and receive written authorization from the District. Additional insurance may be required.
- E. Illegal activities shall not be permitted. All groups and individuals using a facility shall comply with City, County, State, and Federal laws. Fighting, gambling, and lewd conduct are prohibited.
- F. Amplified music and/or sound systems, including public address systems, DJ’s, karaoke, bands, will not be permitted without prior written approval.
- G. Advertising materials may be left with the District for approval and may be displayed when deemed appropriate and as space permits. Any items posted, which have not been approved, will be removed and discarded.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Facility Use Policy		
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- H. No signs or decorations are to be taped, nailed or otherwise attached to walls, windows, ceilings, or window coverings. No rice, birdseed, confetti, or similar items shall be thrown in or around the facility. Balloons must be secured and not released. No hay bales are permitted on site.
- I. Clean-up is the user's responsibility. This includes the wiping of table tops and chairs, picking up trash from the areas used during the event and disposing of trash into proper receptacles, and removal of all user-owned or leased (non-District owned) items.
- J. Storage is not provided at the facilities.
- K. Food and beverage must remain in designated areas.
- L. Kitchen facilities, if applicable, are available for use. Use of ovens, refrigerators, etc. may be used only with specific advance approval and with the appropriate fee and deposits. Renters must provide all kitchen utensils.
- M. The District shall have the right to control and operate the facilities, including heating and air conditioning systems and common use areas, in a manner deemed best by the District.
- N. The District shall not rent, lease, or allow use of its public facilities by any person or organization that illegally discriminates on the basis of race, religion, sex (including gender, gender identity, gender expression and pregnancy), national origin, ancestry, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), or any other protected classification as protected by law.
- O. Special events or requests not covered in this Policy must be submitted in writing and shall be reviewed by the Public Affairs Department to determine appropriate use, fees, and services.
- P. In the event of damage, destruction or defacement, the applicant shall be liable for all expenses required to repair, restore, or replace the facility's furnishing, or equipment to its original condition. Any costs associated with this will be deducted from the deposit(s). If the cost of damage is greater than the deposit, the District will defer to the insurance policy for coverage.

Alcoholic Beverage Use and Service

- A. The use of alcohol in the facilities is exclusively by written permission in advance and must comply with applicable law and provisions of this Policy. Failure to comply with any regulations will result in immediate revocation of the permission to use alcohol and termination of the event. Additional regulations and specifications may be required in the facilities use permit for any event.
 - a. "Alcohol use" refers to any beverage that contains any amount of alcohol.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

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- b. Security is required to be present at all events at which alcohol is served. Cost of the security is the responsibility of the user and payable to East Valley Water District. Events with over 150 guests, two guards may be required. Events may be required to have additional security, as determined by the District.
- c. Alcohol shall not be served to minors. The user's failure to comply, monitor and enforce this provision is grounds for terminating the activity immediately and forfeiture of the refundable deposits and all of the room fees. District staff reserves the right to ask for identification for age verification.
- d. Permission to serve alcohol shall not be granted for any event where a majority (50% plus one) of guests in attendance will be under the age of 21.
- e. Alcohol may not be served or consumed in the parking lot.
- B. The service of alcohol at any event is limited to a maximum of five (5) consecutive hours. Serving of any alcoholic beverage must end one (1) hour before the close of the event.
 - a. All alcoholic beverages will be stored away from the event after this time until the end of the event.
- C. All alcohol must be distributed by a server from behind a table or bar, which must be monitored at all times. The server(s) must be an adult, over the age of 21 who is to be responsible for ensuring that no minors are served and that no guests are over-served. The server may not consume alcohol while on duty.
 - a. Additional requirements may be needed for no-host bar events.
- D. License Requirements (when alcohol is to be sold)
 - a. No sales or requests for donations for alcohol are permitted without a license from the State Alcoholic Beverage Control Board (ABC).
 - i. State Alcoholic Beverage Control Board is located at 3737 Main Street, Suite 900, Riverside, California 92501. Their telephone number is (909) 782-4400.
 - b. A copy of your contract must be furnished to ABC when applying for this license.
 - c. A copy of the ABC license must be furnished to the District a minimum of seven (7) working days prior to the event and posted in plain view near the bar or where alcohol is being served.
 - d. A one-day alcoholic beverage permit can only be issued to a non-profit organization and only if the proceeds are going back to the non-profit organization.
 - e. Private parties shall not sell alcohol on their own, but must arrange this through a licensed caterer. The caterer must have a License (Type 47 or 48), which enables the caterer to sell beer, wine and distilled spirits (hard liquor). If the caterer does not have this license the



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private party cannot sell alcohol, NO EXCEPTIONS. It is illegal for a private party to sell alcohol on their own.

- E. Injuries or damage caused to any person or property as a result of alcoholic beverages being served and/or consumed on District properties shall be the sole responsibility of the organization, its sponsor or the adult representative, who, as a condition of signing the use permit for the facility agree to indemnify the District for any such injury or damage.

Equipment Use

- A. The District has a variety of equipment that can be requested for use at the facilities on a first come, first served basis.
- B. Tables and chairs will be included as part of the paid facility rental with the exception of the outside and lobby areas. Other amenities and equipment potentially available include: podium, overhead projector, projector screen, microphone, coffee pot.
- C. Kitchen amenities include: oven; refrigerator; dishwasher; counter space; microwave; and sink.

Fees & Deposits

- A. To hold a date, a minimum deposit of 50% of the total fee must be made at the time of the reservation. The remaining balance due must be paid 30 days prior to the reservation date. All fees are payable to East Valley Water District.
- B. All events require a \$100 security deposit that must be paid at the time of reservation.
- C. A security guard (s) are required for events that are serving alcohol. The fees are based on a vendor contract and are subject to change.
- D. If the request for facilities is not approved, all initial deposit(s) will be returned within three (3) weeks of the denial.
- E. All facility use cancellations must be made by the Applicant at least ten (10) working days in advance of the scheduled event. Failure to do so may result in a 10% loss of the fees paid to reserve the facility or \$100, whichever is greater.
- F. The user shall be required to pay the full cost of breakage or damage (over and above the deposited funds), regardless of the amount. If damage occurs and it is less than the deposit, the difference shall be refunded.
- G. Deposit refunds will be processed withing three (3) to six (6) weeks after event and will be sent in the form of a check to the applicant.



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Policy Title: Facility Use Policy		
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Fee Schedule - Headquarters					
	Group A	Group B	Group C	Group D*	Group E*
Facility Use (Flat fee)	No Charge (NC)	\$350/event	N/A	\$415	\$415
Facility Use Rental (Hourly fee)	NC	NC	N/A	\$75/hour ^o	\$135/hour
Security Deposit	NC	\$100	N/A	\$100	\$100
Alcohol Deposit**	NC	\$500	N/A	\$500	\$500
*Groups D and E pays an hourly facility use fee in addition to the facility use flat fee **A security guard(s) is required for events that are serving alcohol ^o Hourly charge only applies for after-hours events [†] Pass through fee based on vendor contract					
Additional Amenities					
Security Guard †	NC	\$29.85/hour	N/A	\$29.85/hour	\$29.85/hour
Microphone/Projector Deposit	NC	NC	N/A	\$50	\$50
Flags	NC	NC	N/A	NC	NC
Podium	NC	NC	N/A	NC	NC
Tables and Chairs Set-up	NC	NC	N/A	\$110	\$110



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Facility Use Policy
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Fee Schedule - SNRC					
	Group A	Group B	Group C ⁺	Group D*	Group E*
Facility Use (Flat fee)	No Charge (NC)	\$400/event	Agreement Specific	\$475/ event	\$1,175/event
Facility Use Rental (Hourly fee)	NC	NC	Agreement Specific	\$90/ hour	\$165/hour
Security Deposit	NC	\$100	\$100	\$100	\$200
Alcohol Deposit**	NC	\$500	\$500	\$500	\$500
*Group C pricing will effect specific agreement terms as authorized by the General Manager/CEO. *Groups D and E pays an hourly facility use fee in addition to the facility use flat fee **A security guard(s) is required for events that are serving alcohol ° Hourly charge only applies for after hours events †Pass through fee based on vendor contract					
Additional Amenities					
Security Guard †	NC	\$29.85/hour	\$29.85/hour	\$29.85/hour	\$29.85/hour
Microphone/Projector Deposit	NC	\$50	\$50	\$50	\$50
Flags	NC	NC	NC	NC	NC
Podium	NC	NC	NC	NC	NC
Tables and Chairs Set-up	NC	\$130	Agreement Specific	\$330	\$330

Linens, cutlery, and decorations are not included with the room rental fee.

Variance

- A. An applicant may request a variance from one or more of the rules set forth in this policy in writing at the time of the Facility Use Application. The request must set forth the unusual circumstances that justify a deviation from the ordinary rules.
- B. In the event a variance is granted, the applicant will pay any supplemental fee necessary to compensate the District for additional costs associated with the variance. Denial of a variance may be appealed within ten days to the General Manager/CEO. The General Manager/CEO's decision will be final.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Recycling and Waste Reduction Policy		
Approval Date: February 12, 2014	Policy No: 6.5	Page 1 of 1

Purpose

East Valley Water District is committed to being environmental stewards by minimizing waste entering landfills through the use of recycling measures equal to or above national, state, and local laws.

Policy

In accordance with the Integrated Waste Management Act of 1989 (Assembly Bill 939), all employees shall make every feasible effort to implement, comply, and actively participate in East Valley Water District's Recycling Program.

Procedure

Each employee is responsible for disposing of glass containers, aluminum cans, paper materials, plastic containers, and electronic waste in a manner consistent with the organizational goal of being environmental stewards whenever possible. The District shall provide designated recycling containers paired with labeled trash receptacles at several locations to encourage and facilitate on-site recycling.

Custodial staff should dispose of recycled items into the bin designated for appropriate recycling disposal. All white papers and cardboard materials shall be placed into designated bins for recycling by the refuse contractor.

Electronic waste disposal should be in compliance of the current statues and regulations. The District will ensure that e-waste is not disposed of in the standard waste containers.

Employees should make reasonable attempts to properly recycle all scrap metal materials including, but not limited to pipe materials, meter units, and fire hydrant components.

Staff should make reasonable attempts to incorporate the following conservation measures:

- When possible, set your photocopiers and printers to print double-sided;
- Use electronic files where possible instead of paper files;
- Buy recycled items, when possible.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Social Media Policy

Approval Date:
February 11, 2015

Policy No: 6.6

Page 1 of 5

Purpose

East Valley Water District believes in the importance of enhancing communication through the use of social media. Social media is an effective way to increase communication, outreach, and collaboration to meet the District's mission and goals. The District recognizes the value of social media as a tool to stimulate public dialogue.

The purpose of this policy is to establish guidelines, standards and instructions for the productive use of social media sites by the District. The District looks to engage the community in open interactive communication while protecting the integrity of information posted on social media platforms or websites that are attributed to the District.

Definitions

The term "Social Media Sites" will be used in this policy as a broad term applied to primarily websites designed for open dialogue through written communication. Examples of social media include, but are not limited to, "Facebook" and "Twitter" as well as multimedia websites primarily designed for the distribution of media content, such as photo streams, podcast, visual worlds, or video sharing websites.

Applicability

This policy applies to all District Employees, Board Members, temporary and contract personnel, consultants and others that gain access to or use District systems in any form for any purpose.

This policy applies to all social media sites related to work, and to limited extent personal systems used in the course of District business.

All materials, information, software installed and data created, transmitted, downloaded or stored on the District's systems are property of the District. Any personal use of the District equipment must be minimal in nature and must not interfere or detract from the functional responsibilities of an employee's position, nor violate any policies or procedures of the District.

Any material created by, loaded to or transmitted with District provided systems will not have the expectation of privacy.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Social Media Policy

Approval Date:
February 11, 2015

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Policy

- A. East Valley Water District official website will remain as the primary source of internet communication. Social media will be used as an enhancement to the Districts official website.
- B. All District social media sites will display a link back to the Districts official website.
- C. Districts social media sites shall be created with identifiable characteristics of an official District site and will display a message stating that the page is maintained by the District and it complies with the District Social Media Policy.
- D. Content on the Districts social media will support the District's mission and reflects its key messages.
 - a. Content posted on social media sites will be at the discretion of the General Manager/CEO and the Public Affairs Manager.
 - b. It is at the discretion of the General Manager/CEO and/or the Public Affairs Manager to decline public or private affiliations, including employees, volunteers, Board Members and members of the public. The District does not have to provide an explanation or notification describing the reasons for declining affiliation.
 - c. East Valley Water District sites shall be managed consistent with the Brown Act. The Brown Act prohibits Members of a legislative body from publishing postings, or using social media sites to blog, engage or take action on a District related issue. To be in compliance with The Brown Act, Board Members may not participate in any published postings or use the site or any form of social media to respond to, blog or engage in serial meetings, or otherwise discuss, deliberate, or express opinions on any issue within the subject matter jurisdiction of the body.
 - d. Anything posted in the Districts social media page including comments and deleted posts, may be subject to the California Public Records Act. This includes private messages or chats sessions with Board Members and staff. It may be made available to the public upon request.
 - e. The content placed on East Valleys Water District social media sites by the Districts followers, advertisers, or vendors, does not represent the views, policies, or positions of the District's, its Board Members or management.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

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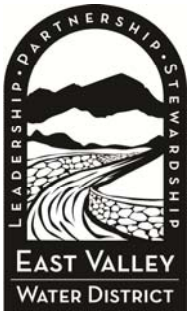
- E. The District encourages two-way communication through its social media accounts and may opt to respond to comments and postings at the discretion of staff. All Districts social media communications shall seek to:
- Be helpful and add value
 - Be transparent

Site Management

- The District's social media accounts will be managed by the Public Affairs Manager and designated staff.
- Only those authorized by the District's General Manager/CEO can speak on behalf of the District and share information regarding Districts programs, projects, and policies. This includes initiating statements on, or responding to comments received from, various social media outlets in any manner that members of the public might perceive as a statement on behalf of the District.
- East Valley Water District will update and monitor its social media accounts during regular business hours. Some information may be monitored and updated during non-regular business hours during emergencies or other special circumstances, at its discretion.
- Any social media site may be terminated at any time, without advance or other notice at the discretion of the General Manager/CEO and/or the Public Affairs Manager.

Rules and Guidelines

- All East Valley Water District employees are welcomed to participate in social media.
- East Valley Water District shall have full permission or rights to any content posted by the District, including photographs and videos.
- Social media interaction deemed unacceptable may be deleted.
- Commentary posted by any member of the public or by staff on the District's social media site is the opinion of the commentator and its publication does not imply endorsement of, or agreement by East Valley Water District, and does not reflect the opinions or policies of the District.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

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- E. The Districts does not allow and may delete or block participants who do not comply with the following inappropriate post including but not limited to the types of postings regardless of format (text, video, images, links, documents, etc.):
- a. Profane, obscene or pornographic language or content;
 - b. Conduct or encouragement of illegal activity;
 - c. Threats to any person or organization;
 - d. Comments not related to the particular item being commented upon;
 - e. Contents that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, physical or mental disability, sexual orientation or national origin;
 - f. Solicitations of commerce;
 - g. Comments in support of, or opposition to, political campaigns, candidates or ballot measures;
 - h. Content posted by District;
 - i. Information that may tend to compromise the safety or security of the public or public system
- F. East Valley Water District reserves the right to deny access to District social media sites to any individual who violates the District's Social Media Policy, at any time and without prior notice.
- G. The District will monitor their social media sites for comments requesting responses from the District and for comments in violation of this policy.
- H. Conversation in social media sites should be proper and polite.
- I. Employees representing the District on social media sites must conduct themselves at all times as a representative of the District and in accordance with all District policies.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Social Media Policy		
Approval Date: <i>February 11, 2015</i>	Policy No: 6.6	Page 5 of 5

Official District Social Media Sites

- A. The District social media sites shall be created and maintained in accordance with the Social Media Policy and identifiable as an official District site.
- B. District social media network accounts shall be created under an official District e-mail account.
- C. Social media sites shall contain visible elements that identify them as an official District site.
- D. District social media sites shall display or link to the District Social Media Policy.

Attachments

- A. Code of Conduct



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Customer Service Department Standards Policy		
Approval Date: April 1, 2016	Policy No: 6.7	Page 1 of 2

Purpose

The purpose of this policy is to maintain an environment committed to elevated public service through the implementation of world class public service standards and behaviors. The mission of the Customer Service Department is to serve our community with dignity and respect by providing prompt, courteous and world class customer relations.

Our Commitment

In fulfilling our mission, the Customer Service Department strives at all times to provide accurate information to our customers. We are committed to assisting our customers with the utmost professionalism.

Providing Service to our Customers

The Customer Service Department is committed to excellence in serving our customers and community and will carry out our functions and responsibilities in the following areas:

1. **Reliability** - Always do exactly what we tell the customer, if not more.
2. **Efficiency** - We will greet customers as soon as possible and explain the current situation and reason for a wait, if any, and share the attention equally.
3. **Presentation** - Good grooming and personal presentation are expected at all times. Presentation should be neat and appropriate for the workplace. Voices should be projected at a reasonable tone and should portray professionalism and confidence.
4. **Professionalism** - Knowledge and accuracy, combined with a customer-focused attitude, will ensure that professionalism is maintained while building customer relations.
5. **Courtesy and Tact** - Always treat customers with respect and courtesy. Thank them for their business and share our appreciation for them.
6. **Flexibility** - Maintain a "can-do" attitude. If the request is unusual, think outside the box about how we can satisfy the customer's needs or provide an alternative option.
7. **Communication** - Keep customers well informed of adjustments that may impact them. Let them know of delays and be apologetic if they are inconvenienced. Make sure they know we are concerned about their experience. Build a rapport



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Customer Service Department Standards Policy

Approval Date:
April 1, 2016

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without intruding and communicate with other staff to ensure messages are consistent. Ensure the appropriate mode of communication is tailored to each individual customer (i.e. email or telephone).

Training for Customer Service Staff

Training will be provided to all Customer Service staff and will include the following:

- The East Valley Water District vision, core values and customer service standards.
- Department policies, practices and procedures.
- Ways to provide world class customer service.

Feedback Process

The ultimate goal is to exceed the customer's expectations. Comments on our services regarding how well those expectations are being met are welcomed and appreciated.

Feedback regarding the way the department provides service to the customers can be made through surveys provided in the office or on the website. All feedback will be directed to the Customer Service Supervisor.

Modifications to policies

We are committed to developing Customer Service policies that will help accommodate our customer's and our business needs. Therefore, no changes will be made to any policy before considering the impact of our customers and our business.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Employee Safety and Security Committee Policy

Approval Date:
April 1, 2016

Policy No: 6.8

Page 1 of 2

Purpose

The purpose of the Safety and Security Committee (Committee) is to bring employees together in a cooperative effort to promote safety and security in the workplace by helping to reduce the risk of workplace injuries, illnesses, and threats against employees and District assets. The Committee will also assist the District in ensuring compliance with local, state and federal health and safety regulations.

Function:

The Committee will review accidents, incidents, injuries, threats, and potentially dangerous situations (including near misses). After review, the Committee will discuss findings and make recommendations to eliminate unsafe working conditions, employee injuries, reduce vehicle accidents, prevent property damage, and safeguard the District from threats.

General safety inspections will be made by two (2) Committee members on a semi-annual basis or as needed. The results of this inspection will be reported to the Committee and follow-up items will be corrected in a timely manner. The Committee will evaluate employee safety suggestions, make recommendations and verify corrective action is taken to remove/correct any unsafe condition. In addition, employees may at any time report an unsafe condition or hazard to a Committee member, their department supervisor, anonymously by depositing their comments in the Suggestion Box located in the employee lounge, or directly to Human Resources.

Committee Make-up

The Committee is comprised of representation from a majority of the District's departments. Committee members must be devoted for a full-year period. The Safety Committee Chairperson leads and maintains the order and course of the meetings and prepares the agenda for the meetings.

Scheduled Meetings:

The Committee will meet on the third Wednesday of each quarter. If necessary, this date may be adjusted to allow for the timely review of the occurrence of an unsafe work condition, incident, accident, employee injury, or threat to the District.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Employee Safety and Security Committee Policy		
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Review Process:

Any incident or accident that is subject to review by the Committee will include an evaluation of the occurrence, possible determination of causation and assessment of needed policy or procedural changes. The Committee will also determine if other corrective action, such as additional training or new equipment, should be implemented to eliminate unsafe working conditions, employee injuries, reduce vehicle accidents, prevent property damage, and safeguard the District from threats.

During the review process, the Committee will determine whether an accident or incident could have been prevented and if it was a direct result of an employee's negligence, carelessness, inattention to duties, or violation of safety rules or regulations. If it is determined that the occurrence was a direct result of one of the items listed above, the Safety Chairperson will notify the Human Resources/Risk and Safety Manager. The Human Resources/Risk and Safety Manager, along with the department director, will determine the appropriate course of corrective action for the employee.

During the review process involved employees' names will be kept confidential. If the Committee is to review an incident report or employee statement, the names will be redacted to ensure employee privacy unless prior approval is given.



EAST VALLEY WATER DISTRICT Employee Safety and Security Committee

Agenda

1. Call to order
2. Introduction of Visitors (if applicable)
3. Reporting of Critical Information
4. Old Business
5. New Business
6. Reports on Inspections
7. Assignments for next meeting
8. Adjournment



EAST VALLEY WATER DISTRICT Employee Safety and Security Committee

Action Plan

Hazard Recognition: Categories/Types of Hazards

Everyone may be exposed to a variety of hazards on and off the job. Hazards may be categorized by four types: chemical, physical, biological and ergonomic. These categories, and related key points about each hazard type, are profiled in the chart below.

In addition to the information provided below, see the American National Standard for Information Management for Occupational Safety – ANSO Z16.2 and the Occupational Injury and Illness Classification Manual developed by the Bureau of Labor Statistics for hazard categories and definitions.

Chemical Hazards	Physical Hazards
Inhalation Skin Contact Absorption Injection Ingestion	Electrical Fire/Explosion Noise Radiation Thermal Stress Caught in/on/between; pinch points Slips/Falls Striking Against Struck by
Biological Hazards	Ergonomic Hazards
Blood borne pathogens Brucellosis Building-Related Illness (BRI) Legionnaires' Disease Mold Plant and insect poisons Tuberculosis (TB) Water and Wastewater	Repetition Forceful Exertions Awkward Postures Contact Stress Vibration Work Area Design Tool or Equipment Design



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: 2016/17 Employee Appreciation, Team Building, and Wellness Policy

Original Approval Date:

Last Revised:

Policy No: 6.9

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East Valley Water District's "Make a Difference" Trophy

Purpose

The "Make A Difference" Trophy is designed to recognize and celebrate exceptional performance or significant achievements and contributions that align with the District's vision, goals, and objectives.

Program

- The Employee Recognition Committee (Committee) will select the first employee to be recognized and awarded for outstanding performance, achievements, or contributions.
- The selected employee will be announced at a Breakfast with the Boss Meeting where the Committee will share why the employee was recognized. The selected employee will be awarded the "Make A Difference" trophy along with an opportunity to spin the prize wheel. The awarded employee may keep the trophy until the following Breakfast with the Boss Meeting.
- At the following meeting, the awarded employee will have the opportunity to recognize a fellow employee from outside their department.
- Before handing off the trophy, every awarded employee must attach an item that represents them or their work. This will help celebrate previous recipients of the trophy.
- The employee handing off the trophy will explain who they are awarding the trophy to and why. The following can be used as criteria to recognize a fellow employee (not limited to list below):
 - Demonstrated high ethical standards in job performance
 - Worked as an exemplary team member
 - Initiated change that created more efficient business processes
 - Provided excellent customer service
 - Provided positive leadership
 - Initiated change that resulted in cost savings for the District
 - Made a difference in someone's life (customer or coworker)
- The newly selected employee will be awarded the "Make A Difference" trophy, along with an opportunity to spin the prize wheel. The newly selected employee may keep the trophy until the following Breakfast with the Boss Meeting and must attach an item before handing it off to the next employee.



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Thumbs Up Sticker

Purpose

The Thumbs Up Program is intended to recognize co-workers for making the District a great place to work.

Program

- Employees will have access to Thumbs Up stickers and can give them out regularly. Recipients of Thumbs Up stickers are encouraged to wear their sticker(s) throughout the day to be recognized for making EVWD a great place to work.
- Each employee will be given one gold Thumbs Up sticker monthly to hand out. This gold sticker is to recognize a fellow employee who made a significant impact.
- Employees who give gold Thumbs Up will notify HR in order to have the recipient added to the recognition list. HR will maintain a monthly list of issued gold Thumbs Up stickers to be added to the spinning raffle drum at the Breakfast with the Boss Meeting.
- One name will be selected and the person who awarded the gold Thumbs Up will say why they selected that employee.
- The recipient of the selected sticker will be awarded an opportunity to spin the prize wheel.

Innovative Recognition Program

Purpose

The Innovative Recognition Program is designed to encourage employees to submit innovative ideas for enhancing customer service, minimizing District expenses, or improving the work efficiency of the District.

Program

- Each member of the Senior Management Team will give a monthly contribution of \$10 to be used for awarding cash prizes to recognized innovators.
- Supervisors will submit the name of the innovator and their idea to the Senior Management Team when an innovative idea arises. Employees may give recommendations to a supervisor for submittal.
- The Senior Management Team will review the submittal and if approved, will determine the cash prize to be awarded. Cash prizes range from \$50 to \$500.
 - Cash prizes resulting from an idea created by more than one innovator will be split amongst the innovators.



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- Innovators will be recognized and receive their cash prize at a Breakfast with the Boss Meeting.

Move into the Groove Pre-Shift Stretching Program

Purpose

The Move into the Groove Pre-Shift Stretching Program is intended to encourage staff to stretch and warm up before beginning their workday through exercises to decrease the risk of musculoskeletal disorders.

Program

Benefits of pre-shift warm ups include the following:

- Reduces the amount of sprains, strains and work related injuries
- Decreases the amount of wear and tear of joints
- Enhances productivity by reducing work related injuries
- Improves employee morale
- Promotes a positive work environment

Schedule

- Weekly warm up stretching routines will be e-mailed to all staff.
- Routines will be customized for field and office staff to follow.
- Pre-stretching should be done Monday, Tuesday, Wednesday from 7:40-7:50 for a minimum of 3-5 minutes.
- A group leader will lead their individual department to Move into the Groove.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Records Retention Policy

Original Approval Date:
March 27, 2019

Last Revised:

Policy No: 6.10

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Purpose

This purpose of this policy is to provide guidelines to staff regarding the retention or destruction of records of the East Valley Water District (the “District”).

Background

Pursuant to the resolution adopted by the Board of Directors, except where a record is expressly required to be preserved according to State law, the District may approve the destruction of any original document with retaining a copy of the document as long as the retention and destruction of the document complies with the retention schedule as set forth in this policy. The District will comply with guidelines provided by the Secretary of State pursuant to Section 12236, that classifies all District records by category, and establishes a standard protocol for destruction and disposition of records and may be updated from time to time.

Policy

The District Clerk is authorized by the Board of Directors 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 retention and disposal of records, specified in Attachment “A” Records Retention Schedule.

The records retention schedule shall be used by all departments throughout the District, and applied to all document types, including hard copies, original copies, and scanned or imaged copies archived and managed in an electronic document management system.

The Records Coordinator, designated by the District Clerk, shall assist with the administration of this policy and shall support all District personnel to comply with the provisions of this policy and with the Records Retention Schedule, set forth in Attachment “A”.

Procedure

- A. The employee completes and signs a “Request for Destruction of Obsolete Records” form, listing the date and description of each document to be destroyed. The employee submits the form to the Records Coordinator.
- B. The Records Coordinator checks the documents listed on the submitted form to confirm that each document is: (1) not required to be permanently retained, or (2) has been retained for the legally required period of time. The Records Coordinator also confirms



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that any applicable reproductions requirements (i.e., imaging, etc.) for each document are complete.

- C. The Records Coordinator submits the form to the District Clerk who reviews and signs the form and then returns the signed form to the Records Coordinator.
- D. After receiving the signed form from the District Clerk, the Records Coordinator oversees the destruction of the documents, indicates the method of destruction on the form, signs the form and returns the original to the District Clerk.
- E. The original document destruction form shall be retained permanently by the District Clerk for record disposition verification.
- F. No District official or employee has, by virtue of his or her position, any personal rights to District records even though he or she may have created or compiled them. The unauthorized destruction, removal, or use of such records is prohibited.

Review

This policy may be amended or revised to comply with current legislation.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Email and Instant Messaging Acceptable Use Policy

Original Approval Date:
March 27, 2019

Last Revised:

Policy No: 6.11

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Purpose

Email is a critical mechanism for business communications at the District. Use of the District's electronic mail systems and services must be used with respect and in accordance with the policies of the District.

Instant Messaging (IM) is currently being used by the District as a form of real-time communication with individuals inside the District. IM technology is meant for the purpose of enhancing employee productivity while conducting business. IM carries some security risks that must be addressed.

The purpose of this policy is to establish guidelines for the use of these communications' methods, to safeguard sensitive information and data, and to maintain the public trust and confidence in the District's operations.

Scope

This policy applies to all email and IM systems used at the District's headquarters, District offices, and remote locations. This policy applies to all email account holders, District employees, and those granted temporary access while working on behalf of the District.

Policy

- A. Email access at the District is controlled through individual accounts and passwords. Each user of the District's email and IM systems are required to read and sign a copy of this policy prior to receiving an email access account and password. It is the responsibility of the employee to protect the confidentiality of their account and password information in accordance with the Password Policy.
- B. All employees of the District will receive an email account. Email accounts will be granted to those working on behalf of the District on a case-by-case basis. Access will be terminated when the employee or third party terminates their association with the District, unless other arrangements are made.
- C. Email users are responsible for mailbox management, including organization and cleaning.



