

Yolo County Flood Control & Water Conservation District

Employee Handbook

Preface

This Handbook is intended to provide employees with a general understanding of the Yolo County Flood Control & Water Conservation District's (District) human resource policies, practices, benefits and rules. It is intended to familiarize employees with important information about the District, as well as information regarding employees' privileges and responsibilities. Although it is not an employment contract or legal document, it is important that all employees read, understand, and follow the provisions of the Handbook. The District will review and modify the handbook from time to time; all changes to the Handbook must be approved by the general manager. Employees will be notified of any amendments and additions to these policies and procedures. Copies of this handbook are available in the employee break room, at the front desk and in the offices of the general manager, and the project manager. However, the most convenient way for employees to access the handbook is on the electronic payroll application, or the District's electronic server; these copies are searchable and relevant policies can be found simply by entering a key word.

This Handbook is not a contract of employment or a contractual commitment to maintain or continue any plan, program, or benefit described in the handbook. It does not attempt to answer all questions regarding working at the District or provide guidance on every employment situation. Additionally, circumstances will undoubtedly require that guidelines, practices, and benefits described in this Handbook change. Accordingly, the District reserves the right to modify, supplement, or rescind any provision of this Handbook as it deems necessary.

The District is constantly striving to improve its operations, the services that it provides its members and its relations with its employees. Employees are encouraged to bring suggestions for improvements to the attention of their supervisor or the general manager. Employees should consult their supervisors if they need clarification or have any questions.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

PREFACE

DISTRICT LEADERSHIP

District Leadership

As of March 2024

Board of Directors

The District is governed by a volunteer Board of Directors which consists of five members who are each appointed by a Yolo County Supervisor. Each Director serves a term of four years.

Tom Barth	Appointed in 2015
Mary Kimball	Appointed in 2015
Jim Mayer	Appointed in 2018 (Originally appointed in 2009)
Shane Tucker	Appointed in 2023
Erik Vink	Appointed in 2001

Director Committees

Several sub-committees are formed so that Directors can focus on specific issues. Committee assignments that may be of interest to District employees are listed below.

Finance Committee:	Erik Vink and Shane Tucker
Infrastructure Committee:	Tom Barth and Mary Kimball
Personnel Committee:	Jim Mayer and Mary Kimball
Groundwater Committee:	Tom Barth and Shane Tucker
Clear Lake Committee:	Shane Tucker and Erik Vink

District Management

Kristin Sicke, General Manager
Erik Cadaret, Assistant General Manager

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

1000 INTRODUCTION TO EMPLOYMENT

INTRODUCTION TO EMPLOYMENT

1001: Open Door Policy
(adopted 8/23/2019)

The District promotes an atmosphere in which you can talk freely with management. Employees are encouraged to openly discuss with any problems with their supervisor so appropriate action may be taken. If an employee's direct supervisor cannot be of assistance, the assistant general managers or general manager is available for consultation and guidance. The Board of Directors' personnel committee is available to hear employees' concerns if they feel that they would be better served by going outside the District's direct management structure. Please refer to the District Leadership page in the handbook's Preface section for the names of the directors who sit on the personnel committee.

The management of the District is interested in all its employees' success and happiness.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

1000 INTRODUCTION TO EMPLOYMENT

INTRODUCTION TO EMPLOYMENT

1002: Equal Employment Opportunity

(adopted 8/23/2019)

It is the continuing policy of the District to provide equal employment opportunities for all individuals who have the necessary qualifications with respect to recruitment, hiring, performance appraisal, promotion, training, termination, compensation, or other personnel-related activities regardless of race, color, religion, sex, gender identification, national origin, physical handicap, medical condition, marital status, veteran/military status, age, genetic background, or sexual orientation preference.

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

If any applicant or employee believes that they have been subject to discrimination please refer to the Harassment Prevention and Correction policy for procedures to take to address the problem.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

1000 INTRODUCTION TO EMPLOYMENT

INTRODUCTION TO EMPLOYMENT

1003: At Will Employment

(adopted 8/23/2019)

According to the District Act, employment at the District is “at the pleasure of the board” (Board of Directors). As such, all employment is on an "at will" basis, unless there is a written employment contract stating otherwise. This means that employees may resign at any time and that District management may dismiss an employee at any time, with or without cause. All District employees are required to read and sign an Acknowledgement of Receipt letter, which acknowledges that they have reviewed the contents of the employee handbook, and that they understand that the District is an at-will employer. Please read the form carefully, sign and return it to the financial supervisor. A copy will be maintained in the employee’s records.

The District’s Board of Directors and the general manager have the sole authority to offer and/or enter into employment agreements and written contracts.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

1100 HIRING AND RECRUITMENT

INTRODUCTION TO EMPLOYMENT

1101: Background Checks

(adopted 8/23/2019)

The District has the right to conduct a background check on prospective employees in order to verify past employment, education, professional license status, and driving record. The District may appropriately interview references provided during the recruitment process and may conduct a criminal background check if appropriate. A credit history will be run if a position involves the handling of money or involves fiduciary responsibility.

U.S. law requires that the District employ only those who are legally eligible to work in the United States, and all offers of employment are contingent on verification of legal work status. If an employee at any time cannot verify eligibility to work in the United States, the District may have to discharge the employee.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

1100 HIRING AND RECRUITMENT

INTRODUCTION TO EMPLOYMENT

1102 Pre-Employment Physical

(adopted 8/23/2019)

Job candidates to whom an offer of employment has been made will be required to pass a physical to verify that they can safely perform the essential functions of the job, with or without reasonable accommodations, for which they have been offered, prior to job placement. This physical will include substance screening. For privacy purposes, the physical will be coordinated through Occu-Med, or another occupational medical service.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

1100 HIRING AND RECRUITMENT

INTRODUCTION TO EMPLOYMENT

1103 New Employee Orientation

(adopted xx/xx/xxxx)

During the first week of employment, new District employees are scheduled for an orientation meeting with the finance director or the general manager's designee. During this meeting, salaries or wages, benefits, and employee programs and services are explained.

The hiring supervisor also conducts a department orientation covering information about hours of work, performance expectations, use of department facilities and equipment, safe work practices and other items specific to the job responsibilities.

New employees will be given an orientation of the District, its service area and infrastructure. They will also be given an overview of the contents of the Employee Handbook, and the safety manual and a copy of the Injury, Illness and Prevention Plan.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

1100 HIRING AND RECRUITMENT

INTRODUCTION TO EMPLOYMENT

1104 Re-Employment

(adopted 8/23/2019)

Employees who are rehired following a separation from service for any length of time, other than an approved leave of absence, will have their employment anniversary date reset to account for their time away from the District. The new anniversary date will be used for determining eligibility for vacation, employee benefits, employee longevity increases, and all other benefits.

Employees offered re-employment will be required to undergo a pre-employment physical as referred to in Section 1102, and a background check as described in Section 1101.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

1100 HIRING AND RECRUITMENT

INTRODUCTION TO EMPLOYMENT

1105 Employment of Relatives

(adopted 8/23/2019)

The District's policy is to hire, promote, and transfer employees on the basis of individual merit and to avoid any hint of favoritism or discrimination in making such decisions. Even if favoritism or discrimination is not shown, the existence of the situation may precipitate questions difficult to answer or may cause some discomfort for the individuals involved.

The District may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, or morale or if doing so could create potential conflicts of interest. The District defines "relatives" as spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives.

The employment of relatives or spouses is regarded as a potential violation of this policy, and will be discouraged in general for regular employees. It will be considered for temporary, short-term positions.

This policy also applies to persons who are not legally married, but in the District's judgment, because of their involved personal relationship may be unduly likely to improperly alter their organizational decisions in favor of their partner.

1. Marriage or Development of Involved Personal Relationships While Employed

If two persons should marry while both are employed by the District, they may continue their employment in the same job provided that such employment does not adversely affect safety, morale, security, internal financial control, or supervision; and such spouses or relatives neither initiate nor participate in making institutional recommendations or decisions which would directly affect employment status of their relatives.

If the criteria are not met, one of the spouses must change jobs, or leave the District. The couple will make a decision within thirty (30) days of the marriage as to which of the two of them will change positions. If this decision is not made within 30 days, based upon its business needs the District reserves the right to determine which employee will be transferred or whose employment will be terminated.

The provisions of this paragraph also apply to employees who establish a personal relationship, which in the District's judgment, have become sufficiently involved to the point where it has become unduly likely that one or both of the partners will improperly make organizational decisions in favor of the other.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

1100 HIRING AND RECRUITMENT

INTRODUCTION TO EMPLOYMENT

1105 Employment of Relatives (cont'd)

2. Exceptions

The General Manager may make an exception to this policy if it is found that:

- The position to be filled requires a person with specialized training and experience not generally available in the employment market;
- There is a vital agency need to fill the position;
- Substantial bona fide efforts have been made to locate and employ such a person who is not a relative of any employee; and
- The relationship between the relative and the applicant or employee is unlikely to materially affect his or her employment by the District.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

1200 EMPLOYEE CLASSIFICATIONS

INTRODUCTION TO EMPLOYMENT

1200 Employee Classifications

(adopted 8/23/2019)

Employees are classified by their status as full-time regular, part-time regular, or temporary employees. Employees are also classified with respect to how they are paid, either on an hourly basis (non-exempt) or salaried basis (exempt). Definitions of the classifications are found in the following sections.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

1200 EMPLOYEE CLASSIFICATIONS

INTRODUCTION TO EMPLOYMENT

1201 Full Time Regular Employee

(adopted 8/23/2019)

Full Time Regular Employees are defined as employees assigned to work thirty hours or more per week, are assigned a definite work schedule and their employment is expected to continue for an indefinite period of time. Full Time Regular employees are eligible for employee benefits as described later in this handbook.

It is important to note that vacation and sick leave are accrued as a function of hours worked, therefore full time employees that work less than forty hours per week will accrue vacation and sick leave on a pro-rated basis.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

1200 EMPLOYEE CLASSIFICATIONS

INTRODUCTION TO EMPLOYMENT

1203 Temporary Employees

(adopted xx/xx/xx)

Temporary Employees are defined as an employee who is hired to perform a specific task or to be employed for a distinct and limited period of time. Unless otherwise authorized by the general manager, temporary employees receive only those benefits that are required by District contracts, agreements, and state and federal law. Temporary employees will receive sick leave at the same rate as regular employees.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

1200 EMPLOYEE CLASSIFICATIONS

INTRODUCTION TO EMPLOYMENT

1202 Part-Time Regular Employee

(adopted xx/xx/xxxx)

Part-Time Regular Employees are defined as employees who are assigned a work schedule of less than 30 hours per week and are expected to continue for an indefinite period of time. Part-time regular employees are typically not eligible for medical, disability, vacation, and other benefits described later in this handbook, unless otherwise authorized by the general manager, and in compliance with insurance contracts.

Part-time employees who work more than 30 days will accrue sick leave on a pro-rated basis.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

1200 EMPLOYEE CLASSIFICATIONS

INTRODUCTION TO EMPLOYMENT

1204 Exempt and Non-Exempt Employees

(adopted 8/23/2019)

The classification of “exempt” or “non-exempt” largely refers to whether or not an employee is entitled to overtime pay. Exempt employees are not entitled to overtime pay, while non-exempt employees are entitled to overtime pay. An exempt employee may be required to work in excess of eight hours in a workday or forty hours in a workweek and on all seven days of a workweek without extra pay. Generally, employment laws regarding travel time, meal breaks and other considerations do not apply to exempt employees.

Whether or not a job is classified as exempt or non-exempt depends on (a) how much an employee is paid, (b) if they are paid on an hourly or salaried basis, and (c) what type of work being performed.

- a) How much an employee is paid:
 - 1. An exempt employee may not make less than allowed by state and federal laws.

- b) If they are paid on an hourly or salaried basis:
 - 1. Exempt employees are paid on a salaried basis and do not receive overtime pay or extra compensation for working holidays.
 - 2. Non-exempt employees are compensated in accordance with the District’s overtime policy.

- c) What type of work being performed:
 - 1. Exempt employees typically perform administrative, professional or executive tasks.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

1300 COMPENSATION PLAN

INTRODUCTION TO EMPLOYMENT

1300 Compensation Plan

(adopted 8/23/2019)

The foundation for the District's compensation is based on the following key principles:

- **Pay for Performance:** Employees earn their compensation. Superior performance equals superior compensation. If employees create results, they will be rewarded.
- **Providing Opportunity:** Career opportunities are available, further education is promoted, and compensation levels are competitive.
- **Job Classifications:** Each job at the District is given a classification based on the duties and responsibilities involved. Periodic reviews, audits, and modifications may be made to assure the continuing accuracy of these classifications.
- **Employees Have a Significant Stake in the District:** Employees have the biggest stake in the District. It is through collective performance that results are created. (i.e., management is looking for leadership, behavior, positive District representation, morale, overall performance).

1. Salaries

For new hires, factors considered in establishing the base salary are education, previous work experience, position, grade level and other relevant factors.

For existing employees, adjustments to the base salary generally occur as a result of a performance appraisal, a promotion, or a significant increase or decrease in job responsibilities as well as business circumstances and other relevant factors.

2. Compensation Review and Merit Increase

Reviews may occur annually. An employee's supervisor and the general manager will evaluate the performances based on the outcome of the performance appraisal, the position of the pay rate within the range and job responsibilities.

A minimum and maximum rate of pay is established for each job. An employee's present job may be considered for reclassification to a higher level if duties and responsibilities have increased significantly. This process is initiated by the supervisor and coordinated by the general manager.

Merit increases are given based on performance and in accord with current business circumstances of the District. All of these factors determine salary changes within the pay range.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

1300 COMPENSATION PLAN

INTRODUCTION TO EMPLOYMENT

1300 Compensation Plan (cont'd.)

Except for longevity increases, there are no automatic pay increases. It is the District's objective to adjust a salary level that best represents performance level and responsibilities in accord with current business circumstances.

Note: Any employee on written warning may be ineligible for merit pay increases and promotion.

3. Promotional Increase/Demotion

A promotion occurs when you accept a position that is in a higher level grade. See Section 1301 for more information. A salary increase is generally given to recognize increased job responsibilities.

A demotion occurs when you accept a job at a lower level.

4. Administrative Increase/Decrease (Adjustment)

An administrative increase is an increase in salary within a salary range. It is given to recognize employees who accept a significant increase in responsibilities or have demonstrated significant "growth" in a position.

Current salary level, increased responsibilities and current business circumstances will be considered when determining a possible salary increase.

An administrative decrease is a decrease in salary within a salary range if the duties and responsibilities of the job have decreased.

5. Pay Increases

Minimum and maximum salary ranges have been established for each position. These ranges are reviewed and may be upgraded annually for inflation.

6. Cost of Living Adjustment

Adjustments to employee pay will be made from time to time when the Board of Directors determines that all employees should receive a pay increase. The frequency and amount of increase will be based upon economic and business circumstances.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

1300 COMPENSATION PLAN

INTRODUCTION TO EMPLOYMENT

1301 Promotions

(adopted 8/23/2019)

It is the District's intent to promote from within whenever possible. However, it is in the District's best interest to fill all positions with the best-qualified individual. When opportunities occur within the organization, promotions and transfers will be based upon an employee's qualifications and performance. Only employees who have been at their present job assignment for at least six months will be considered.

Advancement depends on the availability of openings, individual performance, and management's evaluation of an employee's ability to accept more responsibility.

Promotions occur when an employee assumes new duties involving greater skill, effort, knowledge, responsibility and authority. To be promoted, an employee must meet the job requirements of the position as set forth in the job description.

Job skills, job knowledge, previous work experience, performance, and interpersonal skills are all important factors that supervisors consider when evaluating candidates for promotion and transfer.

All promotions and transfers are subject to the approval of the general manager before becoming effective.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

1300 COMPENSATION PLAN

INTRODUCTION TO EMPLOYMENT

1302 Performance Appraisals

(adopted 8/23/2019)

The District maintains a policy of evaluating employees' job performance as a means of measuring the efficiency and effectiveness of operations and providing them with meaningful information about their work. Effective performance appraisals also aid in making personnel decisions related to such areas as training, merit pay increases, promotion, job assignments, retention, and long range planning. The process is intended to be participatory in nature, involving the employee and their supervisor.

The process is designed to be as objective as possible, focusing on overall performance in relation to job responsibilities and also take into account conduct, demeanor and record of attendance and tardiness. In addition, special written performance appraisals may be conducted by an employee's supervisor at any time to advise them of the existence of performance or disciplinary problems. The use of such a system does not alter the employee's at-will status of employment.

1. Overview

Employees will be evaluated on a periodic basis to provide management with the opportunity to review job performance. This also provides employees with an opportunity to obtain clarification and guidance and to suggest avenues and opportunities for professional growth. Major objectives will be outlined by the supervisor at this appraisal.

Job descriptions should be reviewed at each appraisal and updated as appropriate.

An annual performance appraisal will be used to inform employees of their performance during the prior review period and set new goals for the coming year. It will also be used to determine the appropriateness of a salary adjustment within the established guidelines for the current salary level and job classification. The rating received, combined with current pay level, will determine the percent of salary increase, if any.

Substandard ratings mean any rating below the rating level of "satisfactory". Employees receiving a substandard rating may have their employment conditions modified in any of, but not limited to, the following:

- Ineligibility for promotional consideration until the deficiency is corrected;
- Withholding of a merit or performance-based pay increase until the deficiency is corrected;

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

1300 COMPENSATION PLAN

INTRODUCTION TO EMPLOYMENT

1302 Performance Appraisals (cont'd.)

- Transfer to a comparable position or demotion for an indefinite period to a position in which competency can be reasonably expected; or
- Termination.

If an employee's area(s) of deficiency has improved to an acceptable level while maintaining satisfactory performance in all other respects, their supervisor may recommend a corresponding merit or performance pay increase and/or restoration of promotional consideration.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

1300 COMPENSATION PLAN

INTRODUCTION TO EMPLOYMENT

1303 Longevity Pay Increases

(adopted 8/23/2019)

The District recognizes service milestones of Regular employees who have demonstrated their commitment to the District in the way of longevity pay based upon total length of service which increases employees' wages/salaries as follows:

15 years of total service - 3% increase

20 years of total service - 5% increase

25 years of total service - 7% increase

To be eligible for this increase, the employee must have completed the equivalent of fifteen, twenty, or twenty-five years of service with the District. Employees will be awarded their longevity increases upon completing the service equivalents above. If an employee has separated from service from the District for any length of time and is subsequently is rehired, the employee will not lose prior service, but the time away from the District will not count toward their length of service.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

1400 WORK SCHEDULE

INTRODUCTION TO EMPLOYMENT

1400 Work Schedule

(adopted xx/xx/xxxx)

The standard workweek begins at 12:01 a.m. Monday and ends at 12 midnight the following Sunday. Typical office work hours are Monday through Friday, 7:00 a.m. to 4:00 p.m. with up to one hour allowed for lunch. The normal non-office work hours are Monday through Friday, with the hours determined by the department supervisor.

During irrigation season, irrigation workers will work ten days on, followed by four days off. Each irrigation worker's workweek will be split such that the first five days worked will fall in a different workweek than the second five days. The normal work hours for irrigation workers will depend on the work demands of the day and the particular route being worked. However, a typical day will most likely start no later than 6:00 a.m., include at least one long unpaid break in the middle of the day and end approximately 8 and ½ to 10 hours after start time, depending on the length of the lunch break and the day's workload. Each irrigation worker is required to take at least thirty minutes for a lunch break during the day and two fifteen-minute rest breaks.

If changes in the work schedule are required or desired, the supervisor will notify the employee or respond to the employee's request at the earliest opportunity. An employee may be required to work overtime or hours other than those normally scheduled. There may be times when it is in the best interest of the District or District employees to adopt an alternative schedule. At such times, District management will take all of the circumstances under consideration and act accordingly. It is the District's intent to allow the employee maximum flexibility in scheduling time while still meeting the needs of the organization.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

1400 WORK SCHEDULE

INTRODUCTION TO EMPLOYMENT

1401 Attendance

(adopted 8/23/2019)

It is recognized that employees will have periodic absences for illness or personal matters, but recurring and excessive absences and/or tardiness adversely affects productivity, morale, work flow, customer service and directly impacts the District's ability to meet its goals.

All employees are expected to work on a regular and consistent basis, completing their regularly scheduled hours per week. Excessive absenteeism may result in disciplinary action, up to and including discharge. Disciplinary action taken because of absenteeism is considered on an individual basis, following a review of the employee's absenteeism and overall work record.

District supervisors and managers will use discretion and allow for flexibility when addressing individual attendance situations. Management will consider state and federal laws, family and medical leave issues, the demands of different work units, the District's policies, the employee's performance, attendance history and individual circumstances when assessing appropriate steps to correct attendance problems.

If an employee fails to report to work for three consecutive workdays without notice or approval by their supervisor, the District may consider that they have abandoned their job and employment may be terminated.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

1400 WORK SCHEDULE

INTRODUCTION TO EMPLOYMENT

1402 Alternative Work Schedule

(adopted 8/23/2019)

There may be times when it is beneficial to the District or to District employees to adopt an alternative work schedule. The standard workweek consists of five, eight-hour days to comprise a forty hour workweek, and eighty hours of work in a pay period. An alternative work week typically compresses the workweek so that 80 hours of work are performed in less than ten days per pay period. An example of this is to work four ten-hour days per week, or eight nine-hour days and one eight-hour day in a two week pay period.

A regularly scheduled alternative workweek may be proposed by either the District or employees, but must be adopted by the employees under the Industrial Welfare Commission and California Labor Code 511.

It must be understood that an alternative work schedules are not appropriate for all positions and in every circumstance, and that the needs of the District are of primary importance when considering an alternative work schedule. Typically an entire job classification or unit will work the same alternative schedule.

All alternative work schedules must be approved by the general manager.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

1400 WORK SCHEDULE

INTRODUCTION TO EMPLOYMENT

1403 Overtime and Compensatory Time

(adopted xx/xx/xxxx)

Due to varying workloads and cycles throughout the District, an employee's supervisor may ask employees to work beyond their normal shift. The District will pay all hourly employees overtime pay for hours worked over eight hours in a workday and over forty hours in a workweek. Although the District will endeavor to provide advance notice of an overtime request, this is not always possible. When practical, overtime work by non-exempt employees must be approved by their supervisor or the general manager in advance of being worked. The approving supervisor must also approve overtime on the employee's timecard.

Non-exempt personnel are entitled to receive overtime pay in accordance with state and federal law. Exempt personnel are not entitled to receive overtime pay.

Overtime pay is calculated by adding an overtime premium of one-half hour for each hour of time worked over eight hours in one day, or forty hours in a week. Hours worked in excess of twelve hours in one day will be paid at a rate of two times the normal hourly rate for each hour worked.

Unnecessary and unapproved overtime may subject the employee to disciplinary procedures.

Hours paid for hours not worked. (e.g., sick leave, CTO and vacation, do not count toward hours worked for overtime computation purposes unless specifically approved by the general manager).

Paid compensatory time-off (CTO) may be given to non-exempt employees at a rate of one-and-one-half hours for each hour of overtime if the employee and the District agree to the time off from work in lieu of earned overtime pay. By law, employees must request in writing their desire for compensatory time off in lieu of overtime monies; this is typically done by entering the request for CTO in the comments field on the electronic timecard.

If employees wish to use their CTO, a written request for the time off must be submitted and approved by their supervisor. The law limits the amount of CTO that an employee can accrue to 240 hours, after which the employee must be paid overtime. CTO is used prior to vacation time. The combined maximum accrual of CTO and vacation time is 320 hours; therefore, employees must manage their paid time off accordingly to avoid negatively impacting the accrual of vacation time.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

1400 WORK SCHEDULE

INTRODUCTION TO EMPLOYMENT

1404 Make-Up Time

(adopted xx/xx/xxxx)

Make-up time is an option that the supervisor or manager may permit when an employee's personal obligations cause them to miss work time. Make-up time must meet the following criteria: make-up time must be requested and approved in writing; it must be worked within the same week in which the scheduled work time was missed, and no more than 11 hours may be worked in one day. An employee must submit to the supervisor or manager a signed written request each and every time the employee wants to use this option.

Make-up time does not incur overtime pay under the following circumstances:

- No more than 40 hours is worked in a work week
- No more than 11 hours is worked in a day
- The make-up time is worked within the same work week

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

1400 WORK SCHEDULE

INTRODUCTION TO EMPLOYMENT

1405 Holidays Worked

(adopted 8/23/2019)

Non-exempt employees who work on a recognized District holiday shall be paid their straight-time rate of pay, not overtime rate, for hours actually worked on the holiday in addition to being paid for the holiday. Exempt employees do not receive additional compensation for working on holidays.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

1400 WORK SCHEDULE

INTRODUCTION TO EMPLOYMENT

1406 Meal Periods

(adopted 8/23/2019)

Non-exempt employees who work more than five consecutive hours in a work period are required to take an unpaid, off-duty meal period of at least thirty-minutes. The District must provide the meal period no later than the end of the employee's fifth hour of work. However, when a work period of not more than six hours will complete the day's work, the meal period may be waived by mutual consent of the employer and the employee. The period may not be skipped either to shorten the workday or to make up time. The supervisor is responsible for assigning employees to a departmental meal-period schedule.

If an employee works more than 10 hours per day, a second, unpaid thirty minute meal period is required. However, if the total hours worked is less than 12, the second meal period may be waived by mutual consent from the employer and the employee.

Field personnel who do not work under direct supervision are responsible for setting their own meal period and for taking that meal break.

Employees are responsible for recording their meal periods accurately on their timesheets.

On-The-Job Meal Periods

Most employees are relieved of all duties during the meal period. The meal period is considered an "on-duty" meal period when the nature of the work prevents the employee from being relieved of all duties and when the District and the employee have entered into an advance written agreement agreeing to an on-the-job paid meal period.

The employee and the appropriate supervisor must sign a waiver that indicates the employee has been informed of and consents to an "on-duty" meal period.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

1400 WORK SCHEDULE

INTRODUCTION TO EMPLOYMENT

1407 Rest Breaks

(adopted 8/23/2019)

Employees who work an eight-hour day receive two paid fifteen-minute breaks, one per each four hours worked. Compensated, but non-worked hours such as vacation and sick leave are not considered hours worked. State law prohibits the employer from permitting employees to skip breaks in order to shorten the workday or to make up time. Employees scheduled to work at least three and one-half hours must take a fifteen-minute break in that period.

Please use this break time to take care of personal business, phone calls and or visiting with other employees.

Personnel not working under direct supervision are responsible for setting their own break periods and for taking their breaks.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

1400 WORK SCHEDULE

INTRODUCTION TO EMPLOYMENT

1408 Reporting Time Pay

(adopted xx/xx/xxxx)

There may be times that management closes the office due to extreme weather, power outages, or other unforeseen circumstances. There may be other times when an employee who has reported to work is sent home early due to lack of work. Employees who report to work but are denied their normal working hours may qualify for “reporting time pay.”

Each workday that a District employee is required to report to work but is not put to work or is furnished with less than half of his or her usual or scheduled day’s work, then the employee must be paid for half the usual or scheduled day’s work, but in no event for less than two hours, nor more than four hours, at his or her regular rate of pay. Examples of how this policy is implemented are below.

- If an employee reports to work for an eight-hour shift and is sent home for lack of work, the District is obligated to pay the employee four hours of pay at his or her regular rate.
- If an employee is required to report to work a second time in any one workday and is furnished with less than two hours of work on the second reporting, (for a board meeting, for example) he or she must be paid for two hours at the regular rate of pay.
- If an employee is called into work without advance notice, they are entitled to receive a minimum of two hours of pay even if they only work one hour.

Reporting time pay is not required and will not be paid when:

- There is a failure in public utilities.
- The work interruption is caused by an Act of God not within the District’s control, such as an earthquake.
- If an unexpected or unusual occurrence during off hours makes it impossible for the employer to open for business and the employer has made every reasonable effort to notify employees not to report for work.
- The employee has been sent home as a disciplinary action.
- The employee is not fit to work.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

1400 WORK SCHEDULE

INTRODUCTION TO EMPLOYMENT

1409 Travel Time

(adopted 8/23/2019)

The policy below applies to non-exempt (hourly) employees only.

One-day trips:

Employees are not compensated for normal commute time. However, if an employee is driving to a location other than their regular work station, then the amount of extra travel time to the temporary location is considered work time.

Overnight travel:

Employees are paid for time actually worked. They are also paid for travel time under the following circumstances:

When the employee travels during their normal work hours, but not for travel time exceeding their normal work hours. So, if an employee regularly works from 8 a.m. until 5 p.m., but takes a flight that goes from 3 p.m. to 7 p.m., they are only paid for travel during the hours of 3 p.m. to 5 p.m. If they travel on days that they do not normally work -usually Saturday and Sunday-then the whole travel time is compensable.

The normal exclusion for home to work/work to home commuting also applies to the temporary housing arrangements. For example, the travel time from the hotel near the airport to the conference in the center of town is not compensable.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

1500 ACCESS TO PERSONNEL RECORDS

INTRODUCTION TO EMPLOYMENT

1500 Access to Personnel Records

(adopted 8/23/2019)

The District maintains records on employees in regard to performance, financial, safety and other matters.

Among the items that may be maintained in an employee's personnel file are:

- Original employment application form and related letters and resumes.
- Letters of commendation or recommendation.
- Grade transcripts and certificates of achievement.
- Performance evaluations.
- Records of disciplinary matters.
- Payroll disposition forms and benefit plan documents.
- News articles or releases about the employee.
- Previous employment records.
- Current address, telephone number, and emergency information.

The personnel files are confidential, and to protect employees' privacy, access to personnel records is limited. Access to an employee's personnel file is restricted to:

The employee's supervisor, the assistant general managers, the general manager and the office staff responsible for establishing and maintaining the personnel file;

A supervisor who is considering an employee for promotion or transfer for the purpose of reviewing performance evaluations, attendance records, original application form, resume and the like; and

Appropriate staff in the general counsel's office in appropriate circumstances.

An employee may make an appointment to review the contents of their own personnel file by contacting the general manager. Review of the file will be scheduled during the employee's non-paid hours, and will be conducted under supervision.

The contents of a personnel file are District property. Neither the file nor its contents may be removed from the District office. Unauthorized removal of any document from a personnel file may result in immediate discharge. An employee may request copies of documents in their file.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2000 BENEFITS OF EMPLOYMENT

BENEFITS OF EMPLOYMENTS

2000 Benefits of Employment

Section 2000 describes the many benefits that employees enjoy as part of their compensation package for their service to the District. Benefits include group insurance plans, paid vacation and sick leave and a generous retirement savings plan.

The following sections describe the various benefits available to District employees:

- Section 2100: Group Insurance Plans
- Section 2200: Retirement Plans
- Section 2300: Paid Leave Policies
- Section 2400: Unpaid Leave Policies

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2100 GROUP INSURANCE PLANS

BENEFITS OF EMPLOYMENT

2101 Open Enrollment for Group Insurance

(adopted xx/xx/xxxx)

Open Enrollment is an employee's once-a-year opportunity to review current group insurance coverage elections and make changes for the upcoming year. (Unless the employee experiences a qualifying Life Event). Open Enrollment runs each year during October.

Upon a qualifying Life Event, such as the birth of a child or a marriage, participants must make enrollment changes within 31 days or wait until the following Open Enrollment.

NOTE: It is the employee's responsibility to notify the District upon divorce, termination of Domestic Partnership, over-age dependent, or any event that changes the status of dependency.

Employees may access their coverage options through an online system called "bswift". To update benefits provided through the Association of California Water Agencies / Joint Powers Insurance Authority (ACWA/JPIA) such as changing your health care provider, or dependent information, please visit the online enrollment website at www.jpia.bswift.com. See the finance director for assistance.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2100 GROUP INSURANCE PLANS

BENEFITS OF EMPLOYMENT

2100 Group Insurance Plans

(adopted xx/xx/xxxx)

The District has developed a comprehensive set of employee benefit programs to supplement your regular wages. The District is continually investigating opportunities to improve its benefits as budget limitations permit, however, it reserves the right to end or change them at any time.

Group Insured Benefits Program

The District's insured benefits program consists of group medical, vision, life and disability insurance coverages and dental benefits.

Eligible employees are defined as regular full-time employees scheduled to work at least 30 hours per workweek.

Eligible dependent is defined as the following:

- Spouse;
- Children to their 26th birthday including children placed in the home for adoption;
- Unmarried children who were enrolled before age 26 and are incapable of self-sustaining employment due to physical or mental condition. A physician must certify in writing within 60 days this condition and it is subject to carrier approval.
- Children eligible for coverage as a result of a valid qualified medical child support order.
- Those designated according to the law.

For a dependent to be eligible for coverage, a copy of a marriage license, birth certificate, or other identifying paperwork is required.

NOTE: It is the employee's responsibility to notify the District upon divorce, over-age dependent, or any event that changes the status of dependency.

The following sections provide brief descriptions of the plans available and are not meant to replace the actual wording of the policy, which makes the final determination of the benefits to be provided.

Employees will receive a detailed outline of benefits at their employee orientation meeting. The master policies for each plan are available for inspection. Questions about these programs should be directed to the finance director.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2100 GROUP INSURANCE PLANS

BENEFITS OF EMPLOYMENT

2102 Medical Insurance

(adopted xx/xx/xxxx)

Currently, the standard medical plan the District offers is an HMO plan through Anthem Blue Cross. The District will pay 100% of the Employee's premium and 75% of the cost of dependents on the HMO plan. Refer to the Introduction to Benefits (Policy 2000) for eligibility requirements. Other medical insurance plans currently available to employees are two PPO's (Preferred Provider Organization) and Kaiser. As of 2024, these plans are less expensive than the District's standard plan.

If any employee opts for a more expensive medical insurance plan than the District's current standard plan, then the employee will pay the additional cost via a payroll deduction. If an employee selects a less expensive plan than the District's current standard plan, then the District will split the cost savings with the employee, which will be paid to the employee via a payroll credit.

The waiting period and contribution schedule is outlined below:

- a. Waiting Period: First day of the month following one month of continuous employment.
- b. Employee Contribution: 25% of cost for dependent coverage.
- c. Employer Contribution: Total cost for employee and 75% of cost for eligible dependents.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2100 GROUP INSURANCE PLANS

BENEFITS OF EMPLOYMENT

2103 Vision Plan (VSP)

(adopted 8/23/2019)

The District's vision insurance provided is with VSP Vision Care. You can choose to see any VSP participating eye care provider. To Find a VSP doctor or retail chain affiliate, visit www.vsp.com or call 800.877.7195. At your appointment, tell them you have VSP. There's no ID card necessary.

All co-pays and extra charges are payable directly to the eye care provider.

The waiting period and contribution schedule is outlined below:

- a. Waiting Period: First day of the month following one month of continuous employment.
- b. Employee Contribution: None.
- c. Employer Contribution: Total cost for employee and eligible dependents.

If you have any questions regarding vision benefits, please see the financial supervisor.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2100 GROUP INSURANCE PLANS

BENEFITS OF EMPLOYMENT

2104 Dental Reimbursement Plan

(adopted xx/xx/xxxx)

The District provides an in-house dental reimbursement program to its eligible employees. This is **not an insurance program** and pays secondary to any other dental insurance.

The waiting period, contribution schedule and other details are outlined below.

- a. Waiting Period: First day of the month following one month of continuous employment.
- b. Employee Contribution: None.
- c. Employer Contribution:
For Eligible Employee: \$1500 per year
For Eligible Dependents: \$750 per year
- d. Where to File Claims: Submit detailed invoice to the finance director.

Benefit Rollover:

If an employee has any unused dental benefit at the end of the fiscal year, then the remaining funds will rollover for the employee's use for the next two years, giving an employee three years to use dental reimbursement funds. Any new dental expenses will be credited against the oldest benefit allocation first. If dental expenses are not used after three years, then the benefit will be forfeited.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2100 GROUP INSURANCE PLANS

BENEFITS OF EMPLOYMENT

2105 Disability Insurance

(Adopted xx/xx/xxxx)

The District provides employees with a private disability plan through the ACWA/JPIA; it does not participate in California State Disability Insurance.

Waiting period, contribution schedule and other details are provided below:

- a. Eligible Employees: Full-time Regular Employee work 30+ hours per workweek.
- b. Waiting Period: First of the month following one full month of employment.
- c. Employee Contribution: None.
- d. Employer Contribution: Total cost for employee.
- e. Where to File Claims: As provided by the carrier (see the Finance Department).

2105(a) Short Term Disability

Short term disability insurance provides employees with income protection if they become temporarily totally disabled from a covered sickness, accident or pregnancy. The waiting period is 7 calendar days from disability (accumulated sick time may be used during this time). If the disability is due to an accidental injury, there is no waiting period. The maximum benefit period is 180 days. Check policy for detailed information. Please note that because there is no employee contribution for this insurance coverage these benefits are taxable. Any overpayment of benefits will require reimbursement, and any income from sick leave benefits will result in a reduction of disability insurance benefit. Employees may use vacation pay (but not sick leave) to make up the difference between their disability payment and their normal pay.

If an employee is eligible for California Workers' Compensation Insurance or State Disability Insurance (from prior employment) then these policies will take precedence over the District's short term disability policy.

2105(b) Long Term Disability

Long term disability insurance provides employees with income protection after the short-term disability insurance ends and could continue beyond age 65 subject to an age reduction schedule. Check policy for detailed information. These benefits are taxable. Any overpayment of benefits will require reimbursement.

This long-term disability plan is restrictive to income from other sources including Social Security, Workers' Compensation, sick leave benefits and retirement plans. Check policy for further information.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2100 GROUP INSURANCE PLANS

BENEFITS OF EMPLOYMENT

2106 Life Insurance

(adopted 8/23/2019)

The District provides Basic Life and Accidental Death & Dismemberment Insurance for its employees; dependent coverage is not offered.

The employee's annual salary (excluding overtime) determines the amount of group life insurance coverage. The coverage is equal to one & one-half times the annual regular gross earnings (excluding overtime) to a maximum of \$150,000 payable to the employee's designated beneficiary(s). There is no cost to the employee for their base coverage, but the value of the life insurance premium exceeding \$50,000 of insurance is taxable per IRS regulations.

Employees have the option of purchasing additional life insurance up to the amount of their base coverage. For disability and dismemberment insurance limits, please see the policy.

The waiting period and contribution schedule is outlined below:

- a. Waiting Period: First day of the month following one month of continuous employment.
- b. Employee Contribution: None.
(Supplemental coverage is optional and at the employee's expense)
- c. Employer Contribution: Total cost for employee.
- d. Provider: As provided by the ACWA/JPIA – Currently Standard Insurance Company.

YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT

EMPLOYEE HANDBOOK

2200 COBRA

BENEFITS OF EMPLOYMENT

2200 COBRA Coverage

(adopted 8/23/2019)

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) was enacted to protect employees and their eligible family members by allowing them to continue their group health insurance under the employer's plan at group rates. Employees are notified at hiring of their rights under this law and it is the employee's responsibility to notify the District (financial supervisor or supervisor) of any qualifying event (defined below) as soon as possible when a qualifying event occurs. Specifics of COBRA include:

1. Qualifications

Any employee/eligible family member who loses regular group eligibility because of a qualifying event is eligible for enrollment under COBRA.