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- D. Email users are expected to remember that email sent from the District's email accounts reflects on the District. Please comply with normal standards of professional courtesy and conduct as emails are subject to the public records request act.
- E. Email users must not automatically forward incoming emails to accounts outside the control of the District.
- F. The District email systems and services are not to be used for purposes that could be reasonably expected to strain storage or bandwidth (e.g. emailing large attachments instead of pointing to a location on a shared drive).
- G. Email and IM use at the District will comply with all applicable laws, all District policies, and all District contracts. Use in a manner that is not consistent with the mission of the District, misrepresents the District, or violates any District policy is prohibited.
- H. The following activities are deemed inappropriate uses of the District email and IM systems and services, and are strictly prohibited. Inappropriate use includes, but is not limited to:
1. Use for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, and computer tampering (e.g. spreading of computer malware).
 2. Viewing, copying, altering, or deletion of accounts or files belonging to the District or another individual without authorized permission.
 3. Opening email attachments from unknown or unsigned sources. Attachments are the primary source of computer malware and should be treated with caution.
 4. Sharing account passwords with another person, or attempting to obtain another person's account password.
 5. Excessive personal use of the District resources.
 6. The District prohibits personal use of its email and IM systems and services for unsolicited mass mailings, non-District commercial activity, political campaigning, and dissemination of chain letters.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

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- I. The email and IM systems and services used are owned by the District, and are therefore its property. This gives the District the right to monitor any and all email and IM traffic passing through its systems. This monitoring may include, but is not limited to, inadvertent reading by IT staff during the normal course of managing the email and IM systems, review by legal counsel, observation by management in cases of suspected abuse, or to monitor employee efficiency.
- J. Emails that are retained in electronic folders or in hard copy and are not intended for temporary purposes may be public records and should follow the District's retention schedule in terms of how long the records may be kept pursuant to legal requirements.
- K. All incoming, sent, and deleted emails that are older than 90 days will be automatically deleted on a daily basis. Emails that serve a useful business purpose can be preserved by manually moving the email to a subfolder of the mailbox.
- L. Use extreme caution when communicating confidential or sensitive information via email or IM and these are not considered secure means of communication. Keep in mind that all email messages sent outside of the District become the property of the receiver.
- M. Any allegations of misuse should be promptly reported to the Human Resources Manager. If you receive an offensive email, do not forward, delete, or reply to the message.
- N. Only IM services approved by the Information Technology (IT) department may be installed and used on the District's network. Free IM services commonly used within the consumer market (Facebook Messenger, AOL Messenger, etc.) are not approved or supported by the IT department.
- O. IM services are to be used for business communications and for the purpose of fulfilling job duties. Use of IM communications in this manner between the District employees is permitted and encouraged. It is expected that all employees will communicate professionally with colleagues, keeping in mind that foul language and slang terms are not allowed.
- P. Truly sensitive communications should be conducted through paper-based correspondences or in-person meetings. Employees are prohibited from sending



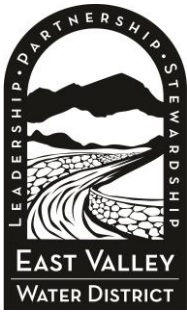
EAST VALLEY WATER DISTRICT Administrative Policies & Programs

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personal identifiable information such as credit card information, banking information, driver's license numbers, social security numbers, and other sensitive information through the District's email and IM systems.

Non-Compliance

Violations of this policy may result in disciplinary action up to and including termination.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Password Policy

Original Approval Date:
August 14, 2018

Last Revised:

Policy No: 6.12

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Purpose

Passwords are the primary form of user authentication used to grant access to District information systems. To ensure that passwords provide as much security as possible, they must be carefully created and used. This policy offers guidelines for creating strong passwords that help minimize the possibility of access to the District's information systems.

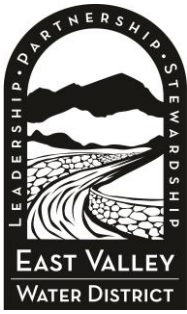
It is the intent of the District to protect all its network resources including computer hardware, software, and data. This document will set forth the policy of maintaining logical security, protecting the software and utilization of systems by persons with legitimate access rights.

Scope

The Password Policy applies to all information systems, information components, and to all user account holders, District employees, and those granted temporary access while working on behalf of the District.

Policy

- A. Passwords should be constructed according to set length and complexity requirements. As such, passwords must be at least 7 characters in length and must include an upper and lower-case letter, number, and special character.
- B. Passwords will have a maximum lifespan determined by the Information Technology Manager.
- C. Passwords should not be reused. Reuse includes the use of the exact same password or the use of the same root password with appended or pre-pended sequential characters.
- D. Passwords are to be used and stored in a secure manner. As such, passwords should not be written down or stored electronically in plain-text. Passwords are to be obscured during entry into information system login screens and are to be transmitted in an encrypted format.
- E. Passwords are to be individually owned and kept confidential and are not to be shared under any circumstances.



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- F. Vendor supplied default passwords must be changed prior to installing a system on the network.
- G. Information Technology professionals or system account credentials for non-console administrative access must be encrypted using technologies such as SSH, VPN, or SSL/TLS. Encryption technologies must include the following:
 1. Must use strong cryptography, and the encryption method must be invoked before the administrator's password is requested.
 2. System services and parameter files must be configured to prevent the use of telnet and other insecure remote login commands.
 3. Must include administrator access to web-based management interfaces.
 4. Use vendor documentation and knowledge of personnel to verify that strong cryptography is in use for all non-console access and that for the technology in use it is implemented according to industry best practices and vendor recommendations.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: COVID-19 Prevention Program			
Original Approval Date: March 25, 2020	Last Revised: January 24, 2024	Policy No: 6.13	Page 1 of 13

Purpose

The Division of Occupational Safety and Health (“DOSH”) recognizes that COVID-19 constitutes a workplace hazard.

The purpose of this policy is to establish a COVID-19 Prevention Program (“CPP”), to provide direction for implementing and maintaining the CCP, and the guidelines under which it will operate to provide East Valley Water District (District) employees a healthy and safe workplace as required under the California Occupational Safety and Health Act and associated regulations.

This Program has been updated to comply with the Non-Emergency COVID-19 prevention regulation, which took effect on February 3, 2023, and will remain in effect through February 3, 2025, with the recordkeeping requirements in effect for one additional year through February 3, 2026.

Nothing in this CPP precludes the District from complying with federal, state, or local laws, public health orders, or guidance that may recommend or require that the District adopt and implement measures that are more prescriptive and/or restrictive than those that are provided herein.

Responsibility

The Human Resources/Risk and Safety Department has overall responsibility for implementing the provisions of the CPP in the workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program.

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

Definitions

For the purposes of the CPP, the following definitions shall apply:

“Close Contact” means sharing the same indoor space as a COVID-19 positive employee for a cumulative total of 15 minutes or more over a 24-hour period during the infectious period.



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“COVID-19” means the disease caused by severe acute respiratory syndrome coronavirus 2 (“SARS-CoV-2”).

“COVID-19 Positive Employee” means an employee who either:

- (1) Has a positive COVID-19 Test;
- (2) Is subject to COVID-19-related order to isolate issued by a local or state health official;
- (3) Has a positive COVID-19 diagnosis from a licensed health care provider; or
- (4) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

“COVID-19 Hazard” means potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, or sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids.

“COVID-19 Symptoms” means one of the following: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

“COVID-19 Test” means a test for SARS-CoV-2 that is:

- (1) Cleared, approved, or authorized, including in an Emergency Use Authorization (“EUA”), by the United States Food and Drug Administration (“FDA”) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test); and
- (2) Administered in accordance with the authorized instructions.
- (3) To meet return-to-work criteria, a COVID-19 test may be both self-administered and self-read if the test result can be independently verified (e.g., the employee can provide a time-stamped photograph of the test result).

“Exposed Group” means all employees at a work location, working area, or a common area at work where a COVID-19 positive employee was present at any time during the infectious period. Common areas at work include bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. However, places where employees momentarily pass through, without congregating, is not a work location, working area, or a common area at work.



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“Face Covering” means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering may be clear or cloth with a clear plastic panel that otherwise meet this definition. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

“Infectious Period” means the following time period, unless otherwise defined by CDPH regulation or order:

- (1) For COVID-19 positive employees who develop COVID-19 Symptoms: The exclusion period from work is a minimum of 24 hours from the day of the symptom onset. From two (2) days before the date of symptom onset until after 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved. A person with COVID-19 may return to work if the following conditions are satisfied: (1) 24 hours have passed with no fever-reducing medications; and (2) their symptoms are mild and improving.
- (2) For COVID-19 positive employees who never develop COVID-19 Symptoms: From two (2) days before the positive specimen collection date there is no infectious period for the purpose of isolation or exclusion. If symptoms develop, the criteria above will apply.

“Worksite,” for the limited purposes of COVID-19 prevention regulations only, means the building, facility, outdoor area, or other location where a COVID-19 positive employee was present during the infectious period.

Program

A. District Recognizes COVID-19 as a Potential Work-Related Hazard

An employee is potentially exposed to COVID-19 Hazards when near other persons, whether or not the employee is performing an assigned work task.

The District will treat all persons as potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 Test results.

COVID-19 shall be considered a hazard specific to an employee’s job assignments and job duties if those assignments and/or duties bring the employee near other persons.



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B. Measures Adopted by the District to Prevent COVID-19 Transmission and to Identify and Correct COVID-19 Hazards at District Worksites and Facilities

The District recognizes that COVID-19 is an airborne infectious disease and treats it as such.

When determining measures to prevent COVID-19 transmission and to identify and correct COVID-19 Hazards, the District reviews applicable orders and guidance related to COVID-19 from the CDPH, DOSH and the local health department in San Bernardino County.

The District adopted the following measures to prevent COVID-19 transmission and to identify and correct COVID-19 Hazards at District Worksites and facilities:

- (1) The District investigates COVID-19 illness at the workplace;
- (2) The District effectively responds to COVID-19 Cases at the workplace;
- (3) The District makes COVID-19 tests available at no cost to employees who had a Close Contact COVID-19 exposure;
- (4) The District provides notice of COVID-19 positive employees;
- (5) The District provides Face Coverings to all employees and requires that such Face Coverings are worn when required by regulation or order from the CDPH or local health department;
- (6) The District ensures adequate ventilation;
- (7) The District follows all applicable aerosolizing procedures;
- (8) The District keeps adequate records and completes all required reports;
- (9) The District complies with all orders promulgated by the Division of Occupational Safety and Health.

C. Employee Training and Instruction

The District will provide employees training and instruction on COVID-19 in the following circumstances:

- (1) When this CPP is adopted or updated;
- (2) To all new employees;



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- (3) To all employees given new job assignments for which training has not previously been received;
- (4) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- (5) Whenever the District is made aware of a new or previously unrecognized hazard; and
- (6) For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

D. District Procedure for Investigating COVID-19 Illness At District Workplaces

1. Investigation of COVID-19 Positive Cases

In the event of a COVID-19 positive employee, the District will undertake the following steps to investigate:

- (1) Determine the day and time the positive employee was last present at the workplace;
- (2) Determine, to the extent possible, the date of the positive COVID-19 Test(s) and/or diagnosis; and
- (3) Determine the date the positive employee first experienced one (1) or more COVID-19 Symptoms, if any were experienced.

The District will also collect the following information for positive employees:

- (1) The employee's name;
- (2) The employee's contact information;
- (3) The employee's job title;
- (4) The location where the employee worked;
- (5) The date of the employee's last day at the workplace; and
- (6) The date of the employee's positive COVID-19 Test and/or COVID-19 diagnosis.



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The District will also collect the following information for COVID-19 Close Contacts:

- (1) The employee's name;
- (2) The employee's contact information; and
- (3) The date upon which the District provided the employee notice of the Close Contact.

2. Identification of and Response to Employees with COVID-19 Symptoms

The District will identify and respond to persons with COVID-19 Symptoms at the workplace.

The District encourages employees to report COVID-19 Symptoms and to stay home when ill.

E. District Method or Procedure for Responding to a COVID-19 Case in the Workplace

1. Exclusion of COVID-19 Positive Employees from the Workplace

The District will immediately exclude from the workplace all positive employees and, in the event of an outbreak, all employees within the Exposed Group who had Close Contact with a positive employee.

The District will not allow positive employees to return to work unless and until they satisfy the following requirements:

- (1) Positive employees who do not develop COVID-19 Symptoms shall not return to work during their Infectious Period;
- (2) Positive employees who develop COVID-19 Symptoms shall not return to work during the shorter of the following: (1) the Infectious Period; or (2) through 10 days after the onset of symptoms and at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication.

The above requirements shall apply regardless of whether an employee has previously been excluded from the workplace or the District took other precautions in response to an employee's Close Contact or membership in an exposed group.



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The District will provide the positive employee information regarding COVID-19 related benefits to which the employee may be entitled under applicable federal, state, or local laws. The District will provide the employee information on any benefits available under legally mandated sick leave, if applicable, workers' compensation law, local government requirements, and the District's leave policies.

2. Requirement that a COVID-19 Positive Employee Wears a Face Covering

Regardless of the employee's vaccination status, previous infection, or lack of COVID-19 symptoms, a positive employee shall wear a Face Covering in the workplace until 10 days have passed since the date that COVID-19 Symptoms began or, if the positive employee did not present COVID-19 Symptoms, from the date of their first positive COVID-19 Test. However, masks may be removed sooner than day 10 if two sequential negative tests results are received one day apart.

3. Responding to Employees Who Had a Close Contact

The District reviews current CDPH guidance for employees who had a Close Contact, including guidance regarding required or recommended quarantines and other measures intended to reduce the transmission of COVID-19.

The District will provide any employee who had a Close Contact and must be excluded from the workplace information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. The District will provide the employee information on any benefits available under legally mandated sick leave, if applicable, workers' compensation law, local government requirements, and the District's leave policies.

4. The District's Observance of Adherence to Isolation, Quarantine and Exclusion Orders

If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the District will not allow any employee who is subject to such order to report to a District workplace until the employee satisfies the isolation or quarantine requirements or the order is lifted.

If no violations of local or state health official orders for isolation, quarantine, or exclusion would result, the District may request that DOSH allow employees to return to work on the basis that the removal of an employee would create undue risk to a community's health and safety.



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In such cases, the District would implement effective control measures in order to prevent the transmission of COVID-19 in the workplace, including isolating the employee at the workplace.

F. Testing of Close Contacts

The District makes COVID-19 Tests available at no cost to all employees who had a Close Contact COVID-19 exposure at a District Worksite.

The District will offer such employees COVID-19 Tests during paid time, whether during the employee's regular work schedule or otherwise, and will provide compensation for the time that the employee spends waiting for and being tested.

G. Notice of COVID-19 Positive Cases

1. **Notice to Close Contacts**
2. **Notice of Workplace Exposures**

When Labor Code section 6409.6 or any successor law is in effect, in the event of a workplace COVID-19 exposure, the District will provide notice to employees and the employers of independent contractors who were present at the Worksite at the same time as the COVID-19 Case. The District will provide such notice in a form readily understandable to employees, as required by Labor Code section 6409.6.

When Labor Code section 6409.6 or any successor law is in effect, in the event of a workplace COVID-19 exposure, the District will provide notice to the authorized representative, if any, of the positive employee and of any employee who had a workplace COVID-19 exposure as a result of the positive employee.

H. Face Coverings

1. **General Face Covering Requirements**

The District provides Face Coverings to all employees and requires that such Face Coverings are worn when required by regulation or order from the CDPH or local health department.

When a CDPH regulation or order requires Face Coverings indoors, the District will require employees to wear Face Coverings in vehicles, unless expressly provided that Face Coverings need not be worn in such circumstances.

The District requires that employees' Face Coverings be clean, undamaged and worn over both the nose and mouth.



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The District allows employees to use face shields to supplement, not supplant, Face Coverings.

2. Limited Exceptions to Face Covering Requirements

The District will not require that employees wear Face Coverings when the use of Face Coverings is required as a result of a regulation or order from the CDPH or local health department during the following circumstances:

- (1) When an employee is alone in a room (e.g., alone in an office or another space with walls that extend from the floor to the ceiling and a door that may be closed in order to close the space to others) or vehicle;
- (2) While the employee is eating and drinking at the workplace, provided that employees are at least six (6) feet apart and that the District has maximized the supply of outside or filtered air to the area.
- (3) If the employee cannot wear Face Coverings due to a medical or mental health condition or disability, or because the employee is hearing-impaired or is communicating with a hearing-impaired person. In such a circumstance, the employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if the condition or disability permits it.
- (4) While the employee is performing specific tasks which cannot feasibly be performed with a Face Covering. This exception is limited to the time period in which the employees is actually performing the task.

If an employee is not wearing a Face Covering pursuant to the exceptions in subsections (4) and (5), above, the District will assess COVID-19 Hazards and take action as necessary based on General Industry Safety Orders.

3. The District Will Not Prevent or Discourage Employees from Wearing Face Coverings

The District will not prevent or discourage any employee from wearing a Face Covering when the use of such a Face Covering is not required by a regulation or order from the CDPH or local health department.



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Notwithstanding the above, the District may prevent an employee from wearing a Face Covering if the use of such Face Covering would create a safety hazard.

I. Ventilation

1. Ventilation of Indoor Workplaces

The District will monitor and review CDPH and DOSH guidance regarding ventilation for indoor workplaces, including, but not limited to, the “Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments.”

The District will evaluate whether current indoor ventilation is adequate in order to reduce the risk of transmission of SARS-CoV-2 if a COVID-19 Case enters the workplace. Where such indoor ventilation is not adequate, the District will implement changes as necessary to provide adequate ventilation.

2. Maximization of Outdoor Air in Vehicles

The District will require that employees who use vehicles for work-related purposes maximize the supply of outside air inside the vehicle to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.

3. District Compliance with the Regulatory Requirements regarding Mechanical Ventilation Systems, including Mechanically Driven Heating, Ventilating and Air Conditioning (“HVAC”) Systems

The District will review and comply with relevant requirements provided for at Title 8, Section 5142 and 5143 concerning “Mechanically Driven Heating, Ventilating and Air Conditioning (“HVAC”) Systems to Provide Minimum Building Ventilation” and “General Requirements of Mechanical Ventilation Systems,” respectively.

4. Ventilation During and After a Workplace COVID-19 Outbreak

In the event of a workplace COVID-19 outbreak, the District will comply with the ventilation requirements below:

For the purpose of determining whether there exists an “outbreak,” the District will consider an “outbreak” to mean three (3) or more employee COVID-19 Cases within an exposed group who have visited the Worksite during their Infectious



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Period during any 14-day period. The District will use this definition unless a CDPH regulation or order defines the term “outbreak” using a different number of COVID-19 Cases or a different time period for determining the existence of a workplace COVID-19 outbreak.

In buildings or structures with mechanical ventilation, the District will filter recirculated air with Minimum Efficiency Reporting Value (“MERV”) -13 or higher efficiency filters if compatible with the ventilation system. If MERV -13 or higher filters are not compatible with the ventilation system, employers shall use filters with the highest compatible filtering efficiency.

Where ventilation is inadequate to reduce the risk of COVID-19 transmission, the District will use High Efficiency Particulate Air (“HEPA”) air filtration units in accordance with manufacturers’ recommendations in indoor areas occupied by employees for extended periods.

J. Reporting and Recordkeeping

1. Reporting Cases and Outbreaks to the Local Health Department

The District will report information about COVID-19 Cases and outbreaks at the Worksite to the local health department whenever required by law, and shall provide any related information requested by the local health department.

2. Recording and Retention of Records regarding COVID-19 Cases and Close Contacts

a. Tracking and Recording Information about COVID-19 Cases

The District will keep track of all COVID-19 Cases and will record the following information about such cases utilizing the *COVID-19 Case Investigation Form*. At the least, the following information will be recorded:

- (1) The employee's name;
- (2) The employee's contact information;
- (3) The employee's title;
- (4) The location where the employee worked;



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- (5) The date of the employee's last day at the workplace; and
- (6) The date of the employee's positive COVID-19 Test and/or COVID-19 diagnosis.

b. Tracking and Recording Information about Close Contacts

The District will also track employees who had a Close Contact exposure and will record the following information about such exposures:

- (1) The employee's name;
- (2) The employee's contact information; and
- (3) The date upon which the District provided the employee notice of the Close Contact.

c. Retention of Records Regarding COVID-19 Cases and Close Contacts

The District will retain records regarding COVID-19 Cases and Close Contacts for two (2) years beyond the period in which the record is necessary to meet requirements.

3. Retention of COVID-19 Workplace Exposure Notices

The District will retain the notices that the District provides to employees, the employers of independent contractors, and employee organization in the event of a workplace COVID-19 exposure for three (3) years.

4. Confidentiality of Records Related to COVID-19 Cases, Close Contacts, and Symptomatic Employees

The District will keep confidential all personal identifying information of COVID-19 positive employees, Close Contacts and employees with COVID-19 Symptoms, unless disclosure is required or permitted by law.

The District will also keep confidential any employee medical records, unless disclosure is required or permitted by law.

The District will provide unredacted information on COVID-19 Cases to the local health department, CDPH, or other required agencies when required by law.



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K. District Compliance with other orders by DOSH

The District will comply with any additional actions required by DOSH through or by the issuance of an Order to Take Special Action in order to protect District employees against COVID-19 Hazards.

Replaces Section 9: COVID 19 Policies and Protocols



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Policy Title: Access Control Policy

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Purpose

The purpose of this policy is to maintain an adequate level of security to protect the District's data and information systems from unauthorized access. This policy defines the rules necessary to achieve this protection and to ensure a secure and reliable operation of the District's information systems.

Scope

This policy applies to all authorized users that includes District employees, including full-time staff, part-time staff, contractors, and other agents who utilize District or personally-owned computers to access data, information systems, files, and communications systems of the District.

Policy

- A. Only authorized users are granted access to information systems and are limited to specific defined, documented, and approved applications, and levels of access rights. Computer and communication system access control is to be achieved via user IDs that are unique to each individual user to provide individual accountability.
- B. Authorized users (remote or internal), accessing networks and systems, must be authenticated and adhere to the District's Password Policy.
- C. Authorized users will only receive access to networks, files, applications, and information systems specifically authorized to them.
 1. The District will follow the principle of least privilege to grant access. Authorized users will only receive access to the minimum applications and privileges required to perform their job duties.
- D. All workstations used to conduct business activity, no matter where they are located, must use an access control system approved by the Information Technology department. In most cases this will involve password-enabled screen-savers with a time-out-after-no-activity feature and a power on password prompt.
 1. Active workstations are not to be left unattended for prolonged periods of time, where appropriate. When an authorized user leaves a workstation, that



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- authorized user is expected to lock their workstation or properly log out of all applications and networks.
2. Where appropriate, inactive workstations will be reset after a period of inactivity. Authorized users will then be required to re-log on to continue usage. This minimizes the opportunity for unauthorized users to assume the privileges of the intended user.
 3. Automated mechanisms may be used to ease the use of this process.
- E. A process to create, deactivate, and delete user accounts must be in place. This process allows for the assignment or removal of access rights for authorized users to all systems and technology services.
- F. System access controls will be applied to all information systems based on its data classification to ensure that it is not improperly disclosed, modified, deleted, or rendered unavailable.
- G. Periodic reviews of user access rights and use of accounts are to be conducted by the Information Technology department or other department depending on their type of system or data classification.
- H. Upon separation with the District, user access rights will be revoked.
1. The District will employ automated processes here to remove temporary accounts after a determined amount of time. A similar automated process will exist for disabling inactive accounts.
 2. The District will also terminate any accounts deemed to present a potential high risk to District operations.
- I. A limit of unsuccessful log-ons will be enforced and an automatic account lock will be enabled.
- J. Time and date of log-ons and account changes will be appropriately recorded and monitored.
- K. Remote access to the District's networks, applications, information systems, files, and data must conform to the District's Remote Access Policy.



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- L. Logging and audit trails will be applied to information systems, communications systems, files, and data. The level of logging and audit trails will vary based on regulatory requirements, compliance requirements, and cybersecurity initiatives. Logging and audit trails shall record, at a minimum, the access time and user account.
- M. The District will enact separation of duties to decrease abuse of privileges.
- N. Authorized users are prohibited from gaining unauthorized access to any other information systems, communications systems, files, and data not granted to them.



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Policy Title: Remote Access Policy

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Purpose

The purpose of this policy is to define standards, procedures, and restrictions for connecting to the District's internal networks from an external network via remote access technology. The District's resources must be protected from unauthorized use and/or malicious attack that could result in loss of information, damage to critical applications, disruption of services, and loss of revenue.

Scope

This policy applies to all authorized users that includes full-time staff, part-time staff, contractors, and other agents who access the District's data and networks through District-owned or personally-owned computers. Employment at the District does not automatically guarantee the granting of remote access privileges.

Remote access is defined as any connection to the District's network and/or other applications from off-site locations.

This policy applies to any and all work performed for the District on District or personally-owned computers through a remote access connection of any kind. Work may include, but is not limited to, virtual private network (VPN), remote desktop applications, databases, servers, email correspondence, web browsing, Intranet resources, and any other District application used over the Internet.

District resources include corporate data, computer systems, networks, databases, and other digital systems.

Policy

It is the responsibility of any authorized user of the District with remote access privileges, to ensure that their remote access connection remains as secure as the network access within the office to protect District resources (i.e. data, computer systems, networks, databases, etc.). It is imperative that any remote access connection used to conduct District business be utilized appropriately, responsibly, and ethically. Therefore, the following rules must be observed:



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- A. Authorized users agree not to disclose their passwords to anyone consistent with the guidelines of the District's Password Policy.
- B. All remote computer equipment and devices used for business interests, whether personal or District-owned, must display reasonable physical security measures. Computers will have an antivirus software installed that is deemed necessary by the District's Information Technology (IT) department.
- C. Any remote connection that is configured to access the District's resources must adhere to the authentication requirements of the District's IT department. In addition, all hardware security configurations (personal or District-owned) must be approved by the District's Information Technology department.
- D. Authorized users will make no modifications of any kind to the remote access connection or network settings without the express approval of the District's IT department.
- E. Authorized users with remote access privileges must ensure that their computers are not connected to non-District networks while connected to the District's network via remote access, with the exception of Internet connectivity.
- F. Use of Internet access through District networks via remote connection for the purpose of illegal transactions, harassment, or obscene behavior is not permitted in accordance with the Access Control Policy.
- G. If a District-owned computer or related equipment used for remote access is damaged, lost, or stolen, the authorized user will be responsible for notifying their manager and District's IT department immediately.
- H. In order to maintain system security, the authorized user agrees to immediately report to their manager and District's IT department any incident or suspected incidents of unauthorized access and/or disclosure of District resources, databases, networks, etc.
- I. The authorized user agrees to and accepts that his or her access and/or connection to the District's networks may be monitored to record dates, times, duration of access, etc., in order to identify unusual usage patterns or other suspicious activity. As with in-house computers, this is done in order to identify accounts/computers that may have been compromised by external parties.



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- J. MFA may be required for cloud-based applications and to establish all VPN connections to encrypt and provide secure access to a remote computer over the Internet. Multi-Factor Authentication (MFA) is a method of computer access control in which an authorized user is granted access only after successfully presenting multiple separate pieces of evidence to an authentication mechanism - typically at least two of the following categories: knowledge (something they know), possession (something they have), and inherence (something they are). A District issued or personally-owned smart phone is typically used to satisfy the “possession” authentication mechanism.
- K. Determination of remote access authorization will be at the discretion of the IT department and the individual’s Supervisor.



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Purpose

The purpose of this policy is to establish procedures for the acquisition of supplies, materials, equipment and services, including construction and capital improvements, for East Valley Water District (the District) pursuant to California Government Code (CGC) Section 54201 et seq.

CGC Section 54202 requires every local agency to adopt policies and procedures, including bidding regulations, governing purchases of supplies, materials, and equipment and that said purchases shall be in accordance with duly adopted policies.

CGC Section 54204 requires that if a local agency is other than a city or county, policies provided for in Section 54202 shall be adopted by means of a written rule or regulation, copies of which shall be available for public distribution.

Authorization and Delegation

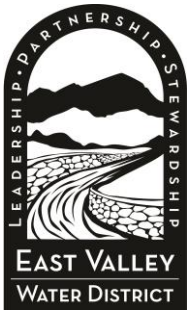
By adoption of this policy, the Board of Directors (Board) is authorizing the General Manager/Chief Executive Officer (GM/CEO), or his/her authorized representative to exercise certain duties and responsibilities that are essential for the day-to-day operation of the District.

The GM/CEO may delegate the procurement of services and materials, and the provision of public works contracts to those staff members given specific authority within this policy.

The GM/CEO delegates the authority to act as the District's Purchasing Agent to the Chief Financial Officer (CFO), or their designee.

The GM/CEO delegates the authority to procure engineering, consulting and design, and construction services for Public Works Projects to the Director of Engineering and Operations (DEO), or their designee.

The GM/CEO delegates to Program Managers and Supervisors the authority to determine specifications of goods or services needed, to solicit proper bids, and to obtain proper approvals according to the Authorization Table.



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Responsibilities

A. Purchasing Agent - the Purchasing Agent's responsibilities include:

1. Administration of the Purchasing Policy;
2. Update settings / approval paths in the District's financial software;
3. Creation of Purchase Orders (PO);
4. Review bid documents and bidding procedures;
5. Review all contracts (except Public Works);
6. Recommend revisions to purchasing procedures when necessary and keep informed of current developments in the field of public purchasing;
7. Conduct internal audits; and
8. Provide training for District staff on this policy.