2. Qualifying Event

Qualifying event is defined by COBRA regulations and includes loss of coverage due to: termination of employment; reduction of hours; death of employee; employee's Medicare entitlement; divorce or legal separation; child ceasing to be eligible; bankruptcy of employer. **It is the employee's or eligible family member's responsibility to inform the District as soon as possible when a qualifying event takes place.**

3. Selection Period

The District will send written notification to the employee/eligible family member of their right to elect continued coverage, the election period, and premium payments.

4. Cost

The employee/eligible family member must pay a full monthly premium for each coverage selected plus a 2% administrative charge to the District by the 1st day of each month that the premium(s) are due. No bills or invoices are sent. Continuation of coverage will be terminated if premiums are not paid on a timely basis.

5. Coverage Available

At the time of the qualifying event, whichever health insurance the employee/dependent is enrolled in (medical, vision and dental) will be considered the coverage available.

6. Open Enrollment

Purpose: COBRA continuees have the same rights under the plan as active employees. This includes rights during open enrollment periods. When an open enrollment period occurs, COBRA continuees must be informed of their rights.

The Open Enrollment Notification should inform COBRA continuees of the open enrollment period, the options available during the open enrollment period and the monthly premium rates for those options.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2200 COBRA

BENEFITS OF EMPLOYMENT

2200 COBRA Coverage (cont'd.)

(adopted xx/xx/xxxx)

7. Length of COBRA Coverage

Federal COBRA requires that coverage be extended from the date of the qualifying event for a limited period of 18 or 36 months, depending on the qualifying event. If the event only entitles an employee to 18 months of federal coverage, then the former employee can extend coverage for up to an additional 18 months by enrolling in Cal COBRA.

8. Special Note

There can be no interruption of insurance coverage in order to qualify for COBRA.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2300 RETIREMENT PLANS

BENEFITS OF EMPLOYMENT

2300 Retirement Plans

(adopted 8/23/2019)

The District participates in several retirement plans for the benefit of its employees, including a Governmental Profit Sharing Plan, a Deferred Compensation Plan with matching funds, and Social Security.

A Note of Caution: The District is the administrator of these plans on behalf of the employee participants. No investment advice should be given to you by your manager, supervisor or any other employee. Employees seeking investment or tax advice should consult with their independent investment and/or tax advisor. It is also important to note that all retirement savings plans are designed to encourage long-term savings and therefore have specific rules in which employees may access the funds prior to retirement without penalties; please consult with your advisor so you understand your options.

Any questions with regard to enrollment into these plans should be referred to the financial supervisor.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2300 RETIREMENT PLANS

BENEFITS OF EMPLOYMENT

2301 Governmental Profit Sharing Plan – 401(a)

(adopted 8/23/2019)

The District helps to prepare employees for retirement by depositing funds into a defined contribution retirement savings plan. The District provides funds for the benefit of its employees (and their beneficiaries) by depositing the equivalent of 7% of an employee's wage into the YCFCWCD Governmental Profit-Sharing Plan. The receiving employee directs how the funds are invested.

Matching funds from the District's Deferred Compensation 457(b) Plan are also deposited in the Governmental Profit Sharing Plan. See the Deferred Compensation Policy 2302 for details.

Full time employees who are regularly scheduled to work 30 hours or more per week are eligible to participate in the plan. There is a one-year (or specifically, 1000 hours worked, which is about 6 months for a full-time employee) waiting period to participate and a three (3) year cliff vesting timeline. All contributions made to the Plan on the employee's behalf will be placed in individual accounts in the employee's name although they may not be fully "vested". All funds invested are subjected to the rules stipulated in the Plan and the Plan Adoption Agreement

These funds are available upon retirement or separation from the District. Upon separation from service from the District, funds may remain with the plan, rolled into another retirement vehicle, or provided to the employee. If the funds are provided to the employee, they may be subject to legally imposed fees and penalties for early withdrawal, please see the District's retirement plan account representative for guidance.

Withdrawal of plan funds, together with all earnings (interest and dividends) on contributions, are subject to federal and state income taxes only in the year in which such amounts are paid out to the account holder or their beneficiary.

Generally, employees can withdraw the value of their account balance in the following circumstances:

- Attaining age 59 ½ (and separated from the District)
- Separation of service from the District
- Permanent disability
- Attaining age 70 ½ if still employed by the District
- Death (beneficiaries)

More detailed information may be obtained from the financial supervisor, or the District's ICMA Retirement Corporation's representative.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2300 RETIREMENT PLANS

BENEFITS OF EMPLOYMENT

2302 Deferred Compensation Plan – 457(b)

(adopted xx/xx/xxxx)

The District provides the opportunity for all employees to save for their retirement by enrolling in a payroll tax deferral plan called, "Deferred Compensation 457". There are two parts to this plan; the employee's contribution, and the District match to the employee's contribution. Participation in the plan is completely voluntary.

Employee's contributions to this plan are made by the employee on a voluntary basis through a payroll deduction, thus a portion of their income is 'deferred'. Such amounts deducted may or may not be included in the employee's taxable income for federal and state tax. In a regular 457(b), the payroll deduction is made pre-tax, thus, employees electing to participate in this plan and having amounts deducted from their pay will see a reduction in salary, but not to the extent of the total amount deducted. The funds will be taxed when the employee withdraws them upon retirement. Employees who select a Roth 457(b) will have the funds deducted using after-tax dollars, but the account proceeds grow without being taxed upon withdrawal.

District Match to Deferred Compensation

The District provides an incentive to encourage employees to utilize the Deferred Compensation Plan by providing a match contribution on a 2:1 ratio (employee's funds to District funds). For each \$1 an employee contributes, up to a maximum of 6% of an employee's wage, the District will contribute an additional \$0.50. The District's match to the deferred compensation funds will be deposited into the Governmental Profit-Sharing (401a) Plan (see Policy #2301).

There is no waiting period to participate in the plan, but the three-year cliff-vesting period applies to the District matching funds. The matching funds are 'cliff' vested, which means that employees are fully vested after three years, not partially vested over time.

Compensation deferred under the plan, together with all earnings (interest and dividends) on such contributions, is subject to federal and state income taxes only in the year in which such amounts are paid out to the employee or their beneficiaries.

Generally, an employee can withdraw the value of the account balance (less appropriate tax withholdings) in the following circumstances:

- Retirement (no minimum retirement age)
- Separation of service from the District (funds may be rolled into another retirement vehicle)
- Attaining age 70 1/2 (if still working at the District)
- Permanent disability

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2300 RETIREMENT PLANS

BENEFITS OF EMPLOYMENT

2302 Deferred Compensation Plan – 457(b) (cont'd.)

- Unforeseeable emergency
- Death (beneficiaries)

Employees are strongly encouraged to speak with the District's retirement plan account representative when they have a change in employment status to receive guidance on their particular situation.

For the purposes of accessing funds, an unforeseeable emergency includes any severe financial hardship to the participant caused by sudden or unexpected illness or accident of the participant or his or her dependent, a casualty loss, or some other similar extraordinary circumstance caused by events beyond the participant's control. Home purchases and payments of college tuition do not qualify as unforeseeable emergencies under this definition.

Loans are available only in the event of a participant's hardship or for other pre-defined purposes. These situations include paying for medical expenses, establishing or rehabilitating the employee's principle residence, or paying for college education (for the employee or their dependents). Loans are subject to approval by the general manager and can only be made against one-half the value of the account, or \$50,000, whichever is greater.

More detailed information may be obtained from the finance supervisor.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

SECTION: 2300 RETIREMENT PLANS

BENEFITS OF EMPLOYMENT

2303 Social Security

(adopted 8/23/2019)

The District withholds Social Security payments from all payroll checks as required by law. The funds are matched by the District, which are then provided to the Social Security Program.

All employees are encouraged to periodically contact the U.S. Department of Social Security Administration to verify and review the information in their files.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2400 PAID LEAVE POLICIES

BENEFITS OF EMPLOYMENT

2400 Paid Leave Policies

The policies in Section 2400 describe various paid leaves that are available to District employees. Some types of paid leave are accrued per hours worked, such as vacation and sick leave, while some types of paid leave such as bereavement and jury duty are available for all regular employees. Some types of paid leave policies such as time off for voting and organ donation are consistent with state or federal employment law.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2400 PAID LEAVE POLICIES

BENEFITS OF EMPLOYMENT

2401 Vacation Pay
(adopted xx/xx/xxxx)

The District recognizes the value of rest and relaxation and encourages employees to take at least one vacation of no less than five consecutive days during the year.

Regular employees earn vacation time. The earning rate is determined by the number of years of employment from the employee's Anniversary Date and the number of hours the employee is scheduled to work each workweek. Employees earn vacation time at the end of each pay period, prorated by twenty-six (26) pay periods per year.

Vacation time should be scheduled with the employee's supervisor in advance. Typical advance notice is at least 3 days, however more or less may be required at the supervisors' discretion. An effort will be made to schedule vacations on the requested days. However, heavy workloads and/or conflicting schedules in the work unit may cause the supervisor to deny or defer an employee's vacation request.

Non-exempt employees are to utilize vacation time in no less than in 15 minute increments. They must fill out a time-off request form and have it approved by their supervisor.

Exempt employees will utilize vacation time in increments of four hours or more; vacation time of four hours or more must have a time-off request form approved by the general manager. Time away from work in increments of less than four hours per day will not be deducted from exempt employees' vacation balances, and do not need a time-off request form to be filled out and approved. Exempt employees who use between four and eight hours of vacation time submit a time off request form for actual hours to be used. Exempt employees must not exceed 5 hours (or 12.5% of their normally scheduled work hours) in any week by exercising this privilege; otherwise they must fill out a time off request form and have it approved by the general manager and charge the time against their accrued vacation leave.

All employees should attach a copy of the approved time-off request form to their time sheet or activity report for the week that vacation time is used.

Vacation hours may not be used for days when an employee is not normally scheduled to work.

Any employee, eligible for paid vacation, who is on vacation during a paid holiday, will be paid for the holiday without that time being counted as vacation time.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2400 PAID LEAVE POLICIES

BENEFITS OF EMPLOYMENT

2401 Vacation Pay (cont'd.)

Accrued vacation cannot be purchased from an employee except as approved by an action of the Board of Directors. Employees are paid for all earned, but unused vacation time when employment ends.

No vacation accrues during a layoff, disability leave or other leave of absence. To the extent compensatory time-off (CTO) and/or vacation hours are available, those hours will be used to compensate employees for time off that would otherwise be unpaid. CTO is used prior to vacation time. Employees are not permitted to borrow on future accrual of vacation benefits.

Eligible employees may accumulate vacation time and CTO up to a specified maximum number of hours as indicated on the following table. Employees do not earn additional vacation time once the accumulated vacation hours reach the maximum amounts indicated.

Years of Service	Days Accrued Annually*	Hours Earned Annually*	Maximum Vacation and CTO Hours Combined
Less than 1 yr	10	80	320
1 – 4 yrs	12	96	320
5 – 9 yrs	15	120	320
10 – 14 yrs	18	144	320
15 – 19 yrs	21	168	320
More than 20 yrs	23	184	320

* Regular full-time working less than 40 hours and more than 30 hours are pro-rated according to scheduled working hours.

DONATION OF ACCRUED VACATION HOURS

Subject to the approval of the general manager, an employee may donate up to 50% of the value of his or her accrued vacation hours to a fellow District employee who has no such hours available but needs such hours due to family emergencies and the like. This donation is completely voluntary. Once given, it may not be retracted; however, any value remaining after the recipient's need has passed is returned to the donor.

Donations must be made by written request that states the number of hours given (in whole-hour increments) and the recipient of the hours. Donations are made on an hour to hour basis regardless of the pay rate of the donor or the recipient. The request is submitted to the general

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2400 PAID LEAVE POLICIES

BENEFITS OF EMPLOYMENT

2401 Vacation Pay (cont'd.)

manager for approval and then to the finance director for processing. Donor requests to remain anonymous are honored.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

SECTION 2400: PAID LEAVE POLICIES

BENEFITS OF EMPLOYMENT

2402 Holiday Observances

(adopted xx/xx/xxxx)

All regularly scheduled full time employees will receive a normal day's pay at their normal hourly rate for the following holidays, subject to the conditions below:

New Year's Day	January 1
Martin Luther King Jr.'s Birthday	3 rd Monday in January
Presidents' Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving	4th Thursday and Friday in November
Christmas Eve	December 24
Christmas Day	December 25
Floating Holiday	1 Day per Calendar Year (half day if hired after July 1)

Holiday Conditions:

If a holiday falls on a Saturday, the preceding Friday will be observed as the paid holiday. If it falls on a Sunday, the following Monday will be observed as the paid holiday, unless otherwise noted.

Non-exempt employees who are required to work on a scheduled holiday will receive regular pay for the hours worked in addition to being paid for the holiday.

If a holiday falls during your approved vacation period, you will be paid for the holiday and will not be charged with a vacation day for the day the holiday is observed.

Regular employees have the right to observe any holiday other than those observed by the District, but they must request the time off in advance and obtain approval from their supervisor. Such time off may be taken as a floating holiday, vacation, or time off without pay.

Employees on unpaid leave of absence for any reason at the time of the holiday observance will not be eligible for holiday pay. Unpaid leave includes leave in which an employee is receiving payments from another entity such as disability or Workers' Compensation insurance but not receiving compensation from the District.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

SECTION 2400: PAID LEAVE POLICIES

BENEFITS OF EMPLOYMENT

Paid Leave: Employees who are using paid time off (comp time, vacation and/or sick leave) during leave are eligible to receive paid holidays if they use a minimum of 50% of any combination of working hours and paid time off for the regularly scheduled work hours for the pay-period in which the holiday(s) occurs. For example, if there are 72 scheduled working hours within a pay period, then the employee on leave must use a minimum of 36 hours of work hours and paid time off in order to receive holiday pay.

2402 Holiday Observances (cont'd.)

Floating Holiday:

Regular employees earn one personal floating holiday each January 1. The holiday may be taken on any workday of the employee's choice, subject to approval by their supervisor. The maximum accrual for a floating holiday is one day. An employee who has not used a floating holiday by the last day of the year does not receive a floating holiday for the new year.

New employees hired on or before June 30th receive a floating holiday when they are hired. New employees hired on or after July 1 receive one-half day.

If employment ends before the floating holiday is used, it is not paid to the departing employee.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

SECTION 2400: PAID LEAVE POLICIES

BENEFITS OF EMPLOYMENT

2403 Sick Leave
(adopted xx/xx/xxxx)

Sick leave accrues each pay period in order to minimize the economic hardships that may result from out of the ordinary, unexpected, or emergency need to take time off when they or their immediate family members, or their designated person, experience an illness or injury.

Immediate family for sick leave purposes is defined as a spouse, domestic partner, child, grandchild, legal ward, sibling, parent, grandparent, or other persons as approved by the general manager. A designated person is any person with which an employee has a family-like relationship. An employee may designate this person at the time that they are making the sick leave request but may only designate one person in any twelve-month period.

Sick leave may be used for time off for medical and dental appointments, including those appointments in regard to a workers' compensation injury. (Note: if an employee sustains an injury at work and receives medical care that day, there is no use of sick time to receive that care, it only applies to follow-up appointments.)

Sick leave may be used by new parents (within one year of the child's birth or adoption placement) to care for and bond with their children; please see the Pregnancy and Parental Leave Policy.

Sick leave is not to be used in lieu of vacation and may only be used on regularly scheduled hours.

Sick leave may be used for the three-day waiting period of a workers' compensation claim and the seven-day waiting period of a disability claim.

Other life circumstances may arise, such as coping with the death of a close friend in which it may be appropriate to use sick leave; please speak with the general manager to discuss options when such circumstances arise.

Sick Leave Accrual

Sick leave is accrued at the rate of 0.046 hours of sick leave for each hour worked, this is equivalent to approximately eight (8) hours for each calendar month worked by full-time employees. Part-time and temporary employees who work more than 30 days per year for the District will accrue sick leave at the same hourly rate as regular employees.

There is no limit on the amount of sick leave that may be accrued. Unused sick leave will not be paid upon retirement, or when employment is terminated for any other reason.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

SECTION 2400: PAID LEAVE POLICIES

BENEFITS OF EMPLOYMENT

2403 Sick Leave Policy (cont'd.)

Sick Leave Use

Non-exempt employees are to utilize sick leave in no less than 15-minute increments. If an employee is planning on using sick leave to attend appointments or for dependent care, they must fill out a time-off request form and have it approved by their supervisor in advance. In the event of an unplanned absence due to illness or injury, the employee must complete a time-off request form and have it signed by their supervisor upon their return to work.

Exempt employees will utilize sick leave in the following manner. Full-day absences will be reported as using eight hours of sick leave time. Absences between one and up to four hours will not be deducted from exempt employees' sick leave balances and only need authorization from their supervisor. Exempt employees must not exceed 5 hours (or 12.5% of their normally scheduled work hours) in any week by exercising this privilege; otherwise, they must submit a time off request and receive approval from the general manager and charge the time against their accrued sick leave. Sick leave use between greater than four and eight hours by exempt employees will be reported using actual hours away from work in one-hour increments, for example, if an exempt employee is absent for five hours, they will report five hours of sick leave use on a time-off request form.

Conditions for Time Off:

If an employee is unable to report to work due to illness, they must contact their supervisor as soon as possible but no later than two hours after their normal starting time. If the employee's supervisor is unavailable then they must contact the financial supervisor, administrative assistant, or other appropriate personnel. Employees who receive notification that someone will be out on an unplanned absence are responsible for notifying other affected employees. Employees must notify their supervisor each day of an unplanned absence. Employees who become ill during the day must notify their supervisor, or if unavailable, any appropriate personnel before leaving the workplace.

Employees who fail to report to work for a period of three (3) consecutive working days without contacting their supervisor directly by telephone or in person are subject to termination.

A notification from a doctor that you are able to return to work is required for any absences due to illness or injury of longer than five days. For absences of less than five days, a doctor's note may be required if you are on written warning or exhibiting a pattern of excessive use of sick leave.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

SECTION 2400: PAID LEAVE POLICIES

BENEFITS OF EMPLOYMENT

2403 Sick Leave Policy (cont'd.)

Once sick leave is exhausted, then CTO, and finally vacation time may be used for wage continuation. If an employee has exhausted all paid time off credits and cannot report to work, and has exhausted legally mandated leave, that employee may be terminated at the discretion of the District.

Donation of Sick Leave

Sick leave may be donated to another employee under the following circumstances:

- Sick leave hours may only be donated to recipients who are experiencing an illness or non-work-related injury or are caring for a family member who requires their care for an illness or injury. The illness or injury must prevent the employee from performing his/her job duties for three or more consecutive workdays. Requests for less than three days will be considered on a case-by-case basis by the general manager.
- The employee who is receiving the sick leave must exhaust (or will exhaust) all other leave balances in order to receive donated hours.
- Employees who are donating sick leave must have a minimum of sixty (60) hours of accrued sick leave to be eligible to donate hours.
- Donations of sick leave hours may not cause the donors accrued sick leave time to fall below forty (40) hours.
- Sick leave hours may not be donated retroactively.
- Donations may be made in one-hour increments and are completely voluntary. Once a donation is made, it may not be retracted; any value remaining after the recipient's need has passed is returned to the donor.
- Sick leave may not be donated to another employee upon separation of service from the District.
- Sick leave donations will be accounted for on an hour-for-hour basis without consideration for the pay scale of the donor or the recipient.
- All sick leave donations must be approved in writing by the general manager or designee.
- Other circumstances may arise in which sick leave may be donated upon consideration and approval by the general manager.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2400 PAID LEAVE POLICIES

BENEFITS OF EMPLOYMENT

2404 Bereavement Leave

(adopted xx/xx/xxxx)

A regular full-time employee who has worked for the District for at least 30 days can receive up to three (3) days' paid leave to attend to matters associated with the death of an immediate family member. Employees may take an additional two days of leave after the death of an immediate family member by using any form of paid leave (vacation, sick or CTO), or take unpaid leave, for a total of forty hours.