B. DEO - The Director of Engineering and Operations responsibilities include:

1. Recommend revisions to purchasing procedures with respect to public contracting; and
2. Review all public works contracts.

C. Program Managers & Supervisors - the responsibilities of managers and supervisors shall include:

1. Enter into contractual obligations on behalf of the District;
2. Obtain full and open competition in accordance with prescribed policies and procedures in a manner that presents the best overall value to the District;
3. To anticipate requirements sufficiently in advance to allow adequate time to obtain goods in accordance with the best purchasing practices;
4. Identify, evaluate, and utilize purchasing methods which best meet the needs of the District (e.g. cooperative purchases, blanket purchase orders, contractual agreements, purchasing cards, etc.);



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5. Provide for the fair and equitable treatment of vendors, suppliers, and contractors;
6. Supervise the receipt and inspection of all materials, supplies, equipment, and services purchased to ensure conformance with specifications;
7. To notify vendors of purchase award when authorized by Purchasing Agent; and
8. Obtain approvals according to the Authorization Table below.

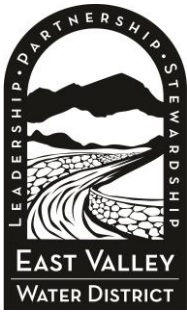
D. Authorization Table

Amount Up to	Approval Level
\$ 5,000	Department Supervisors
\$ 10,000	Department Managers
\$ 25,000	Department Heads (Executive Staff)
\$ 150,000	General Manager / CEO (CFO or DEO if CEO is absent)
> \$ 150,000	Board of Directors

The above authorization levels apply to the procurement of materials and services that are included in the current year adopted budget.

Procurement Methods

- A. Requisition/Purchase Order - Requisitions provide a mechanism for obtaining the approvals necessary for issuance of a PO. With few exceptions, a PO must be issued prior to ordering goods or signing contracts for construction or services.
 1. In general, POs will be closed at the end of each fiscal year. Purchases are expensed from the fiscal year budget in which goods are received, not the fiscal year in which POs are issued.
 2. Purchase orders representing multiple year contracts will remain open until projects are completed and Finance is notified to close the Purchase Order.
 3. Procurements that require approval by the Board do not require electronic requisitions. The Purchasing Agent will create the Purchase Order after the Board



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of Directors has approved and signed the contract. The Purchase Order will then be delivered to the related Department.

4. In no case shall a contract be signed and Purchase Order issued unless sufficient funds have been budgeted and appropriated, or identified in the Capital Improvement Program reviewed with the Board during the annual budget process.
- B. Check Request - A check request can be used to initiate payment for purchases not requiring a PO, such as for purchases of less than \$5,000, and non-discretionary purchases/payments.
- C. Purchasing Card - Designated full-time employees may be assigned a Cal Card for miscellaneous purchases. The objective of the Cal Card Program is to reduce processing costs associated with low dollar expenditures. Services are not to be acquired on Cal Cards due to lack of insurance and indemnification language associated with these purchases.
 1. Each cardholder has pre-defined spending limits which may be increased temporarily or permanently with approval by an authorized manager subject to the Authorization Limits. Purchases using the Cal Card are subject to the terms and conditions of the District Cardholder Agreement.

Competitive Selection Process

- A. General - All procurements for materials, supplies, equipment, services, and construction shall employ a competitive selection process whenever practicable. All procurements of \$75,000 and over will require sealed bidding.
 1. Bids shall be awarded to the “responsive” and “responsible” bidder who submits the lowest bid that is most advantageous to the District.
 - Responsive shall mean a bidder whose bid is in conformance with the requirements of the bid solicitation, including specifications and the District’s terms and conditions. Bidders who substitute terms and conditions or who qualify their bids in such a manner as to limit their liability may be considered non-responsive.



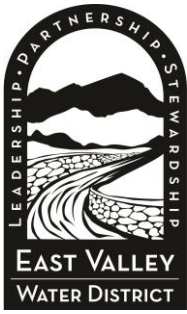
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- Responsible refers to the ability of the bidder to successfully fulfill a contract. Prospective bidders may be requested to furnish proof of financial resources, a list of current or previous customers, and other pertinent data. Such action may be taken after receipt of bids.
2. In determining the lowest “responsible” bidder, the following elements shall be considered in addition to price:
 - a. That the products offered provide the quality, fitness, and capacity for the required usage;
 - b. That the bidder has the ability, capacity and skill to perform the contract satisfactorily and within the time required; and
 - c. That the bidder’s experience(s) regarding past purchases by the District or other public agencies demonstrates the reliability of the bidder to perform the contract.
 3. When a bid is recommended to be awarded to other than the low bidder, written justification is required. The written statement, signed by the appropriate supervisor or manager, or the GM/CEO shall be attached to the purchase requisition or Board report.

B. Bid Requirements Table

Purchase Amount	Requirements	PO Required
\$ 0 - \$5,000	Informal Quotes	NO
\$ 5,001 - \$75,000	Informal Bids	YES
\$ 75,001 and over	RFP/Sealed Bids	YES



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C. Informal Quotes

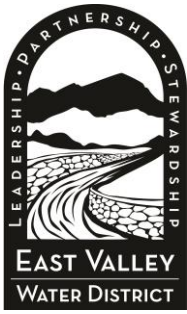
1. For purchases less than \$5,000, quotes may be obtained through an informal process (e.g. web browsing or phone calls) and documentation of the bids is recommended but not required. Although bid documents are not required, a requisition and purchase order may be issued to document the purchase if the staff member making the purchase wishes to do so.
2. Since the purchase may be initiated without a Purchase Order, the accounts payable process will require that the invoice be signed by an authorized signor before payment is released.

D. Informal Bids

1. For all procurement of materials, supplies, equipment, services, and construction in excess of \$5,000 but less than \$75,000, at least three vendors must be contacted for bids/price quotations and the purchase awarded to the lowest, most responsive bidder.
2. Bids may be solicited from prospective bidders by written request, telephone, legal advertising or public notice (including District website). Regardless of solicitation method, all vendors must receive the same information about specifications and requirements of the product or service, and all bids submitted must be kept in confidence until the bid is awarded. Bidders may be advised that they will be notified only if they submitted the successful bid.
3. All bids received must be documented and retained by the requesting department or scanned into Tyler Content Manager.

E. Formal Bids

1. For all procurement of materials, supplies, equipment, services, and construction in excess of \$75,000, bids or proposals shall be solicited from a minimum of three vendors. A written Notice Inviting Bids (NIB) or Request for Proposals (RFP) must be used to document the specification and requirement of the product or service.



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2. The NIB or RFP must be made publicly available on the District's website and, if practicable, in a newspaper of general circulation. If the NIB/RFP is also sent directly to prospective vendors, at least three vendors shall receive the notice.
3. Vendor responses (proposals/bids) must be submitted in written form and retained on file by the manager of the initiating department. Contracts shall be awarded in a manner most beneficial to the District as further explained in the following sections.

Supplies, Equipment, and Non-Professional Services

The following procedures are applicable to the acquisition of commodities and non-professional services, and shall be used in conjunction with the Competitive Selection Processes described above. Non-Professional Services do not require professional certifications. Examples include: landscape maintenance, janitorial, and uniform cleaning.

- A. Notice Inviting Bids - The initiating department shall prepare the Notice Inviting Bids (NIB). The notice shall be published once, in a newspaper of general circulation within the District, at least fourteen calendar days before the date of bid opening.
- B. Formal Notice Inviting Bids - The Notice shall contain:
 1. A general description of the goods, services, or equipment to be purchased;
 2. A statement about where bid plans and specifications may be secured;
 - a. For tangible goods and equipment, brand standardization is allowable if deemed in the best interest of the District;
 3. Bonding requirements, if applicable; and
 4. A statement of the time and place for opening the bids.
- C. Bid Opening - Sealed bids shall be submitted to the Department requesting the bids. A written record and tabulation shall be made at the time all bids are received. Bids shall be opened by the department head in public at the date, time, and place stated in the NIB.
- D. Evaluation - A representative of the requesting department shall review all bids received for compliance with specifications. Any deviation from the specifications



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shall be fully documented, and the impact of the deviation on the performance of the bid item evaluated. The requesting department shall review its finding with the Purchasing agent.

E. Bid Award - Contracts will be awarded to the lowest responsive and responsible bidder. Approval of any bid will be in accordance with the Authorization Table. If the bid is accepted, the Bidder shall execute the contract within the time provided in the contract documents and shall furnish the necessary certificates of insurance and bonds required by the contract documents.

1. Project-specific contracts for maintenance and service agreements shall be issued to expire upon completion of the work unless otherwise specified in the written agreement. Contracts shall be issued for an initial term of no more than 36 months. The GM/CEO may authorize a maximum of one extension of 24 months for maintenance and service agreements.
2. If an extension to a contract or maintenance agreement causes the total cost for all years to exceed \$150,000 (even though the original total cost of the agreement was less than \$150,000), the extension shall be approved by the Board.

Professional Services

Professional service providers are those persons or firms specially trained to provide services in connection with financial, economic, accounting, engineering, administrative, or other matters involving specialized expertise or unique skills.

When selecting a vendor for professional services, cost will not be the prominent criterion in evaluating proposals. Proposals for these services will be evaluated based on a combination of factors that result in the best overall value to the District.

A. Request for Proposal (RFP) - The department responsible for monitoring the project shall prepare the RFP. The RFP should contain significant detail about the project including:

1. A precise description of the objective;
2. The services to be performed;
3. The anticipated project timeline, including:
 - a. The deadline for submittal of proposals;



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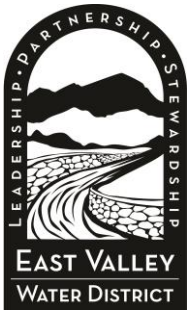
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- b. Date of proposal conference, if any;
 - c. Proposal evaluation;
 - d. Award of contract; and
 - e. Projected start and completion dates.
4. Evaluation criteria;
 5. Expected content of proposals; and
 6. Contractual requirement, including:
 - a. Prohibition against assignment;
 - b. Insurance requirements;
 - c. Compliance with federal, state and local laws, and grant related requirement, if applicable; and
 - d. Sample of District contract / agreement.
- B. Issuance of RFPs - To allow for sufficient competition, the project manager shall:
1. Post the RFP on the District website, and distribute the RFP to at least three firms engaged in performing the work requested. If deemed appropriate, the RFP may also be published in a newspaper of general circulation at least 14 days prior to the designated closing.
 2. Allow a reasonable length of time between solicitation and closing dates so potential respondents have sufficient time to prepare proposals.
 3. Post on the District website, any RFP amendments, and responses to any inquiries from potential respondents to ensure all interested firms have the same information.
- C. Proposal Receipt and Opening - Sealed proposals shall be received by the originating department, time stamped, and recorded on a list of proposals received. Proposals shall be opened in the presence of the Department Head from the initiating department. Proposals received after the time specified shall be returned to the submitter unopened.
- D. Evaluation of Proposals - The project manager shall establish a selection committee of at least three members, and establish selection criteria and a ranking system. The selection criteria should include:



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1. Completeness of the proposal;
2. Demonstrated understanding of the work to be performed;
3. Experience of the firm and its personnel relative to the required services;
4. Qualifications of the personnel to be assigned;
5. References who can be contacted to verify past performance; and
6. If appropriate, pricing for the project.

The selection committee may choose to interview all or some of the respondents to assist in coming to a consensus on the top firm.

- E. The initiating department shall recommend the top firm for award of a contract, which shall be approved in accordance with the Authorization Table.

Public Works Projects

Public Works Projects, hereafter referred to as Capital Improvement Projects (CIP) include the construction, reconstruction, erection, alteration, renovation, improvement, demolition, painting or repair of any publicly owned, leased or operated facility.

As required by law, registration with the Department of Industrial Relations for prevailing wage regulations is required for all CIP bidders. When the CIP is funded through a Federal Grant, the District must follow Federal procurement standards listed in the Code of Federal Regulations Sections 200.317 through 200.326 or as required by the grant document.

A. Notice Inviting Bids

1. The initiating department shall prepare the Notice Inviting Bids. The notice shall be published once, in a newspaper of general circulation within the District, at least fourteen calendar days before the date of bid opening. The IFB shall also be mailed to construction trade journals at least 30 days prior to bid opening.
2. Alternately, the GM/CEO, or his/her designee, is authorized to create a prequalified bidders list. The bidders may be prequalified on an annual basis or on a project specific basis. Notice inviting sealed bids shall be distributed to prequalified bidders or other interested parties as may be deemed beneficial by the GM/CEO, or his/her designee.

B. Form of Notice Inviting Bids: The Notice shall contain:

1. A general description of the Project;



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2. A statement indicating where plans and specification, and bonding requirement can be obtained;
3. A statement that the District will receive sealed bids;
4. A statement that the contract or contracts for the CIP will be awarded to the lowest responsive, responsible bidder or bidders, but that any or all bids may be rejected;
5. A statement of the time and place for opening the bids; and
6. Such other information as may be required by the District or by law.

C. Submission of Bids

1. Bids shall be submitted on forms supplied by the District and under sealed cover. Each bid shall be accompanied by cash, a certified or cashier's check, or bond secured from a surety company satisfactory to the District in the amount indicated within the bid documents, made payable to East Valley Water District, as bid security.
2. If the bid is accepted, the Bidder shall execute the contract within the time provided in the contract documents and shall furnish the necessary certificates of insurance and bonds required by the contract documents.

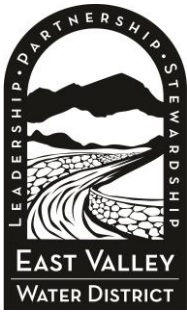
D. Opening of Bids - Bids shall be publicly opened at the time and place specified in the invitation for bids. A minimum of two members of District staff must be present at all sealed bid openings.

E. Bid Evaluation and Acceptance - Acceptance of any bid shall be by action of the Board. The Board reserves the right to waive any irregularity, to reject any or all bids, to re-advertise, or to proceed with the CIP or any part of it using District staff.

F. Bid Award - Contracts shall be awarded to the lowest responsive and responsible bidder which will be deemed the best value to the District.

G. Relief of Bidders - Bids shall not be relieved of its bid unless by consent of the District upon a showing by the bidder to the satisfaction of the District that:

- A mistake was made;



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- The bidder gave the District written notice within five business days after the opening of bids of the mistake, specifying in the notice in detail how the mistake occurred;
- The mistake made the bid materially different than the bidder intended it to be;
- The mistake was made in filling out the bid and not due to error in judgment or carelessness in inspecting the site of the work or in reading the plans or specifications; or
- A bidder who claims a mistake or forfeits its bid security shall be prohibited from participating in further bidding on the same project.

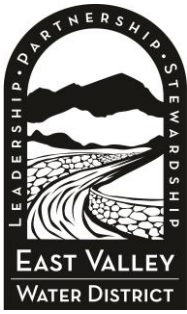
H. Performance and Payment Bonds - Any bidder to whom a contract for CIP is awarded under the District's formal competitive bidding procedures shall supply on forms satisfactory to the District, a Faithful Performance Bond in an amount equal to the total contract price.

1. For any CIP contract in excess of \$25,000, the bidder must also supply a Labor and Material Payment Bond in an amount equal to the total contract price.
2. Each bond shall be secured from a California admitted surety company that meets all State of California bonding requirements, as defined in California Code of Civil Procedure Section 995.120, and is authorized by the State of California. Each bond shall be accompanied, upon request of the District, with all documents required by California Code of Civil Procedure Section 995.660, to the extent required by law.

I. Insurance - Before work commences, evidence of insurance as required by the contract for CIP must be obtained, reviewed, and accepted by the DEO or their designee. A copy of the certificate of insurance will be provided to the District HR/Risk Management Department.

Exemptions from Competitive Solicitation

The competitive solicitation / bid process will not be required for the acquisition of goods and services under the following circumstances:



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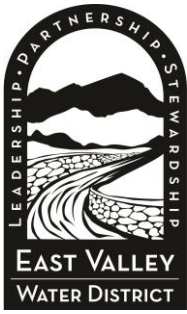
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- A. Non-Discretionary Purchases - These purchases/payments are not readily adaptable to the open market and competitive selection process. Non-discretionary purchases do not require the issuance of a purchase order, and payments in excess of the GM/CEO authorization limit do not require Board approval. Examples of non-discretionary purchases include, but are not limited to:
1. Bank charges and fees;
 2. Debt Service payments;
 3. Insurance premiums;
 4. Memberships, dues, and subscriptions;
 5. Pension and OPEB payments;
 6. Utilities; and
 7. Water purchases.
- B. Cooperative Procurement - The District may participate in purchases and contracts established by other political jurisdictions, provided the cooperative agreement is established following a competitive bid process. The cooperative purchase may be authorized according to the authorization table.
- C. Inventory Replenishment - Purchases to replenish the District's warehouse inventory within established inventory re-order levels require no prior authorization provided that the vendor being utilized has been selected within the last twelve months as the designated vendor for the items, or class of items, to be purchased.
- D. Sole Source - Commodities, services, and equipment which can be obtained from only one vendor are exempt from competitive bidding. Sole source purchases may include proprietary items sold directly from the manufacturer, equipment which has been standardized by the District, items that have only one distributor authorized to sell in this area, agreements for maintenance of computer software the District owns or a certain product that has been proven to be the only product acceptable.
- E. Emergency Purchases - Emergency purchases may be made without competitive bidding when unforeseen circumstances present an immediate risk of:
1. harm or hazard to the public health, safety, and welfare;
 2. damage to District property; or
 3. serious interruption of District essential services.



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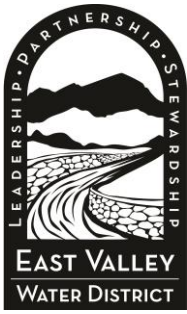
Since emergency purchases do not normally provide the District an opportunity to obtain competitive quotes, sound judgment shall be used in keeping such orders to an absolute minimum. In addition, the following requirements shall apply:

1. The Finance department shall be contacted as soon as possible to obtain a purchase order number;
2. A completed, properly approved purchase requisition shall be submitted within two working days, or as soon as the information is available;
3. Documentation explaining the circumstances and nature of the purchase shall be maintained by the Supervisor or Manager; and
4. If the emergency purchase causes any budget line item to exceed the approved budget, it shall be the responsibility of the department requesting the purchase to obtain subsequent Board of Directors approval for reserve funding or to make a budget transfer to cover the purchase. Approvals for a budget transfer must be given by the appropriate Supervisor or Manager as determined by the authorization table.

Change Orders

Any substantial change to a purchase order or contract shall be documented as a change order.

- A. The GM/CEO may approve change orders to contracts for the procurement of supplies, equipment, contracts for professional services, and other goods and services provided:
 1. The change order is within the scope of the approved contract and the cost of the changed work does not exceed the adopted budget;
 2. The cumulative total of all change orders is within 10% of the original contract amount; and
 3. Taxes, shipping, and handling may cause the purchase order to exceed the authorized amount. These items do not require a change order, even if they exceed 10% of the original purchase order amount.



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- B. The GM/CEO or the DEO may approve change orders for Capital Improvement Projects provided that the changed work is within the scope of the project approved by the Board and the cost of the changed work does not exceed the budget for the project approved by the Board and:
1. The cumulative total for all change orders do not exceed 10% of the original contract amount; and
 2. Change orders for CIP in excess of these amounts and change orders for CIP reflecting a change in the scope of the nature of the project shall be submitted to the Board for approval.

Conflict of Interest

No member, officer, or employee of the District, or their designees or agents, and no public official who exercises authority over or responsibility with respect to purchasing during his or her tenure, or for one year thereafter, shall have any interest, direct or indirect, in any purchase, agreement or sub agreement, or the proceeds thereof, for any purchase or purchase agreement. The full Conflict of Interest Code of the East Valley Water District is incorporated herein by reference.

Unauthorized Purchases

Purchase orders shall be issued prior to ordering supplies, equipment, and services and not “after the fact” for work already done or materials already ordered.

Except for emergencies, departmental purchases, or other authorized exemptions stated in these guidelines, no purchase of supplies, services, or equipment shall be made without an authorized purchase order. Otherwise:

- A. Such purchases are void and not considered an obligation of the District;
- B. Invoices without an authorized purchase order may be returned to the vendor unpaid; and
- C. The person ordering the unauthorized purchase may be held personally liable for the costs of the purchase or contract and may be subject to disciplinary actions.



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Review Audits

Compliance with this policy is subject to review at any time, including by external auditors. It is the responsibility of the District staff member initiating the purchase to maintain records of bids, bid procedures followed, contracts, sole source forms, change orders, and authorization signatures.



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Purpose

The purpose of this policy is to establish uniform procedures for disposing of property that has been declared surplus by the District. Generally, property is declared surplus if it is no longer needed by the using department because of decreased use, poor condition, damage not worth the cost of repairing, and/or obsolescence.

Scope

For the purposes of this policy, surplus property may include supplies, equipment, and components of plant facilities. Examples include, but are not limited, office equipment, furniture and fixtures, pool vehicles and other fleet equipment, pumps, valves, and other facility components. This policy does not pertain to real property, disposal of which is subject to additional legal requirements.

Responsibility and Authorization

A Department Head will determine if supplies, a piece of equipment or a capital asset has become surplus based on the description above. If so, the Department Head, or a designee will determine the value of the surplus item, either from an existing source document or a reasonable estimate of replacement value if a source document is unavailable in the District's document management system.

Before an asset is sold or otherwise disposed of, it must first be determined if the asset had originally been purchased with grant monies. If this is the case, the District must refer to the grant agreement and follow prescribed procedures for disposition.

- If the current value of the surplus property is determined to be less than \$1,000, the Department Head should notify the Finance Department, determine the appropriate method of disposition, and coordinate its disposal. The General Manager/CEO's approval is required for items valued between \$1,000 - \$3,000.
- If the property item deemed surplus has an estimated current value of over \$3,000, then the Department Head must complete a Surplus Property / Capital Asset Disposition form. One copy of the form should be completed and circulated for signatures. After signatures are obtained, the property must be declared surplus by the Board of Directors.



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Methods of Disposal

There are four approved methods for disposal of surplus property including:

- Trade in for credit on new material or equipment
 - Public Sale
 - Public Donation
 - Scrap
1. **Trade In** - Surplus property can be offered as trade-in for new equipment or material or for credit towards the acquisition of new property. If the current value of a surplus property item slated for trade-in is \$1,000 or over, then a Surplus Property/Capital Asset Disposition form should be completed. The estimated trade in value of the surplus property or capital asset should be noted on the Surplus Property/Capital Asset Disposition form and on the purchase order issued for any new property resulting from the trade in.
 2. **Public Sale** - Surplus property may be offered for sale. All surplus property is for sale "as is" and "where is," with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility or usability of the property offered for sale. For any sale of surplus property with a current value of \$1,000 or above, the Department Head should indicate on the Surplus Property / Capital Asset Disposition form the recommended selling method and any other notations in the Department Head approval. Appropriate methods of sale are as follows:
 - A. **Public Auction** - District staff may conduct public auctions or the District may contract with a professional auctioneer and/or an Internet auctioneer for this service.
 - B. **Sealed Bids** - Sealed bids may be solicited for the sale of surplus property. Surplus property disposed of in this manner shall be sold to the highest responsible bidder.
 - C. **Negotiated Sale** - Surplus property may be sold outright if the Department Head, with concurrence of the General Manager/CEO, determines that only one known buyer is available or interested in acquiring the property.
 - D. **Selling as Salvage** - Equipment, materials, supplies, fixtures, or facility components that are no longer capable of performing their intended function



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without extensive repair, or that are of no value except for reclamation purposes, may be considered salvage. Surplus property may be sold as salvage if the Department Head deems that the value of the raw material exceeds the value of the property.

3. **Donation** - The Department Head may recommend and the General Manager/CEO may authorize, the donation of surplus property to a 501(c)(3) nonprofit organization or school district located or operating within the District's service area or, secondarily, to any other non-profit organization or private organization that aids nonprofit organizations.

A. **Noticing** - If surplus property has been approved for donation, the Department Head will notice the availability of such property for donation, indicating the quantity, description, and location of the surplus property, by advertisement in a local newspaper and on the District's web site. This notice will also indicate a closing date for the receipt of all requests for donation and indicate the way in which interested parties can receive additional information.

B. **Terms & Conditions** - Requests for donation will be accepted if received within the specified time period. Requests will then be scored by staff on a number of criteria designed to identify the organizations with the greatest charitable impact on residents within the District's service area, taking into account previous property received from the District, if any. The Department Head will send a letter to the non-profit organization(s) or school district(s) that respond to the notice to advise them of the District's terms and conditions of the donation. Generally, the terms and conditions are:

- Accepting the property "as is," with no implied warranties;
- Exhibit an immediate need for the property;
- Agreeing that the property will never be sold or transferred for profit; and
- Assume all costs and liability associated with the removal and transportation of the surplus property from the District.



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- A return letter, signed by an authorized agent from the non-profit organization or school district, accepting the District's terms and conditions is required before the surplus property can be released.
- C. Release - If, in the opinion of the Department Head, the donated property has a current value of less than \$3,000, then the General Manager/CEO can approve the release of the property to the recipient(s) that meet the above criteria and agree to the District's terms and conditions. If, in the opinion of the Department Head, the donated property has a current value of \$3,000 or more, the initiating Department Head will prepare a report to identify the specific property to be donated, the estimated current value of the property, and the proposed recipient(s) of the property for approval by the Board of Directors. After Board approval, the surplus property may then be released.
- The department from which the donated property is being taken should remove any District tags or emblems before the property is officially transferred to the recipient organization(s).
4. Scrap - This method of disposal is recommended only after determining that none of the other methods - trade-in, sale (including salvage), or donation - is feasible. It applies when surplus property has no value and there is no expectation of proceeds from the disposal.
- Inoperable or irreparable property with an original cost of \$1,000 or less may be scrapped at the discretion of the Department Head.
 - Inoperable or irreparable property with an original cost between \$1,000 and \$3,000s may be scrapped with the approval of the General Manager/CEO.
 - Inoperable or irreparable property with an original cost of more than \$3,000 requires the completion of a Surplus Property / Capital Asset Disposition Form and approval of the District Board.

Proceeds

1. Any proceeds received from the trade-in or sale of surplus property will be credited to the appropriate equipment replacement fund.



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2. Proceeds from salvage or scrap will be donated to the EVWD Employee Events Association in support of its efforts to provide school supplies and necessities to disadvantaged students at schools within the District's service area.

Prohibited Disposition

1. District surplus property may not be sold or given to a District employee except through public auction or solicitation of sealed bids open to the public.
2. District employees shall not be permitted to bid on, or knowingly come into ownership of, any surplus property if the employee participated in any way in the disposal process.



EAST VALLEY WATER DISTRICT

LEADERSHIP • PARTNERSHIP • STEWARDSHIP

FINANCE DEPARTMENT SURPLUS PROPERTY / CAPITAL ASSET DISPOSITION FORM

Date of Action: _____

Reason for Disposal / Move Action (Choose one of the following):

- Damaged Beyond Repair
- Obsolete
- Destroyed
- Donated to: _____ **Attach Documentation
- Lost/Stolen
- Sold, Sale Price \$_____ **Attach Sales Paperwork
- Transfer
- Traded in

Explanation: _____

Property Detail				
Asset Tag #	Serial #/VIN	Description	Physical Location Before Action Date	New Physical Location

(Attach additional pages if necessary)

Person Completing this form Date _____

Transfer Details (if transferring)

From Department: _____ To Department: _____

Approvals

Signature of Department Head Releasing the Fixed Asset Date _____

Signature of Department Head Receiving the Fixed Asset Date _____
(if transferring)



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Purpose

It is the purpose of East Valley Water District Reserve Policy to ensure that sufficient funding is available for current operating, capital, and debt service needs. Additionally, fiscal responsibility requires anticipating the likelihood of, and preparing for, unforeseen events. East Valley Water District (District) will always strive to have sufficient funding available to meet its operating, capital, and debt service obligations. Reserve Funds (Reserves) will be accumulated and maintained to allow the District to fund expenditures in a manner consistent with the District's Capital Improvement Plan while avoiding undue pressure on District operations.

The Board of Directors (Board) may designate specific Reserve Funds and maintain minimum reserve balances consistent with statutory obligations that it has determined to be in the best interest of the District. The Policy directives outlined in this document are intended to ensure the District has sufficient reserves to meet current and future needs. The Board will annually review the level of Reserves.

General Provisions

The District has established and will maintain the following primary reserves and their respective sub-accounts:

- Legally Restricted Reserves – comprised of Debt Proceeds and Customer and Developer Deposits.
- Capital Reserves – includes the Capital Replacement Reserves and Emergency Reserves.
- Operating Reserves

The District will maintain its operating and capital reserves in designated sub-accounts in a manner that ensures their financial soundness and provides transparency to its ratepayers. The Reserve balances are considered the minimum necessary to maintain the District's credit worthiness and adequately provide for:

- Compliance with applicable statutory requirements.
- Financing of future capital facilities and repair and replacement of existing assets.



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- Cash flow requirements.
- Economic uncertainties, local disasters, and other financial hardships or downturns in the local or national economy.
- Contingencies or unforeseen operating or capital needs.

In the context of funding future capital facilities and maintaining and replacing existing assets, in each instance, the District will analyze the benefits and tradeoffs of utilizing pay-as-you-go and/or debt financing and determine the optimal funding strategy or combination of funding strategies. The analysis should consider the District's current and projected liquidity and capital positions, as well as the impact of inflation and other factors on the operations of the District and its capital improvement program.

Through a variety of policy documents and plans, including East Valley's Capital Improvement Plan, Water and Sewer System Master Plans, Strategic Plan, and Five-Year Financial Plan, the Board has set forth several long-term goals for the District. A fundamental purpose of these documents is to link what must be accomplished with the necessary resources to successfully do so. Among the resources which may be considered are the District's Reserves.