Immediate family for the purpose of bereavement leave is defined as a spouse, mother, father, natural, adopted, or foster child, sibling, grandparent, grandchild, domestic partner, similar in-laws or step-relatives or any other member of the employee's household.

A regular employee receives up to one day's paid leave to attend to matters associated with the death of the employee's aunt, uncle, niece or nephew, or other person as approved by the supervisor.

Reproductive Loss Leave: Employees who have experienced a reproductive loss event defined as a failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction effort may take up to five days of any form of paid time off (sick leave, vacation, or CTO) or unpaid time off to grieve the loss. Employees experiencing such losses may take more than one reproductive loss leave in a year but may not take more than 20 days in any twelve-month period. The District may not request certifying documentation for this type of leave.

The intent of bereavement leave is to allow you to grieve, make arrangements for, and/or to attend the funeral. Bereavement loss leave does not need to be taken consecutively but needs to be taken within three months of the loss. Additional unpaid time off in the form of a personal leave of absence may be granted for special circumstances upon the general manager's approval.

The employee should notify their supervisor of an eligible absence as soon as possible. An employee who is absent for bereavement leave must request the leave and indicate the relationship to the deceased.

The employee's supervisor may grant an eligible employee time off with pay to attend the funeral of a fellow employee or a retired employee.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2400 PAID LEAVE POLICIES

BENEFITS OF EMPLOYMENT

2405 Jury and Witness Duty

(adopted xx/xx/xxxx)

Jury Duty

Employees should immediately notify their supervisor if they receive a summons for jury duty. Employees selected for jury duty will be paid the difference between jury duty pay and their regular base pay for the first ninety (90) consecutive calendar days of jury service.

If an employee's jury service lasts longer than ninety (90) consecutive days, the employee may use accrued sick leave, vacation, or CTO to continue their pay. If an employee does not have accrued paid time off, the time away from the job is treated as an unpaid personal leave of absence. Should jury duty result in unpaid leave, insured benefit coverages for regular employees will end at the end of the month after twelve months of jury service. Forms to apply for continuation of health benefits under the federal COBRA regulations will be provided by the financial supervisor after twelve months of continuous jury service.

Short and long-term disability coverages are subject to Active Work provisions outlined in the insurance policies.

Any reimbursements for jury/witness duty should be given to the financial supervisor upon receipt. Employees must also present written verification of their service to the court to the financial supervisor at the end of every pay period, or the end of their service, whichever comes first.

Witness Duty

Employees who are ordered or subpoenaed to appear in court as a witness for non-District related business, you may be given paid time off for up to a maximum of 8 hours for non-exempt (pro-rated for regular part-time) employees or one (1) day per year for exempt employees for such purpose, if you provide the YCFC&WCD with reasonable advance notice and proof of such court order. Employees may also use any form of paid time off if witness duty extends for more than one day.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2400 PAID LEAVE POLICIES

BENEFITS OF EMPLOYMENT

2406 Military Leave

(adopted 8/23/2019)

A military leave, in accordance with federal law, will be granted to those employees of a reserve component of the Armed Forces of the United States or the National Guard.

Regular full-time employees participating in military training duty are paid the difference between the reserve training pay and the normal base salary for a period of up to two weeks each calendar year. Vacation time must be used until it is exhausted for all military duty time taken beyond two weeks.

Individuals performing military duty of more than 12 months may elect to continue their group health insurance for up to 12 months at the group premium plus a 2% administrative charge. Employees who are on military leave are responsible for the dependent portion of their health care premiums.

For military service of less than 12 months, medical insurance coverage is provided by the District.

Regular full-time employees who enter full-time military service are placed on military leave of absence for up to five (5) years. An eligible employee is considered for re-employment after active duty according to the guidelines of the Uniformed Services Employment and Reemployment Act of 1994 (USERRA).

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2400 PAID LEAVE POLICIES

BENEFITS OF EMPLOYMENT

2407 Time Off to Vote

(adopted 8/23/2019)

In accordance with California State law, if your work hours do not allow sufficient time off to vote in California general, direct or presidential elections, the District will allow up to two (2) hours paid time off for you to vote.

Time taken for the purposes of voting must be either at the beginning or end of the normal work day.

To receive time off for voting, employees must present the voters' receipt to their supervisor.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2400 PAID LEAVE POLICIES

BENEFITS OF EMPLOYMENT

2408 Organ or Bone Marrow Leave

(adopted 8/23/2019)

Employees who have completed at least 90 days of service may take leave in order to donate an organ or bone marrow under the conditions outlined below.

Employees may take up to 30 days (workdays) of leave in any one-year period for the purpose of donating an organ to another person. Employees may take up to five days (workdays) of leave in any one-year period for the purpose of donating bone marrow to another person.

The District requires that employees taking leave for organ donation use two weeks of accrued sick leave and/or vacation; and use five days of accrued but unused sick leave and/or vacation for bone marrow donation, if they have it available. Once a donor has exhausted the required paid sick and/or vacation leave, the employee will be paid for the remaining leave of absence, if additional leave is needed, up to the maximum allowed by law.

Employees are required to provide written verification of the need for leave, including confirmation that the employee is an organ or bone marrow donor.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2500 UNPAID LEAVE POLICIES

BENEFITS OF EMPLOYMENT

2500 Unpaid Leave
(adopted xx/xx/xxxx)

Several types of unpaid leaves of absence are available to eligible employees under the District's policies. The types of leaves that are available include baby-bonding, CFRA, disability, kin care leave and duties in emergency services. In general, unpaid leave provides an employee to take time off without pay but secures their job for a defined period of time. The associated policies provide details on how paid time off (vacation and sick leave) coordinates with the various types of leave, how the leave affects benefits, and please refer to those policies for guidance and to review how unpaid leave affects benefits.

Employees should be aware that other unpaid leaves that are legally protected but do not have a specific policy associated with them are: Civil Service and Air Patrol Leave, Crime Victim's Leave, Domestic Violence, Military Spousal Leave, Sexual Assault and Stalking Victim's Leave, Crime Victims to Testify, Alcohol and Drug Rehabilitation Leave, Leave for Religious Practices, Literacy Education Leave and Witness Leave. The District will treat these leaves according to California law and consistent with similar types of leave.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2500 UNPAID LEAVE POLICIES

BENEFITS OF EMPLOYMENT

2501 Disability Leave

(adopted 8/23/2019)

A disability leave is taken when an employee experiences an accident or illness that impacts their ability to perform the essential functions of their job. Employees on a disability leave are to file a claim for short-term or long-term disability insurance benefits. This policy outlines the District's procedure on disability leave and how employee's benefits are impacted when a disability leave is taken. See the Disability Insurance Policy for information regarding benefit eligibility and waiting periods.

Employees are to notify their supervisor thirty days in advance of a planned disability leave if possible. If the leave is unplanned, the employee is to notify their supervisor as soon as possible and provide an indication of the duration of the leave. Employees are required to provide a doctor's certification (note) to verify the necessity of the leave.

Returning from a Disability Leave: Employees who are returning from a disability leave are subject to a Fit-for-Duty Evaluation, coordinated through Occumed, to determine if they can safely perform the essential functions of their job. Alternatively, the District may request that the employee's treating physician fill out the Physician's Return to Work form. If an employee is capable of safely performing the essential functions of their job within twelve weeks they will be reinstated to the same or similar job with the same or similar duties, pay, and location. The District will attempt to reinstate employees who are on disability leave for more than twelve weeks but less than twelve months to the same or similar position as long as operations can be maintained without adverse effects. Employees who cannot safely perform the essential functions of their job after being on leave for longer than twelve months are not guaranteed any position at the District.

The District will attempt to reasonably accommodate employees who are released for partial or modified duty by their treating physician.

Impact on Benefits

Medical Insurance: The District will continue to pay for the District's portion of an employee's health benefits through the end of the twelfth month commencing with the month after the leave begins. Employees who are on disability leave are required to pay for the dependent portion of their insurance premium. Due to provisions in the medical insurance policy, employees who are on leave for more than twelve weeks may be enrolled in COBRA depending on the circumstances.

Dental Reimbursement: The dental reimbursement program will be made available to the employee on leave through the end of the twelfth month commencing the month after the leave began.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2500 UNPAID LEAVE POLICIES

BENEFITS OF EMPLOYMENT

2501 Disability Leave (cont'd.)

Life insurance: Life insurance premiums will be paid by the District through the end of the twelfth month commencing with the month after the leave begins.

Vacation ,Sick and Bereavement Leave Benefits: Employees on disability leave do not accrue vacation and sick leave time and do not receive bereavement leave.

Holiday Pay: Employees do not receive paid holidays while on disability leave.

Benefit Accrual Rate: The time an employee is out on disability leave does not count toward years of service for vacation time and longevity increases. When employees return from a disability leave of absence accrual dates will be adjusted forward to reflect the period of the leave.

Cell Phone: Employees who are on a disability leave and have a cell phone for District business and personal purposes will pay all charges attached to that phone number beginning on the first billing cycle after the 15 working days have elapsed through the date the employee returns to work, or have phone service discontinued.

Vehicles: Employees who are on or expect to be on disability leave for more than 15 working days must leave the District's vehicle and associated tools at the District's shop or other pre-approved District facility.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2500 UNPAID LEAVES POLICES

BENEFITS OF EMPLOYMENT

2502 Pregnancy and Parental Leave

(adopted 8/23/2019)

California Pregnancy Disability Leave Act

The District adheres to the provisions of the California Pregnancy Disability Leave Act. This law provides job protection in the form of up to four months of unpaid leave (Pregnancy Disability Leave [PDL]) due to medical conditions relating to pregnancy and childbirth.

Guidelines with respect to pregnancy leave for District employees are as follows:

- a. PDL applies only to the expectant mother.
- b. The District provides disability insurance which may be utilized for wage replacement during a PDL. An employee may use accrued sick leave for the 7-calendar day waiting period for the disability insurance.
- c. An employee may elect to use accrued sick leave or vacation during their PDL, but employees are not required to do so. Please note that the use of sick leave will negatively affect disability insurance payments (but vacation hours can generally be used without negatively affecting disability benefits).
- d. Pregnancy disability leave may be taken intermittently.
- e. If the leave is based upon the expected birth of a child, the employee must notify the District at least 30 days before leave is to begin.
- f. The District requires employees taking a PDL to provide a doctor's certification including the anticipated date when the leave will begin and the expected duration of the leave.
- g. Employees who do not report for work at the end of an approved PDL and subsequent baby-bonding time will be considered to have voluntarily resigned.
- h. Employees returning from a PDL may be required to provide a physician's statement that indicates that they are medically able to return to work.
- i. For employees on PDL, the District guarantees reinstatement to the same or similar job with the same or similar duties, pay, and location unless granting such a leave would substantially undermine the District's ability to operate the business safely and efficiently.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2500 UNPAID LEAVES POLICES

BENEFITS OF EMPLOYMENT

2502 Pregnancy and Parental Leave (cont'd.)

California New Parent Leave Act

The California New Parent Leave Act allows new parents twelve weeks of job-protected leave for baby-bonding after the birth, adoption, or fostering of a child. This leave applies to both parents, not just the expectant mother. The following provisions apply to the New Parent Leave Act:

- a. Twelve weeks of leave may be taken with the first year of a child's birth, adoption or foster placement. The leave may be used non-consecutively.
- b. Any available paid leave may be accessed during Parental Leave, including vacation, sick leave or CTO. Employees may also take the leave unpaid.
- c. This leave runs subsequent to California Pregnancy Disability Leave.
- d. To be eligible for unpaid leave, employees must have twelve months of service, and worked 1250 hours during the previous twelve-month period.
- e. Parental leave shall not affect an employee's wages, benefits or position.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2500 UNPAID LEAVE POLICIES

BENEFITS OF EMPLOYMENT

2503 Workers' Compensation Disability Leave

(adopted 8/23/2019)

This policy outlines the District's policies on workers' compensation disability leave and how employee's benefits are impacted. This policy does not prevail over state and federal employment law.

Returning from a workers' compensation disability leave: Employees who are returning from a workers' compensation disability leave must be authorized by their treating physician to safely perform the essential functions of their job. The District will attempt to reinstate an employee to the same or similar job with the same or similar duties, pay, and location unless the position has been eliminated, or filled because of the operational needs of the District. An employee who has been released from workers' compensation disability leave may apply for any open position.

The District will attempt to reasonably accommodate employees who are released for partial or modified duty by their treating physician.

Impact on Benefits

Medical Insurance: The District will continue to pay for the District's portion of an employee's health benefits through the end of the twelfth month commencing with the month after the leave begins. Employees who are on workers' compensation disability leave are required to pay for the dependent portion of their insurance premium. Due to provisions in the medical insurance policy, employees who are on leave for more than twelve weeks may be enrolled in COBRA depending on the circumstances.

Dental Reimbursement: The dental reimbursement program will be made available to the employee on leave through the end of the twelfth month commencing the month after the leave began.

Life insurance: Life insurance premiums will be paid by the District through the end of the twelfth month commencing with the month after the leave begins.

Vacation and Sick-Leave Benefits: Employees on workers' compensation disability leave do not accrue vacation and sick leave time.

Holiday Pay: Employees do not receive paid holidays while on workers' compensation disability leave.

Benefit Accrual Rate: If an employee returns from workers' compensation disability leave, the time an employee is out does not count toward years of service for vacation time and longevity increases. When employees return from workers' compensation disability leave accrual dates will be adjusted forward to reflect the period of the leave.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2500 UNPAID LEAVE POLICIES

BENEFITS OF EMPLOYMENT

2503 Workers' Compensation Disability Leave (cont'd.)

Cell Phone: Employees who are on a workers' compensation disability leave and have a cell phone for District business and personal purposes will pay all charges attached to that phone number beginning on the first billing cycle after the 15 working days have elapsed through the date the employee returns to work, or have phone service discontinued.

Vehicles: Employees who are on or expect to be on a workers' compensation disability leave for more than 15 working days must leave the District's vehicle and associated tools at the District's shop or other pre-approved District facility.
leave.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2500 UNPAID LEAVE POLICIES

BENEFITS OF EMPLOYMENT

2504 California Family Leave Act (CFRA)

(adopted xx/xx/xxxx)

California Family Leave Act or CFRA applies to all California employers that have 5 or more employees, therefore all District employees are covered by CFRA once they meet eligibility requirements. CFRA provides job protection for employees, and while employees may receive disability insurance payments and use any form of paid time off while on CFRA leave, employees who are on CFRA leave are not guaranteed wage replacement.

The purpose of CFRA is to provide employees with the right to take time off from work to care for themselves or a family member during and after a serious illness or to bond with a child without jeopardizing their employment. Eligibility requirements and policy implementation are described below.

1. Eligibility: employee must have at least one year of continuous service or a minimum of 1250 hours.
2. Duration: 12 weeks/60 days/480 hours of unpaid leave in a 12-month period. CFRA leave may be taken intermittently.
3. CFRA leave will be granted to eligible employees for up to twelve weeks per year. Cumulative leave longer than twelve weeks per year require authorization from the general manager.
4. Reasons: Employees may take CFRA leave for the following reasons:
 - A. To attend to their own serious health condition which makes them unable to safely perform the essential functions of their job, and not related to pregnancy and childbirth (which is covered by Pregnancy and Parental Leave, see Policy 2502).
 - B. To care for their spouse, child (no age limit), parent, grandparent, grandchild, sibling, parent-in-law, domestic partner, or “designated person” who has a serious health condition.
 - i. A “designated person” is any individual related to the employee, or whose association with the employee is the equivalent of a family relationship.
 - C. The birth of the employee’s child, or placement of a child with the employee for adoption or foster care. (Note: CFRA does not run concurrently with Pregnancy Disability Leave, CFRA starts after Pregnancy and Parental Leave.)
 - D. For any “qualifying exigency” (defined by Section 3302.2 of the Unemployment Insurance Code) because the employee is the spouse, son, daughter, or parent of an individual on active military duty (or has been notified of an impending call or order to active duty) in the Armed Forces or the United States.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2500 UNPAID LEAVE POLICIES

BENEFITS OF EMPLOYMENT

- E. An employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the service member.
- 5. A serious health condition is an illness, injury, or physical or mental condition that involves either inpatient care or continuing treatment by a healthcare provider.
- 6. Twelve-month period definition: The District uses the rolling 12-month period for determining leave entitlement, in which the 12-month period begins on the date that the employee begins their leave. For example, if an employee begins CFRA leave on July 1, 2024, then their next 12-week period would begin on July 1, 2025.
- 7. Requesting Leave: Employees must request leave 30 days in advance when the need for leave is foreseeable. When the need for leave is unforeseeable, then the request must be made as soon as possible.
 - A. When the leave requested is for the employee's own or covered family members health, then a note from the health care provider is required to qualify for the leave. (Note: a note from the health care provider is not required for baby-bonding leave.)
 - B. An employee must submit certification from a healthcare provider within 15 days of requesting CFRA leave.
- 8. Time on unpaid leave will not be counted as hours worked for vacation, sick leave and longevity leave accrual. When an employee returns from a CFRA leave, the eligibility and accrual dates will be adjusted forward to reflect the period of the leave.
- 9. An employee on unpaid leave will not receive paid holidays.
- 10. An employee on CFRA leave will have their position, pay rate and any suspended benefits restored upon return from leave.
- 11. Health Insurance: The District will continue to pay for the District's portion of an employee's health benefits while they are on CFRA leave. Employees who are on leave are required to pay for the dependent portion of their insurance premium. If the District is paying for medical insurance for a period of time greater than twelve weeks of unpaid leave, the employee may be enrolled in COBRA, and not kept on the District's group insurance policy, depending on the circumstances.
- 12. Misrepresenting reasons for applying for CFRA leave may result in disciplinary action, up to and including termination.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2500 UNPAID LEAVE POLICIES

BENEFITS OF EMPLOYMENT

2505 School Activity Leave

(adopted 8/23/2019)

Any employee who is the parent or guardian of a child in kindergarten through grade 12 may request up to 40 hours off per school year for the purpose of participating in school activities such as parent-teacher conferences and presentations. School activities leave is unpaid, unless employees choose to use vacation or compensatory time off for this purpose. Employees taking unpaid school activity leave will be limited to no more than eight hours off for this purpose in any one calendar month.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2500 UNPAID LEAVE POLICIES

BENEFITS OF EMPLOYMENT

2506 Volunteer Emergency Services

(adopted 8/23/2019)

Employees who wish to perform emergency service as a volunteer firefighter, a reserve peace officer or emergency rescue personnel may do so by following the procedures outlined below. These procedures are necessary to accommodate the employee's service, while having a minimum impact on the District's operations.

Employees whose volunteer emergency services preclude them from working his/her regular schedule for the District must consult their supervisor as soon as possible, but no later than 24 hours in advance of the need for leave. The employee must provide the dates of expected service, and as much scheduling information as is available, including an estimated return date.