A principal tenet of the District's Reserve Funds Policy shall be the crediting of interest income to specific reserves until the respective reserve maximum is achieved. Once the maximum balance is reached within a specific Reserve, the surplus interest earnings will be reallocated to other Reserves whose funding level is below the minimum or maximum requirement recommended by this Policy.

Reserve balances will be reviewed on an annual basis at, or near, the end of the fiscal year to ensure compliance with this Policy. In the event the Operating Reserve balance exceeds the established maximum, excess monies will be transferred annually into the Capital Replacement Reserves. On an as-needed basis, monies from Capital Replacement Reserves can be moved to pay for operating emergencies to supplement Operating Reserves. In addition, if the Capital Replacement Reserve balance exceeds the established maximum, the Board will make a determination regarding the reallocation of excess monies.

The minimum established for each Reserve represents the baseline financial condition that is acceptable to the District from risk and long-range financial planning perspectives. Maintaining Reserves at appropriate levels is a prudent, ongoing business process that



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consists of an assessment and application of various revenue generating alternatives. These alternatives (either alone or in combination with each other) include but are not limited to: fees and charges, water usage, capital financing, investment of funds, and levels of capital expenditures.

To achieve and maintain a strong credit rating, in every fiscal year the District will strive to maintain unrestricted cash and designated reserve balances totaling a minimum of 120 days of budgeted operating expenses. Should the District determine to target a higher credit rating level, this minimum will be adjusted accordingly. However, should the District decide to pursue a credit rating upgrade, it will need to analyze carefully under what circumstances and in what timeframes it will be optimal to achieve this goal.

The Board shall approve any reallocation of reserves or any transfers among Reserves.

LEGALLY RESTRICTED RESERVES

A. Debt Proceeds – Debt proceeds funds are monies derived from the proceeds of a bond issue. Typically, they consist of construction fund monies, and a debt service reserve fund (DSRF). The use of these proceeds is restricted by conditions set forth in the respective legal debt documents. These funds may be held by a Trustee in favor of bond holders, if applicable.

1. Target Level – The debt service reserve requirement is established at the time of the bond issue or execution of debt agreements. This amount may be recalculated as the debt is paid down. Any excess principal and/or interest earnings can be used to pay debt service on the bonds.
2. Events or Conditions Prompting the Use of the Reserves – As stipulated in the respective debt documents. Construction fund monies are expected to be spent on applicable projects, while DSRF can only be used in the event of a shortfall in revenues to pay debt service or to pay down principal at maturity.
3. Periodic Review Dates for Balances – Reviewed by the Trustee on a semi-annual basis (i.e., every interest and/or principal payment date).



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- B. Customer Deposits and Construction Advances – Monies held on behalf of District customers as required for their utility account or as cash bonds for development projects.
1. Target Level – Customer deposits, and deposit requirements for development projects, are outlined in District Ordinances and Schedule of Water and Sewer Rates and Charges. The balance in these accounts will fluctuate depending on the number of utility customer deposits required and the number of development projects in process. Therefore, no minimum or maximum levels will be established.
 2. Events or Conditions Prompting Use of the Reserves – As deposits on utility accounts are released, they will be refunded to the customer. When development projects are complete, the projects will be closed, and a final accounting will be completed. Excess deposit monies will be returned to the development customer.
 3. Periodic Review Dates for Balances – Reviewed by staff on a regular basis as part of the monthly closing process.

CAPITAL REPLACEMENT RESERVE

The District will strive to maintain the minimum balances as defined for each of the reserves listed below:

- A. Replacement Reserve – All divisions will maintain a replacement reserves for the replacement of capitalized assets when they reach the end of their useful lives. The source of replacement reserves will be user fee revenue from the respective enterprises.
1. Target Level – The District may set aside replacement reserves on a project-by-project basis. The minimum target level should be equal to twice the five-year average of the District’s annual Capital Improvement Plan budget. The maximum balance in Capital Replacement Reserves shall not exceed the projected needs for five years according to the District’s Capital Improvement Plan.
 2. Events or Conditions Prompting the Use of the Reserve – Staff will recommend assets to be replaced during the Capital Improvement Plan / Capital Budget



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presentation. As projects are approved, reserves will be appropriated from undesignated reserves or available revenues.

3. Periodic Review Dates for Balances – Reserve balances and projected improvement projects will be reviewed by staff and the Board during the preparation and approval of the annual budget.

B. Emergency Reserve – The Emergency Reserve may be used to begin repair of the water and sewer systems after a catastrophic event or other unforeseen circumstances.

1. Target Level – The minimum target for this reserve is one (1%) percent of the total value of plant and equipment while striving to achieve a two (2%) percent target.

2. Events or Conditions Prompting the Use of the Reserves – The Board may designate use of this reserve after establishing that conditions exist as called out in the definition and purpose of the reserve.

3. Periodic Review Dates for Balances – Reserve balances and target levels will be reviewed by staff and the Board during the preparation and approval of the annual budget.

OPERATING RESERVES

A. Operating Reserve – The Operating Reserve is used for unanticipated operating expenses. This reserve is designated by the Board to maintain working capital for current operations and to meet routine cash flow needs.

1. Target Level – Funding shall be targeted at a minimum amount equal to 90 days of the District's budgeted total operating expenses, and the maximum amount shall not exceed 120 days of the budgeted total operating expenses.

2. Events or Conditions Prompting Use of the Reserve – This reserve may be routinely utilized by staff to cover temporary cash flow deficiencies caused by timing differences between revenue and expenses and extraordinary decreases in revenues and unexpected increases in expenses.



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3. Periodic Review Dates for Balances – Reserve balances and target level will be reviewed by staff and the Board during the preparation and approval of the annual budget.

Investment Guidelines

It has been the District's practice to rely primarily on a pay-as-you-go (pay-go) strategy to fund capital improvements and replacement of existing assets. However, maintaining a balance between debt and pay-go sources may provide an added benefit to the District in terms of allowing for a more optimal investment strategy. In the context of these policies and in circumstances where such balance is present, the investment portfolio can be separated into short and long portfolios to maximize investment returns. The balance in the Operating Reserves should be kept in short-term investments. Monies in the Capital Reserves, however, may be invested for a longer horizon as the reserves are needed in later years.

Delegation of Authority

The Board has sole authority to amend or revise the Reserve Funds Policy. Through approval of this Policy, the Board has established written procedures for staff to follow in the management of East Valley Water District's Funds.



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Policy Title: Debt Management Policy			
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Purpose

The purpose of this Debt Management Policy is to establish guidelines for the issuance and management of debt of the District, each Community Facilities District established by the District and the East Valley Water District Financing Authority (each, a "related entity"), and to provide guidance for decision makers with respect to options available for financing infrastructure, and other capital projects, so that the most prudent, equitable, and cost effective financing can be chosen.

This policy documents the objectives to be achieved by staff both prior to, and subsequent to, issuance of debt, and is designed to promote objectivity in the decision making process, and to facilitate the financing process by establishing important policy decisions in advance.

Goals

It is a goal of the District to provide for the infrastructure and capital project needs of its ratepayers, financing those capital project needs from a combination of current revenues, available reserves, and prudently issued debt.

Debt is an equitable means of financing projects and represents an important means of providing for the infrastructure and project needs of the District's customers. Debt will be used to finance projects if:

- Debt is issued and managed prudently;
- Debt enables the District or related entity to maintain a sound fiscal position;
- Issuing the debt will not negatively impact the District's or any related entity's credit rating;
- The District's goal of equitable treatment of all customers, both current and future, would be met;
- It is the most cost-effective means available to District or related entity; and
- It is fiscally responsible under the prevailing economic conditions.



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Budget Integration

Issuance of debt may only be utilized to finance a capital project(s). Debt proceeds are not to be used to fund operating expenses. The decision to incur new indebtedness should be integrated with the Board-adopted annual Operating Budget and Capital Improvement Program (CIP) Budget. Issuance of debt for a capital project will not be considered unless such project has been incorporated into the District's CIP, or is otherwise approved by the Board of Directors (Board).

Annual debt service payments shall be included in the Operating Budget.

Standards for Use of Debt Financing

When appropriate, the District and each related entity will use long-term debt financing to:

- Achieve an equitable allocation of capital costs / charges between current and future system users;
- Provide more manageable rates in the near and medium term; and
- Minimize rate volatility.

For growth-related projects, debt financing will be utilized, as needed, to better match the cost of anticipated facility needs with timing of expected new connections to the system and spread the costs evenly over time. Capacity / Connection Fees will be maintained at a level sufficient to finance a portion of growth-related capital costs and cover related annual debt service requirements.

The District and each related entity shall not construct or acquire a facility if it is unable to adequately provide for the subsequent annual operation and maintenance costs of the facility throughout its expected life.

Capital projects financed through debt issuance will not be financed for a term longer than the expected useful life of the project.



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Methods of Financing

The Finance Department will investigate all possible project financing alternatives including, but not limited to, annual operating revenue, reserves, bonds, loans, and grants. When applicable, capacity fees collected from developers will be used to pay for increased capital costs resulting from new development.

The District and, if applicable, each related entity, may legally issue both short term and long-term financing using the debt instruments described below.

1. **Cash Funding** – The District and each Community Facilities District may fund capital improvements on a pay-as-you-go basis. Sources for pay-as-you-go may include appropriations from annual operating revenue, reserves, and grants.
2. **Inter-fund Borrowing** - The District may borrow internally from other funds with temporarily surplus cash to meet short term needs in lieu of issuing debt. Purposes for such could include short term cash flow imbalances due to grant terms (i.e., the need to incur costs prior to reimbursement) and interim financing pending the issuance of long-term debt. The District funds from which the money is borrowed shall be repaid with interest, accruing quarterly based upon the apportionment rate set by the State of California Local Agency Investment Fund (LAIF). To the extent any inter-fund borrowing is undertaken in anticipation of long-term financing, the District shall adopt a Resolution of its intention to repay such funds out of tax-exempt debt proceeds so as to meet the requirement of federal tax law for such borrowing.
3. **Special Tax Bonds** – Each Community Facilities District may issue bonds under the provisions of the Mello-Roos Community Facilities Act of 1982, as amended (Section 53311 et seq. of the Government Code of the State of California). Special tax bonds shall be issued in accordance with the District’s Goals and Policies for Community Facilities Districts dated January 9, 2020, which are incorporated herein.
4. **Line of Credit** – The District and each related entity may consider a line of credit as a short-term borrowing option. The Chief Financial Officer (CFO) shall determine when it is prudent to recommend that the District or a related entity enter into an agreement with a commercial bank or other financial institution, for the purpose of acquiring a line of letter of credit.



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5. **Capital Lease Debt** – A lease purchase obligation placed with a lender without the issuance of securities may be used to finance certain equipment purchases if the aggregate cost of the equipment exceeds \$50,000 and the terms of financing are cost-effective. The term of a capital lease must be at least five years, and shall not exceed the useful life of the equipment or ten years, whichever is shorter.
6. **State Revolving Fund Loans** - The State Revolving Fund (SRF) is a low or zero interest loan program generally for the construction of water and wastewater infrastructure projects. The SRF loan interest rate is typically calculated by taking half of the True Interest Cost (TIC) of the most recent State of California General Obligation Bonds sale. The repayment term of the loans ranges from 20 to 30 years.
7. **Certificates of Participation** – The District may issue Certificates of Participation (COP) which provide financing through a lease, installment sale agreement, or contract of indebtedness and typically do not require voter approval. Board action is legally sufficient to authorize a COP issue, and District revenues are pledged for repayment of COPs under terms specified in the indenture.
8. **JPA Revenue Bonds** – The District may obtain financing through the issuance of debt under a joint exercise of powers agreement (East Valley Water District Financing Authority) with such debt payable from amounts paid by the District under a lease, installment sale agreement, or contract of indebtedness.
9. **Refunding Revenue Bonds** – The District and each related entity may issue refunding revenue bonds to refund District indebtedness pursuant to the State of California local agency refunding revenue bond law (Articles 9, 10 and 11 of Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code).

Financing Team – Roles and Responsibilities

The primary responsibility for developing debt financing recommendations rests with the CFO. In developing such recommendations, the CFO shall consider the need for debt financing and assess progress on the current capital improvement program (CIP). The CFO will present all proposed debt financings to the Board, which has sole authority to approve the issuance of debt.



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- Bond Counsel** - The District and each related entity will retain external bond counsel for all debt issues. Bond counsel will prepare the necessary authorizing resolutions, agreements and other documents necessary to execute the financing. All debt issued by the District and its related entities will include a written opinion by bond counsel affirming that the District or related entity is authorized to issue the debt, stating that the District or related entity has met all state constitutional and statutory requirements necessary for issuance, and determining the debt's federal income tax status.
- Financial Advisors** - The District and each related entity will utilize the services of independent financial advisors when deemed prudent by the CFO. Services and compensation caps shall be defined by contract. The primary responsibilities of the financial advisor are to advise and assist on bond document negotiations, transaction structuring including advising on call provision options and timing of issuance, running debt service cash flow analysis', assistance in obtaining ratings on the proposed issuance, and generally acting as an independent financial consultant and economic market expert.
- Underwriters** - For negotiated sales, the District and each related entity will generally select or pre-qualify underwriters through a competitive process. This process may include a request for proposal or qualifications to firms considered appropriate for the underwriting of a particular issue or type of bonds. The Chief Financial Officer, with the concurrence of the General Manager/CEO, will determine the appropriate method to evaluate the underwriter submittals and then select or qualify firms on that basis. The District and its related entities will not be bound by the terms and conditions of any underwriting agreements; oral or written, to which it was not a party.

Structure and Term

- Term of Debt** – Debt will be structured for the shortest period possible, consistent with a fair allocation of costs to current and future users. The standard term of long-term debt borrowing is 10 to 30 years. Consistent with its philosophy of keeping capital facilities and infrastructure systems in good condition and maximizing a capital assets useful life, the District will budget to set aside operating revenue to finance ongoing maintenance and to provide reserves for rehabilitation and replacement. No debt will be issued for periods exceeding the useful life of projects to be financed.



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- 2. Debt Repayment** – In structuring a bond issue, the District and each related entity will manage the amortization of the debt and, to the extent possible, match its cash flow to the anticipated debt service payments. In addition, the District and each related entity will seek to structure debt with aggregate level debt service payment over the life of the debt.

A non-level debt service structure will be considered if it is beneficial to the District's or related entity's overall debt payment schedule, or if such structuring will allow debt service to more closely match project revenues during the early years of a project's operation.

- 3. Interest Rate Structure** – The District and each related entity currently issues long-term debt on a fixed interest rate basis only. Fixed rate securities ensure budget certainty through the life of the issue and avoid the volatility of variable rates.
- 4. Credit Enhancement** - The District and each related entity will consider the use of credit enhancement on a case-by-case basis. Types of credit enhancement include letters of credit, bond insurance, and surety policies. Only when clearly demonstrable savings can be realized shall credit enhancement be utilized.
- 5. Debt Service Reserve Funds** – Debt service reserve funds are held by the Trustee to make principal and interest payments to bondholders in the event that pledged revenues are insufficient to do so. The District and each related entity will fund debt service reserve funds when it is in the District's or such related entity's overall best financial interest.

In lieu of holding a cash funded reserve, the District and each related entity may substitute a surety bond or other credit instrument in its place. Additionally, the District and its related entities may decide not to utilize a reserve fund if the financing team determines there would be no adverse impact to the District or related entity credit rating or interest rates.

- 6. Call Provisions** - In general, the District's and its related entities' securities should include optional call provisions. The District and its related entities will avoid the sale of non-callable, long-term fixed rate bonds, absent careful evaluation of the value of the call option.



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- 7. Debt Limits** - There is no specific provision within the California Government Code that limits the amount of debt that may be issued by the District or its related entities. The District's and its related entities' borrowing capability is limited by the additional bonds test and debt coverage ratio required by the existing bond covenants. The District and its related entities will be mindful of its overall debt burden in the context of its revenues, expenses, reserves, and overall financial health.
- 8. Refunding** - Current and advance refunding are important debt management tools for the District and its related entities. They are commonly used to achieve debt service (interest cost) savings, remove or change bond covenants, or restructure debt service obligations. With consideration of the Federal Tax Law, careful planning and timing must be used when reviewing an advance refunding.

To the extent that debt having fixed interest rates originally structured with a long-term amortization structure (ten years or greater) is refunded with fixed rate debt, the District and its related entities will not generally issue refunding debt which extends beyond the final maturity of the refinanced debt. Extending the final maturity may occur when warranted, such as restructuring of debt to match debt amortization with the useful life of the financed assets.

Method of Issuance and Sale

The District and its related entities will select the method of sale, which best fits the type of bonds being sold, market conditions, and the desire to structure bond maturities to enhance the overall performance of the entire debt portfolio. Three general methods exist for the sale of municipal bonds:

- 1. Competitive Sale** - Bonds will be marketed to a wide audience of investment banking (underwriting) firms. The underwriter is selected based on its best bid for its securities. The District and its related entities will award the sale of the competitively sold bonds on a true interest cost (TIC) basis. Pursuant to this policy, the General Manager/CEO, is hereby authorized to sign the bid form on behalf of the District and its related entities, fixing the interest rates on bonds sold on a competitive basis.
- 2. Negotiated Sale** – In a negotiated sale, the underwriter or underwriting syndicate is selected through a Request for Proposal (RFP) process. The interest rate and the underwriter's fee are negotiated prior to the sale, based on market conditions. The



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underwriter will actively assist the District and its related entities in structuring the financing and marketing of bonds including providing assistance in preparing the bond offering circular.

- 3. Private Placement** - The District and its related entities may elect to issue debt on a private placement basis. Such method may be considered if it is demonstrated to result in cost savings or provide other advantages relative to other methods of debt issuance, or if it is determined that access to the public market is unavailable and timing considerations require that financing be completed.

Creditworthiness Objectives

Ratings are a reflection of the fiscal soundness of the District and its related entities and the capabilities of its management. Typically, the higher the credit ratings are, the lower the interest cost on the District's and its related entities' debt issues. To enhance creditworthiness, the District and its related entities are committed to prudent financial management, systematic capital planning, and long-term financial planning. The District and its related entities recognize that external economic, natural, and other events may affect the creditworthiness of its debt.

The District's most recent bond issues have been assessed by the nationally recognized rating agencies S&P Global Ratings and Fitch Ratings. When issuing a credit rating, rating agencies consider various factors including but not limited to:

- District's or related entities' fiscal status;
- District management capabilities;
- Economic conditions that may impact the stability and reliability of debt repayment sources;
- District or related entity reserve levels;
- District or related entity debt history and current debt structure; and
- Projects being financed.



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Post Issuance Administration / Internal Control

- 1. Investment of Proceeds** - The proceeds of bond sales will be invested until used for the intended project(s) in order to maximize utilization of the public funds. The investments will be made to obtain the highest level of 1) safety, 2) liquidity, and 3) yield, and may be held as cash. The District's investment guidelines and bond indentures will govern objectives and criteria for investment of bond proceeds. The Finance Department will oversee the investment of bond proceeds in a manner to avoid, if possible, and minimize any potential negative arbitrage over the life of the bond issuance, while complying with arbitrage and tax provisions.
- 2. Use of Proceeds** - Bond proceeds will be deposited and recorded in separate accounts to ensure funds are not comingled with other District or related entity funds. The applicable Trustee will administer the disbursement of bond proceeds pursuant to each certain Indenture of Trust or Fiscal Agent Agreement, respectively. To ensure proceeds from bond sales are used in accordance with legal and tax requirements, invoices are submitted by the Engineering Department and approved by the Finance Department and General Manager/CEO for payment. Requisition for the disbursement of bond funds will be approved by the District's CFO.

The Finance Department will be tasked with monitoring the expenditure of bond proceeds to ensure they are used only for the purpose and authority for which the bonds were issued and exercising best efforts to spend bond proceeds in such a manner that the District and its related entities will meet one of the spend-down exemptions from arbitrage rebate. Tax-exempt bonds will not be issued unless it can be demonstrated that 85% of the proceeds can reasonably be expected to be expended within the three-year temporary period.

- 3. Arbitrage Compliance** - The use of bond proceeds and their investments must be monitored to ensure compliance with all Internal Revenue Code Arbitrage Rebate Requirements. The CFO shall ensure that all bond proceeds and investments are tracked in a manner which facilitates accurate calculation; and, if a rebate payment is due, such payment is made in a timely manner.



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4. Compliance with Bond Covenants – The District is responsible for verifying compliance with all undertakings, covenants, and agreements of each debt issue on an ongoing basis. This typically includes ensuring:

- Annual appropriations of revenues to meet debt service payments;
- Timely transfer of debt service payments to the Trustee;
- Compliance with insurance requirements; and
- Compliance with rate covenants.

The District and its related entities shall comply with all covenants and conditions contained in the governing law and any legal documents entered into at the time of the bond offering or signing of agreements. The CFO or designee will coordinate verification and monitoring of covenant compliance.

5. Rating Agency Communication - The CFO shall be responsible for maintaining the District's relationships with S&P Global Ratings, Fitch Ratings and/or Moody's Investment Service. In addition to general communication, the CFO shall meet with credit analysts prior to each competitive sale and offer conference calls with the District financing team in connection with the planned sale.

6. Board Communication - The CFO will report to the Board of Directors any feedback from rating agencies and/or investors regarding the District's or related entities' financial strengths and weaknesses and recommendations for addressing any weaknesses.

7. Continuing Disclosure - The District and its related entities shall remain in compliance with Rule 15c2-12 by filing its annual financial statements and other financial and operating data for the benefit of its bondholders by December 31st of each year. The CFO will ensure the District's and its related entities' timely filing with each Nationally Recognized Municipal Securities Information Repository.

The CFO and/or the District's general counsel, with the assistance of Bond Counsel, will provide written notice to the Board of any receipt by the District of any default, event of acceleration, termination event, modification of terms (only if material or may



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reflect financial difficulties), or other similar events (collectively, a “Potentially Reportable Event”) under any agreement or obligation to which the District or a related entity is a party and which may be a “financial obligation” as discussed below. Such written notice should be provided by the CFO and/or the District’s general counsel to the Board as soon as the CFO is placed on written notice by District staff, consultants, or external parties of such event or receives written notice of such event. The CFO, with the assistance of bond and disclosure counsel, will determine and notify the Board whether notice of such Potentially Reportable Event is required to be filed on EMMA pursuant to the disclosure requirements of SEC Rule 15c2-12 (the “Rule”). If filing on EMMA is required, the filing is due within 10 business days of such Potentially Reportable Event to comply with the continuing disclosure undertaking for the various debt obligations of the District and its related entities.

The CFO and/or the District’s general counsel, with the assistance of Bond Counsel, will report to the Board regarding the execution by the District and its related entities of any agreement or other obligation which might constitute a “financial obligation” for purposes of Rule 15c2-12. Amendments to existing District or related entity agreements or obligations with “financial obligation” which relate to covenants, events of default, remedies, priority rights, or other similar terms should be reported to the Board as well as soon as the CFO is placed on written notice by District staff, consultants, or external parties of such event or receives a written notice of such amendment requests. The CFO will determine, with the assistance of bond and disclosure counsel, whether such agreement or other obligation constitutes a material “financial obligation” for purposes of Rule 15c2-12. If such agreement or other obligation is determined to be a material “financial obligation” or a material amendment to a “financial obligation” described above, notice thereof would be required to be filed on EMMA within 10 business days of execution or incurrence. The types of agreements or other obligations which could constitute “financial obligations” and which could need to be reported on EMMA include:

1. Bank loans or other obligations which are privately placed;
2. State or federal loans;



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3. Commercial paper or other short-term indebtedness for which no offering document has been filed on EMMA;
4. Letters of credit, surety policies or other credit enhancement with respect to the District's or related entity's publicly offered debt;
5. Letters of credit, including letters of credit which are provided to third parties to secure the District's or related entity's obligation to pay or perform (an example of this is a standby letter of credit delivered to secure the District's or related entity's obligations for performance under a mitigation agreement);
6. Capital leases for property, facilities, fleet or equipment;
7. Agreements which guarantee the payment or performance obligations of a third party (regardless of whether the agreements constitute guarantees under California law); and
8. License agreements.

Types of agreements which could be a "financial obligation" under the Rule include:

1. Payment agreements which obligate the District or a related entity to pay a share of another public agency's debt service (for example, an agreement with a joint powers agency whereby the District or a related entity agrees to pay a share of the joint powers agency's bonds, notes or other obligations); and
2. Service contracts with a public agency or a private party pursuant to which the District or a related entity is obligated to pay a share of such public agency or private party's debt service obligation (for example, certain types of P3 arrangements).

Types of agreements which may be a "financial obligation" subject to the Rule include:

- Any agreement the payments under which are not characterized as an operation and maintenance expenses for accounting purposes if such agreement could be characterized as the borrowing of money.



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The CFO will continue to work with bond and disclosure counsel to refine the definition of financial obligation going forward based on future SEC guidance.

8. Record Retention - A copy of all debt-related records shall be retained at the District's offices. At minimum, these records shall include all official statements, bid documents, bond documents / transcripts, resolutions, trustee statements, leases, and title reports for each District financing (to the extent available). Electronic copies - preferably in pdf or CD-ROM format – shall also be retained.

9. State Reporting Requirements - Pursuant to Government Code section 8855(k), the District and its related entities will submit annual debt transparency reports for any debt for which it has submitted a report of final sale on or after January 21, 2017 every year until the later date on which the debt is no longer outstanding and the proceeds have been fully spent.

The District and its related entities shall also comply with Government Code Section 5852.1 by disclosing specified good faith estimates in a public meeting prior to the authorization of the issuance of debt.

Board Discretion

This policy was drafted with the intent of providing East Valley Water District's Board-approved guidelines to management and staff for decisions and recommendations related to capital financing by the District and its related entities, and to support the District's and its related entities' debt obligations to present and future generations of ratepayers.

This policy is ultimately intended to serve as a guide and it in no way restricts the ability of the East Valley Water District Board to review proposed rate actions, debt issuances, or other actions of substance to the District and its related entities. The Board maintains authorization to waive elements of the policy in connection with individual financings at its discretion. This policy shall be reviewed during the third quarter of each odd fiscal year.

Revised: March 8, 2017
 August 26, 2020



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Capital Assets Policy

Original Approval Date:
September 25, 2013

Last Revised:
January 24, 2018

Policy No:
7.4

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Purpose

This policy is established to provide guidelines to ensure adequate stewardship over District resources through control and accountability of capital assets, and to collect and maintain complete and accurate capital assets information required for preparation of financial statements in accordance with generally accepted accounting principles.

Definitions

Capital assets are assets that are owned by the East Valley Water District (District) and are used in District operations. They may be tangible (such as land, buildings, machinery, equipment, and vehicles) or intangible (such as easements, software, and water rights).

Characteristically, capital assets:

- Have an initial useful life in excess of two years; and
- Have an acquisition cost of \$5,000 or more.

The recorded value of the capital asset includes the purchase price plus sales tax, as well as costs to acquire (shipping and handling), install (excluding site preparation costs), secure, and prepare the asset for its intended use. Improvements to an existing asset that extends the life of the asset are capitalized and depreciated over the remaining useful life of the related asset.

Meters and service line components are an exception to the \$5,000 limit as they are significantly lower in price, but have estimated useful lives of at least 10 years.

Policy

- A. Improvement/Repair/Maintenance Expenses - Routine repair and maintenance costs will be expensed as they are incurred and will not be capitalized. Major repairs will be capitalized if they result in betterments/ improvements to the District's capital assets. To the extent that a project replaces the "old" part of a capital asset, outlays will not be capitalized; and to the extent that the project is betterment/improvement, outlays will be capitalized.



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- B. Capital Improvement Projects - Capital improvement projects are projects with a useful life greater than 5 years, and an estimated cost of more than \$25,000. Examples include construction or major renovations of buildings or utility systems. Such projects will be included in the capital budget, rather than in operating. Upon completion of the project, the value of the asset will be removed from the value of "construction-in-process" and added to capital asset records and will be depreciated appropriately.

Procedures

- A. Tracking Capital Assets - All assets fitting descriptions of a capital asset shall be recorded on asset listings maintained by the Finance Department. All assets that are disposed shall be removed from said listings.

A physical inventory of tangible capital assets will be taken at least once every five years and reconciled with accounting records. Plant, automobiles, and other assets that are reviewed annually for the purpose of maintaining insurance schedules will be reconciled during the insurance review. Discrepancies between physical and recorded assets will be investigated.

- B. Depreciation Method and Expected Useful Life of Assets - All depreciable assets are depreciated using the straight-line method of depreciation. Depreciation begins in the year the capital asset was acquired. The estimated lives of acquired assets are assigned in the following manner:

<u>Financial Reporting Category</u>	<u>Asset Type</u>	<u>Asset Life (in years)</u>
Land & Easements	Land	Infinite
Water Rights	Water Stock	Infinite
Source of Supply	Water Wells	30
	Source of Supply	30
Transmission and Distribution	Reservoir	60
	Tank	50
	Pipeline	50
	Meters & Service lines	20



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Financial Reporting Category	Asset Type	Asset Life (in years)
Transmission and Distribution	Fire Hydrant Meters	20
	North Fork Pipeline	50
Pumping Plant	Pumping Plant	25
Treatment Plant	Treatment Plant	50
General Plant	Buildings	50
	Land and Building Improvements	15
	Office Furniture	7
	Software	3
	Computers	5
	General Equipment	5
	Vehicles	5
	Heavy Equipment	10

C. Disposal of Surplus Items - The Board adopted Policy 7.1.1 Surplus Property Policy on June 14, 2017. The Surplus Property Policy addresses the District's requirements for proper disposal of property.