Upon returning to work, District employees must submit written confirmation regarding the employee's dates of voluntary service.

Please note that an employee may use vacation and/or available CTO during the time off to provide emergency services, otherwise the time off is considered unpaid.

Employees on unpaid leave to provide volunteer emergency services will not accrue vacation and sick leave, and they will not receive paid holidays. They will also comply with stipulations regarding District vehicle possession and cell phone payments while on leave.

Note: this policy applies to employees who are providing emergency service in association with a federal, State of California, city, county, district or other public or municipal agency; it does not apply to service in conjunction with international or non-governmental organizations.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2500 UNPAID LEAVE POLICIES

BENEFITS OF EMPLOYMENT

2507 Family Medical Leave Act (FMLA)

(adopted xx/xx/xxxx)

The Family Medical Leave Act (FMLA) allows employees to job-protected leave from their jobs (paid or unpaid) to care for their own or a family member's serious medical condition.

In order for employees to avail themselves of FMLA leave they must work for a covered employer and meet eligibility requirements. The District is a covered employer because it is a government agency. Government agencies are covered employers regardless of the number of employees.

The second criteria that employees must meet is eligibility; in order to be eligible an employee must have worked for at least twelve months and at least 1250 hours in the last twelve months. Additionally, the employer must have at least 50 employees within a 75-mile radius. Because of this size requirement, District employees are not eligible to take FMLA leave. However, District employees are covered by the California Family Leave Act, which provides job protection to employees who are coping with the consequences of a serious medical condition, whether it be for themselves or a family member or time to bond with a new child. Please see Policies 2502 and 2504 for more information.

Employees who would like more information regarding FMLA leave can ask the project manager for information or consult the Employment Notices Poster in the employee breakroom.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2500 UNPAID LEAVE POLICIES

BENEFITS OF EMPLOYMENT

2508 Personal Leaves of Absence

(adopted 8/23/2019)

Regular and part time employees may request an unpaid personal leave of absence for personal reasons that fall outside the other leaves classified within this handbook. Employees must have been continuously employed with the District for at least one (1) year and may request a leave of absence for a reasonable period of time up to one hundred and eighty (180) days.

The general manager has discretion to approve or deny a request for a personal leave of absence. Requests for leaves of absence will be considered on the basis of length of service, performance, responsibility level, the reason for the request, length of leave requested, whether other individuals are already out on leave, and the expected impact on the District.

All available compensatory time off and vacation time must be used before a personal leave of absence can begin.

A request must be submitted in writing and be approved in writing by the general manager before a leave begins. A request for an extension of a leave of absence must be submitted in writing and approved in writing by the general manager before the extended period begins. It is the employee's responsibility to report to work at the end of the approved leave. If you fail to report to work on the day after your leave expires, you will be considered to have voluntarily resigned.

Effect on Benefits:

Medical Insurance: Unless otherwise agreed upon, the District does not pay for group insurance premiums during a leave of absence beyond the end of the month in which the leave begins. Accordingly, the premiums beyond that point for such coverage are your complete responsibility and offered through COBRA. In order to keep the insurance in force, premiums for the period of the leave must be paid according to the schedule outlined in the COBRA notification form.

Disability Insurance: Disability insurance will terminate on the first day of the leave of absence due to active work provisions in the policy.

Life Insurance: Life insurance coverage will be continued through the end of the month commencing with the month after the leave begins.

Vehicle: Employees who have been assigned a District vehicle shall leave the vehicle at the District yard before their leave begins.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2500 UNPAID LEAVE POLICIES

BENEFITS OF EMPLOYMENT

2508 Personal Leaves of Absence (cont'd.)

Cell Phones: Employees who possess a District-issued cell phone for business and personal use will be required to pay for the full cost of phone service or have service suspended or cancelled.

Holidays, Vacation and Sick Leave: Employees on an unpaid leave of absence will not accrue vacation time and sick leave and will not receive paid holidays.

Anniversary Date: Time on an unpaid leave of absence will not count toward hours worked for determining vacation time accrual rates and longevity increases. The employee's anniversary date will be re-set to the appropriate date upon return from leave.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2600 OTHER BENEFITS

BENEFITS OF EMPLOYMENT

2600 Other Benefits

Section 2600 describes various benefits that the District provides for employees, some of these benefits are paid in full by the District such as the Employee Assistance Program (EAP), some are paid in part, such as fitness membership reimbursement, while other benefits such as AFLAC supplemental insurance is paid for entirely by employees but is administrated by the District.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2600 OTHER BENEFITS

BENEFITS OF EMPLOYMENT

2601 AFLAC

(adopted 8/23/2019)

Employees are eligible for voluntary participation in AFLAC individual products such as: Accident, Hospital, Life, Vision, Dental, Disability and Cancer policies. Some of the policy premiums are paid pre-tax thru payroll deduction. Contact the financial supervisor for more information.

- a. Waiting Period: None
- b. Plan Year: March 1 thru February 28
- c. Employee Contribution: 100%
- d. Employer Contribution: None
- e. Provider: AFLAC – www.aflac.com

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2600 OTHER BENEFITS

BENEFITS OF EMPLOYMENT

2602 Credit Union Membership

(adopted 8/23/2019)

Employees are eligible to join the Yolo Federal Credit Union. Contact the Financial Supervisor for more information.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2600 OTHER BENEFITS

BENEFITS OF EMPLOYMENT

2603 Educational Assistance

(adopted 8/23/2019)

The Education Program is designed to encourage and assist employees who wish to improve job skills by attending university-level courses that are directly related to the employee's current or prospective job responsibilities. The general manager reviews each education reimbursement request and meets with the employee's supervisor to discuss the request as necessary.

Full-time regular employees scheduled to work a minimum of thirty hours per workweek are eligible to participate in the Education Program. An employee must have completed at least six months of employment and have approval for reimbursement from the general manager.

In order to receive reimbursement, employees must receive a grade of "C" or better in all courses, except that a grade of "B" or better is required of employees enrolled in a Master's degree program. They must provide the financial supervisor with copies of grade reports and receipts for tuition and book expenses attached to the Request for Educational Reimbursement.

Employees who receive other forms of financial aid, such as scholarships, grants, and military benefits are reimbursed for the difference between reimbursable expenses and the aid received elsewhere, times the applicable percentage shown below.

Reimbursement under this policy may result in taxable income to the employee. The District complies with all tax laws.

Reimbursements that are processed at the beginning of the course must have the employee's signed acknowledgment that if the employee ends employment before the course ends or does not receive a passing grade for the course, the employee must reimburse the District for all monies paid for the course. Reimbursement will be through payroll deduction to the extent that it is available, unless other arrangements are mutually agreed by the District and employee, and documented in writing.

Expenses are reimbursed as follows:

Tuition - 75%

New Student Registration and Application Fees* - 100% (excluding any late fees or fines)

Required books and related supplies - 50%

Maximum Reimbursement - \$1,500 per calendar year

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2600 OTHER BENEFITS

BENEFITS OF EMPLOYMENT

2604 Professional Licenses and Continuing Education Units (CEUs)

(adopted 8/23/2019)

The District will be responsible for expenses incurred to obtain a professionally required license, including textbooks and study materials, coursework and test fees as approved. The District will also pay class fees for coursework that go toward fulfilling CEU requirements to maintain professional licenses. All classes must be approved in writing by the employee's supervisor prior to class registration.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2600 OTHER BENEFITS

BENEFITS OF EMPLOYMENT

2605 Employee Assistance Program (EAP)

(adopted xx/xx/xxxx)

The Employee Assistance Program (EAP) provides confidential, professional off-site assistance when personal problems affect an employee's life and work. The program provides information, consultation and counseling for employees and their family members, as well as offering training and consultation to management.

The EAP encourages employees to use off-site services early in the progression of a problem before situations significantly impact work. This is accomplished by promoting services for "normal problems in living" such as relationships, stress, legal and financial problems, career concerns, anxiety and depression. The EAP also services more serious concerns such as alcohol and drug problems, family violence, and threats of suicide.

Details regarding waiting period, contribution schedule and provider are listed below.

- a. Waiting Period: First of the month following one month of continuous employment.
- b. Employee Contribution: None.
- c. Employer Contribution: 100%
- d. Provider: Anthem Blue Cross at 800-999-7222 or visit anthemEAP.com (use company code: ACWAJPIA)

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2600 OTHER BENEFITS

BENEFITS OF EMPLOYMENT

2606 Fitness Membership Reimbursement

(adopted xx/xx/xxxx)

The YCFC&WCD will reimburse District employees up to \$25 per month for the employees' membership at a fitness club/gym of their choice. The employee must provide proof of membership payment or monthly payment (i.e. contract, receipt, or checking account withdrawal). The \$25 reimbursement is a taxable benefit.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2600 OTHER BENEFITS

BENEFITS OF EMPLOYMENT

2607 Flexible Spending Account

(adopted xx/xx/xxxx)

The Flexible Spending account allows regular District employees to set aside pre-tax dollars to pay for eligible health care and dependent care expenses. This program allows you to pay for selected benefits for yourself, your spouse, and your dependents via pre-taxed salary reduction contributions. The plan qualifies as a “Cafeteria Plan” under Section 125 of the Internal Revenue Code and the benefits you elect will be excluded from your income under Section 125(a).

The waiting period, contribution schedule and other details are listed below.

- a. Waiting Period: None
- b. Enrollment dates: January each year – plan year starts February 1st
- c. Employee Contribution: 100%
- d. Employer Contribution: None
- e. Provider: TASC – www.tasconline.com
- f. Grace period : 74 days
- g. Carryover Amount: \$640 for medical expenses only

See the TASC website above for a complete listing of covered expenses.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2600 OTHER BENEFITS

BENEFITS OF EMPLOYMENT

2608 Cell Phones

(adopted 8/23/2019)

The District will provide a cell phone and a cell phone cover (up to a \$30 value) to all staff for their business use. Field personnel will be supplied with a cell phone car charger, phone mount and a hands-free device as appropriate to safely conduct business. Additional phone accessories will be purchased by employees at their own expense.

This phone will become the property of the employee after ninety (90) days of employment. If employment ends prior to 90 days, the phone must be returned to the District, otherwise the cost of the phone will be deducted from the employees' final paycheck.

Employees have the option of carrying one phone for both business and personal use. If an employee chooses this option, the District will pay the monthly base fee (currently the base fee includes: taxes, unlimited minutes, text, data and includes a hot spot) directly to the cellular provider. The employee shall contribute to the base plan for their personal use of the cell phone by a payroll deduction (currently in the amount of \$15.00 per month). Any amount over the allowed base fee will be the responsibility of the employee and shall be reimbursed to the District by payroll deduction.

An employee may select an upgraded calling plan, with any amount over the allowed base fee to be the responsibility of the employee and shall be reimbursed to the District by payroll deduction. District management, and other personnel who travel on business will be provided with upgraded calling plans as approved by the general manager.

If an employee chooses to use the cell phone strictly for business use, no payroll deduction will be made, but the employee is responsible for any charges over the base rate.

All employees issued a phone must sign an authorization to make a payroll deduction in the amount required to reimburse the District as described above.

Phone Replacement

The District will replace up to one (1) phone in a twelve-month period with reasonable explanation of the need to replace such phone. The District will also replace one charger and hands-free devices in a twelve-month period if they are lost or broken. If an employee should exceed the maximum allowable replacement phones and related devices in a twelve-month period, the cost of replacing such phone will be deducted from the employees' paycheck.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

2600 OTHER BENEFITS

BENEFITS OF EMPLOYMENT

2608 Cell Phones (cont'd.)

Responsibility for Payment During Leaves

In the event that an employee has been assigned a phone number, for which the District is paying, is going to be on leave for more than 15 working days, that employee will have the option to:

- a) Pay all charges attached to that phone number beginning on the first billing cycle after the 15 working days have elapsed through the date the employee returns to work, or
- b) Have phone service to that number discontinued.

Phone service will be discontinued automatically if the District does not receive written notice that the employee intends to pay for the continued phone service, and if the employee opts to pay for the phone service but does not do so within 15 days of being billed.

Regardless of an employee's written notice, the District retains the right to cancel the service to any District phone number at any time.

Separation of Service

An employee will be held responsible for excess phone charges if there is a separation of service from the District for any reason, and the District will deduct the total amount necessary to cover the charges from the employee's final paycheck.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

3000 PAYROLL ADMINISTRATION

PAYROLL ADMINISTRATION

3000 Payroll Administration

The policies in the Payroll Administration section of this handbook outline the procedures by which employees are paid at the District. It also describes employees' obligations for recording their work hours and keeping the District informed of changes which affect the District's payroll and benefit administration.

Other policies in this section describe the various deductions that are made from employees' paychecks.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

3000 PAYROLL ADMINISTRATION

PAYROLL ADMINISTRATION

3001 Time Reporting

(adopted xx/xx/xxxx)

Non-exempt employees must keep an accurate record of hours worked each workday in each payroll period, including meal periods on the forms provided by the District. The hours reported on the electronic timesheets are used to determine pay, and the use of these forms assures proper cost accounting. The timesheet should be completed in a neat and orderly manner, signed and submitted on the afternoon of the last working day of the week.

Timesheets are legal documents, and an employee who provides inaccurate or false information is subject to discipline including and up to dismissal.

Employees who are absent on the day the time sheet is due must contact their supervisor to ensure the correct hours are reported.

Exempt employees Exempt employees are also required to record their time on the electronic timesheets and assign their time to the appropriate department and job as appropriate.

Exempt employees must request leave for any sick, bereavement, or vacation leave used or expected to be used during the pay period via the payroll platform consistent with the policies that pertain to those benefits.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

3000 PAYROLL ADMINISTRATION

PAYROLL ADMINISTRATION

3002 Pay Days

(adopted 8/23/2019)

All employees are paid every other Tuesday for the previous weeks. Pay checks will be available by 4:30 pm, however, you may elect to have your pay deposited directly and funds will be available no later than Wednesday afternoon.

You will receive a direct deposit pay statement showing gross pay, taxes, insurance, other deductions and net pay. If it appears there is an error in the calculation of the paycheck, contact the financial supervisor immediately.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

3000 PAYROLL ADMINISTRATION

PAYROLL ADMINISTRATION

3003 Direct Deposit

(adopted 8/23/2019)

The District provides direct deposit of your paycheck into your bank account via Electronic Funds Transfer through the bank's Automated Clearing House Services (ACH) Service. Please allow for a minimum of two business days for processing.

To initiate this service, you need to complete the "Direct Deposit" form (obtained from the financial supervisor), attach it to a voided check, and return it to the financial supervisor.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

3000 PAYROLL ADMINISTRATION

PAYROLL ADMINISTRATION

3004 Payroll Taxes

(adopted 8/23/2019)

State and federal laws require the District to make proper deductions on its employees' behalf. The dollar amount withheld varies according to earnings, marital status, and number of exemptions claimed.

Required deductions include federal and state income taxes, FICA (Social Security) and Medicare contributions.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

3000 PAYROLL ADMINISTRATION

PAYROLL ADMINISTRATION

3005 Medical Insurance Premiums

(adopted xx/xx/xxxx)

The District currently pays 100% of an eligible employee's medical insurance premiums for the District's standard plan. Regular employees who wish to enroll eligible family members in the District's standard group health insurance plan, or any of the other offered medical insurance plans are required to pay 25% of the monthly cost of such coverage.

The employee premiums will be paid by pre-tax payroll deduction. These monthly amounts will be prorated to coincide with the District's bi-weekly payroll and be pre-tax deductions.

Please see Policy 2102 under Benefits of Employment for more details on the District's Medical Insurance benefits.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

3000 PAYROLL ADMINISTRATION

PAYROLL ADMINISTRATION

3006 Life Insurance Premium Value

(adopted 8/23/2019)

The IRS requires that the value of the premium of group term life insurance in excess of \$50,000 of coverage be included in the employees' wages and subject to taxes per rates designated in IRS Publication 15-B.

Employees who have exercised the option of purchasing supplemental life insurance will have the insurance premium deducted from their pay.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

3000 PAYROLL ADMINISTRATION

PAYROLL ADMINISTRATION

3007 457(b) Deferred Compensation Plan Contributions

(adopted xx/xx/xxxx)

All voluntary contributions to the Deferred Compensation retirement savings plan shall be by payroll deduction. Regular 457(b) employee contributions will be pre-tax for federal and state tax calculations, while Roth 457(b) contributions will be taxed at the applicable federal and state rates.

Please see Policy 2302 for more information about the District's Deferred Compensation retirement savings plan.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

3000 PAYROLL ADMINISTRATION

PAYROLL ADMINISTRATION

3008 Cell Phone Payroll Deduction

(adopted 8/23/2019)

The District provides cell phones to employees to facilitate business activities. The District will pay the monthly base fee directly to the service provider. Any amount over the allowed base fee will be the responsibility of the employee and shall be reimbursed to the District by payroll deduction.

Employees may elect to use this cell phone for personal use; if an employee chooses to use the cell phone for personal use, the employee will contribute \$15.00 per month toward the cost of the cell phone service by a payroll deduction. These monthly amounts will be prorated to coincide with the District's bi-weekly payroll period.

Please see Policy 2608 for more information of the cell phone benefit including details regarding payroll deductions for replacement phones and associated devices.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

3000 PAYROLL ADMINISTRATION

PAYROLL ADMINISTRATION

3009 Vehicle Commuting Value

(adopted 8/23/2019)

The IRS requires that the value of District vehicles driven to and from home be included in the employee's wages and subject to taxes. The District uses the "Commuting Rule" per IRS Publication 15-B. (Currently the IRS has set the value of a one-way commute at \$1.50; therefore, employees are taxed on the value based on this calculation: $\$1.50 \times 2 \text{ one-way commutes} \times 10 \text{ working days per pay period} = \$30 \text{ per pay period.}$)

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

3000 PAYROLL ADMINISTRATION

PAYROLL ADMINISTRATION

3010 Garnishment
(adopted 8/23/2019)

A garnishment is a court order requiring the District to withhold and forward to a third party in payment of a legal debt. The District will comply with any court order to garnish wages, which it concludes was properly served on it.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

3000 PAYROLL ADMINISTRATION

PAYROLL ADMINISTRATION

3011 Changing Employee Information

(adopted 8/23/2019)

Employees' current address and phone numbers are essential for many purposes. When this information changes, it should be communicated to the financial supervisor in writing or email as soon as possible. Employees are solely responsible for notifying the financial supervisor of changes in their personal status including, but not limited to:

- Name and/or marital status
- Address and/or telephone numbers
- Number of eligible family members
- Tax payroll deductions
- Emergency contact information
- Changes to deferred compensation
- Changes to dependent medical insurance

Failure to notify the financial supervisor of status changes that regard dependent coverage or other employee benefits within 60 days may result in disciplinary action.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4000 STANDARDS OF CONDUCT

EMPLOYEE RELATIONS

4000 Standards of Conduct

(adopted 8/23/2019)

Professionalism in communications and behavior as demonstrated by courtesy, respect, and self-control is the only acceptable form of interaction in District business settings.

A code of ethics shared by all employees strengthens the overall quality of the District. The norm of expected conduct is governed by truthfulness, openness to new ideas, and consideration for the individual rights of others, including the right to hold and express opinions different from one's own.

District employees are expected to:

- Address fellow employees, their supervisors, customers, vendors and the general public with courtesy and respect and avoid using vulgar and abusive language.
- Follow instructions given them by their supervisor or manager.
- Work with others in a constructive manner to resolve conflicts.
- Behave in a manner that does not adversely affect public opinion of the District.

The policies in this section provide some guidance with respect to what is considered acceptable or unacceptable behavior. However, it is impossible to provide a comprehensive list of behaviors that are not acceptable, therefore the District relies on the professionalism of its employees to insure the most productive and congenial atmosphere possible. District management is responsible for correcting employees' unacceptable behavior. Corrective action can range from a verbal reprimand up to dismissal.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4000 STANDARDS OF CONDUCT

EMPLOYEE RELATIONS

4001 Alcohol-Drug Free Workplace

(adopted xx/xx/xxxx)

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

In recognition of the District's responsibility to maintain a safe work environment and an employee's responsibility to perform work safely, the District will act to eliminate any substance abuse, which increases the risk of injuries, accidents, or substandard performance. For the purposes of this policy, substance abuse includes the use or possession of illegal drugs, alcohol or, the abuse of prescription drugs, which could impair an employee's work performance and/or their ability to perform the job safely. This policy also applies to lawfully controlled drugs that are illegally or improperly obtained. It is expected that:

1. District employees shall not be at work, conduct District business, drive a vehicle on District business, or operate the District's equipment with any amount of alcohol, psychoactive cannabis (delta-9-tetrahydrocannabinol or THC), or illegal drugs in their system which would result in a confirmed positive test; shall not use alcohol, possess open containers of alcohol, possess marijuana, or THC containing products or substances, or use or possess illegal drugs while on duty or in their District vehicle; and shall not manufacture, distribute, dispense, sell or provide illegal drugs to any person while on duty.
2. The District recognizes that there are certain work-related events when the responsible consumption of alcohol is allowed, such as holiday or retirement parties. In these circumstances, the following guidelines apply:
 - a. Employees must consume alcohol responsibly and refrain from inebriation.
 - b. Employees remain responsible for their behavior under all circumstances.
 - c. The prohibition of operating a District vehicle or equipment is not waived.
3. This policy does not prohibit the possession and proper use of lawfully prescribed drugs taken in accordance with the prescription. However, if the use of a prescription drug combined with the duties of the required job creates an unsafe working condition, this fact shall be reported to an employee's supervisor or the general manager prior to reporting to work. Employees whose job performance is restricted by taking drugs in the prescribed manner may be subject to reassignment, medical examination, or other actions specified by applicable statutes and regulations.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4000 STANDARDS OF CONDUCT

EMPLOYEE RELATIONS

4001 Alcohol-Drug Free Workplace (cont'd.)

4. Reasonable Suspicion Testing:

Employees may be subject to drug and alcohol testing when there is Reasonable Suspicion that the employee has violated the rules expressed above. An employee who refuses to submit to a substance screening will be assumed to have a positive test and will be subject to discipline. In addition, when any employee has previously been found in violation of these rules, or by the employee's own admission, the employee may be required to submit to periodic substance testing as a condition of remaining in, or returning to, District employment.

Supervisors are expected to:

1. To inform the general manager if they have reason to suspect that an employee is under the influence of drugs or alcohol.
2. If an employee is suspected to be under the influence of drugs or alcohol while on duty, the supervisor must take steps to restrict an employee's access to motor vehicles, heavy equipment, and any other activity that may endanger the employee or other staff. The supervisor, or their designee, should transport the employee to Dignity Occupational Health, for substance screening.

The District is enrolled in an Employee Assistance Program which can provide references to qualified treatment programs if an employee wishes to seek treatment for drug or alcohol abuse issues. Employees who seek dependency treatment are entitled to use their sick leave for time away from work for this purpose. However, an employee seeking dependency treatment must pursue treatment prior to violating this Alcohol-Drug Free Workplace policy. An employee who is being punished for violating this policy may not expect to evade punishment by enrolling in alcohol and drug abuse therapy.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4000 STANDARDS OF CONDUCT

EMPLOYEE RELATIONS

4002 Outside Relations/Media Contact

(adopted 8/23/2019)

It is important to the District that positive and constructive relationships with media outlets are established and maintained. It is also imperative that information provided to the media is accurate and appropriate. To best serve these objectives, District staff shall refer media inquiries to the general manager or the assistant general managers.

Administrative staff may give factual information to the media with respect to lake levels, water releases, information pertaining to recreational activities and items of that nature.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4000 STANDARDS OF CONDUCT

EMPLOYEE RELATIONS

4003 Prohibition of Discrimination

(adopted xx/xx/xxxx)

The District is committed to providing a work environment that is free of unlawful discrimination. In keeping with the commitment, the District strictly prohibits discrimination, harassment, and retaliation on the basis of age, ancestry, color, religious creed, marital status, medical condition, national origin, physical disability, mental disability, genetic information race, sex, sexual orientation, gender identity and expression, reproductive health decision making, political affiliation or activities, or military and veteran status in any of its activities or operations. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. Discrimination can include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship. Discrimination of anyone in or from the District, on any of these bases, is strictly prohibited.

This policy prohibits discrimination in any form, and includes District practices of:

- Hiring, firing, and recruiting staff
- Compensation, promotion, job transfer or layoff of employees
- Employee's ability to use company facilities, and access to training programs
- The provision of benefits, retirement plans, disability leave and other fringe benefits to employees.
- All other terms and conditions of employment.
- Discrimination will not be practiced in the District's selection of vendors.

If an employee believes that they have been or are being subjected to any kind of discrimination and are unable to resolve (or uncomfortable attempting to address) the problem with the individual, the employee should promptly report it to their supervisor, any other supervisor, or the general manager. If an employee feels that they would be better served by going outside the District's management structure, they are advised to consult the Board of Directors' personnel committee (listed on the District Leadership page in the Preface section). Additionally, employees may file a complaint with the California Department of Fair Housing, or the U.S. Equal Opportunity Commission: please see the Harassment Prevention and Correction Policy for information.

All such claims will be investigated in a manner designed to protect the privacy of all concerned parties, but strict confidentiality cannot be guaranteed. When appropriate, the District may seek to resolve the matter informally, although a qualified investigator may also conduct the investigation, dependent on circumstances. Any employee found to have discriminated against anyone in or from the District's work environment, based on one of the categories above will be

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4000 STANDARDS OF CONDUCT

EMPLOYEE RELATIONS

4003 Prohibition of Discrimination (cont'd.)

disciplined, from verbal reprimand to dismissal. The guidelines for discrimination complaints are the same as outlined in the Harassment Prevention Policy #4004.

Employees are protected against retaliation or harassment for reporting discrimination.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4000 STANDARDS OF CONDUCT

EMPLOYEE RELATIONS

4004 Harassment Prevention and Correction Policy

(adopted 8/23/2019)

Harassment of employees due to their age, ancestry, color, religious creed, marital status, medical condition, national origin, physical disability, mental disability, genetic information race, sex, sexual orientation, gender identity and expression, political affiliation or activities, or military and veteran status, reproductive health decisions, or any other reason by fellow employees is demeaning and harmful to both the victims and the District. The District strongly condemns any form of unlawful employment-related harassment. Besides being against the law, harassment—including but not limited to sexual harassment— can result in high turnover, absenteeism, low morale, the loss of productivity, and an uncomfortable atmosphere in which to work. Therefore, the District will not tolerate any such harassment of its employees and will take affirmative steps to stop it.

Harassment is prohibited by law, which applies to managers, supervisors, coworkers and to third parties such as vendors and customers.

Some examples of harassment are:

- Verbal harassment such as epithets, jokes, derogatory comments or slurs based on the person's race, sex, religious creed, color, national origin, ancestry, age (over 40), marital status, sexual orientation, or physical or mental disability;
- Physical harassment such as assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual based on one of the categories above; and
- Visual harassment such as derogatory posters, cartoons or drawings, based on one of the categories above. Also included are emails that may be inappropriate, offensive, harassing, and/or creating a hostile work environment.

The District maintains a policy of freedom from harassment, discrimination and bias. So that all personnel will cooperate in implementing that policy, here are the elements of the District's policy on harassment:

Sexual Harassment

Sexual harassment is defined as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. Sexual harassment encompasses many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. Some examples of sexual harassment are:

1. Unwanted sexual advances.
2. Offering employment benefits in exchange for sexual favors.

YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT

EMPLOYEE HANDBOOK

4000 STANDARDS OF CONDUCT

EMPLOYEE RELATIONS

4004 Harassment Prevention and Correction Policy (cont'd.)

3. Making or threatening reprisals after receiving a negative response to sexual advances.
4. Visual Conduct: making sexual gestures, displaying of sexually suggestive objects or pictures, calendars, cartoons or posters.
5. Verbal Conduct: making or using derogatory comments, epithets, slurs and jokes.
6. Verbal sexual advances or propositions.
7. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.
8. Physical Conduct: touching, assaulting, impeding or blocking movements.

An employee who believes that this policy is being violated should report that belief to the employee's supervisor or the general manager immediately, either in writing or personally. An employee who believes that the employee's supervisor is violating this policy should report the matter to the general manager.

Guidelines for Employees

If you think that you are being harassed:

1. Let the employee know that their behavior is unacceptable to you. The offender may not realize the advances or behavior are offensive. Sometimes an open conversation will end the situation. If the behavior continues, let your supervisor know as soon as possible.

Note: If another employee tells you that he or she finds your behavior offensive, do not get angry or insulted. People have different ethical values and standards and may find behavior that you feel is acceptable is offensive to them. Tell the employee you did not realize he or she would be offended by your behavior and stop the offensive conduct.

2. It is important that you inform the District about such harassment, as nothing can be done to remedy the situation if it is not known that it exists. If you feel that you have been or are being harassed or are aware of, or suspect the occurrence of harassment, or you desire counseling on coping with harassment, you should immediately contact your supervisor, the assistant general managers or the general manager.
3. If you see another employee being harassed, please notify the general manager
4. Don't let confusion and self-doubt stop you from speaking out. Although management cannot guarantee complete confidentiality during the course of an investigation, appropriate steps will be taken to protect the privacy of all concerned parties.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4000 STANDARDS OF CONDUCT

EMPLOYEE RELATIONS

4004 Harassment Prevention and Correction Policy (cont'd.)

5. Keep a record of dates, times, places, witnesses and nature of harassment. Such records will be very helpful during an investigation.
6. If you are harassed by a nonemployee, contact the general manager or assistant general managers for help. District management will take steps to prevent future harassment.
7. In addition to notifying the District about harassment or retaliation complaints, affected employees may also direct their complaints to the California Department of Fair Employment and Housing ("DFEH"), which has the authority to conduct investigations of the facts. The deadline for filing complaints with the DFEH is one year from the date of the alleged unlawful conduct. Employees can contact the nearest DFEH office or the FEHC at the locations listed on the DFEH section of the District's employment poster or by checking the State Government listings in the local telephone directory.
8. Employees may also contact the U.S. Equal Employment Opportunity Commission (EEOC) to file a complaint. Contact information for the EEOC is listed on the District employment poster or under the Federal Government listings in the telephone directory.

Guidelines for Supervisors and Managers:

1. All managers, supervisors and employees must ensure and maintain a bias-free and nondiscriminatory work environment free of unlawful harassment.
2. No employee will be disciplined or otherwise retaliated against for complaining about such harassment.
3. The general manager should be apprised of any reports of harassment at the earliest convenience. Any reports of harassment should be taken seriously, and a fair and impartial investigation to determine the facts of the case will be conducted. All complaints of harassment that are reported to management will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation. If the general manager warrants, a thorough investigation by a qualified investigator will be utilized.

Investigations will be conducted impartially and promptly by qualified personnel. The investigation will be documented and tracked for reasonable progress with appropriate actions taken to remedy the situation with a timely conclusion.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4000 STANDARDS OF CONDUCT

EMPLOYEE RELATIONS

4004 Harassment Prevention and Correction Policy (cont'd.)

Disciplinary and/or Corrective Action

Any employee who condones, participates in or initiates harassment will be disciplined, up to and including termination, based upon the circumstances. Any employee with knowledge of a supervisor or manager abusing his or her official position by condoning, participating in or initiating such harassment should inform the general manager so management can take the appropriate action.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4000 STANDARDS OF CONDUCT

EMPLOYEE RELATIONS

4005 Workplace Violence

(adopted 8/23/2019)

The safety and security of employees and customers are very important to the District. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the District's ability to execute its daily business will not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on District property may be removed from the premises pending the outcome of an investigation. Threats, threatening behavior, or other acts of violence off District property, but directed at District employees, District members or the public while conducting business for the District, is a violation of this policy.

Off-site threats include but are not limited to threats made via telephone, fax, electronic or conventional mail, or any other communication medium. Violations of this policy will lead to disciplinary action that may include dismissal, arrest, and prosecution. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the person(s) from District property, termination of business relationships with that individual, and/or prosecution of the person(s).

In keeping with this policy, the District prohibits employees, former employees, and visitors from bringing unauthorized firearms or other weapons onto the District's premises, including District vehicles.

Employees are responsible for notifying the general manager or one of the assistant general managers of any threats, which they have witnessed, received, or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on District property or in connection with employment.

Any employee that receives a protective or restraining order that lists District premises as a protected area is required to provide the general manager with a copy of such order.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4000 STANDARDS OF CONDUCT

EMPLOYEE RELATIONS

4006 Employment Reference Checks & Verification

(adopted 8/23/2019)

Employment Reference Inquiries

The financial supervisor confirms only dates of employment and current or last job title in responding to employment reference inquiries. No other person is authorized to provide any employment references on behalf of the District without the general manager's authorization.

Any employee may elect to provide personal references, but must make it clear that the employee providing the personal reference is not speaking as a representative of the District.

Verification of Employment

No information other than dates of employment and job title is provided to any individual or organization without the employee's authorization, unless required by law.

The financial supervisor will verify information that an employee has provided to a financial institution without written authorization from the employee; but providing additional information requires authorization from the employee. The general manager will verify information regarding the financial supervisor.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4000 STANDARDS OF CONDUCT

EMPLOYEE RELATIONS

4007 Off-Duty Conduct/Conflict of Interest

(adopted xx/xx/xxxx)

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

Employees are expected to conduct their personal affairs in a manner that does not adversely affect the District's or their own integrity, reputation, or credibility. If an employee's off-duty conduct harms or potentially harms the District's business interests, or involves illegal conduct, it may be the basis for discipline, up to and including termination.

District employees must avoid conflicts of interest and alert their superiors if a potential conflict of interest arises. A conflict of interest is when someone's judgement or actions at work are, or could be, influenced by, or affected by something unconnected with their professional role. All public employees, at every level, are to perform their duties in an impartial manner, free from bias caused by their own financial interests.

The District may not prohibit employees from participating in employment during non-working hours, however, the guidelines below must be followed:

1. Employment outside of the District does not relieve the employee of performance standards relating to attendance, productivity, and engagement. If an employee is not meeting performance standards, then the supervisor is obligated to address performance issues in reviews and performance improvement plans.
2. Employment outside of the District cannot conflict with the District's business interests.
3. The use of District facilities, vehicles, equipment, and business information cannot be used for outside employment activities and is strictly prohibited.
4. District staff who are considering employment or contract duties with a District customer, vendor or contractor must notify their supervisor to openly discuss any potential conflicts of interest, or perceptions of impropriety that may arise. Any potential issues must be brought to the attention of the general manager.

The District does not provide workers' compensation coverage for injuries occurring from or arising out of outside employment.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4000 STANDARDS OF CONDUCT

EMPLOYEE RELATIONS

4008 Anti-Fraud & Ethics

(adopted 8/23/2019)

District employees must comply with all applicable laws and regulations at all times. Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their supervisor or the general manager.

The District expects its employees to conduct themselves in a business-like manner and perform duties conscientiously, honestly, and in accordance with the best interests of the organization. Employees are expected to take great care when working with District suppliers or contractual contacts and members. Employees should respect the confidentiality of information acquired in the course of their work.

This policy does not attempt to describe or define all of the ways that employees could violate this policy, however, some examples are:

- Misuse of District funds
- Unauthorized possession or removal of property, records and files
- Falsification of forms, records, or reports such as time sheets, employment applications and expense reports
- Release of confidential information or records
- Unauthorized opening of, or tampering with, locks and security devices and unauthorized use or duplication of keys
- Failure to report involvement in an accident occurring during the course of District activities or involving District equipment

Regardless of circumstances, if an employee senses that a course of action may involve a conflict of interest, fraud and/or dishonesty, they should immediately communicate all facts to their supervisor, the general manager, or any director as appropriate.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4000 STANDARDS OF CONDUCT

EMPLOYEE RELATIONS

4009 Workplace Searches

(adopted 8/23/2019)

The District respects the individual privacy of its employees. However, employee privacy does not extend to the employee's work-related conduct or to the use of District-provided equipment or supplies. Employees should be aware that the terms of this policy limit their privacy in the workplace.

The District retains the right to search any office, desk, file, vehicle, locker or any other area of or article on the premises. All offices, desks, computers, files, lockers, and the like are the property of the District and are issued for the use of employees only during their employment. Inspections may be conducted at any time at the discretion of the general manager or the general manager's representative.

To protect its property and the safety of its employees and other persons, the District may question employees and all other people entering or leaving the premises, and search any package, handbag, briefcase, lunchbox or any other article carried to or from the District's property. The District may also search any vehicle on the premises.

District management must have a valid, strong, and work-related reason to conduct a search of private property on District premises.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4100 ON THE JOB

EMPLOYEE RELATIONS

4100 On the Job

The policies in Section 4100 describe how employees should use District equipment and shared spaces such as the kitchen. The policies also address how employees will get approval for purchases made on the District's behalf, and reimbursement for expenses.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4100 ON THE JOB

EMPLOYEE RELATIONS

4101 Dress & Grooming Standards

(adopted 8/23/2019)

While the District has no formal dress code, it is expected that you will dress in a manner consistent with good business practices. The basic rule is “Nothing too tight, short, ragged, or dirty. If in doubt, don’t wear it!”

The following guidelines should be practiced by employees:

- Administrative staff is expected to dress so they project a professional, business-like image. Professional clothing (coats, ties, suits and dresses) is not required on a daily basis.
- Work clothes should align with your job duties; casual business attire is expected by administrative staff, while field and technical staff may dress more casually, but in no circumstances are torn, soiled and/or stained clothing acceptable.

The following are not appropriate during normal working hours:

- mini-skirts
- halter/tube/crop type tops (including tank top t-shirts and any backless tops)
- athletic clothing such as gym shorts, yoga pants and sweatpants (sweatshirts and jerseys are okay)
- see-through clothing
- torn, cut, or frayed clothing
- clothing with sexually explicit, profane or inflammatory messages or artwork

Grooming

District employees are expected to present themselves in a professional manner both to customers and colleagues which encompasses their personal grooming habits. Employees are expected to bathe at frequent and regular intervals, brush their teeth daily, groom facial hair, and use antiperspirant or deodorant. Employees should also keep in mind that some people are sensitive to perfumes and other fragrances and use moderation when applying them.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4100 ON THE JOB

EMPLOYEE RELATIONS

4102 Telephone Calls

(adopted 8/23/2019)

The District understands that you may need to speak with your family or tend to non-business activities at times, but requests that personal calls during office hours are kept to a minimum. As is consistent with the District workplace search policies, all phone calls may be subject to surveillance with a strong, valid and work-related reason. All communication can be disclosed to law enforcement or other third parties without prior consent of the sender and/or receiver.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4100 ON THE JOB

EMPLOYEE RELATIONS

4103 Electronic Communications

(adopted 8/23/2019)

The District uses various forms of electronic communications including, but not limited to, communications via computers, email, telephones, smart phones, text messaging, internet, electronic tablets and other devices. These devices are provided to promote and facilitate effective and efficient business communications.