Control Procedures for Certain Non-Capital Items

Some assets that do not meet the criteria for capitalization for financial reporting purposes still require safeguarding in order to ensure their continued availability for use in District operations. These assets include:

- Items requiring special attention to ensure legal compliance - Legal or contractual provisions may require a heightened level of accountability over certain items (i.e. - items acquired with grant funds).
- Items with a heightened risk of theft - Such items are easily transportable, are readily marketable, and easily diverted to personal use (e.g. - laptop computers).

All non-capital assets meeting these criteria will be recorded on asset listings maintained by the user department. Specific individuals within the departments should be assigned the task of maintaining and updating asset listings. Such assignment should be documented and communicated to the Finance Department.



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At the end of each fiscal year, the responsible individuals will submit an updated listing to the Finance Department with explanations for any changes. The Finance Department will verify the data reported on the assets listings no less than once every three years.

Terms & Definitions Utilized by the District:

- Capital Asset: Non-financial assets that are used in operations and have an initial useful life more than one year.
- Capitalization Threshold: The minimum cost which an asset must exceed in order to be capitalized.
- CIP (Capital Improvement Project): The District defines CIP as a long-term asset account that accumulates the cost of a project that has not yet been placed into service.
- Depreciation: The process of allocating the cost of an asset over a period of time.
- Depreciation Method: The District utilizes the straight-line method.
- Intangible Assets: An asset that is not physical in nature. The District most important intangible asset is water rights.
- Tangible Assets: An asset that has a physical form.
- Useful Life: The amount of time that an asset is expected to provide benefit to the District.

Revised: January 24, 2018



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Fraud Prevention and Detection Policy		
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East Valley Water District (District) is committed to protecting its revenue, property, information, and other assets from any attempt, either by members of the public, contractors, vendors, agents, or its own employees, to gain by fraudulent conduct, financial or other benefits at the expense of District customers.

District officials and employees must, at all time, comply with all applicable laws and regulations. The District shall not condone the activities of officials or employees who achieve results through the violation of the law or unethical business dealings. The District does not permit an activity that fails to stand the closest possible public scrutiny.

Purpose

The purpose of this policy is to communicate the District's intent to deter and investigate all suspected fraudulent conduct and dishonesty by employees and others. This policy sets out specific guidelines and responsibilities regarding appropriate actions that must be followed for the investigation of fraudulent conduct and other similar irregularities.

Definitions

- A. Fraud - The intentional false representation or concealment of material fact for the purpose of personal gain for oneself or others; or inducing another to act similarly. Fraud and other similar irregularities include, but are not limited to:
1. Claim for reimbursement of expenses that are not job-related or authorized by current Policy.
 2. Forgery or unauthorized alteration of documents (checks, promissory notes, time sheets, independent contractor agreements, purchase orders, etc.).
 3. The taking or other forms of misappropriation, of District assets (cash, checks, securities, supplies, furniture, equipment, etc.) to include the temporary removal or "borrowing" of District assets.
 4. Improprieties in handling or reporting of money transactions.
 5. Authorizing or receiving payment for goods not received or services not performed.
 6. Computer-related activity involving unauthorized alteration, destruction, forgery, or manipulation of data.



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7. Misrepresentation of information on documents.
 8. Any apparent violation of Federal, State, or Local laws related to dishonest activities or fraud.
 9. Seeking or accepting anything of material value from those doing business with the district including vendors, consultants, contractors, lessees, and/or applicants.
- B. Employee - In this context, employee refers to any individual or group of individuals who receive compensation, either full or part-time, from the District. The term also includes any volunteer who provides services to the District through an official arrangement with the District.
- C. Management - In this context, management refers to any administrator, manager, director, supervisor, or other individual who manages or supervises employees or volunteers of the District.
- D. Investigator - The District's General Manager or his designee shall be the investigator for all allegations of Fraud or other wrongdoing unless the General Manager is the subject of the investigation. In that case, the President of the Board of Directors shall assign an alternative investigator.
- E. External Auditor - In this context, external auditor refers to independent audit professionals who perform annual audits of the District's financial statements.

Policy

All elected officials, appointed committee/board members and employees of the District, as well as any individual or entity doing business with the District are prohibited from engaging in fraudulent conduct in the course of their employment, duties, or business relations with the District.

It is the Policy of the District to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the District and, when appropriate, to pursue legal remedies available under the law. This Policy applies to any irregularity or suspected irregularity, involving employees, consultants, vendors, contractors, outside agencies, and/or any other parties with a business relationship with the District. Any investigative activity required will be conducted in an objective and impartial manner



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without regard to the suspected wrongdoer's length of service, position, title, or relationship to the District. All employees are responsible for the reporting and prevention of fraud, misappropriations, and other irregularities.

Management is responsible for instituting and maintaining a system of internal control to provide reasonable assurance for the prevention and detection of fraud, misappropriations, and other irregularities. Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.

Employees will be granted whistle-blower protection when acting in accordance with the reporting provisions of this Policy. When informed of a suspected impropriety, neither the District nor any person acting on behalf of the District shall for retaliatory reasons do any of the following:

- Dismiss or threaten to dismiss the reporting employee.
- Discipline, suspend, or threaten to discipline or suspend the reporting employee.
- Impose any penalty upon the reporting employee.
- Intimidate or coerce the reporting employee.

Violations of the whistle-blower protection will result in discipline up to and including dismissal. Nothing herein shall prevent the District from otherwise taking non-retaliatory disciplinary action under the Personnel Policies or an applicable Memorandum of Understanding.

The General Manager, following his or her review of the investigation results, will take appropriate action regarding employee misconduct. Disciplinary action shall be imposed in accordance with the District's Personnel Manual and/or Memorandums of Understanding and can include disciplinary action as severe as termination. Further, the case may be referred to an appropriate Law Enforcement Agency for possible arrest and prosecution.

Procedures

A. Management and Non-Management Responsibilities

1. Management is responsible for being alert to, and reporting fraudulent or related dishonest activities.



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2. Non-management employees are responsible to report fraudulent or related dishonest activities.
3. When an improper activity is detected or suspected, management should determine whether an error or mistake has occurred or if there may be dishonest or fraudulent activity.
4. If any employee of the District is, or becomes, aware of any activity that may involve fraud or other dishonest activities, they are to contact the General Manager immediately unless the General Manager is alleged to have involvement in the alleged misconduct. If the alleged misconduct is said to involve the General Manager, the Employee is to immediately notify the President of the Board of Directors.
5. Management should not attempt to conduct individual investigations, interviews, or interrogations. However, management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper actions.
6. All employees shall cooperate fully with the investigator, other involved departments, and law enforcement agencies in the detection, reporting, and investigation of criminal acts, including the prosecution of offenders.
7. In dealing with suspected dishonest or fraudulent activities, great care must be taken. Therefore all employees should avoid the following:
 - a. Incorrect accusations.
 - b. Alerting suspected individuals that an investigation is underway.
 - c. Treating employees unfairly.
 - d. Making statements that could lead to claims of false accusations or other offenses.
8. In handling dishonest or fraudulent activities, all employees have the responsibility to:
 - a. Make no contact (unless requested) with the suspected individual to determine facts or demand restitution. Under no circumstances should there be a reference to "what you did", "the crime", "the fraud", "the misappropriation" etc.



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- b. Avoid discussing the case, facts, suspicions, or allegations with anyone outside the District, unless specifically directed to do so by the General Manager or District's Legal Counsel. (Employees do have the right to consult with an attorney and/or their union representative).
- c. Avoid discussing the case, facts, suspicions, or allegations with anyone other than employees who have a need to know.
- d. Direct all inquiries from the suspected individual, or his or her representative, to the Investigator. All inquiries from the media should also be directed to the Investigator.

B. Investigator Responsibilities

1. The Investigator has the primary responsibility for the investigation of all activity as defined in this Policy.
2. Upon receiving an allegation of Fraud or other irregularities, the Investigator will promptly conduct a thorough investigation.
3. Employees must cooperate with the Investigator. Refusal, or the conveyance of inaccuracies, may subject an employee to disciplinary action up to and including dismissal.
4. The Investigator shall be available and receptive to receiving relevant, confidential information to the extent allowed by law.
5. If evidence is uncovered showing possible dishonest or fraudulent activities, the General Manager will proceed as follows.
 - a. Take immediate action, in consultation with the District's Legal Counsel, to prevent the theft, alteration, or destruction of evidentiary records. Such action may include, but is not limited to:
 - Removing the records and placing them in a secure location, or limiting access to the records.
 - Preventing the individual suspected of committing the fraud from having access to the records.

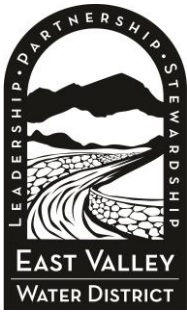


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- b. Take immediate action to improve internal control. Such action shall result in the General Manager having reasonable comfort that the changes in procedures will prevent similar future occurrences.
 - c. Take immediate action, in consultation with the District's Legal Counsel to notify the appropriate Law Enforcement Agency (if appropriate) and to take further steps to recover any financial loss incurred by the District.
6. Unless exceptional circumstances exist, a person under investigation for fraud is to be given notice in writing of the essential particulars of the allegations following the conclusions of the investigation. Where notice is given, the person against whom allegations are being made may submit a written explanation to the Investigator no later than seven calendar days after notice is received.
 7. Upon conclusion of the investigation, the results will be reported to the President of the Board of Directors.

Reviewed May 16, 2018



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Purpose

The purpose of this policy is to establish guidelines for the prudent investment of East Valley Water District (District) funds in conformance with California Government Code requirements. Funds will be managed to provide for daily cash flow requirements and to meet the objectives of this policy.

Policy

It is the policy of the District to invest public funds in a manner which ensures the safety and preservation of capital while meeting reasonably anticipated operating needs, achieving a reasonable rate of return, and conforming to all state and local statutes governing the investment of public funds.

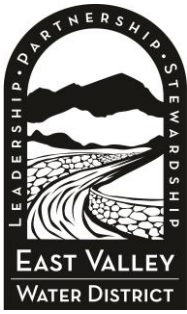
Scope

This policy applies to the investment of all operating funds; it does not apply to investments held in trust for the District retirement plan, or post-employment health benefits, as these investments are subject to policies established by the plan trustees. Indenture agreements specify how bond proceeds will be invested, but generally they will be invested in securities permitted by this policy. Invested funds are accounted for, and are identified in, the District's Comprehensive Annual Financial Report.

Objectives

As specified in CGC §53600.5, when investing and managing public funds, the primary objectives, in priority order, of the District's investment activities shall be:

1. **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the East Valley Water District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio by mitigating certain risks. Some of those risks are:
 - A. Interest Rate Risk - the District will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates by:



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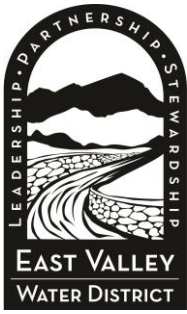
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- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operation and avoiding the need to sell securities on the open market prior to maturity.
 - Investing operating funds primarily in short-term securities money market mutual funds, or investment pools.
- B. Credit Risk - the risk that an issuer or other counterparty to an investment will not fulfill its obligations, will be reduced by:
- Limiting investments to higher rated securities as further described in this policy.
 - Diversifying the investment portfolio so that potential losses on individual securities will be reduced.
2. **Liquidity:** The investment portfolio will remain sufficiently liquid to enable the East Valley Water District to meet all operating requirements that might be reasonably anticipated.
3. **Return on Investments:** The investment portfolio shall be designed with the objective of attaining the best yield or returns on investments, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives.

Prudence

The standard of prudence to be used by District officials involved in the investment program shall be the “prudent investor” standard and shall be applied in the context of managing the overall portfolio. The meaning of the standard of prudent investor is explained in CGC Section 53600.3, which states that “when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.”



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The CFO/Treasurer and delegated investment officers, acting in accordance with written procedures and this Policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Delegation of Authority

The authority of the District's Board of Directors to invest District funds is derived from California Government Code (CGC) section 53601. Section 53607 of the CGC grants the Board the authority to delegate that authority to the District's Chief Financial Officer (CFO)/Treasurer. Such delegation shall expire and be renewed annually, by Board Resolution, in conjunction with the annual investment policy review.

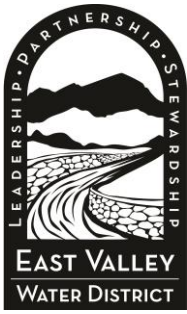
The CFO/Treasurer shall be responsible for all transactions undertaken, and shall establish a system of controls to regulate the activities of subordinate officials in the absence of the Treasurer. All transactions will be reviewed by the Treasurer on a regular basis to ensure compliance with this Policy. No Person may engage in an investment transaction except as provided under the terms of this Investment Policy and the procedures established by the Treasurer.

Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the District's General Manager/CEO any material financial interest in financial institutions that conduct business within the District, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the District.

All bond issue participants, including but not limited to, underwriters, bond counsel, financial advisors, brokers, and dealers will disclose any fee sharing arrangements or fee splitting to the CFO/Treasurer prior to the execution of any transaction.

Authorized Broker-Dealers



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The CFO/Treasurer will maintain a list of approved financial institutions authorized to provide investment services to the District. These may include primary dealers authorized to buy and sell government securities in direct dealings with the Federal Reserve Bank of New York, or regional dealers that qualify under Securities and Exchange Commission Rule 15C33-1 (uniform net capital rule). The list of approved financial institutions will be reviewed by the CFO/Treasurer on an annual basis.

All Broker Dealers who desire to conduct investment transactions with the District must supply the CFO/Treasurer with the following:

- Audited Financial Statements
- Proof of Financial Industry Regulatory Authority (FINRA) certification
- Proof of State of California registration
- Completed broker/dealer questionnaire (except Certificate of Deposit counterparties)
- Certification of having read the District's investment policy and depository contracts

Authorized and Suitable Investments

The East Valley Water District as empowered by California Government Code (CGC) §53600, et. Seq., establishes the following as authorized investments:

- A. Local Agency Investment Fund (LAIF).** The District may invest in the Local Agency Investment Fund established by the State Treasurer for the benefit of local agencies (CGC §16429.1). The fund must have 24 hour liquidity. There is no limitation on the percentage of the District portfolio that may be invested with LAIF, however, LAIF does impose a maximum deposit of \$65 million.
- B. United States Treasury Securities.** United States Treasury notes, bonds, or bills for which the full faith and credit of the United States is pledged for the payment of principal and interest (CGC §53601(b)). There is no limitation as to the percentage of the District's portfolio that may be invested in these securities, however, maximum investment maturities are limited to five years.
- C. Federal Agency Obligations.** The District is permitted to invest in federal agency or United States government sponsored enterprise obligations, participations, mortgage backed securities or other instruments, including those issued by or fully



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guaranteed as to principal and interest by Federal agencies or United States government sponsored enterprises (CGC §53601(f)). Maximum maturity is limited to five years. There is no limitation as to the percentage of the District's portfolio that may be invested in agencies.

- D. Bank Depository Accounts.** The District may invest in insured or collateralized certificates of deposit, savings accounts, market rate accounts, or other bank deposits issued by a state or national bank, savings and loan associations, or state or federal credit unions located in California (CGC §53630 et. Seq.). A written depository contract is required with all institutions that hold District deposits requiring that deposits be collateralized in accordance with the CGC. Under provisions of the Code, California banks and savings and loan associations are required to secure the District's deposits by pledging government securities with a value of 110% principal and accrued interest. State law also allows financial institutions to secure the District deposits by pledging first trust deed mortgage notes having a value of 150% of the District's total deposits. The Treasurer may waive collateral requirement for the portion of any deposit insured pursuant to federal law. Securities placed in a collateral pool must provide coverage for at least 110% of all deposits that are placed in the institution. Acceptable pooled collateral is governed by CGC §53651. Real estate mortgages are not considered acceptable collateral by the District, even though they are permitted in CGC §53651(m).

All financial institutions holding District deposits are required to provide the District with a regular statement of pooled collateral. This report will state that they are meeting the 110% collateral rule, a listing of all collateral with location and market value, plus an accountability of the total amount of deposits secured by the pool.

Deposits are allowable in any institution that insures its deposits with the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Administration (NCUA), and a maximum deposit of up to the federal insurance limits may be deposited in any one institution without collateral. No bank shall receive District deposits in excess of the federal insurance limits that has a long-term debt rating by Moody's investors Service, Standard & Poor's, or Fitch Ratings of less than 'A'. The maximum maturity is restricted to three years.

In accordance with CGC §53638, no deposit shall exceed the shareholder's equity of any depository bank, nor shall a deposit exceed the total net worth of any



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institution. No deposits shall be made at a state or federal credit union if a member of the Board of Directors or the General Manager/CEO or CFO/Treasurer of the District serves on the Board of Directors or a committee of the credit union.

- E. **Municipal Securities.** Registered treasury notes or bonds issued by the State of California or any of the other 49 states, including bonds payable solely out of the revenues from a revenue producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any states (CGC §53601 (c)(d)).

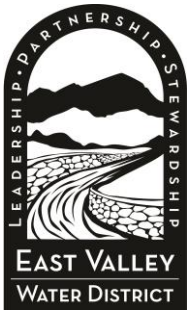
Bonds, notes, or other evidence of debt issued by a local agency within the State of California, including issues by East Valley Water District. This includes bonds payable solely out of revenue from a revenue-producing property owned, controlled, or operated by the local agency, or by an authority of the local agency (CGC §53601 (a)(e)).

Securities must have a debt rating of at least 'AA' by a Nationally Recognized Statistical Rating Organization (NRSRO). Maximum maturity is limited to five years from the date of purchase, and holdings of this type of security are limited to a maximum of 20% of the District's investment portfolio.

- F. **Commercial Paper.** Commercial paper of 'prime' quality of the highest ranking of the highest letter and number rating as provided for by a NRSRO and must be issued only by general corporations that are organized and operating within the United States and have total assets in excess of \$500 million. The general corporation must have an 'A' rating or better on debt other than commercial paper, if any, assigned by an NRSRO (CGC §53601(h)).

Purchases shall not exceed 5% of the outstanding paper of the issuing corporation, and maximum maturity is restricted to 270 days. This type of investment shall not exceed 15% of the District's investment portfolio.

- G. **Placement Service Deposits.** The District may invest in Certificates of Deposit placed with a private sector entity that assists in the placement of deposits with eligible financial institutions located in the United States (CGC §53601.8). The full amount of the principal and the interest that may be accrued during the maximum term of each deposit shall at all times be insured by federal deposit insurance. Placement Service Deposits, in combination with bank certificates of deposit shall not exceed 25% of the value of the District's investments at any time. The maximum



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investment maturity will be restricted to three years.

- H. **Medium Term Notes.** The District may invest in corporate and depository institution debt securities issued by corporations organized and operating within the United States, or by depository institutions licensed by the United States or any state and operating within the United States (CGC §53601(k)).

Securities eligible for investment under this section shall be rated 'AA' or better by an NRSRO. The maximum maturity is restricted to five years, and investment in this category of security shall not exceed 30% of the District's investible funds, and not more than 5% from a single issuer.

- I. **Money Market Funds.** Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission (CGC §53601(l)(2)).

The Company shall either 1) have attained the highest ranking or the highest letter and numerical rating provided by not less than two NRSROs or 2) retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years of experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000). A maximum of 15% of the District's investible funds can be invested in Money Market Mutual funds.

- J. **Local Government Investment Pools.** Shares of beneficial interest in an investment pool created by a joint powers authority organized pursuant to CGC §6509.7 and that invest in securities and obligations authorized in the California Government Code (CGC §53601(p)). Investment is limited to pools that seek to maintain a stable Net Asset Value (NAV) and must be rated at least 'AA' or better by a NRSRO. A maximum of 25% of the District's portfolio may be invested in Local Government Investment Pools.

- K. **Prohibited Investments.** Under the provision of CGC §53601.6 and §53631.5, the District shall not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero interest accrual if held to maturity.

Review of Investment Portfolio



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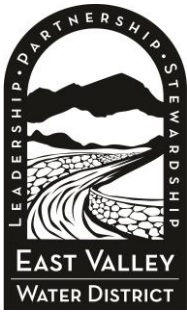
The securities held by East Valley Water District must be in compliance with the above section 'Authorized and Suitable Investments' at the time of purchase. Because some securities may not comply with this section subsequent to the date of purchase, the CFO/Treasurer shall at least quarterly review the portfolio to identify those securities that do not comply. The CFO/Treasurer shall establish procedures to report to the District's Board of Directors, major and critical incidences of non-compliance identified through the review of the portfolio.

Investment Pools / Mutual Funds

When the District's investment portfolio includes Investment Pools and Mutual Funds, as permitted in the section 'Authorized and Suitable Investments', the CFO/Treasurer shall as a matter of due diligence, monitor the assets held by the pools/funds. At least quarterly, the CFO/Treasurer will conduct an investigation to determine the following:

1. A description of eligible investment securities, and a written statement of investment policy and objectives.
2. A description of interest calculation and how it is distributed, and how gains and losses are treated.
3. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.
4. A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
5. A schedule for receiving statements and portfolio listings.
6. Are reserves, retained earnings, etc. utilized by the pool/fund?
7. A fee schedule, and when and how it is assessed.
8. Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

Safekeeping and Custody Agreements



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To protect against potential losses caused by collapse of individual securities dealers, all securities owned by the East Valley Water District shall be kept in safekeeping by a third party bank trust department, acting as agent for the District under the terms of a custody agreement executed by the bank and the District. All securities will be received and delivered using standard delivery versus payment (DVP) procedures with the District's custodial bank, and evidenced by safekeeping receipts.

Diversification and Maximum Maturities

The District will diversify its investment by security type and institution. With the exception of the US Government, its agencies and instrumentalities, and the Local Agency Investment Fund, no more than 5% of the District's total investment portfolio will be invested in a single security type with a single financial institution.

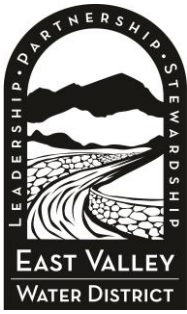
To the extent possible, East Valley Water District will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the District will not directly invest in securities maturing more than 5 years from the date of purchase. Reserve funds may be invested in securities exceeding 5 years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds.

Internal Controls

The CFO/Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the District are protected from loss, theft, or misuse. The internal control structures shall be designed to provide reasonable assurance that these objectives are met. Internal controls shall be in writing and shall address the following: separation of transaction authority from accounting and record keeping, safekeeping of assets and written confirmation of telephone transactions for investments and wire transfers.

The external auditors will annually review the investments and general activities associated with the investment program. This review will provide internal control by assuring compliance with the Investment Policy and District policies and procedures.

Performance Standards



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The investment portfolio will be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints, and the cash flow needs.

The District's investment strategy is passive. The performance of the District's investment portfolio will be evaluated and compared to an appropriate benchmark in order to assess the success of the investment portfolio relative to the District's Safety, Liquidity, and Return on Investments' objectives.

Investment Reporting

In accordance with California Government Code §53646, the CFO/Treasurer will prepare a quarterly Investment Report and render the report to the Board of Directors no later than 30 days after the close of each calendar quarter.

The report shall provide the type of investment, issuers, the date of maturity, par values and market values of each investment, transactions occurring during the reporting period, and identification of funds managed by third party managers. The report will also include 1) certification that all investment transactions have been made in compliance with the District's Investment Policy, and 2) a statement that the District has the ability to meet all of its expenditure requirements during the next six months.

Policy Adoption

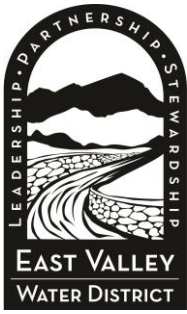
Adoption. This policy shall be reviewed annually with the Board of Directors and adopted by Board Resolution.

Amendments. Any changes to the policy, or persons charged with maintaining internal controls over investments, must be approved by the Board.

Glossary of Terms

(Note: All words of a technical nature should be included. Following is an example of common treasury terminology.)

Agencies: Federal agency securities and/or Government-sponsored enterprises.



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Benchmark: A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

Broker: A broker brings buyers and sellers together for a commission.

Certificate of Deposit (CD): A time deposit with a specific maturity evidenced by a Certificate. Large-denomination CDs are typically negotiable.

Collateral: Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

Comprehensive Annual Financial Report (CAFR): The official annual report of the (East Valley Water District). It includes four combined financial statements prepared in conformity with Generally Accepted Accounting Principles (GAAP). It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

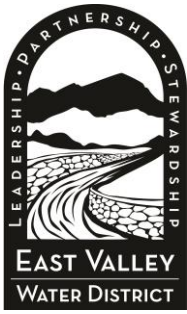
Coupon: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

Dealer: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

Delivery versus Payment: There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

Derivatives: (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities, or commodities).

Discount: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.



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Diversification: A Dividing investment funds among a variety of securities offering independent returns.

Duration: A measure of the sensitivity of the price (the value of principal) of a fixed-income investment to a change in interest rates. Duration is expressed as a number of years. Rising interest rates mean falling bond prices, while declining interest rates mean rising bond prices.

Federal Credit Agencies: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals (e.g., S & L's, small business firms, students, farmers, farm cooperatives, and exporters).

Federal Deposit Insurance Corporation (FDIC): A federal agency that insures bank deposits, currently up to \$250,000 per entity.

Federal Funds Rate: The rate of interest at which Federal funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

Federal Home Loan Banks (FHLB): Government sponsored wholesale banks (currently 12 regional banks), which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions, and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

Federal Reserve System: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional banks, and about 5,700 commercial banks that are members of the system.

Liquidity: A liquidity asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

Local Government Investment Pool (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

Market Value: The price at which a security is trading and could presumably be purchased or sold.

Maturity: The date upon which the principal or stated value of an investment becomes due and payable.



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Money Market: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

Offer: The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

Portfolio: Collection of securities held by an investor.

Primary Dealer: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.

"Prudent Investor" Standard: A standard of responsibility which applies to fiduciaries. In California, the rule is stated as "Investments shall be managed with the care, skill, prudence and diligence, under the circumstances then prevailing, that a prudent person, acting in a like capacity and familiar with such matters, would use in the conduct of an enterprise of like character and with like aims to accomplish similar purposes."

Rate of Return: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

Safekeeping: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

Secondary Market: A market made for the purchase and sale of outstanding issues following the initial distribution.

Securities & Exchange Commission: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

Sec Rule 15(C)3-1: See Uniform Net Capital Rule.

Treasury Bills: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

Treasury Bonds: Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.



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Treasury Notes: Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.

Uniform Net Capital Rule: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

Yield: The rate of annual income return on an investment, expressed as a percentage. (a) Income Yield is obtained by dividing the current dollar income by the current market price for the security. (b) Net Yield or Yield to Maturity is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

Revised 4/27/16

Revised 4/25/18



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Operating and Capital Budget Policy

Original Approval Date:
August 22, 2018

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Policy No: 7.7

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Purpose

The Operating and Capital Budgets are developed on an annual basis through the establishment of District-wide goals, a Capital Improvement Program (CIP), program/departmental goals and objectives, and performance measures/key performance indicators. Together, these goals and activities provide a comprehensive plan to deliver efficient services to ratepayers and stakeholders of the East Valley Water District (District) in a manner that aligns resources with the policies, Strategic Plan, and Vision of the District.

The formulation of the Operating and Capital Budgets, including the publication of a comprehensive budget document, is one the most important financial activities that the District undertakes each year. This budget policy is intended to provide guidelines to assist in the formulation and consideration of broader implications of financial discussions and decisions, which ultimately assist in completing financial planning cycles that deliver efficient and effective public service.

Authority

The Board of Directors are responsible for policy formulation, and overall direction setting of the District. This includes the approval of financial policies which establish and direct the operations of the District. The General Manager/CEO is responsible for carrying out the policy directives of the Board of Directors and managing the day-to-day operations of the District. This policy shall be administered on behalf of the District by the General Manager/CEO and Chief Financial Officer.

Scope

This policy shall apply to all Funds under the budgetary and fiscal control of the Board of Directors.



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Policy

A. Basis of Budgeting

1. The District's Proprietary Funds are budgeted on the Full Accrual Basis of Accounting with the following exceptions:
 - a. Changes in the fair value of investments are not treated as adjustments to revenue in the annual operating budget;
 - b. Compensated absence liabilities are expensed when paid;
 - c. Pension expense is budgeted based on employer contribution rates;
 - d. Principal payments on long-term debt are treated as expenses in the annual operating budget;
 - e. Depreciation expense is not recognized in the annual operating budget; and
 - f. Capital purchases are recognized as an expense in the annual operating budget.

B. Budgetary Control

1. The District shall adopt an annual balanced budget on or before June 30 of each year, in accordance with all state and county laws.
2. Program management is responsible for administering their respective Programs within the financial constraints described by the adopted budget.
3. The Chief Financial Officer will provide updates on the District's financial position by regularly reporting to the Board of Directors the status of actual expenditures, expenses, and revenues compared to the adopted budget. Further, the Chief Financial Officer will ensure that program management has access to timely and accurate financial data.

C. Balanced Budget

1. The District shall adopt a balanced budget for each Fund which this policy covers. A budget is balanced when the sum of estimated revenues and appropriated Net Position are equal to expenditures.



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2. Operating Revenues and Other Financing Sources must fully cover Operating Expenditures/Expenses, including Debt Service, and Other Financing Uses. Operating Expenditures/Expenses for the purposes of balancing the annual budget shall include that year's contribution to the CIP.
3. One-time revenue sources and development fees must not be used to fund operational costs.
4. Minimum Reserve policy levels must be maintained unless reserves are being used in accordance with the purposes permitted by the District's policy (see District Reserve Policy for further guidance).
5. The balancing of Operating Revenues with Operating Expenditures (as defined above) is a goal that should be applied over a period of time which extends beyond current appropriations. Temporary shortages or operating deficits, can and do occur, but they will not be permitted as extended trends.

D. Formation of the Budget

1. District Vision - The budget shall be constructed around the Board of Directors' vision for the long-term direction of District services and the associated desired culture and environment. When appropriate, a needs assessment of stakeholders' priorities, challenges, and opportunities shall be integrated into the visioning process to assist with the establishment of both short-term and long-term goals.
2. Programmatic Budgeting - The budget shall be based on Programs in order to provide insight into the costs of service that the District provides. Deliverables and specific actions shall be detailed at the Programmatic level, which support the goals and objectives outlined within the Strategic Plan and District Vision.
3. Financial Information - The budget shall display estimated beginning Net Position, estimated revenue and receipts, appropriations, and the estimated year-end Net Position.

E. Estimates of Revenue, Expenditures, and Expenses

1. Objective Estimates - The District shall take an objective and analytical approach to forecasting revenues, expenditures, and expenses as accurately as possible. Though the District will use the best information available to estimate revenues,



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absolute certainty is impossible. Should revenues be overestimated, the spending plans and priorities established during the budget process shall be used to propose appropriations and spending as required to bring the budget into balance.

2. Regular Monitoring of Projections - The Finance department shall monitor revenue incomes and expenditure/expense outflows to assess the implications of the annual budget in order to provide timely updates on actual financial performance.
 3. Long-Term Forecasts - The Finance department shall develop and maintain long-term financial forecasts, at least five years into the future, in order to help the District assess its long-term financial sustainability.
- F. Stakeholder Participation - The District shall provide meaningful opportunities for the stakeholders to provide input into the financial planning and budget process, before a budget is adopted.
- G. Create Value for the Stakeholders - The District seeks to maximize the value each stakeholder receives through its spending. Accordingly, staff should develop budget tools and methods to measure and maximize value, particularly by critically examining existing spending patterns.
- H. Address Long-Term Liabilities - The District shall fully fund current portions of long-term liabilities in order to maintain the trust of creditors and avoid accumulating excessive long-term liabilities.
- I. Responsibilities and Calendar - The District's fiscal year runs from July 1 through June 30. The Chief Financial Officer shall submit or cause to be submitted annually to the Board of Directors no later than June during a Public Board Meeting, a proposed budget governing expenditures/expenses of all District Funds, including Capital Outlay and CIP, for the following fiscal year. The budget, after being reviewed and adopted, shall constitute the Board of Directors' appropriation of all Funds for such fiscal year.
- J. Budget Amendments - Amendments shall be considered and adopted by the Board of Directors during a Public Board meeting except for specific adjustments when limited authority is delegated to the General Manager/CEO.



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Quality Control and Quality Assurance

It is the responsibility of the Chief Financial Officer to ensure the presence of procedures that provide sufficient guidance to affected District personnel to fulfill the intent of this policy.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Community Advisory Commission Policy

Original Approval Date:
March 9, 2018

Last Revised:
September 28, 2016

Policy No: 8.1

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Purpose

The purpose of this policy is to establish guidelines and instructions for establishing a Community Advisory Commission authorized to hear appeal requests for water supply shortage violations and make recommendations on their enforcement to the Board of Directors

Definitions

- A. For the purpose of this policy, the following definitions shall apply:
1. **District:** East Valley Water District
 2. **Board:** A member of the East Valley Water District Board of Directors
 3. **Commission:** The Community Advisory Commission
 4. **Applicant:** Customer or property owner appealing a penalty levied pursuant to the Water Supply Contingency Plan

Policy

- A. The Commission may be presented with District projects and programs as a means of community engagement to garner feedback at various stages of implementation.
- a. The Commission does not have the authority to implement or cancel District projects or programs.
- B. Applicants shall have a right to a hearing, in the first instance by the General Manager, with the right of appeal to the Commission, and ultimately to the Board, pursuant to the procedures hereinafter set forth in Ordinance 396
- C. A majority of the Commission members shall constitute a quorum. A quorum shall be present for the Commission to take any official action.
- D. Commission members shall serve on a voluntary basis, with no compensation, stipend, or benefits.
- E. Commission membership shall require the following:



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- a. A Commission Chair shall be appointed by the Board for a one (1) year term of office to preside over all Commission meetings and shall be eligible to vote on any matter before the Commission;
- b. A member of the Commission moving outside the District shall constitute a resignation from the Commission effective upon the date the member fails to meet appointment criteria;
- c. Commission members must inform the designated staff member of any anticipated absence and notification shall be made immediately after receipt of the agenda. Absences due to sickness, death, or other emergencies of a like nature shall be regarded as approved absences and shall not affect the member's status on the Commission; except that in the event of a long illness or other such case for prolonged absence the member may be replaced;
- d. A District staff member shall serve as liaison to the Committee, attend all meetings of the Commission, and participate in any discussions, but shall not have the right to vote on any matter before the Commission; and

Commission Appointment Criteria

The Commission shall consist of up to five (5) District customers recommended by the General Manager/CEO, appointed by the consensus of the Board, meeting the following appointment criteria:

- A. Customer of the District and reside within the District boundary;
- B. Non-governing Board Member of employee of the District;
- C. Able to serve a two-year term, with no term limits at the pleasure of the Board;
- D. Able to participate in monthly meetings, as needed;
- E. Meet the selection process criteria as established by the General Manager/CEO; and
- F. Appointment may be revoked by the Board of Directors at any time.



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Meeting Schedule

The Commission shall establish a recurring meeting date and time to hear authorized appeal requests for water supply shortage violations. Meetings may be cancelled in the absence of appeal requests.

Meeting Procedures

Meetings shall be conducted in a manner that is consistent with state and local laws.

Attachments

- A. Water Supply Contingency Plan (Ordinance 396)

Original: August 26, 2015 - Conservation Advisory Commission

Revised: March 9, 2016 - Changed to Community Advisory Commission
September 28, 2016

ORDINANCE NO. 395

AN ORDINANCE OF THE EAST VALLEY WATER DISTRICT RESCINDING
ORDINANCE NO. 393 ENTITLED "AN ORDINANCE ESTABLISHING RULES AND
REGULATIONS FOR WATER SERVICE, ESTABLISHING A WATER DEPARTMENT,
PROVIDING FOR INSTALLATION AND CONNECTION TO DISTRICT WATER MAINS,
REGULATING CROSS CONNECTION CONTROL".

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SECTION 2. GENERAL PROVISIONS

2.01 Short Title - This Ordinance may be cited as the "East Valley Water District Water Regulations and Service Ordinance".

2.02 Purpose - This Ordinance is intended to provide rules and regulations applicable to the administration and operational activities of the District. This Ordinance may be amended from time to time by action of the Board of Directors of the East Valley Water District.

2.03 Enabling Statutes - This Ordinance is adopted pursuant to the applicable provisions of Division 12 of the Water Code and Division 5, Chapter 7, Title 5, Division 2 of the Government Code, and further pursuant to the Constitution of the State of California. The District is further authorized by Water Code Section 31027 to prescribe and define by Ordinance those restrictions, prohibitions and exclusions it may determine to be necessary pursuant to the California Constitution Article X, Section 2 and Water Code Sections 31026 and 350 et seq. to restrict the use of District water during threatened or existing water shortages. It is therefore the intent of the Board of Directors to establish by this Ordinance those procedures and policies necessary to the orderly administration of a water conservation program to prohibit waste and to restrict the use of water during a water shortage or emergency.

2.04 Application - This Ordinance shall apply to all water facilities constructed, maintained, and operated by the District.

2.05 Enterprise - The District will furnish and/or make available, a system, plant, works, and undertaking used for and useful in, the delivery of water for the District's service area, including all annexations thereto, lands, easements, rights in land, contract rights and franchises.

2.06 Separability - If any section, subsection, sentence, clause, phrase, or portion of this Ordinance or the application thereof to any person or circumstances are for any reason held to be unconstitutional or invalid by any court of competent

jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance or the application of such provision to other persons or circumstances. The governing body hereby declares that it would have passed this Ordinance or any section, sub-section, sentence, clause or phrase hereof irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases be declared to be unconstitutional.

2.07 Words and Phrases - For the purpose of this Ordinance all words used herein in the present tense shall include the future; all words in the plural number shall include the singular number; and all words in the singular number shall include the plural number.

2.08 Posting - Upon adoption, this Ordinance shall be entered in the minutes of the governing body and certified copies hereof shall be posted in three (3) public places and/or published in a newspaper of general circulation in the District service area within ten (10) days following its passage.

2.09 Means of Enforcement - The District hereby declares that the procedures contained herein are established as a means of enforcement of the terms and conditions of its ordinances, rules and regulations and not as a penalty.

2.10 Notices - Whenever a notice is required to be given under this Ordinance, unless different provisions are specifically made herein, such notice may be made either by personal delivery thereof to the person to be notified or by deposit in the U.S. mail in a sealed envelope, postage prepaid, addressed to such person at his last known business or residence address as the name appears in public records or other records pertaining to the matter to which the notice is directed. Service by mail shall be deemed to have been completed at the time of deposit in the post office.

Proof of giving any notice may be made by the certificate of any officer or employee of the District or by affidavit of any person over the age of eighteen years,

which shows service in conformity with the Ordinance or other provisions of law applicable to the subject matter concerned.

2.11 **Effect of Heading** - The title, division or section headings contained in this Ordinance shall not be deemed to govern, limit or modify in any manner the scope, meaning or intent of any section or subsection of this Ordinance.

SECTION 3. DEFINITIONS

3.01 **Applicant** - The person making application hereunder who must be either (a) the owner of the subject premises, (b) the agent or customer authorized in writing to make application hereunder on behalf of the owner of the subject premises or, (c) a licensed plumber or contractor authorized in writing to make application hereunder for the subject premises.

3.02 **Approved Backflow Prevention Assembly** - A device deterring the reversal of flow of water or mixtures of water and other liquids, gasses, and/or other substances into the distribution pipes of the District's potable supply of water through any Cross-Connection. Said device must have been investigated and approved for use as either an Air-gap separation, Double Check Valve Assembly, or Reduced Pressure Principle Backflow Prevention Device by the Foundation for Cross-Connection Control and Hydraulic Research of the University of Southern California, or by any other laboratory having equivalent capabilities for both the laboratory evaluation and field evaluation thereof.

3.03 **Board** - The Board of Directors of the East Valley Water District.

3.04 **Commercial** - Any service not covered by the residential description. This shall include, but not be limited to, apartments, trailer parks, schools, dry cleaners, laundries and businesses

3.05 **Connection** - The pipeline and appurtenant facilities such as the curb stop, meter and meter box, all used to extend water service from the main to the premises, the laying thereof and the tapping of the main. Where services are divided

at the curb or property line to serve several customers, each such branch service shall be deemed a separate service.

3.06 Cost - The cost of labor, materials, transportation, supervision, engineering, and all other necessary overhead expenses.

3.07 County - The County of San Bernardino, California.

3.08 Cross Connection - An unprotected actual or potential connection between a potable water system used to supply water for drinking purposes and any source or system containing unapproved water or a substance that is not or cannot be approved a safe, wholesome and potable. By-pass arrangements, jumper connections, removable sections, swivel or changeover devices, or other devices through which backflow could occur, shall be considered to be cross-connections.

3.09 Customer - Any person (as defined) supplied or entitled to be supplied with water service by the District.

3.10 Customer's Service Valve - A valve independent of the District's facilities located in the customer's piping as close to the meter as practicable, the operation of which will control the entire water supply from the meter.

3.11 District - The East Valley Water District, San Bernardino County, California.

3.12 District Engineer - A Registered Civil Engineer of the State of California.

3.13 Engineering Services - The engineering services provided by the District to include technical and procedural guidance, professional consultant services, project coordination and plan checking.

3.14 Financial Officer - The Treasurer appointed by the Board of Directors.

3.15 Fire Hydrant - Short Side: The case where the water main and the hydrant are on the same side of the street's centerline. Long Side: The case where the water main and the hydrant are on the opposite sides of the street's centerline.

3.16 General Manager - The General Manager of the District.

3.17 **Governing Body** - The Board of Directors of the East Valley Water District.

3.18 **Inspector** - The person who shall perform the work of inspecting water facilities under the jurisdiction or control of the District.

3.19 **Main** - A water line in a street, highway, alley or easement used for public and private fire protection and for the general distribution of water.

3.20 **Owner** - The person owning in fee title, or in whose name the legal title to the property appears, by deed duly recorded in the County Recorder's office, or the person in possession of the property or buildings under claim of, or exercising acts of ownership over same for himself or, as executor, administrator, guardian or trustee of the owner.

3.21 **Permit** - Any written authorization required pursuant to this or any other regulation of the District.

3.22 **Person** - Any human being, individual, firm, company, partnership, association and private, public or municipal corporation, the United States of America, the State of California, a district and any political subdivision, or governmental agency.

3.23 **Premises** - A lot or parcel of real property under one ownership, except where there are well defined boundaries or partitions such as fences, hedges or other restrictions preventing the common use of the property by several tenants, in which case each portion shall be deemed separate premises. Apartment houses and office buildings may be classified as single premises.

3.24 **Private Fire Protection Service** - Water service and facilities for building sprinkler systems, hydrants, hose reels and other facilities installed on private property for fire protection and the water available therefor.

3.25 **Public Fire Protection Service** - The service and facilities of the entire water supply, storage and distribution system of the District, including the fire

hydrants affixed thereto, and the water available for fire protection, excepting house service connections and appurtenances thereto.

3.26 Regular Water Service - Water service and facilities rendered for normal domestic, commercial and industrial purposes on a permanent basis, and the water available therefor.

3.27 Residential - Any single, duplex or triplex family unit not requiring licensing for occupancy and operation.

3.28 Secretary - The Secretary to the Governing Body.

3.29 Temporary Water Service - Water service and facilities rendered for construction work and other uses of limited duration, and the water available therefor.

3.30 Waste - Any unreasonable method or non-beneficial use of water, including, but not limited to, the specific uses prohibited and restricted by this Ordinance as hereinafter set forth.

3.31 Water Department - The Board of Directors of the District performing functions related to the District's water service, together with the General Manager, the District Engineer, the Financial Officer and any other duly authorized representative.

3.32 Water Supply Shortage - Any water shortage caused by drought or any other threatened or existing water shortage, disaster or facility failure, earthquake, loss of electrical power, pipeline breakage, or other condition which results in or threatens to result in the District's inability to meet the water demands of its customers.

3.33 Water User - Any person, firm, partnership, association, corporation or political entity using water obtained from the water system of the District.

3.34 Water - That water supplied by the East Valley Water District.

SECTION 4. WATER DEPARTMENT

4.01 Creation - A Water Department is hereby created comprised of the Directors, the General Manager, the Financial Officer and District Engineer and such other employees and assistants as may be hired therefor.

4.02 General Manager - The General Manager, as provided for in the Water Code Section 30580, shall have full charge and control of the maintenance, operation and construction of the water works and water distribution system of the District.

4.03 District Engineer - The position of District Engineer is hereby created. The District Engineer shall regularly inspect all physical facilities related to the District water system, to see that they are in good repair and proper working order, and to note and report violations of any ordinances or water regulations.

4.04 Violation, Repairs - The District Engineer shall promptly report any violation or disrepair to the General Manager. If the work required is in the nature of an emergency, he/she shall take whatever steps necessary to maintain service to the consumers pending action by the General Manager.

4.05 Supervision - The District Engineer shall supervise all repair or construction work authorized by the Board or General Manager and perform any other duties prescribed by the Board or General Manager.

4.06 Performance of Duties - The foregoing duties of the District Engineer may be performed by the General Manager or by an additional employee or employees as designated by the District Engineer and/or General Manager.

4.07 The Financial Officer - The Financial Officer shall install and maintain a system of auditing and accounting that shall completely and at all times show the financial condition of the District. Furthermore the Financial Officer shall compute, prepare and mail bills as hereinafter prescribed, make and deposit collections, maintain proper books of account, collect, account for, refund deposits, and do whatever else is necessary or directed by the General Manager to set up and maintain

an efficient and economical accounting system and perform any other duties now and hereafter prescribed by the Board of Directors.

SECTION 5. GENERAL RULES

5.01 Standards - The Governing Body may, from time to time, adopt standard requirements for the design, construction, repair and maintenance, or connection to the District's water system.

5.02 Violation Unlawful - Following the effective date of this Ordinance, it shall be unlawful for any person to connect to, construct, install, provide, maintain or use any other means of water facilities from any building in the area serviced with water by said District except by connection to water facilities in the manner as provided for in this Ordinance. Any violation of this Ordinance will be subject to the provisions of this Section at the discretion of the General Manager, Financial Officer, or District Engineer.

5.03 Notice - Wherever, and whenever, practicable under the particular circumstances of the situation, and pursuant to the discretion of the General Manager, Financial Officer, or District Engineer, any person found to be violating any provisions of this or any other ordinance, resolution, rule or regulation of the District shall be served by the Inspector or other authorized person with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. Said time limit shall be not less than two, nor more than seven working days. The offender shall, within the period of time stated in such notice, permanently cease all violations. All persons shall be held strictly responsible for any and all acts of agents or employees done under the provisions of this Ordinance or any other rule or regulation of the District.

5.04 Protection from Damage - No person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface or tamper with any structure,

appurtenances or equipment which is a part of the District's water works. Any person violating this provision shall be subject to the penalties provided by law.

5.05 Investigation Powers - The officers, inspectors, managers, and any duly authorized employees or agents of the District shall carry evidence establishing their position as an authorized representative of the District and, upon exhibiting the proper credentials and identification, shall be permitted to enter in and upon any and all buildings, industrial facilities and properties to which the District is furnishing water, or has been requested to furnish water for the purpose of inspection, re-inspection, observation, measurement, sampling, testing or otherwise performing such duties as may be necessary in the enforcement of the provisions of the ordinances, resolutions, rules and regulations of the District pursuant to the authorization contained in the required application for water service.

5.06 Noncompliance with Regulations - As an alternative method of enforcing the provisions of this or any ordinance, resolution, rule or regulation of the District, the District shall have the power to disconnect the user or subdivision water service from the water mains of the District.

5.07 Liability for Violation - Any person violating any of the provisions of the ordinances, rules or regulations of the District shall become liable to the District for any expense, loss or damage, occasioned by the District by reason of such violation.

5.08 Relief on Application - When any person, by reason of special circumstances, is of the opinion that any provision of the ordinances, rules or regulations of the District is unjust or inequitable as applied to his/her premises, that person may make written application to the Governing Body stating the special circumstances, citing the provision complained of and requesting suspension or modification of that provision as applied to his/her premises. If such application is approved, the Governing Body may, by resolution, suspend or modify the provision

complained of, as applied to such person or premises, to be effective as of the date of the application and continuing during the period of the special circumstances.

5.09 Relief on Own Motion - The Governing Body may, on its own motion, find that by reason of special circumstances, any provisions of its ordinances, rules or regulations should be suspended or modified as applied to a particular person or premises and may, by resolution, order such suspension or modification for such premise or person during the period of such special circumstances or any part thereof.

5.10 Maintenance of Water Pressure and Pressure Conditions - The Board shall not accept any responsibility for the maintenance of pressure and it reserves the right to discontinue service while making emergency repairs, or other work required on the water system as determined by the General Manager and/or the District Engineer. Consumers dependent upon a continuous supply of water should provide emergency storage. All applicants for service connections or water service shall be required to accept such conditions of pressure and service as are provided by the distribution system at the location of the proposed service connection, and to hold the District harmless for any damages arising out of low pressure or high pressure conditions or interruptions of service.

5.11 Tampering with District Property - Except as otherwise specifically authorized by the General Manager, no one, except an employee or representative of the District shall at any time, in any manner, operate the curb cocks or valves, main cocks, gates or valves of the District's system or interfere with meters or their connections, street mains or other parts of the water system.

5.12 Remedies for Violation - Failure of a customer to comply with any part of this Ordinance, or any other ordinance, resolution, rule, or regulation of the District, shall result in the District's discontinuance and/or refusal to provide water service to said customer's premises and in the exercise by the District in its lawful

discretion of any and all other rights and remedies that are available to the District under the law.

5.13 Water System - The District will furnish a system, plant, works and undertakings used for and useful in obtaining, conserving and disposing of water for public and private uses, including all parts of the Enterprise, all appurtenances to it, lands, easements, rights in land, water rights, contract rights, franchises, and other water supply, storage and distribution facilities and equipment.

5.14 Number of Services per Premises - The applicant may apply for as many services as may be reasonably required for their premises provided that the pipeline system for each service be independent of the others and that they not be interconnected.

5.15 Water Waste - No customer shall knowingly permit leaks or waste of water. Where water is wastefully or negligently used on a customer's premises, seriously affecting the general service, the District may discontinue the service if such conditions are not corrected after giving notice of violation as provided in Section 5.03 herein.

5.16 Responsibility for Equipment on Customer Premises - All facilities installed by the District on private property for the purpose of rendering water service shall remain the property of the District and may be maintained, repaired or replaced by the Water Department without consent or interference of the owner or occupant of the property. The property owner shall use reasonable care in the protection of the facilities.

5.17 Damage to Water Facilities - The customer shall be liable for any damage to the service facilities when such damage is from causes originating on the premises by an act of the customer or his tenants, agents, employees, contractors, licensees or permittees, including the breaking or destruction of locks by the customer or others on, or near, a meter, and any damage to a meter that may result

from hot water or steam from a boiler, or heater, on the customer's premises. The District shall be promptly reimbursed for any such damage upon presentation of a bill to the customer.

5.18 **Ground Wire Attachments** - All individuals or business organizations are forbidden to attach any ground wire, or wires, to any plumbing which is, or may be, connected to a service connection or main belonging to the District. The District will hold the customer liable for any damage to its property occasioned by such ground wire attachments.

5.19 **Control Valve on Customer Property** - The customer shall provide a valve on his/her side of the service installation as close to the meter location as practicable to control the flow of water to the piping on his/her premises. The customer shall not use the service curb stop to turn water on and off for his/her convenience.

5.20 **Unsafe Apparatus** - Water service may be refused or discontinued to any premises where apparatus or appliances are in use which might endanger or disturb the service to other customers.

5.21 **Cross Connections** - Water service may be refused or discontinued to any premises where there exists a cross connection as defined in Section 9 of this Ordinance.

5.22 **Fraud or Abuse** - Service may be discontinued, if necessary, to protect the District against fraud or abuse.

5.23 **Interruption in Service** - The District shall not be liable for damage which may result from an interruption in service from a cause beyond the control of the Water Department.

5.24 **Ingress and Egress** - All duly authorized employees, agents, and representatives of the District shall have the right of ingress and egress to the

customer's premises at reasonable hours for any purpose reasonably connected with the furnishing of water service.

5.25 Installation of Services - Only duly authorized employees, agents, and representatives of the District shall install service connections to the District's water system. All service connections shall comply with the specifications of the District. Meters will be installed in the public right of way, or within an acceptable easement, and shall be owned by the District. No rent or other charge will be paid by the District for a meter or other facilities, including connections. All meters will be sealed by the District at the time of installation and no seal shall be altered or broken except by one of the District's authorized employees or agents.

5.26 Change in Location of Meters - Meters moved for the convenience of the customer will be relocated at the customer's expense. Meters moved to protect the District's property will be moved at District expense.

5.27 Size and Location - The District reserves the right to determine the size of service connections and their location with respect to the boundaries of the premises to be served. Service installations will be made only to property abutting on distribution mains as have been constructed in public streets, alleys or easements or to extensions thereof as herein provided. Services installed in new subdivisions prior to the construction of streets, in advance of street improvements, must be accepted by the applicant in the installed location.

5.28 Curb Cock - Each service connection installed by the District shall be equipped with a curb cock, or wheel valve, on the inlet side of the meter. Such valve, or curb cock, is intended for the exclusive use of the District in controlling the water supply through the service connection pipe. If the curb cock, or wheel valve, is damaged by the customer's use to an extent requiring replacement, such replacement shall be at the customer's expense.

5.29 Access to Meters - The District reserves the right to enter upon the applicant's premises for the purpose of reading, repairing or replacing the water service meter. The applicant shall be solely responsible for the control of all animals which may pose a potential threat to District employees and shall be liable for any injury to District employees resulting from unrestrained animals. Should an applicant for new service fail to properly restrain animals present on his property, the District may, upon written notice, refuse to install or turn on service until such time as the District determines that a threat to its employees no longer exists. When there is an ostensive risk to employees at an established service due to the presence of unrestrained animal(s) or other hazard(s), the employee will not be required to read the meter, etc. The customer will be notified of the situation and the bill will be estimated based upon an average of the most recently recorded six (6) month's consumption until a personal risk by the District's employee is no longer an issue. Upon verification that the premises no longer appears to be a threat to the safety of the employee, the meter will be read in the presence of the customer, or someone of his/her choosing, and the billing will be adjusted accordingly.

SECTION 6. APPLICATION FOR WATER SERVICE

6.01 Application for Water Service - The property owner or his/her agent designated in writing shall make application for regular water service by personally signing an Application for Water Service form provided by the District and pay the necessary fee for connection to the District's facilities as prescribed in the latest Resolution and Schedule of Rates and Charges adopted by the Board of Directors.

6.02 Water Service to Customers other than Property Owners - Water Service to other than property owners shall be made as follows:

6.02.01 Property Owner's Signature - If the Property owner rents the premises to a tenant, the tenant may have water service and other services instituted in the tenant's name, provided that reasonable efforts are made to secure the

property owner's signature on the application for service and the tenant provides the District with a copy of the rental agreement. In any event, the tenant must provide the District with the property owner's name, mailing address and telephone number.

6.02.02 Owner Responsibility - Whether or not a property owner signs the District's application for water service form, the property owner is not relieved of his or her responsibility for unpaid water charges for the subject property as provided in this ordinance and pursuant to California Water Code Section 31701.5, et..seq.

6.03 Payment of Delinquent Charges - As a precondition to receiving water service from the District, the applicant for service shall pay any and all unpaid charges that have accrued on any closed accounts previously held by the applicant with the District as well as pay any and all delinquent charges that have accrued on any open accounts currently held by the applicant with the District.

6.04 Security Deposit - A security deposit for each single family residential unit, commercial or retail unit, or multi-unit complex shall be deposited at the time application for water service is made. The District may, at its sole election, include the required security deposit on the customer's first billing invoice.

6.04.01 Single Family Residential - A security deposit for a single family residential unit may not be required if the person requesting service is a new residential applicant who is determined by the District to be creditworthy. The determination of an applicant's creditworthiness shall be based solely upon criteria developed by the District and may be appealed in the manner set forth in Section 11 herein. However, during the life of the account, the District may, in its sole discretion, require any customer, regardless of whether he or she was previously found to be creditworthy, to post a full security deposit with the District any time there are three (3) delinquencies within any consecutive six (6) month period, or as a precondition to reinstatement of service anytime after being disconnected for nonpayment.

6.04.02 Security Deposit Refund - Refunds of security deposits will be performed in the manner set forth below. Such refunds will be credited to any account held by the customer with the District in lieu of a refund check. Interest on the security deposits shall remain the sole property of the District and will not be included in any refund.

6.04.02.01 Single Family Residential - The District shall refund each security deposit to a residential customer as follows:

a. Where funds have been on deposit for one year in a customer's account and there have been no delinquency payments on any of the customer's accounts with the District during that year. However, the District may, at its sole option, require any customer to post a full security deposit with the District any time there are three (3) delinquencies within any consecutive six (6) month period, or as a precondition to reinstatement of service anytime after being locked off for nonpayment.

b. Within thirty (30) days after the applicant provides written notice to terminate water services, or when a new property owner tenders a full deposit for the same property, in which case the refunded deposit shall first be applied toward the unpaid balances in any account held by the customer with the District before the remaining sum, if any, is refunded to the customer.

6.04.02.02 Commercial, Retail or Industrial - The District shall refund the security deposit for commercial, retail or industrial connections as follows:

a. Where funds have been on deposit for one year in a customer's account and there has been no delinquency payment on any of the customer's accounts with the District during that year and upon the customer's request, one-half of the deposit will be refunded to the customer by means of a credit on the account. However, if the customer is delinquent on any payment thereafter, the District may, at its sole option, charge back the credited amount.

b. Within thirty (30) days after the applicant provides written notice to terminate water services, or when a new property owner tenders a full deposit for the same property, in which case the refunded deposit shall first be applied toward the unpaid balances in any account held by the customer with the District before the remaining sum is refunded to the customer.

6.05 Change in Customer's Equipment - Customers who make any material change in the size, character of, extent of the equipment or operations utilizing water service, or whose change in operations results in a significant increase in the use of water shall immediately give the District written notice of the nature of the change and, if necessary, amend their application.

6.06 Domestic, Commercial and Industrial Service Connections - It shall be unlawful to maintain a connection excepting in conformity with the following:

6.06.01 Multiple Building - Multiple houses or buildings under one ownership and on the same lot or parcel of land may be supplied through the same service connection, provided that the service connection shall be of such size to adequately serve said houses or buildings.

6.06.02 Single Service Connection - Not more than one service connection for domestic or commercial supply shall be installed for one building, except when authorized by the District.

6.06.03 Separate Service Connection - A service connection shall not be used to supply any adjoining property, or property across a street, alley or easement. Each service connection shall serve only one property or individual parcel.

6.06.04 Divided Property - When property provided with a service connection is divided, the service connection shall be considered as belonging to the lot or parcel of land which it directly enters.

6.07 Service Connection Maintenance - The service connection extending

from the water main to the meter, meter box and curb cock or wheel valve, shall be maintained by the District. All pipes and fixtures extending or lying beyond the meter box shall be installed and maintained by the owner of the property.