1. General Guidelines

The District has general guidelines that apply to all electronic communications:

- a. All District computers and other electronic devices shall be cared for in a way that minimizes damage and loss. Computers and electronic equipment for office use shall not be removed from District premises unless the user has been authorized to do so.
- b. All files, data and communications created and transmitted on District electronic devices and equipment are considered District property.
- c. Unauthorized distribution of confidential files and communications is strictly forbidden.
- d. District employees shall not violate software licensing rules or infringe on copyrights and trademarks.
- e. All electronic communications are to adhere to associated policies in this handbook and must be professional in content and character. Under no circumstances shall electronic communications contain content that is discriminatory, harassing, fraudulent, obscene, defamatory, or sexually explicit.
- f. Employees are not to attempt to access another employee's computer, email, on-line accounts, or protected files without permission.
- g. Employees may not intercept, eavesdrop on, record, read, alter, retrieve, receive, send, or use another person's electronic communications and/or storage without proper authorization.

2. Personal Use of Electronic Communications Systems

The District provides computers, electronic communications, electronic information, and information technology resources, including the internet, to its employees to help them do their job. Generally, these resources and property should be used only for business related purposes; however, there are a few exceptions. Limited, occasional, or incidental use of

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4100 ON THE JOB

EMPLOYEE RELATIONS

4103 Electronic Communications (cont'd.)

electronic communications for personal use may be permitted under the following circumstances:

- a. Personal use may not interfere with the productivity of the employee or his/her co-workers or disrupt or delay the performance of District business.
- b. Personal use may not be for personal employee gain or commercial ventures.
- c. Personal use may not consume District resources or otherwise deplete system resources for District business purposes.
- d. Personal use shall not be used to access threatening or sexual blogs, to participate in political or religious debate, or to distribute mass emails.
- e. On-line gambling is forbidden.
- f. Personal use shall prescribe to all other policies relating to conduct for electronic communications.

3. No Right to Privacy

The District's electronic communications systems, including storage, and electronic communications, are the District's property, regardless of the content, including any personal communications. The District reserves the right to monitor the electronic communications systems for any valid business reason, including the right to review, audit, and disclose all matters sent over and/or stored in the electronic communications systems.

As a result, employees should be aware that no electronic communications transmitted on the electronic communications systems, or electronic storage contained within the systems, is private or confidential. Employees should have no expectation of privacy with respect to any use, including storage, business or personal, of the District's electronic communications systems.

Additionally, the District is required to make all public records available for inspection and to provide copies upon request through the California Public Records Act. A public record is any writing (which includes electronic documents) related to the conduct of the public's business prepared, owned, used, or retained by the District.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4100 ON THE JOB

EMPLOYEE RELATIONS

4103 Electronic Communications (cont'd.)

4. Social Networking

The District views social networks such as web based discussion or conversation pages and other forms of social networking such as Facebook, Twitter, You Tube, etc, as significant forms of public communication. As such, we hold all of our employees who engage in social networking to the same standards we hold for any public communications. Therefore, all employees have an obligation to the District to ensure that any public communication they make, including social networking communications, must not negatively impact the reputation of the District or bring disrepute in any way to the District, and its partners, customers, and vendors. Further, only a select group of employees are authorized to publicly speak on behalf the District, per our Media Contact policy. Violations of this policy will result in discipline, which may include termination, depending on the severity of the situation and its impact on the District.

General Guidelines and Examples of Prohibited Communications:

The guidelines listed below are not intended to be a comprehensive list of prohibited communications on social media. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible.

- a. Do not mention District employees, customers, or partners in an official capacity without their express consent. Information published on social networks or blog(s) should comply with the District's confidentiality and disclosure of proprietary data policies.
- b. Employees are not to use the District's logo on social media posts unless given written consent by the general manager. Do not link to the District's website or post District material on a social media site without written permission.
- c. Employees are responsible for what they write or present on social media. Employees can be sued by other employees, competitors, members, and any individual that views your social media posts as defamatory, pornographic, proprietary, harassing, libelous, or creating a hostile work environment.
- d. All District policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to illegal harassment, code of conduct, non-competition, protecting confidential and/or proprietary information. Violation of this policy may lead to discipline up to and including termination.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4100 ON THE JOB

EMPLOYEE RELATIONS

4103 Electronic Communications (cont'd.)

5. Software

Employees are authorized to download software only from established, well-known software providers, or to update previously installed software. If there is any doubt in regard to the safety of the software, please consult the District's Information Technology support services.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4100 ON THE JOB

EMPLOYEE RELATIONS

4104 Purchase Orders

(adopted xx/xx/xxxx)

Purchase orders are to be written for every purchase of \$750 and more by supervisors or the assistant general manager. The assistant general manager(s) or the general manager must approve purchase orders from \$750 - \$2,499.99. Purchase orders \$2,500 or more must be approved by the Board of Directors.

Purchase orders should be authorized prior to making the purchase and the P.O. number given to the vendor so the invoice can be matched up with the purchase order.

Prior to purchase and when feasible, a supervisor must authorize purchases less than \$750. Receipts must be provided to the authorizing supervisor to sign and provide to the financial supervisor.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4100 ON THE JOB

EMPLOYEE RELATIONS

4105 Expense and Reimbursement Guidelines

(adopted xx/xx/xxxx)

District management encourages its employees to make purchases through vendors that the District has an established account to avoid out of pocket expenses. Employees who need to make purchases on a regular basis may be issued a credit card to facilitate District business. However, the District will fully compensate employees for all reasonable and prudent expenses incurred in the course of business as described below:

Expense Reimbursement

Employees must fill out an Expense Report Form prior to being reimbursed for expenses incurred by employees for District purposes. Before submitting an expense report to the financial supervisor, it must be approved by management. Expenses under the amount of \$50 will be reimbursed through its petty cash account or a payroll disbursement. Expenses over \$50 will be reimbursed through normal accounting procedures after the employee has completed and submitted an expense report.

All reimbursements for expenses will be in line with the travel and meal guidelines or as approved by management. Cash receipts must be submitted to the financial supervisor with an approved expense claims reimbursement form within one month of making the charge.

Credit Card Use

Credit cards may be issued to employees who either have the need to frequently purchase supplies or services. Credit cards shall be used only for legitimate District business and purchases are subject to the policies outlined in this handbook, or as approved by management.

Employees must submit receipts from credit card purchases to the accounting department, along with a copy of a purchase order for expenses that require them.

No personal items may be charged on the business credit card.

Petty Cash

Funds from the District petty cash box are available to make small, business related purchases (less than \$50), or to refund such expenses to an employee. Employees should use a District credit card or make purchases on a District account when possible and use petty cash funds when cash payment is the best, or only option. Employees must retain receipts for all purchases made with petty cash. When employees need petty cash, they should contact finance department personnel who will dispense the funds and enter the purchase on the petty cash withdrawal slip.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4100 ON THE JOB

EMPLOYEE RELATIONS

4105 Expense and Reimbursement Guidelines (cont'd.)

Purchasing personal items or making personal cash withdrawals from petty cash funds is prohibited.

Mileage Reimbursement

District employees are encouraged to use District vehicles whenever practical while conducting District business. However, when personal vehicles are used, employees will be reimbursed as determined by the IRS mileage reimbursement rate in effect at the time the expense is incurred.

Travel Expenses

Meals

The District will provide up to \$95 per day for meals for full-day travel and up to \$45 per day for meals for half-day travel expenses. Special circumstances will be required to justify reimbursement for amounts above these limits.

In order to be eligible for meal reimbursement, the following criteria must be met:

For Breakfast – the employee must have started traveling prior to 7 a.m. or have stayed overnight.

For Lunch – the employee must have started traveling prior to 11 a.m. or have stayed overnight. If the travel ends prior to noon, lunch expenses will not be eligible for reimbursement.

For Dinner – the employee must have started traveling prior to 4 p.m. or have stayed overnight. If the travel ends prior to 6 p.m., dinner expenses will not be eligible for reimbursement.

Lodging

The reimbursement rate should not exceed \$250 per night exclusive of tax. Prior to being incurred, a higher room rate must be approved by the general manager. For lodging associated with ACWA Conferences, the reimbursement rate shall be the rate set for single rooms for the Conference.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4100 ON THE JOB

EMPLOYEE RELATIONS

4105 Expense and Reimbursement Guidelines (cont'd.)

Air Travel

District employees will travel in coach class when travelling by air on District business and are expected to use their best judgment when purchasing airline tickets. If an employee chooses to travel by car instead of flying, mileage for the trip will be reimbursed up to, but not exceeding the cost of air travel by the current mileage reimbursement rate.

Car Rentals

A District credit card must be used to pay for car rental. Please refer to the Car Rental Policy 6400 for other details in regard to car rentals.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4100 ON THE JOB

EMPLOYEE RELATIONS

4106 Personal Use of Equipment

(adopted 8/23/2019)

General

As a public agency, it is important that District facilities and equipment are used only for legitimate business purposes. Therefore, employees are authorized to use the District's facilities and equipment only for appropriate District business during normal business hours. Exceptions to this policy include:

- 1) Emergency situations,
- 2) With written authorization from the general manager. Written permission must be received and placed on file 48 hours in advance of actual access and/or use, except in an emergency situation.

District Accounts

Employees may not use District accounts with vendors to purchase items for their personal use and reimburse the District for the purchases.

District Vehicles

Employees are to limit use of District vehicles for business use only. An exception is incidental use before or after work such as stopping by the post office on the way home from work. Incidental use of a District vehicle is a privilege; abuses will be reviewed by the general manager on a case-by-case basis for appropriate action.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4100 ON THE JOB

EMPLOYEE RELATIONS

4107 Security

(adopted 8/23/2019)

Security is important to everyone. Employees are not to discuss the security of the District premises or services with any individual not employed by the District. Additionally, neither the District nor its insurance carriers take any liability for personal belongings other than those placed on the property insurance schedule. You are encouraged to secure personal belongings to the best of your ability.

The building is secured with electronic keypads. All employees are given a confidential code that provides them with the access necessary to perform their job. Confidential codes are not to be shared with anyone, including fellow employees. Additionally, cameras are placed at various locations throughout the District office, shop and yard, as well various locations at the Capay, Indian Valley and Cache Creek Dams. These cameras serve to monitor and secure District premises.

Please see Section 4110 regarding the District's right to conduct workplace searches.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4100 ON THE JOB

EMPLOYEE RELATIONS

4108 Gifts

(adopted 8/23/2019)

Employees generally may not accept any gift or service of more than \$50 in value from any supplier, customer or other business contact. Questions or doubts about any gift should be discussed with the general manager.

Additionally, employees that have fiduciary duties with the District, and the Directors are subject to a filing a Statement of Economic Interest (Form 700). Persons who file a Form 700 are prohibited from accepting a gift or gifts that the total value exceeds the allowed limit from a single source. The ceiling is adjusted on an annual basis.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4100 ON THE JOB

EMPLOYEE RELATIONS

4109 Solicitations and Distribution

(adopted 8/23/2019)

The District does not permit outside persons or organizations to solicit employees for funds or any other purpose in its offices.

Employees may solicit contributions for functions in which they or their children are directly involved (e.g. sales of cookies or candies for school).

Distribution or posting of pamphlets, leaflets, or any other literature on District facilities is prohibited except in the employee break room. When leaving any material in the break room, employees must be mindful of the District's discrimination and harassment policies and not expose fellow employees to materials that may be objectionable to others.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4100 ON THE JOB

EMPLOYEE RELATIONS

4110 Break Room

(adopted 8/23/2019)

The District's break room is provided for employees to relax, eat meals and chat with fellow employees. The break room also serves as a communications center for many employees; the federal and state employment posters are located there, as well as many employees "mail boxes."

Employees are to be considerate of their fellow coworkers and make sure that they clean up after themselves in the break room, and not leave dirty dishes and other messes in the room.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4100 ON THE JOB

EMPLOYEE RELATIONS

4111 Kitchen

(adopted 8/23/2019)

The District has kitchen facilities for use during breaks and at lunch. It is important that each employee clean up after themselves. Do not leave any dirty dishes. Wipe off the counters and tables and clean the inside of the microwave or stove surfaces, if there is any splattering of food during cooking.

Coffee/Tea/Hot Chocolate: These items are provided for employee's use and convenience.

Refrigerator: The refrigerator is available for everyone's use and convenience. However, there are many employees using the refrigerator. Employees should limit the amount of space they use. Since the refrigerator will be cleaned out occasionally, things to be kept should have names on them. All other items will be disposed of.

Microwave: A microwave is available for employee's convenience. Since there are many employees who may want to use it, employees should coordinate with others if they will be using it for a long time (more than 5 minutes). Covering food with a paper towel will minimize splatters inside the oven.

Stove/oven: The stove/oven is also available for everyone's use and convenience. Please wipe the surfaces clean after use.

Vending Machines: Profits (if any) from the vending machine sales go into an employee account, which are reinvested into more inventory. Problems with either machine should be reported to the accounting assistant for appropriate action.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4100 ON THE JOB

EMPLOYEE RELATIONS

4112 Supplies

(adopted 8/23/2019)

It is the District's intent to provide employees with everything they need to do their job. Basic supplies are kept in stock. Any special orders should be requested and approved by the employee's supervisor before ordering. Any employee using the last or next to the last of any supply item should notify either their supervisor, the accounting assistant, or the facilities supervisor as appropriate.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4100 ON THE JOB

EMPLOYEE RELATIONS

4113 Parking

(adopted 8/23/2019)

Employees may park their vehicles at the District office parking lot.

All non-District vehicles are to be removed from the premises at the end of the workday. When this is not possible, advance arrangements should be made with the management; it is advised to park your personal vehicle in the yard if you must leave it on the District premises overnight.

Employees park vehicles on District premises at their own risk. The District assumes no liability for theft or damage to an employee's vehicle while it is parked on District grounds.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4100 ON THE JOB

EMPLOYEE RELATIONS

4114 Smoking

(adopted xx/xx/xxxx)

In accordance with State law and local ordinances, smoking is not permitted anywhere inside the building, office and shop or within 25 feet of all entrances, as well as the District's remote facilities. This policy extends to District vehicles; no smoking is allowed inside any District vehicle or heavy equipment.

Any employee may object about smoking that occurs in violation of this policy. The objection should be reported to the immediate supervisor, the assistant general managers, or the general manager. There shall be no retaliation against any employee who seeks enforcement of this policy.

Employees who violate this policy by smoking in no-smoking areas are subject to disciplinary action, which may include immediate discharge.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

4100 ON THE JOB

EMPLOYEE RELATIONS

4115 Dog Policy
(adopted 8/23/2019)

The District allows employees whose primary job functions take place outside of the District's main office to bring a maximum of two dogs to work. For reasons relating to office cleanliness, allergies and the potential for distractions, personnel who primarily work in the office are not allowed to bring dogs to work unless it is a service animal who is providing support as an accommodation for a disability.

Employees who exercise the privilege of bringing their dog to work them must adhere to the following requirements:

1. Employees who chose to bring well-behaved dogs to work will sign a Waiver of Liability.
2. No employee may bring more than two dogs to work with them at any one time.
3. Dog owners are 100% responsible for their dogs' behavior, well-being, and biological needs 100% of the time.
4. If an employee's duties have temporarily changed, such as attending all-day training, they will not bring their dog(s) to work with them for that period.
5. Employees will not bring dogs to work who are aggressive, have a history of biting, are destructive or who bark excessively.
6. All dogs must be up to date on core vaccinations including rabies, canine parvovirus, distemper and canine hepatitis.
7. Employee's dogs must be covered under their homeowner's/renter's insurance, which must cover dog bites.
8. Employee's must follow the rules regarding dogs in District vehicles according to Vehicle Rules Policy 6001.

The District maintains this policy to enhance employee satisfaction and productivity. If an employee's productivity is reduced as a result of bringing a dog(s) to work, that employee will lose their privilege to bring dogs to work.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

5000 HEALTH & SAFETY

HEALTH & SAFETY

5000 Health & Safety

The policies contained in Section 5000 pertain to how the District will protect the health and safety of its' employees, and documentation necessary to return to work after an injury or illness. Sections in this policy also describe the process by which the District or an employee may request reasonable accommodations for an injury or medical condition.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

5000 HEALTH & SAFETY

HEALTH & SAFETY

5001 Injury Illness Prevention Program (IIPP)

(adopted 8/23/2019)

The IIPP promotes safety awareness and illness prevention and conforms to California Labor Code 6401.7 and Title 8 of California Code of Regulations 3203.

1. District safety policies are largely contained within the IIPP and a copy of the program is given to all employees. An additional copy is kept at all times at the front desk at the District office for inspection and review.
2. The contents of the IIPP include:
 - a. Assignment of Responsibilities
 - b. Safety Committee
 - c. Hazard Assessment and Control
 - i. Ergonomics
 - d. Training
 - e. Record Keeping
 - f. Employee Compliance
 - g. Safety Rules and Procedures
 - i. Emergency Medical Procedures
 - ii. Workers' Compensation Benefits and Claims
 - iii. Early Return to Work Program
 - iv. Hazard Mitigation
 - v. Ergonomics

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

5000 HEALTH & SAFETY

HEALTH & SAFETY

5002 Employee Training

(adopted 8/23/2019)

The District must provide a safe place for employees to work and training to prepare them for the hazards that they will encounter while they are on the job. The training that each employee receives is dependent on the job duties that they will be performing. However, training that all employees will receive is:

- Overview of the Employee Handbook
- Overview of the Injury and Illness Prevention Plan (IIPP)
- Fire Extinguisher and Fire Prevention
- Hazard Communication

Other common training subjects for new employees are:

- Defensive Driving (for employees who are authorized to operate a District vehicle)
- Hazard Communication
- Heat Illness Prevention
- Person Protective Equipment (PPE)

Employees will be trained on an on-going basis to address the safety hazards that they encounter while performing their jobs.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

5000 HEALTH & SAFETY

HEALTH & SAFETY

5003: Cell Phone Safety

(adopted 8/23/2019)

Cellular phone use while driving:

California state law bans the use of hand-held cell phones while driving. Employees will not drive their vehicles while holding and operating a handheld wireless telephone or an electronic wireless communications device unless the device is specifically designed and configured to allow voice-operated and hands-free operation, and it is used in that manner while driving. This includes all uses of cell phones including talking, texting, navigation and streaming.

Personnel whose job duties involve communicating while driving or close to their vehicles will be provided with either a hands-free communication system installed in their vehicle, or after market hands-free communication devices along with the appropriate mounting devices or both.

Employees may use their handheld cell phones while driving only if the following two conditions are met:

- a. The cell phone is mounted on the vehicle windshield, dashboard or center console in a manner that does not hinder the driver's view of the road.
- b. The driver's hand is used to activate or deactivate a feature or function of the handheld wireless telephone or wireless communications device with the motion of a single swipe or tap of the driver's finger.

Please see the Cell Phone policy in Section 2000: Benefits of Employment for information regarding replacement of hands-free devices and payroll deductions.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

5000 HEALTH & SAFETY

HEALTH & SAFETY

5004 Return to Work Program

(adopted 8/23/2019)

In an effort to minimize serious disability due to on-the-job and off-the-job injuries and illnesses and to reduce workers' compensation costs (if applicable), the District has developed a Return-to-Work program. Details of the program can be found in the IIPP on pages 21-22.

This policy is consistent with the District's responsibilities under the Americans with Disabilities Act to provide reasonable accommodations to persons with disabilities.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

5000 HEALTH & SAFETY

HEALTH & SAFETY

5005 Physical Examinations

(adopted 8/23/2019)

Pre-placement physical examinations are required by the District to ensure that an employee can safely perform their job duties. Physical examinations may be required when events lead management to consider the employee's mental or physical ability to safely do their job. Physical examinations or evaluation and the resulting documentation will be conducted in compliance with employee privacy protections and state and federal law, and may be coordinated through Occu-Med.