6.08 Damage through Leaking Pipes and Fixtures - When requested to turn on the water supply to a house or property, the District will make a reasonable attempt to ascertain if water is running on the inside of the building. If such is found to be the case, the water will be left shut off at the curb cock or the private shutoff. The District's jurisdiction and responsibility ends at the customer's side of the meter box and the Board will in no case be liable for damages occasioned by water running from open or faulty fixtures, or from broken or damaged pipes beyond the meter box.

6.09 Damage to Meters - The District reserves the right to set and maintain a meter on any service connection. The water customer shall be held liable for any damage to the meter due to customer's negligence or carelessness.

6.10 Main Extension Required - The District may provide for all main extensions upon application for service and payment of required charges. Customer may elect to extend mains according to agreements between the customer and the District providing the work meets District standards.

6.10.01 Application - Any owner of one or more lots, parcels, or a subdivider of a tract of land desiring the extension of one or more water mains to serve such property, shall make written application therefor to the District. Said application shall contain the legal description of the property to be served, tract number, and any additional information which may be required by the District, and shall be accompanied by a map showing the location of the proposed connections.

6.10.02 Investigation - Upon receipt of the application requesting the District to install facilities, the District shall make an investigation and survey of the proposed extension and estimate the cost thereof.

6.10.03 Dead-end Lines - No dead-end lines shall be permitted, except at the discretion of the General Manager, and in cases where circulation lines are necessary they shall be designed and installed by the District as part of the main extension.

6.10.04 Specifications and Construction - The size, type and quality of materials and location of the lines shall be specified and approved by the District.

6.10.05 Property of District - Upon completion of such installation as approved by the District, the facilities shall be dedicated to and become property of the District.

6.10.06 Connections - The applicant shall, at his cost, provide all connections to buildings and private water systems, as herein provided.

SECTION 7. TEMPORARY SERVICE

7.01 Duration of Service - Temporary service connections shall be disconnected and terminated within six months after installation unless an extension of time is granted in writing by the General Manager, Financial Officer, or District Engineer.

7.02 Security Deposit - The applicant shall deposit, in advance, the estimated cost of the temporary service. Upon discontinuance of service, the actual cost shall be determined and an adjustment made as an additional charge, refund or credit.

7.03 Installation and Operation - All facilities for the temporary service to the customer shall be made and operated in accordance with District instructions. The District may, at its discretion, restrict or terminate the service at any time.

7.04 Responsibility for Meters and Installations - The customer shall use all possible care to prevent damage to the meter, or to any other loaned facilities of the District, which are involved in furnishing the temporary service from the time they are installed until they are removed. If the meter or other facilities are damaged, the

cost of making repairs shall be paid by the customer. The customer shall give notice to the District in writing at least forty eight (48) hours prior to the time the customer or other person is through with the meter, or meters, and the installation.

7.05 **Supply from Fire Hydrant** - An applicant for temporary use of water from a fire hydrant must apply for a temporary water service and pay a hydrant meter deposit. The applicant shall also pay for water used in accordance with the meter readings, at the rates prescribed by the Board.

7.06 **Unauthorized Use of Hydrants** - Tampering with any fire hydrant for the unauthorized use of water therefrom or for any other purpose is subject to a fine, per occurrence, as may be set by the Board.

7.07 **Meter Availability** - As prescribed by the District, the applicant shall make the hydrant meter available for reading on a monthly basis for actual water usage. If the hydrant meter is not available for the monthly reading as prescribed by the District, a supplementary fee of \$100 will be charged for each month the meter is not read to cover the expense required for corrections to billing records.

7.08 **Pools and Tanks** - When an abnormally large quantity of water is desired for filling a swimming pool or for other purposes, arrangements must be made with the District prior to taking such water. Permission to take water in unusual quantities will be given only if it can be safely delivered through the District's facilities and if other consumers are not inconvenienced thereby.

7.09 **Responsibility for Equipment** - The customer shall, at his own risk and expense, furnish, install and keep in good and safe condition all equipment that may be required for receiving, controlling, applying and utilizing water, and the District shall not be responsible for any loss or damage caused by the improper installation of such equipment, or the negligence or wrongful act of the customer or any of his tenants, agents, employees, contractors, licensees or permittees in installing, maintaining, operating or interfering with such equipment. The District shall not be

responsible for damage to property caused by faucets, valves and other equipment which are open when water is turned on at the meter, either originally or after a temporary shutdown.

SECTION 8. FIRE PROTECTION

8.01 Public Fire Protection - The following pertains to the use of District facilities for public fire protection:

8.01.01 Use of Fire Hydrants - Fire Hydrants are for use by the District or by organized fire protection agencies pursuant to contract with the District. Other parties desiring to use fire hydrants for any purpose must obtain prior written permission from the Water Department and shall operate the hydrant in accordance with instructions issued by the Water Department. Unauthorized use of hydrants will be prosecuted according to law.

8.01.02 Moving of Fire Hydrants - When a fire hydrant has been installed in the location specified by the proper authority, the District has fulfilled its obligation. If a property owner or other party desires a change in the size, type or location of the hydrant, they shall bear all costs of such changes without refund. Any change in the location of a fire hydrant must be approved by the proper authority.

8.02 Private Fire Protection Service - The following pertains to the use of District facilities for private fire protection systems:

8.02.01 Payment of Cost - The applicant for private fire protection service shall pay the total actual cost of installation of the service from the distribution main to the service location including the cost of a detector check meter or other suitable and equivalent device, valve and meter box, said installation will become the property of the District.

8.02.02 No Connection to Other Systems - Unless authorized and under special circumstances, there shall be no connection between the fire protection system and any other water distribution system on the premises.

8.02.03 Use - There shall be no water used through the fire protection service except to extinguish fires and for testing the fire fighting equipment.

8.02.04 Charges for Water Used - Any consumption recorded on the meter will be charged as provided in District Resolutions, except that no charge will be made for water used to extinguish fires reported to the fire department.

8.02.05 Monthly Rates - The monthly rates for private fire protection shall be established by Resolution of the Board of Directors.

8.02.06 Water for Fire Storage Tanks - Occasionally water may be obtained from a private fire service for filling a tank connected with the fire service, but only if written permission is secured in advance from the District and an approved means of measurement is available.

8.02.07 Violation of Agreement - If water is used from a private fire service in violation of the agreement or this Ordinance, the District may, at its option, discontinue and remove the service.

8.02.08 Valve - When a fire service connection is installed, the valve governing same will be closed and sealed and remain so until a written order is received from the owner of the premises to have the water turned on.

8.02.09 Meter - If the District does not require a meter, and if water is used through a fire service connection for any other purpose than extinguishing fires, the District shall have the right to place a meter on the fire service connection at the owners expense and assess the appropriate capacity fees, or shut off the entire water supply from such premises.

8.02.10 Additional Service - The District shall have the right to take a domestic, commercial or industrial service connection from the fire service connection at the curb to supply the same premises as those to which the fire service connection belongs. The Board shall also have the right to determine the proportion

of the installation costs properly chargeable to each service connection, if such segregation of costs shall become necessary.

8.02.11 Check Valve - The Board reserves the right to install on all fire service connections a check valve of a type approved by the National Board of Fire Underwriters and to equip the same with a by-pass meter at the expense of the owner of the property.

SECTION 9. CROSS CONNECTION CONTROL

9.01 Purpose - The purpose and intent of this Section:

a. To comply with the requirements imposed upon the District pursuant to Sections 7583-7605 of the California Code of Regulations ("Title 17") and all other applicable regulations regarding Cross-Connection Control.

b. To protect the public potable water supply of this District from the possibility of contamination or pollution by isolating within the customer's internal distribution system(s), or the customer's private water system(s), such contaminants or pollutants which could backflow into the District's public water system(s); and

c. To promote the elimination or control of existing cross-connections, actual or potential, between the customer's potable water system(s) and non-potable water system(s), plumbing fixtures and industrial systems; and

d. To provide for the maintenance of a continuing Cross-Connection Control Program which will systematically and effectively minimize the potential for contamination or pollution of the potable water system.

9.02 Application - The provisions of Title 17 and all other regulations regarding Cross-Connections that are adopted by the State of California Department of Health Services pursuant to California Water Code Sections 100205, 100275, and 116375(c), all as the same may be amended from time to time, are hereby adopted by the District, incorporated herein by this reference, and made a part hereof as though set forth in full.

9.03 Definitions - In addition to the definitions in Title 17, the following terms are defined for the purpose of this chapter:

9.03.01 Approved Water Supply - The term "Approved Water Supply" shall mean a water supply whose potability is regulated by the Department of Health Services.

9.03.02 Auxiliary Water Supply - Any water supply, other than the District's, which is either on or available to the property will be considered as an auxiliary water supply. These auxiliary waters may include water from another public potable water supply or from any natural source(s) such as a well, river, stream or used water. These waters may be contaminated, polluted or constitute an unacceptable water source over which the District does not have sanitary control.

9.03.03 Backflow - The term "backflow" shall mean the undesirable reversal of flow of water or mixtures of water and other liquids, gasses or substances into the distribution pipes of the District's potable supply of water from any source or sources.

9.03.04 Backpressure - The term "backpressure" shall mean any elevation of pressure in the downstream piping system above the supply pressure at the point of consideration which would cause, or tend to cause, a reversal of the normal direction of flow.

9.03.05 Backsiphonage - The term "backsiphonage" shall mean a form of backflow due to a reduction in system pressure which causes a sub-atmospheric pressure to exist at a point in the water system.

9.03.06 Backflow Preventer - An assembly or means designed to prevent a reverse flow condition created by a difference in water pressures.

9.03.07 Backflow Prevention Devices - The actual types of devices that may be required and are acceptable for use in the District are as follows:

- a. **Air Gap** - The term "Air Gap" shall mean a physical separation.

between the free flowing discharge end of a potable water supply pipeline and an open or non-pressure receiving vessel.

b. **Reduced Pressure Principle Backflow Prevention (RPP) Assembly** -

The term "RPP Assembly" shall mean an assembly containing two independently acting approved check valves together with a hydraulically operating, mechanically independent, pressure differential relief valve located between the check valves. The unit shall include properly located resilient seated test cocks and tightly closing resilient seated shutoff valves at each end of the assembly.

c. **Double Check Valve Backflow Prevention (DC) Assembly** - The

term "DC Assembly" shall mean an assembly composed of two independently acting approved check valves including tightly closing resilient seated shutoff valves attached at each end of the assembly and fitted with properly located resilient seated test cocks.

9.03.08 **Contamination** - The term "contamination" shall mean an impairment of the quality of the water which creates an actual hazard to the public health through poisoning or through the spread of disease by bacteria, virus, sewage, industrial fluids, or other toxic substances.

9.03.09 **Cross-Connections, Controlled** - A connection between a potable and non-potable water system with an approved backflow prevention assembly properly installed and maintained so that it will continuously afford the proper protection.

9.03.10 **Cross-Connection Control by Containment** - The term "cross-connection control by containment (service protection)" shall mean the appropriate type or method of backflow protection at the service connection.

9.03.11 **Degree of Hazard** - The term "degree of hazard" shall mean either a contamination (health), plumbing, pollutional (non-health) or system hazard. Listed in order of severity, each is defined as follows:

a. **Health Hazard** - The term “health hazard” shall mean an actual or potential threat of contamination of a physical or toxic nature to the District’s water system or the consumer’s potable water system that would be a danger to health.

b. **Plumbing Hazard** - The term “plumbing hazard” shall mean an internal or plumbing type cross-connection in a consumer’s potable water system that may be either a polluttional or contamination type hazard. This includes, but is not limited to, cross-connections to toilets, sinks, lavatories, wash basins, swimming pool plumbing systems, and lawn sprinkler systems. If permitted to exist, “plumbing hazard” must be properly protected by an appropriate type of backflow prevention assembly.

c. **Polluttional Hazard** - The term “polluttional hazard” shall mean the actual, or potential, threat to the physical properties of the water system or the potability of the system but which would not constitute a health or system hazard, as defined. The potable water system would be degraded, depending on the degree or intensity of pollution, to the point where it becomes a nuisance, aesthetically objectionable, or cause minor damage to the system or its appurtenances.

d. **System Hazard** - The term “system hazard” shall mean an actual, or potential, threat of severe danger to the physical properties of the District’s or consumer’s potable water system which could have a delayed effect on the quality of the potable water in the system.

9.03.12 **Industrial Fluids** - The term “industrial fluids” shall mean any fluid or solution which may be chemically, biologically, or otherwise contaminated or polluted in a form or concentration which would constitute a health, system, polluttional, or plumbing hazard if introduced into an approved water supply system

9.03.13 **Polluttion** - The term “polluttion” shall mean an impairment

of the quality of the water to a degree which does not create a hazard to the public's health, but which does adversely affect the aesthetic qualities of such waters for domestic work.

9.03.14 **Potential** - The term "potential" shall mean something perceived that can develop into or become actual.

9.03.15 **Service Connection** - The term "service connection" shall mean the downstream end of the water meter. This is the point of delivery to the customer's water system where the District loses jurisdiction and sanitary control of the water.

9.03.16 **Water, Potable** - The term "potable water" shall mean any public/private water supply that has been investigated and approved for human consumption.

9.03.17 **Water, Non-Potable** - The term "non potable water" shall mean a water supply that has not been approved for human consumption.

9.03.18 **Water, Used** - The term "used water" shall mean any water supplied by the District from a public potable water system to a customer's water system after it has passed through the service connection and is no longer under the control of the District.

9.04 **Determination** - The District shall conduct surveys to identify Water User Premises where Cross-Connections are likely to occur and evaluate the degree to potential health hazard to the Water which may be created as a result of conditions existing on a Water User's Premises. At a minimum, the evaluation shall consider the factors identified in Section 7585 of the California Code of Regulations. However, notwithstanding anything herein to the contrary, the District shall not be legally responsible for the abatement of any Cross-Connection which may be found to exist within a Water User's Premises.

9.05 Notice - Upon determination by the District that a Cross-Connection exists within the scope of this Section, the District shall give written notice to the affected Customer to install an Approved Backflow Prevention Assembly of a type and quality, and at a specific location, deemed appropriate by the District. The Customer shall immediately cause such device to be installed at his or her expense, and in the manner prescribed by the District, which thirty (30) days of the issuance of said notice.

9.06 Installation - The location of any Approved Backflow Prevention Assembly installed pursuant to this Section shall be at the Customer's point of connection to the district's Water, or within the Customer's Premises, or both, as determined by the District in the exercise of its discretion. If an approved Backflow Prevention Assembly is required on the Customer's connection to the District's Water, it shall be located at or near the property line of the Premises or immediately outside the building being served, but, in all cases, at a place deemed acceptable to the District that is before the first branch line leading off the service line.

9.06.01 Typical Installations - Conditions where an approved backflow prevention assembly is required on each service connection shall include, but not be limited to, the following:

a. In the case of any property having an auxiliary water supply, or one that is being fed by another outside water source, the public water system shall be protected against backflow from the premises by installing an approved Air Gap or RPP device.

b. In the case of any property on which toxic chemicals, pollutants, industrial fluids, or any other objectionable substances are handled, or stored, in such a fashion as to create an actual or potential hazard to the District's system, the public water system shall be protected against backflow from the premises by installing an approved Air Gap or RPP device.

c. In the case of any property having internal cross-connections that cannot be permanently corrected or protected against, or intricate plumbing and piping arrangements or where entry to all portions of the premises is not readily accessible for inspection purposes, making it impracticable or impossible to ascertain whether or not dangerous cross-connections exist. The public water system shall be protected against backflow from the property by installing an approved RPP device.

d. In the case of any property being served by two or more water services, water and fire services, water and irrigation services, or any combination thereof, the public water system shall be protected against backflow from the premises by installing an approved RPP device on each service connection.

e. In the case of any property having solar heating systems of a heat exchanger type that utilize a recirculating pump, air conditioning units with chemical injection pots, or coolers with recirculating pumps, the public water system shall be protected against backflow from the premises by installing an approved RPP device.

f. In the case of any agricultural property, dairy, poultry farm, or any other farm, or hobby type operation, where fecal bacteria has the potential to contaminate the water supply, or operations injecting chemicals into the on-site water lines, the public water system shall be protected against backflow from the property by installing, at a minimum, an approved RPP device.

g. In the case of any property on which there is water or a substance that would be objectionable but not hazardous to health if introduced into the public water system, the public water system shall be protected against backflow from the premises by installing an approved double check valve.

h. In the case of any single family or multi-family residential property where known health hazards exist, the public water system shall be protected against backflow from the premises by installing an approved RPP device.

9.06.02 Typical Facilities - Typical facilities where the District requires

the installation of approved backflow prevention assemblies:

Apartments - 8 or more units	- RPP
Bottling plants	- RPP
Buildings- Commercial, Industrial	- RPP
Buildings- Hotels, Motels	- RPP
Buildings, multi-storied (three or more floor levels)	- RPP
Car wash facilities	- RPP
Cleaners	- RPP
Commercial buildings	- RPP
Cooling towers	- RPP
Fire systems (not interconnected, interconnected)	- RPP, DC
Hospitals- Medical buildings, Mortuaries, Autopsy Facilities, Nursing and Convalescent Homes, and Clinics	- RPP
Irrigation systems- Premises having separate systems: Parks, Playgrounds, Cemeteries, Golf Courses, Schools, Estates, and Ranches	- RPP
Laundries and Dye works	- RPP
Mobile home parks	- RPP
Multiple rental buildings - that are master metered	- RPP
Plating plants	- RPP
Sand and Gravel Plants	- RPP
Schools	- RPP
Sewage lift stations	- RPP
Sewage treatment plants	- AG, RPP
Sprinkling systems (chemically entrained)	- RPP

Steam facilities - RPP

Public Swimming Pools, and Pools at Apartments,
Condominiums, Home Owner Associations, City Parks,

Trailer Parks, and Mobile Home Parks - RPP

9.07 Inspection, Testing and Maintenance - The Customer shall cause a field test to be performed by a licensed plumbing contractor certified to test and repair Approved Backflow Prevention Assemblies at the time of installation and at least once per year thereafter. In those instances deemed necessary by the District, testing of Approved Backflow Prevention Assemblies may be required at more frequent intervals, In the event that an Approved Backflow Prevention Assembly is found to be defective, the Customer shall cause the necessary repairs and/or replacement thereof to be made. The Customer shall have an acceptance test performed after such repair and/or replacement to ensure proper operation of the Approved Backflow Prevention Assembly. All costs associated with the inspection, testing, repair, and maintenance of Approved Backflow Prevention Assemblies shall be borne by the Customer. The results of each test and records of all inspection, replacement, and repairs performed on an Approved Backflow Prevention Assembly by the Customer shall be maintained by the Customer and reported to the District in a manner deemed acceptable to the District.

9.08 Enforcement - The District may discontinue or refuse to supply water and/ or sewer service to any Premises that is not in strict compliance with the terms of this Section, or if it is found that an Approved Backflow Prevention Device has been removed or bypassed, or if unprotected Cross-Connections otherwise exist on the Premises. The District may also disconnect water and/or sewer service to any Premises if the health and safety of any Person is immediately threatened by a Cross-Connection. The District may refuse to restore such service to the Premises until the

Cross-Connection is remedied and an Approved Backflow Prevention Device is installed and operated in accordance with the Section.

9.09 Administration - The District shall appoint at least one (1) person trained in Cross-connection control to administer the provisions of this section.

SECTION 10. CUSTOMER BILLING PROCEDURES

10.01 Charges - Water charges shall commence when a water service connection is installed and the meter is set. The customer requesting service and whose name is on the water service account will be responsible for all water charges incurred by such service. The District may transfer to the account, any delinquent and/or unpaid charges from other closed or open accounts which are held by the customer and/or property owner within the District.

10.02 Tiered Water Use - The District charges for potable water use in three separate pricing tiers. Tier 1 is an estimate of indoor water use. Tier 2 is an estimate of efficient outdoor use. Tier 1 and 2 are considered a customer's water budget. Tier 3 represents water use greater than 100% of the customer's individualized water budget.

10.03 Water Budgets - A water budget is defined as the quantity of water required for an efficient level of water use by an individual customer site. The District's water budget calculation accounts for indoor, outdoor, and business process needs where applicable. Water budgets are determined by the individual needs of the customer using site-specific factors including, but not limited to, persons per household, irrigated area, weather (expressed as Evapotranspiration rate), plant factor, and days of service. Water budgets are calculated differently for residential, dedicated irrigation (landscape), and commercial mixed-use (indoor and outdoor) water service accounts. Water budgets are considered the combination of Tier 1 and/or Tier 2 water use in all customer classes subject to water budget rates. Customer classes are: Residential, Multi-Family, Irrigation, and Non-Residential.

10.04 Evapotranspiration (ET) Rate - Evapotranspiration is a measure of water transpired through plant tissue and evaporated from the soil in the planted area over a period of time. The unit of measure is expressed in inches of ET. ET measurements are obtained from weather station(s) situated in the District’s service area; each station provides the data to be applied for specific zones within the District. The weather stations are calibrated on a monthly basis by a certified CIMIS (California Irrigation Management Information System) professional. Weather data is gathered on a daily basis and accumulated for each billing period.

10.05 Monthly Plant Factor - The monthly plant factor is used to more clearly define the needs of plant material. The District’s monthly plant factor comes from the University of California - Riverside’s research on the water needs of cool-season turf grass. The plant factors (shown in Row A of the table below), when averaged over the entire calendar year, match the annual ET Adjustment factors listed in the State of California Model Water Efficient Landscape Ordinance (AB 1881). Monthly Plant factors for special landscapes are shown in Row B of the table. Special landscapes are served by a dedicated irrigation meter and include: registered historical sites, cemeteries, parks, golf courses, sport complexes/ball fields, and school yards.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Average
A.	0.61	0.64	0.75	1.04	0.95	0.88	0.94	0.86	0.74	0.75	0.69	0.60	0.8
B.	0.76	0.80	0.93	1.30	1.20	1.10	1.20	1.10	0.92	0.93	0.86	0.75	1

10.06 Residential Indoor Water Budget - A residential indoor water budget is calculated by multiplying the number of persons per household by 60 gallons for every day by the number of dwelling units by the drought factor in a billing period. For example, if there are 4 persons in a single-unit residence, the daily water budget

would be 240 gallons (4 persons x 1 unit x 1 drought factor x 60 gallons). If there are 28 days in a billing period the total indoor water budget would be 6,720 gallons (240 gallon/day x 28 days = 6,720 gallons) or 8.98 billing units (6,720 gallons ÷ 748 gallons per billing unit).

10.07 Residential Outdoor Water Budget - A residential daily outdoor water budget is calculated by multiplying the irrigated square footage associated with the water service account by the monthly Evapotranspiration rate adjusted by the monthly plant factor by the drought factor, multiplying by the conversion factor of 0.62 (square feet to gallons), and then dividing by 748 to arrive at the daily water budget in billing units. (Irrigable Square Footage x Monthly Evapotranspiration Rate x Monthly Plant Factor x drought factor x 0.62 ÷ 748 = Monthly Outdoor Budget in billing units).

10.08 Dedicated Landscape (Irrigation) Water Budget - Water budgets for dedicated irrigation accounts are calculated using the same methodology that is used for Residential Outdoor Water Budgets (described above). Dedicated Landscape accounts receive no Tier 1 allocation.

10.09 Non-Residential Mixed Use Water Budgets - Non-Residential mixed-use water budgets are based on historic use. The District calculates an average water demand for each billing period based on the water demand for the same billing periods of the prior two years. The commercial water budget may be adjusted, at the District's discretion, to accommodate changes in business processes or to allow for business growth.

10.10 Water Budget Drought Factor - Water budgets can be adjusted in times of threatened water supply availability in order to reduce water allocations for customers through the use of the drought factor. When drought factors are implemented, indoor and/or outdoor water budgets can be reduced by a designated

percentage, causing Tier 1 and/or Tier 2 allocations to be reduced, and Tier 3 'Inefficient Usage' charges to become effective at lower consumption levels.

Drought factors can also be adjusted upward to reflect improved water supplies but not above 100%. Changes in drought factors will be established by Resolution of the District Board of Directors.

10.11 Water Budget Adjustments - Water budgets can also be adjusted to reflect a significant change in a customer's unique efficient water needs. Adjustment forms are available for customers on the District's website or at the District Headquarters. Rules pertaining to applicable water budget adjustments are outlined on the water budget adjustment form.

10.12 Leak Credit - In cases where a pipe break or sprinkler malfunction leads to water use in excess of an individual water budget during one or more billing periods, the District will remove the inefficient use rate increment (difference between Tier 3 and Tier 2 rates) for up to a maximum of two concurrent billing periods ending in the billing period in which a verified repair or corrective measure was conducted. In addition, all of the following conditions must be satisfied for a Leak Credit to be issued:

- The customer's water use was in excess of their water budget at the time of the repair;
- The customer has completed a leak credit form with the required documentation showing a repair was performed;
- The customer has returned to in-budget water use in the billing period immediately following the billing period during which the repair was completed;
- The customer has not applied for a leak credit within the last 12 consecutive billing periods.

The District will remove the tier 3 incremental charge by recalculating the impacted water bill(s) for all of the customer's water use, including water use as a result of the leak or malfunction, at the applicable Tier 2 pricing. A leak credit form may be obtained on the District website, or by visiting the District Administrative Offices.

10.13 Liens for Unpaid Bills - All unpaid bills will be made a lien against the property pursuant to these rules, regulations and California Water Code Section 31701.5 et.seq. Interest at the legal rate may accrue and be applied on all delinquent bills. The property owner remains responsible for all charges owed to the District whether or not the property owner actually lives on the premises or signs the application for water service.

10.14 Owner Liability - The property owner remains responsible for all charges owed to the District whether or not the property owner actually lives on the premises or signs the application for water service.

10.15 Meter Reading, Billing Period, and Due Date - The billing will be based on the periodic meter readings which will normally range between 26 and 32 days. If a meter fails to register during any period, or is known to register inaccurately, the customer shall be charged based on estimated usage. The billings for water service are mailed approximately, five days after the meter readings. Current charges are due when mailed and become past due if not paid on or before the due date. The due date shall be 20 days after the billing date. All billings are considered delivered upon mailing and the District is not responsible for non-receipt or non-delivery once mailed. Any payment envelope received by the District without a payment enclosed, or with an unsigned check, shall be considered non-payment. Checks received on payment of account and later returned by the bank unpaid shall also be considered as non-payment, and a returned check charge will be assessed. Accounts with one or more returned checks may be required to make future payments by cash, money order, or charge card only.

10.16 Reactivation - If payment is not made, as stipulated above, and charges remain unpaid on the shut-off date stated on the delinquent billing notice, water service shall be discontinued, a disconnection charge assessed, and a deposit required. If an account has been disconnected for non-payment, the original bill, delinquent and disconnection charges, and a deposit must be paid before service will be reestablished. Payment for charges on an account that has been disconnected must be made in cash, money order, or charge card.

10.17 Past Due Accounts - Rates and charges which are not paid on or before the due dates shall be subject to interest charges. Interest will be calculated at a rate of one and one-half percent (1 1/2 %) on all amounts that remain unpaid at the end of each billing cycle. The District may secure unpaid charges by filing liens on real property, as provided by law or by any other method available to the District. In the event that legal action is brought to collect unpaid charges, the District shall be entitled to the payment of all costs, including attorney's fees. Defendant shall pay all costs associated with litigation rendered in favor of the District.

10.18 Billing of Separate Meters not Combined - Separate bills will be rendered for each meter installation. The District may, for its own convenience, consider each register of compound meters as a separate service and bill each as provided for herein. For its own convenience, the District may combine multiple services on one bill.

10.19 Opening and Closing Bills - Opening and closing bills for less than the normal billing period shall consist of charges for actual water consumption and a proration of the availability charge.

10.20 Delinquency Notice and Disconnection for Non-Payment - A delinquency notice shall be mailed to customers whose accounts are delinquent, warning that service is subject to disconnection unless payment is received within fifteen (15) calendar days from the date of mailing of the delinquent notice. The

delinquency notice shall indicate the amount due, including delinquent charges, and the total amount which must be paid. Notice of any delinquency in a tenant's account shall also be sent to the owner of the property.

10.21 Removal of Delinquency - At the end of each calendar year, the District shall remove one delinquency from the record of each account that has one or more delinquencies.

10.22 Suit - All unpaid rates, charges and penalties herein provided may be collected by suit.

10.23 Costs - Defendant shall pay all costs of suit in any judgment rendered in favor of the District, including reasonable attorney's fees.

10.24 Discontinuing Service - Customers desiring to discontinue service should so notify the District in writing three (3) business days prior to vacating the premises. Tenants shall be liable for on-going charges whether or not any water is used, up to the time of requested discontinuance of service. Owners shall be liable for on-going charges between tenancy, and in the event of sale, up to the date title to the property is transferred to a new owner. Owners shall also be responsible for charges incurred by a tenant, but that remain unpaid after the tenant has vacated the property. Upon notice, the District will seal off the meter and take a closing reading.

SECTION 11. COMPLAINTS AND DISPUTED BILLS

11.01 Right to Meet - The customer has the right to meet with the Financial Officer or General Manager to present any evidence supporting a complaint with regard to water service, District rules, regulations, resolutions or ordinances, or to dispute the accuracy of a bill for service or other charges.

11.02 Arrangement of Meeting - To arrange such a meeting, the customer shall contact the District office, either in writing or by telephone during normal business hours.

11.03 Presentation of Evidence - The customer may be accompanied by a friend, attorney, or other representative to meet with the Financial Officer or General Manager and may present any evidence they may have to support their position.

11.04 Unresolved Disputes - If the customer is unable to resolve his dispute with the Financial Officer or General Manager, he/she may submit the complaint in writing along with a full and detailed explanation to the Board of Directors for resolution.

11.05 Appearances Before the Board of Directors - The customer may appear before the Board of Directors at the next regularly scheduled Board meeting by notifying the District Secretary, in writing, prior to the Board meeting of the date he/she wishes to attend and what the dispute regards. The customer may then present the complaint and any evidence in support of his/her position and ask for a decision by the Board.

11.06 Delays on Action - The Board shall act promptly to resolve the dispute, but may delay a resolution of the dispute to the time of its next regular meeting in order to investigate the dispute or receive special reports related to the dispute.

11.07 Further Delays - Any further delays must be freely and willingly agreed to by the customer.

11.08 Decision of the Board - The decision of the Board of Directors shall be final. Should the Board not render a decision within sixty (60) days of application to the Board, this failure to act shall be deemed a denial of the requested action, unless both parties have agreed to extend the resolution period.

11.09 Discontinuance of Service - No water or other service shall be discontinued pending the final resolution of a dispute.

11.10 Adjustment for Fast Meter Errors - If a meter tested at the request of a customer is found to be more than five percent (5%) fast, the excess charges for the

time service was rendered the customer, or excess charges for a period of six months, whichever shall be the lesser, shall be refunded to the customer.

11.11 Adjustment for Slow Meter Errors - If a meter tested at the request of a customer is found to be more than ten percent (10%) slow and shows evidence of tampering, the District may bill the customer for the amount of the undercharge based upon corrected meter readings for the period, not exceeding six months, that the meter was in use.

11.12 Non-Registering Meters - If a meter is found to be not registering, the charges for service shall be based on the estimated consumption. Such estimates shall be made from previous consumption for a comparable period, or by such other method as is determined by the District, and its decision shall be final.

SECTION 12. DISCONNECTION FOR NONPAYMENT

12.01 Disconnection for Non-Payment - Water service shall be discontinued if payment for water service is not made within fifteen (15) calendar days of the date of mailing the delinquent notice. At least forty-eight (48) hours prior to termination, the District will make a reasonable attempt to notify the resident of the affected property by delivering, or causing to be delivered, a final disconnect notice to the property. At no time shall the District discontinue water service at a time when the District offices are closed.

12.01.01 Tenant Accounts - If water and other services to an account held in a tenant's name are discontinued for non-payment, the account can be transferred, at the discretion of the District, to the owner's name prior to reconnection of service. The account will remain in the owner's name as long as the tenant occupies the premises.

12.02 Complaint Procedures for Disconnection - Service disconnection for non-payment of bills or for violation of any of the District's rules, regulations,

ordinances or resolutions is subject to the complaint procedures specified in Section 11 herein.

12.03 Refusal or Neglect to Pay Debt - Any amount due is a debt to the District and any person, firm or corporation failing, neglecting, or refusing to pay this debt may be subject to a civil action for the amount due in a court of competent jurisdiction.

12.04 Lien Against Property for Non-Payment - Any unpaid debt will be deemed a lien against the real property to which service is rendered as specified herein and California Water Code Section 31701.5 et.seq.

12.05 Service Charges for Violations - If water service is discontinued for violation of any of the District's rules, regulations, resolutions or ordinances, service shall not be re-instituted until the violations have been corrected and all applicable service charges and fees as provided for herein are paid in full by cash , money order, or cashier's check.

12.06 Partial Payments - A partial payment of a delinquent account may be accepted and credited to a customer's account, but such partial payment shall not be cause for removing the account from a delinquent status and shall not preclude the meter from being turned off for delinquency.

12.07 Authorization for Continuance of Service for Delinquent Accounts - The General Manager or his designee may authorize continuation of service to a delinquent account if financial arrangements satisfactory to the District have been established.

SECTION 13. ADDING DELINQUENT CHARGE TO TAX ROLL

13.01 Report of Delinquent and Unpaid Charges - A report of delinquent and unpaid charges for water and other services which remain unpaid and delinquent for sixty (60) days or more on July 1st of each year shall be prepared and submitted to

the Board for consideration as tax liens. The unpaid delinquent charges listed in said report for each parcel of property shall be fixed at the amount listed in said report.

13.02 Adoption and Filing of Report - The Secretary shall file with the County Assessor of the County of San Bernardino and the Board of Supervisors of the County of San Bernardino, in the time and manner specified by the County Assessors and Board of Supervisors, a copy of such written report with a statement endorsed thereon over the signature of the Secretary, that such a report has been adopted and approved by the Board of Directors and that the County Assessor shall enter the amount of such charges against the respective lots or parcels of land as they appear on the current assessment roll.

13.03 Collection of Delinquent and Unpaid Charges - The amount of any charges for water and/or other services included in the report prepared and submitted pursuant to Sections 13.01 and 13.02 above shall be added to and become a part of the annual taxes next levied upon the property upon which the water for which the charges are unpaid was used, and upon the property subject to the charges for any other District services, and shall constitute a lien on that property as of the same time and in the same manner as does the tax lien securing such annual taxes as provided in Section 12.04 above.

SECTION 14. CHARGES AND DEPOSITS

14.01 Adoption - The amount of all charges and deposits described herein shall be adopted by Board resolution.

14.02 Consumption Charge - The consumption charge is the charge per hundred cubic feet for all water registered by the water service meter.

14.03 Delinquency Charges - A delinquent charge shall be added to each delinquent account at the time any amount becomes delinquent, provided that no delinquent charge shall be made on any account which at the time has no delinquencies of record. When a delinquent charge is made, such charge shall be

added to the delinquent account as of the date the account becomes delinquent and the charge shall become an inseparable part of the amount due as of that time.

14.04 Disconnect Notice Charge - The disconnect notice charge is the charge which covers reasonable District costs to notify customers that their water service is subject to impending termination.

14.05 Disconnect/Reconnect Charge - The disconnect/reconnect charge is the charge which covers the reasonable District costs for disconnection and reconnection of service connections which are in violation of the provisions contained herein.

14.06 Fire Hydrant Installation Charge - The charge for installation of fire hydrants as may be required.

14.07 Fire Service Connection Charge - The charge for installation of fire services as may be required.

14.08 Fire Service Standby Charge - The fire service standby charge is the monthly standby charge per inch diameter of the District fire service meter. Water use through this service is limited to emergency fire requirements only.

14.09 Inspection Charge - Where a customer service connection or facility requires inspection by District personnel, the customer shall be charged for such inspection.

14.10 Meter Test Charge - The meter test charge is the charge which covers the District costs for removing, bench testing, and reinstalling the water meter to be tested.

14.11 Security Deposit - The Security deposit insures payment of minimum District charges. Upon discontinuance of service the security deposit shall be applied to reduce any outstanding charges on any accounts held by the customer with the District. The amount of deposit shall be established by the Board of Directors in the resolution on fees. The security deposit shall be refunded to the customer as provided in Section 6.04.02 herein.

14.12 Special Facility Charge - A special facility charge shall be for the development of a limited service area whenever special facilities including, but not limited to, booster stations, hydropneumatic stations and pressure regulators are required. The charge to be made to a developer or owner of land that is considered by the District to be within a limited service area shall be based upon the developer's or landowner's proportionate share of the cost of the installation of such special facility. Such proportionate share to be borne by the developer or landowner shall be based on the percentage of such development to the entire limited service area to be served by the special facilities and the difference between the cost of facilities to serve the same number of acres or area under normal conditions and the cost of facilities to serve the acreage or area under special conditions at a higher cost.

14.13 Water System Charge - The system charge is the monthly availability charge applicable to all metered services, and shall apply whether or not premises served by the meter are occupied.

14.14 Unauthorized Use of Water Charge - The unauthorized use of water charge shall be charged to any person, organization or agency for each unauthorized use of District water, or for tampering in any manner with any meter belonging to the District, in which tampering shall affect the accuracy of such meter. Where the unauthorized use of water or tampering results in the District's action to remove the meter, there shall be a charge for the removal and re-installation.

14.15 Front Footage Charge - The front footage charge is a one-time reimbursement to the District for previously constructed water mains adjacent to all sides of an unimproved property to be served.

14.16 Water Main Extension Charge - The water main extension charge is for the construction of a water main extending to the far side of the property to be served. This charge shall be based on the prevailing rates of time and material per

District approved plans. The customer shall be responsible to provide the plans and for all applicable Engineering Services charges described in Section 14.18.

14.17 Water Service Connection Charge - The water service connection charge is the charge for the type and size of water service connection desired. Such regular charge shall be paid in advance by the applicant. The water service connection charge shall consist of an installation charge and a capacity charge. Where there is no regular charge, the District reserves the right to require the applicant to deposit an amount equal to the estimated cost of such service connection.

14.17.01 Installation Charge - The installation charge shall represent the District's cost to furnish and install the specified service.

14.17.02 Capacity Charge - The capacity charge is a fee for that incremental portion of the entire water system and District facilities that will be used by a new service.

14.18 Water System Design Charge - A non-refundable water system design charge shall be required for all main extensions, service connection and/or special facilities requiring the preparation of engineering plans and drawings.

14.19 Engineering Services Charge - The Engineering Services charge is a fee for the District's time and effort spent on assisting customers who have a requirement to construct water main extensions, or other water facilities, that must meet District needs and conform to District standards. This fee includes time and effort the District spends on plan checking, plan and easement development, and all other related work. Prior to submission of any documents requiring work by the District, a non-refundable minimum charge in the amount of 7.5% of the engineer's estimated cost for the project shall be submitted to the District. The work will be accomplished on a time and effort basis. Should the District use more funds than the original charge, the additional billed costs must be paid prior to allowing water service to the project.

14.20 Construction Water Charge - The construction water charge is a temporary flat rate water charge. It is only available during the construction phase of a new building for services 1" in diameter or less. It is available for a period not exceeding six months.

14.21 Fire Flow Test Charge - The fire flow test charge is a flat rate to cover the District's time and effort for testing parts of the water system to obtain fire flow test data and calculate results as requested.

14.22 Valve Deposit - The valve deposit is a refundable charge that is used to insure all valve cans and caps are constructed to final grade before a water system construction project is complete. The District will accept a guarantee bond in lieu of a cash deposit. The fee will be returned or the bond released when valve cans and caps are constructed to final grade by the developer's contractor and verified by the District.

14.23 Service Initiation Charge - The service initiation charge is a non refundable charge which covers the reasonable District costs for initiating water service.

14.24 Returned Check Charge - A returned check charge is a charge which covers the reasonable administrative cost and banking charges for processing a returned check.

14.25 Temporary Service Charge - A temporary service is available through the use of a fire hydrant. A customer deposit for the temporary service will be required. All other applicable service charges shall apply.

14.26 Charges and Deposits - All rates, charges, fees, penalties, fines, deposits, and other methods of assessment are set by the District's Board of Directors. The current rates and charges are set forth in Exhibit A to this current rate resolution and may be revised from time to time pursuant to the District's procedures and applicable law. The General Manager/CEO, or appointed designee, may approve

adjustment to any charges, late penalties, past due account fees or service deposits pursuant to the District's procedures and applicable law.

SECTION 15. WATER CONSERVATION

15.01 Waste or Nuisance Water and Other Substances - It is unlawful for any person, firm or corporation to deposit, drain, wash, or allow to run or divert water, mud or sand into, or upon, any public road, highway, street, alley, drainage ditch, storm drain, flood control channel owned or controlled by any public agency within the District. When a written application is filed with the District, and approved by the General Manager, a permit may be granted with terms and conditions and applicable fees as it may deem appropriate to impose to such person. For purposes of enforcement of this section, the owner of the meter, or property, which is the source of the "waste or nuisance water and other substances" as defined herein will be considered the responsible party. Any violations cited hereunder, and defined as being detrimental to public health, safety or welfare, will be borne by the responsible party.

15.02 Conservation Measures - Stage No.1 Normal Conditions: Voluntary Conservation Measures - Normal conditions shall be in effect when the District is able to meet all the water demands of its customers in the immediate future. During normal conditions all water users should continue to use water wisely, to prevent the waste or unreasonable use of water, and to reduce water consumption to that necessary for ordinary domestic and commercial purposes.

15.03 Stage No. 2 - Threatened Water Supply Shortage - In the event of a threatened water supply shortage which could affect the District's ability to provide water for ordinary domestic and commercial uses, the Board of Directors shall hold a public hearing at which consumers of the water supply shall have the opportunity to protest and to present their respective needs to the District. The Board may then, by

resolution, declare a water shortage condition to prevail, and the following conservation measures shall be in effect:

15.03.01 **Exterior Landscape Plans** - Exterior landscape plans for all new development shall provide for timed irrigation, shall consider the use of drought resistance varieties of flora, and shall only utilize drip or micro-spray irrigation. Such plans shall be presented to and approved by the District prior to issuance of a water service letter.

15.03.02 **Excessive Irrigation and Related Waste** - No property within the East Valley Water District service area shall cause or permit the use of water for irrigation of landscaping or other outdoor vegetation, plantings, lawns or other growth, to exceed the amount required to provide reasonable irrigation of same, and shall not cause or permit any unreasonable or excessive waste of water from said irrigation activities or from watering devices or systems. The free flow of water away from an irrigated site shall be presumptively considered excessive irrigation and waste as defined in Section 3 herein.

15.03.03 **Agricultural Irrigation** - Persons receiving water from the District who are engaged in commercial agricultural practices, whether for the purpose of crop production or growing of ornamental plants shall provide, maintain and use irrigation equipment and practices which are the most efficient possible. Upon the request of the General Manager, these persons may be required to prepare a plan describing their irrigation practices and equipment, including but not limited to, an estimate of the efficiency of the use of water on their properties.

15.03.04 **Commercial Facilities** - Commercial and industrial facilities shall, upon request of the General Manager, provide the District with a plan to conserve water at their facilities. The District will provide these facilities with information regarding the average monthly water use by the facility for the last two year period, or the State of California approved conservation base year. The facility

will be expected to provide the District with a plan to conserve or reduce the amount of water used by that percentage deemed by the Board of Directors to be necessary under the circumstances. After review and approval by the General Manager, the water conservation plan shall be considered subject to inspection and enforcement by the District.

15.03.05 Parks, Golf Courses, Swimming Pools, and School Grounds -

Public and private parks, golf courses, swimming pools and school grounds which use water provided by the District shall use water for irrigation and pool filling between the hours of 8:00 p.m. and 6:00 a.m.

15.03.06 Medians and Bordering Parkways - Medians and bordering parkways located within the right-of-way are prohibited from using potable water to irrigate turf or other high water use plant material as identified by the Water Use Classifications of Landscaping Species (WUCOLS) Guide. Bordering parkways are considered the strips of non-functional ornamental turf adjacent to the street. The continued irrigation and preservation of trees is encouraged.

15.03.07 Domestic Irrigation - Upon notice and public hearing, the District may determine that the irrigation of exterior vegetation shall be conducted only during specified hours and/or days, and may impose other restrictions on the use of water for such irrigation. The irrigation of exterior vegetation at other than these times shall be considered to be a waste of water.

15.03.08 Swimming Pools - All residential, public and recreational swimming pools, of all size, shall use evaporation resistant covers and shall recirculate water. Any swimming pool which does not have a cover installed during periods of non-use shall be considered a waste of water.

15.03.09 Decorative Features - Operating a water fountain or other decorative water feature that does not use re-circulated water is prohibited.

15.03.10 **Run-off and Wash-down** - No water provided by the District shall be used for the purposes of wash-down of impervious areas, without specific written authorization of the General Manager. Any water used on premises that is allowed to escape the premises and run off into gutters or storm drains shall be considered a waste of water.

15.03.11 **Vehicle Washing** - The washing of cars, trucks or other vehicles is not permitted, except with a hose equipped with an automatic shut-off device, or a commercial facility so designated on the District's billing records.

15.03.12 **Drinking Water Provided by Restaurants** - Restaurants are requested not to provide drinking water to patrons except by request.

15.03.13 **Hotel and Motel** - Hotels and motels must offer their guests the option to not have their linens and towels laundered daily, and must prominently display this option in each room.

15.03.14 **General Manager Emergency Authority** - The Board of Directors appoints the General Manager/CEO the authority, to implement and enforce measures necessary to remain in compliance with emergency statewide mandatory conservation measures. Actions taken by the General Manager/CEO in accordance with State regulations outside of those listed in this Ordinance must be reported to the Board at the next regularly scheduled meeting.

15.04 **Stage No.3 - Water Shortage Emergency: Mandatory Conservation Measures** - In the event of a water shortage emergency in which the District may be prevented from meeting the water demands of its customers, the Board of Directors shall, if possible, given the time and circumstances, immediately hold a public hearing at which customers of the District shall have the opportunity to protest and to present their respective needs to the Board. No public hearing shall be required in the event of a breakage or failure of a pump, pipeline, or conduit causing an immediate emergency. The General Manager is empowered to declare a water shortage

emergency, subject to the ratification of the Board of Directors within 72 hours of such declaration, and the following rules and regulations shall be in effect immediately following such declarations:

15.04.01 Prohibition - Watering of parks, school grounds, golf courses, lawn water, landscape irrigation, washing down of driveways, parking lots or other impervious surfaces, washing of vehicles, except when done by commercial car wash establishments using only recycled or reclaimed water, filling or adding water to swimming pools, wading pools, spas, ornamental ponds, fountains and artificial lakes are prohibited.

15.04.02 Construction Meters - No new construction meter permits shall be issued by the District. All existing construction meters shall be removed and/or locked.

15.04.03 Commercial Nurseries and Livestock - Commercial nurseries shall discontinue all watering and irrigation. Watering of livestock is permitted as necessary.

15.05 Implementation and Termination of Mandatory Compliance Stages - The General Manager of the District shall monitor the supply and demand for water on a daily basis to determine the level of conservation required by the implementation or termination of the Water Conservation Plan Stages and shall notify the Board of Directors of the necessity for the implementation, or termination, of each stage. Each declaration of the Board of Directors implementing, or terminating, a water conservation stage shall be published at least once in a newspaper of general circulation, and shall be posted at the District offices. Each declaration shall remain in effect until the Board of Directors otherwise declares, as provided herein.

15.06 Exceptions - Application for Exception Permits - The General Manager may grant permits for uses of water otherwise prohibited under the provisions of this Ordinance if he finds and determines that restrictions herein would either:

15.06.01 **Hardship** - Cause an unnecessary and undue hardship to the water user or the public; or

15.06.02 **Emergency** - Cause an emergency condition affecting the health, sanitation, fire protection or safety of the water use or of the public.

15.06.03 **Exemptions Granted** - Such exceptions may be granted only upon written application therefor. Upon granting such exception permit, the General Manager may impose any conditions he determines to be just and proper.

15.07 **Enforcement, Inspection** - Authorized employees of the District, after proper identification may, during reasonable hours, inspect any facility having a water conservation plan, and may enter onto private property for the purpose of observing the operation of any water conservation device, irrigation equipment or water facility. Employees of the District may also observe the use of water or irrigation equipment within the District from public rights-of-way.

15.08 **Criminal Penalties for Violation** - Water Code Section 31029 makes any violation of this Ordinance a misdemeanor and upon conviction thereof, the violator shall be punished by imprisonment, fine or by both fine and imprisonment as may be allowed by law.

15.09 **Civil Penalties for Violation** - In addition to criminal penalties, violators of the mandatory provisions of this Ordinance shall be subject to civil action initiated by the District as follows:

15.09.01 **First Violation**: For a first violation, the District shall issue a written notice of violation to the water user violating the provisions of this Ordinance. The notice shall be given pursuant to the requirements of Section 15.10 below.

15.09.02 **Second Violation: \$100.00 Surcharge** - For a second violation of this Ordinance within a 12 month period, or failure to comply with the notice of violation within 30 days after notice of imposition, a surcharge of \$100.00 is hereby imposed for the meter through which the wasted water was supplied.

15.09.03 Third Violation: \$300.00 Surcharge - For a third violation of this ordinance within a 12 month period, or for continued failure to comply within 30 days after notice of an imposition of second violation sanctions, a one month penalty surcharge in the amount of \$300.00 is hereby imposed for the meter through which the wasted water was supplied.

15.09.04 Fourth Violation: \$500.00 Surcharge - For a fourth violation of this ordinance within a 12 month period, or for continued failure to comply within 30 days after notice of an imposition of third violation sanctions, a one month penalty surcharge in the amount of \$500.00 is hereby imposed for the meter through which the wasted water was supplied.

15.09.05 Fifth Violation: \$500.00 Surcharge and/or Installation of a Flow Restrictor - For a fifth violation of this ordinance within a 12 month period, or for continued failure to comply within 30 days after notice of an imposition of fourth violation sanctions, a one month penalty surcharge in the amount of \$300.00 is hereby imposed for the meter through which the wasted water was supplied. In addition to the surcharge, the District may, at its discretion, install a flow-restricting device at such meter with a one-eighth inch (1/8") orifice for services up to one and one half (1-1/2") inch size, and comparatively sized restrictors for larger services, on the service of the customer at the premises at which the violation occurred for a period of not less than forty-eight (48) hours. The charge to the customer for installing a flow-restricting device shall be based upon the size of the meter and the actual cost of installation but shall not be less than that provided in the District's Rules and Regulations. The charge for removal of the flow-restricting device and restoration of normal service shall be as provided in the District's Rules and Regulations.

15.09.04 Subsequent Violations: Discontinuance of Service - For any subsequent violation of this Ordinance, while in Stage No. 3, within the twenty-four (24) calendar months after a first violation as provided in Section 15.09.01 hereof, the

penalty surcharge provided in Section 15.09.05 hereof shall be imposed and the District may discontinue water service to that customer at the premises or to the meter where the violation occurred. The charge for reconnection and restoration of normal service shall be as provided in the Rules and Regulations of the District. Such restoration of service shall not be made until the General Manager of the District as determined that the water user has provided reasonable assurances that future violations of this Ordinance by such user will not occur.

15.10 Notice - First Violation - For a first violation, written notice shall be given to the customer and/or property owner personally or by regular mail.

15.10.01 Subsequent Violations - If the penalty assessed is a surcharge for a second, third, fourth, fifth, or subsequent violation, notice may be given by regular mail.

15.10.02 Violations Involving Installation of Flow-Restrictors or Discontinuance of Water Service - If the penalty assessed is, or includes, the installation of a flow restrictor or the discontinuance of water service to the customer for any period of time, notice of the violation shall be given in the following manner:

a. **Personal Service** - By giving written notice thereof to the occupant and/or property owner personally; or if the occupant and/or property owner is absent from his/her place of residence and from his/her assumed place of business, by leaving a copy with some person of suitable age and discretion at either place, and sending a copy through the United States mail addressed to the occupant and/or owner at his/her place of business or residence; or

b. **Posting** - If such place of residence and business cannot be ascertained, or a person of suitable age or discretion cannot be located, then by affixing a copy in a conspicuous place on the property where the failure to comply is occurring and also by delivering a copy to a person there residing, if such person can

be found, and also sending a copy through the United States mail addressed to the occupant at the place where the property is situated and the owner if different.

15.10.03 Form of Notice - All notices provided for in this Section shall contain, in addition to the facts of the violation, a statement of the possible penalties for each violation and a statement informing the occupant/owner of his/her right to hearing on the violation.

15.11 Hearing - Any customer or property owner against whom a penalty is levied pursuant to this ordinance shall have a right to a hearing, in the first instance by the General Manager, with the right of appeal to the Conservation Commission, and ultimately to the Board of Directors, on the merits of the alleged violation upon the written request of that customer within fifteen (15) days of the date of alleged violation to the District Clerk. At the next regularly scheduled commission meeting, the customer may then appear and present any evidence in support of his position and ask for a decision by the Conservation Commission. Customers may then appeal the Conservation Commission's decision at the next regularly scheduled Board Meeting.

15.11.01 - Conservation Commission- While Stage No. 2 or Stage No. 3 of this plan are activated, the District may establish a Conservation Commission consisting of three (3) District customers. The Conservation Commission is authorized to hear appeal requests for Water Supply Shortage violations and make recommendations on their enforcement to the Board of Directors.

15.12 Delays on Action - The Conservation Commission and Board shall act promptly to resolve the dispute, but may delay a resolution of the dispute to the time of its next regular meeting in order to investigate the dispute or receive special reports related to the dispute.

15.13 Decision of the Board - The decision of the Board of Directors shall be final. Should the Board not render a decision within sixty (60) days of application to

the Board, the failure to act shall be deemed a denial of the requested action, unless both parties have agreed to extend the resolution period.

SECTION 16. EFFECTIVE DATE

This Ordinance shall take effect as of the 1st day of June 2015.

Adopted this 27th day of May 2015

ROLL CALL:

Ayes:

Noes:

Absent:

Abstain:

James Morales, Jr., Board President

ATTEST: _____
John J. Mura, Secretary



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Public Records Request Policy

Original Approval Date:
March 14, 2018

Last Revised:

Policy No: 8.2

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Purpose

To establish District policy and guidelines concerning accessibility of District records.

Background

In enacting the California Public Records Act, the State Legislature declared that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this state.

- A. The term "District" shall mean East Valley Water District.
- B. The term "public records" includes any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the District regardless of physical form or characteristics.
- C. The term "writing" means handwriting, typewriting, printing, photo-stating, photographing, photocopying, electronic mail, facsimile, and every other means of recording upon any form of communication or representation, including letters, words, pictures, sounds, symbols, or combination thereof and all papers, maps magnetic or paper tapes, photographic films and prints, magnetic or punch cards, discs, drums and other documents regardless of the manner in which the record has been stored.
- D. The term "person" includes any natural person, corporation, partnership, limited liability company, firm or association.
- E. The term "requester" shall mean a person, or representative of a person, who has submitted a request for records to the District by mail, fax, e-mail, telephone or in person.

Policy

Public records of the East Valley Water District ("District") shall be open to inspection during normal office hours at the District's headquarters located at 31111 Greenspot Road, Highland, California. "Public Records" are all records of the District retained in the ordinary course of District business except those specifically exempted by law.

Procedure

- A. Any person requesting to inspect any public record shall identify the specific records to be inspected. The District shall, in accordance with Government Code Section 6253.1, assist the member of the public in making a focused and effective request that describes an identifiable record or records to the extent reasonable.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Public Records Request Policy			
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- B. Any person may obtain a copy of any identifiable public record unless exempt from public disclosure. The District encourages members of the public to submit all records requests in writing to the District's office, preferably using the Public Record Request attached as Exhibit "A" to this policy. Written requests reduce any misunderstandings between the requester and the District's staff, which allows District's staff to respond to records requests in a timely manner and with greater efficiency. However, the District will not deny a request for records solely because it is not submitted in writing.
- C. The requester should specify the records to be inspected/copied with sufficient detail to enable the District to identify the particular records. If the request seems ambiguous or unfocused, District staff will make a reasonable effort to obtain additional clarifying information from the requester that will help identify the record or records. Upon request, an exact copy shall be provided unless impracticable to do so.
- D. Within ten (10) calendar days from receipt of such request, the District Clerk or designee shall determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the agency and shall promptly notify the person making the request of the determination and the reasons thereof. If the District Clerk is uncertain whether the record is exempt from disclosure under the California Public Records Act or whether, given the facts of the particular case, the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record, the District Clerk shall consult with legal counsel for the District during this initial 10-day period. In unusual circumstances, the time limit for providing the determination on a records request may be extended by written notice to the person making the request, setting forth the reasons for the extension and the date on which a determination is expected to be provided. Any extension of time will not last more than fourteen (14) calendar days. A response to a written request for inspection or copies of public records that includes a determination that the request is denied, in whole or in part, shall be in writing.
- E. Unusual circumstances means the following, but only to the extent reasonably necessary to the proper processing of the particular request:
1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request.
 2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request.
 3. The need for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination of the request or among two or more components of the agency having substantial subject matter interest therein.
 4. The need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

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- F. Should any request for public records contain exempt information including, but not limited to that listed under Government Code sections 6253.5 and 6254, any portion that can reasonably be segregated of such record shall be provided to any person requesting such record after deletion of the portions which are exempt from disclosure by law.
- G. Inspections of public records shall be made only at the District office, and no document shall be removed from the District's premises. A representative of the District will be present during the inspection of any records.
- H. The public records policy of the District shall at all times be subject to the California Public Records Act ("Act") as it may be amended from time to time, and if there is any conflict between the Act and this policy, the Act shall prevail.
- I. In addition to maintaining public records for public inspection during office hours, the District may comply with a request by posting any public record on its Internet Website and direct a member of the public to the location on the Internet Website where the public record is posted. However, if the member of the public requests a copy of the public record due to an inability to access or reproduce the public record from the Internet Website, the District shall promptly provide a copy of the public record.

Fees

Upon any request for a copy of public records which reasonably describes an identifiable record or information produced therefrom and which is not otherwise exempt from disclosure, the District shall make the records promptly available to any person upon payment of fees covering the direct cost of duplication (see District Copy Cost Schedule). Upon request, an exact copy shall be provided unless impracticable to do so.

District Copy Cost Schedule

- A. A request for a copy of an identifiable written public record or information produced therefrom, or a certified copy of such record, shall be accompanied by payment of a fee in the amount of twenty-five cents (\$0.25) per page for standard single-sided copies; fifty cents (\$0.50) for standard double-sided; forty cents (\$0.40) for 11x17 sheets.
- B. Reproduction of blueprints, maps and similar documents will be provided by the District as follows: Fees for blueprints, maps, etc. must be paid equal to the fee billed to the District for the service provided by an outside service provider upon receipt of the reproductions by the person requesting the copies. Fees for maps, oversized (2x3) documents and similar products that the District can reproduce will be charged three dollars and fifty cents (\$3.50) per page. A deposit may be required for copying a large volume of material.
- C. Requests for digital records and data can usually be met without charge.