Policies that pertain to physical examinations include:

- a. Prospective employees will be required to pass a physical Fit for Duty Evaluation (FFDE) to verify that they can perform the essential functions of the job. The physical examination will take place after a job offer has been accepted, prior to job placement. The examination will be coordinated by Occu-Med and will include a drug test.
- b. Each employee is responsible for maintaining their health in such a way that the employee can perform the essential functions of their job with or without reasonable accommodations. It is also the employee's responsibility to communicate to their supervisor if they have a physical or psychological condition that impairs their ability to safely perform their job.
- c. A FFDE is required when management has a reasonable belief based upon objective evidence that an employee's medical or psychological condition impairs their ability to safely perform the essential functions of their job. Circumstances in which a FFDE may be requested include, but are not limited to, returning to work after a disability leave, and a decline in health due to injury, illness or age.
- d. An FFDE may be required if an employee has requested an accommodation and the information provided by the employee's treating physician is incomplete, unclear or vague.
- e. If a FFDE is necessary, the employee will be required to be examined by their treating personal physician or qualified personnel as determined by Occu-Med.
- f. Results of the evaluation will be maintained confidentially and separate from the employee's personnel record.
- g. Failure to attend a FFDE may lead to disciplinary action, up to and including, termination.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

5000 HEALTH & SAFETY

HEALTH & SAFETY

5006 Doctor's Certifications

(adopted xx/xx/xxxx)

Doctor's certifications are notes provided to the District by the employee's doctor or health care provider to certify fitness for duty or to verify the need for sick leave, family care leave, disability leave and other such absences, and to verify that an employee is well enough to return to work. Doctor's certifications are generally not coordinated through Occu-Med.

1. A doctor's certification is required in the following circumstances:
 - a. After a sick-leave absence of more than five days.
 - b. An employee is requesting leave of five days or more to care for their own serious medical condition.
 - c. An employee is requesting leave of five days or more to care for a sick child, spouse, parent, or United States service member or veteran, the employee must provide certification from their family member's health care provider confirming the need for the employee's leave.
 - d. When an employee is returning from leave of five days or more to care for their own serious medical condition.
 - e. An employee is requesting a Pregnancy Disability Leave.
2. District management may ask for a doctor's certification under the following circumstances:
 - a. If an employee is on written warning or exhibiting a pattern of excessive use of sick leave, even if the absence is less than five days.
 - b. When requesting an extension of family/medical leave for the employee's own health condition or to care for a family member.
 - c. When an employee is returning from a Pregnancy Disability Leave.
 - d. When an employee is requesting an accommodation for a physical or psychological condition.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

5000 HEALTH & SAFETY

HEALTH & SAFETY

5007 Reasonable Accommodation

(adopted 8/23/2019)

Request for Reasonable Accommodation

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the District will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the District supervisor responsible for the area of work and discuss the need for an accommodation. The District will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job.

Interactive Process

An interactive good faith communication process between the District and an employee with disabilities is required in selecting an appropriate reasonable accommodation if one exists. This is a timely individual process where management and the individual discuss the request and effective reasonable accommodation(s). In general, the District will initiate an interactive process when: (1) an applicant or employee with a known disability requests a reasonable accommodation, (2) the District otherwise becomes aware of the need for an accommodation through a third party or by observation, or (3) the District becomes aware of the possible need for an accommodation because the employee has a disability and has exhausted leave under the Workers' Compensation Act, or other federal, state or employer leave provisions, if applicable.

The following is a non-exclusive list of the considerations when reviewing a request for accommodation:

1. The essential functions of the job.
2. How the disability limits performance of the essential functions.
3. Identify accommodation options that overcome limitations and determine the reasonableness of the proposed accommodations.
4. Selection of the most appropriate reasonable accommodation, if one exists.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

5000 HEALTH & SAFETY

HEALTH & SAFETY

5007 Reasonable Accommodation (cont'd.)

If an accommodation request is made, the District will initiate the interactive process and confer with the individual applicant or employee, as necessary, until the interactive process is complete and/or a reasonable accommodation, if any, is determined.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

5000 HEALTH & SAFETY

HEALTH & SAFETY

5008 Lactation Accommodation

(adopted 8/23/2019)

The District supports breastfeeding mothers by providing them an appropriate space and the time to express milk during the first year of an infant's life.

The District will provide a private place to express breast milk; due to the small size of the District, the lactation space will not be a permanent one but will conform to the following standards:

1. The lactation space will be private and free from intrusion while an employee is expressing milk.
2. The lactation space will not be used for any other purpose while the employee is expressing milk.
3. A reasonable effort will be made to find a place other than a bathroom for lactation purposes.
4. The lactation space will include a power source.
5. An employee's regular work place may be used for expressing milk if it is private, secure and otherwise suitable for this purpose.
6. If an employee is working in the field, an air-conditioned cab of a truck or other equipment may be used to express milk.
7. District management will work with an employee to provide a private, clean, safe and comfortable space for employees who wish to express breast milk.

Additionally, the District will provide a small refrigerator for the purposes of safely storing breastmilk. Milk must be properly labeled if more than one woman is using the refrigerator. Employees using the dedicated refrigerator for this purpose will assume all responsibility for the safety of the milk stored within.

Time dedicated to expressing breastmilk will run concurrently to an employee's normal rest and lunch breaks for non-exempt employees; additional breaks, if needed, will be unpaid. Lactation breaks in excess of twenty (20) minutes will be unpaid and the employee will record such breaks on their time sheet.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

5000 HEALTH & SAFETY

HEALTH & SAFETY

5009 Access to Medical Records

(adopted 8/23/2019)

Employee medical records are confidential and all medical records are maintained in a manner that protects an employee's privacy. Medical records are kept separate from other employment information and are maintained in a safe, locked and secure location. Access to medical records is limited to only those that have a genuine need to know. For example, supervisors may need to know an employee's physical limitations but they do not need to know the underlying medical condition that caused the limitation.

Employees have a right to examine their own medical records file at reasonable times and intervals.

An employee's medical file typically contains information such as:

- Supplemental life insurance application forms
- Applications for disability claims that require medical information
- Requests for paid or unpaid medical leaves of absence
- Family Medical and Leave Act (FMLA) reports and related paperwork
- Physician's examinations, notes, correspondence, and recommendations
- Medically-related excuses for absenteeism or tardiness
- Medical job restrictions
- Any other form or document that contains private medical information about an employee.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

5100 WORKERS' COMPENSATION

HEALTH & SAFETY

5100 Workers' Compensation

(adopted 8/23/2019)

This policy does not modify applicable Workers' Compensation law.

The District provides workers' compensation coverage according to state law. This coverage protects you if you are injured or disabled on the job. It also provides medical, surgical, and hospital treatment in addition to payment for loss of earnings that result from work related injuries. Compensation payments begin from the first day of your hospitalization or after the third day following the injury if you are not hospitalized.

If you are injured while working, you must immediately report such injuries to your supervisor, or another manager, regardless of how minor the injury might be. Please see Policy No. 5102 for more information in regard to reporting on the job injuries or illnesses.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

5100 WORKERS' COMPENSATION

HEALTH & SAFETY

5101 Workers' Compensation Disability Leave

(adopted 8/23/2019)

The terms of this policy are not meant to modify workers' compensation law.

The following policies apply when an employee is placed on full or partial workers' compensation leave.

Employees placed on full or partial workers' compensation leave are to keep all scheduled doctor's appointments and ensure that the District receives a copy of the Work Status Report so management can keep informed of the employee's recovery and their ability to return to work. The District will provide the treating physician with a copy of the employee's job description to help the physician determine when the employee can safely return to work.

The District will provide modified duty to injured employees when such work is available.

Coordination of Benefits

If an employee is absent due to a Workers' Compensation injury, accumulated sick leave or vacation time may be used for the three-day waiting period, and to bring the employee's compensation up to, but not greater than, the employee's regular gross pay. Employees needing follow-up medical appointments will be charged the time off from their accumulated paid leave. Any overpayment of benefits will require reimbursement to the District

Impact on Benefits

Medical Insurance: The District will continue to pay for the District's portion of an employee's health benefits through the end of the twelfth month commencing with the month after the leave begins. Employees who are on workers' compensation leave are required to pay for the dependent portion of their insurance premium. Due to provisions in the medical insurance policy, employees who are on leave for more than twelve weeks may be enrolled in COBRA depending on the circumstances.

Dental Reimbursement: The dental reimbursement program will be made available to the employee on leave through the end of the twelfth month commencing the month after the leave began.

Life insurance: Life insurance premiums will be paid by the District through the end of the twelfth month commencing with the month after the leave begins.

Vacation and Sick-Leave Benefits: Employees on full workers' compensation leave do not accrue vacation and sick leave time.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

5100 WORKERS' COMPENSATION

HEALTH & SAFETY

5101 Workers' Compensation Disability Leave (cont'd.)

Holiday Pay: Employees do not receive paid holidays while on full workers' compensation leave.

Benefit Accrual Rate: The time an employee is out on full workers' compensation does not count toward years of service for vacation time and longevity increases. When employees return from a workers' compensation leave of absence accrual dates will be adjusted forward to reflect the period of the leave.

Cell Phone: Employees who are on a workers' compensation leave and have a cell phone for District business and personal purposes will pay all charges attached to that phone number beginning on the first billing cycle after the 15 working days have elapsed through the date the employee returns to work or have phone service discontinued.

Vehicles: Employees who are on or expect to be on full workers' compensation leave for more than 15 working days must leave the District's vehicle and associated tools at the District's shop or other pre-approved District facility.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

5100 WORKERS' COMPENSATION

HEALTH & SAFETY

5102 Workers' Compensation Reporting

(adopted 8/23/2019)

It is imperative to immediately report work related injuries and illnesses to a supervisor, no matter how slight. It is the District's obligation to provide a workers' compensation claim form (DWC-1 form) to all injured employees within one working day. In order to meet this requirement, it is essential that all work-related injuries be reported to a supervisor or to the administrative assistant. Obtaining the paperwork does not mean that an employee is required to file a claim, but it helps to ensure that claims are made in a timely fashion. This protects employees because claims may be considered invalid if an injury or illness was not promptly reported.

If an employee sustains a work-related injury that requires medical attention, the attending physician must be notified that that the injury is work-related.

The District's IIPP contains information relating to the Workers' Compensation reporting and claims procedures. Currently this information is found in the IIPP on pages 18-21.

Items covered in the IIPP include:

- Workers' Compensation benefits
- Claims procedure
- Injury and illness reporting
- Staff responsibilities in regard to workplace injuries and illnesses

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

5100 WORKERS' COMPENSATION

HEALTH & SAFETY

5103 Workers' Compensation Disclaimer Notice

(adopted 8/23/2019)

The District or its insurance carrier may not be liable for the payment of workers' compensation benefits for any injury which arises out of your voluntary participation in any off-duty employment, recreational, social or athletic activity which is not a part of your District work-related duties.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

6000 FLEET POLICY

FLEET POLICY

6000 Fleet Policy

(adopted 8/23/2019)

The District may furnish a fleet vehicle to employees to carry out their duties. In order to be issued a District vehicle to be taken home overnight, the employee must live within Yolo County unless authorized in writing by the general manager. Alternatively, a car allowance may be granted. Vehicle-use privileges and/or car allowances may be ended at the District's discretion, either with or without cause. Elimination of a fleet vehicle and/or car allowance does not necessarily result in a salary/wage adjustment.

Employees who are provided with a vehicle, and use that vehicle for commuting to and from work will be taxed according to the IRS Publication 15-B "Employers Tax Guide to Fringe Benefits." The taxable value will be included on the employee's paycheck.

In order to be issued a District vehicle, an employee must be in possession of California state driver's license, or a valid driver's license issued by another state. If an employee holds a driver's license issued by another state, they must obtain a California state driver's license within three months of being issued a District vehicle.

The vehicle entrusted to the employee's care is a valuable District asset and it must be operated and maintained prudently.

The District has established and maintains a Driving Record Review Program. As part of this program, it has enrolled in the Department of Motor Vehicles (DMV) Employer Pull Notice Program. All employees that drive any District vehicle are part of the review program, including temporary, seasonal, and part-time employees and volunteers.

Driving record review procedures and driving record review criteria are found in Section 6200.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

6000 FLEET POLICY

FLEET POLICY

6001 District Vehicle Rules

(adopted 8/23/2019)

1. Business Use Only
 - a. Non-District use of District vehicles without prior approval is prohibited and grounds for dismissal, unless the employee is already using the District's vehicle in the course of the day's work. (e.g. a lunch break at remote site, or a local non-District doctor's appointment).

2. District employees are expected to practice defensive driving techniques, and conform to the California Vehicle Code. Failure to do so may result in disciplinary action. All employees who drive on District business are required to attend defensive driving classes on a periodic basis.

3. Passengers
 - a. Employees are not to allow non-District passengers to ride in District vehicles unless the passenger is on official District business. Employees may have an immediate family member in a District vehicle including the employee's parents, spouse or children during nonworking hours for incidental use such as dropping a child off at school before work.

 - b. If an employee has the occasion to have an immediate family member in the District vehicle, the employee agrees to indemnify and hold harmless the District, its Board, officers or other representatives, in case of accidental death or injury, and further the employee agrees that his or her insurances shall be considered primary in case of any action against the District, its Board, officers or other representatives.

 - c. Passengers shall comply with all applicable laws including but not limited to seat belt laws. Under NO circumstances shall any person be allowed to ride on the outside of or in the unenclosed back of a District vehicle.

4. Dogs in District Vehicles
 - a. Any dog riding in the back of a District vehicle shall be tethered in compliance with state law.

 - b. Use caution and good judgment when deciding if a dog should be allowed out of a vehicle at a job site. Dogs near heavy equipment operations and at job sites can be a distraction and create hazardous situations.

 - c. Dogs brought to the District office shall be kept in the vehicle.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

6000 FLEET POLICY

FLEET POLICY

6002 Driving Record Procedures

(adopted 8/23/2019)

The District reviews employees driving records in order to ensure that employees maintain suitable driving records for public safety, reduced liability and insurance purposes, and to be able to fulfill the essential functions of one's job.

1. Driving Record Procedures

The District obtains from the DMV a copy of the driving record of all of its employees that are authorized to operate vehicles (District's or personal) on the District's business.

- a. If an applicant is being considered for a job in which driving is an essential function, the applicant's driving record will be reviewed as part of the hiring process.
- b. If driving is an incidental duty of an employee's job, a copy of their driving record shall be obtained as soon as possible after hire and annually thereafter.
- c. The District automatically receives updates when employees who are in the pull program are in an accident or receive points on their driving record.
- d. If your duties require driving a vehicle, you must maintain a driving record that will not cause you to become uninsurable or affect your ability to perform the essential functions of your job. Any such actions could lead to disciplinary action, up to and including discharge.

2. Driver Record Review Criteria

Applicant driving records will be reviewed and checked for moving violations, accidents, license suspensions, driving while under the influence, failure to appear and related infractions. Applicants who have exhibited irresponsible driving behavior will not qualify to hold positions in which driving is an essential function of the job.

Employees who receive a ticket(s) while on District business will have the incident reviewed by the safety officer and if necessary, by the safety committee. An incident report with recommendations for prevention will be included in the report and submitted to the general manager for review and implementation. The

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

6000 FLEET POLICY

FLEET POLICY

6002 Driving Record Procedures (cont'd.)

employee's supervisor, safety officer and safety committee will also make disciplinary recommendations to the general manager if appropriate.

- Disciplinary recommendations will consider the nature and severity of the incident and the overall safety performance of the employee. Recommendations may include:
 - Immediate attendance in a defensive driving class
 - Verbal warning of safety violation with a record of warning placed in the employee's personnel file
 - Written warning of safety violation, signed by the employee, their supervisor and the general manager
 - Six to twelve-month driving probation with further incidents triggering suspension or dismissal
 - Suspension
 - Temporary reassignment to a non-driving position
 - Dismissal

3. Other Complaints

Occasionally other concerned employees or the general public may bring to the District's attention the fact that an employee may be jeopardizing the District's integrity and exposing it to undue liability through poor driving techniques and habits. All such complaints will be investigated immediately and action taken to correct the problem as follows:

- a. If it is established that an employee has poor driving techniques and/or habits, District management will take corrective action. Consequences of unacceptable driving include re-training in defensive driving techniques, verbal or written warnings, suspensions and dismissal depending on the frequency and seriousness of the driving behavior
- b. A second warning for the same poor driving technique and/or habit, within a three year period, may require temporary suspension or temporary reassignment to a non-driving position and will be appropriately documented.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

6000 FLEET POLICY

FLEET POLICY

6003 Use of Personal Vehicles

(adopted 8/23/2019)

The use of privately owned vehicles on District business is discouraged; however there may be times when it is most efficient to use a privately owned vehicle for business purposes.

Those employees driving private vehicles on District business will be required to attend a defensive driving class every four years; and, from time to time, to have their driving records reviewed.

Any employee incurring out-of-pocket expenses due to traffic accidents while on District business (i.e. deductibles) may be reimbursed by the District at management's discretion.

Employees are expected to practice good defensive driving techniques and operate the vehicle in a safe and responsible manner. Employees operating personal vehicles on District business are expected to follow the Cell Phone Safety policy and other pertinent policies in the Employee Handbook.

The mileage reimbursement rate for approved operation of privately owned vehicles will be the allowable IRS rate in effect at the time the expense is incurred. The mileage is the shorter distance calculated from the employee's home or the District's office.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

6000 FLEET POLICY

FLEET POLICY

6004 Car Rental
(adopted 8/23/2019)

The District's policy is to allow the rental of a mid-size automobile. When an employee is renting a car on District business, the employee should use the District's credit card if possible. Car rentals should be made with a vendor that the District has set up a corporate account (this is for insurance purposes.) If the car rental is on a District account, additional car rental loss and damage coverage is not to be purchased.

If the District does not have an account with the car rental company, additional car rental loss and damage coverage should be purchased. Also, additional insurance should be purchased when renting a pickup, truck, RV, and exotic or antique cars.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

6000 FLEET POLICY

FLEET POLICY

6005 Electronic Tracking of District Vehicles

(adopted 8/23/2019)

The District reserves the right to install electronic tracking devices such as a GPS tracking device on District-owned or leased vehicles and equipment for the purposes of increasing efficiency, monitoring compliance with District policies, and addressing safety concerns. Other business-related uses of the data obtained from monitoring devices may be to provide aid to vehicles that have broken down, or to give locations to emergency responders.

It is understood that District supervisors and management may use data gathered by the tracking devices to monitor employees' locations and length of time at those locations, driving speeds and other driving habits.

Data generated by the tracking devices may be used in the course of a disciplinary investigation and as grounds for disciplinary action. Tampering with the GPS device is prohibited and is also grounds for disciplinary action.

All employees who regularly drive District vehicles are required to sign an acknowledgement form that verifies the receipt and understanding of this policy.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

6000 FLEET POLICY

FLEET POLICY

6006 Vehicle Possession While on Leave

(adopted 8/23/2019)

If an employee that has been issued a vehicle which they take home at night will be off work for more than 15 working days for any reason, they must leave the District's vehicle and associated tools at the District's shop compound or other preapproved District facility.

If the time off has been prearranged, the vehicle is to be left on the last day of the employee's active work unless other arrangement are made.

If the time off has not been prearranged, the employee is to coordinate with their supervisor to have the vehicle returned to the District.

This policy does not preclude the District from recovering any of its vehicles from any employee at any time.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

6000 FLEET POLICY

FLEET POLICY

6007 Vehicle Accident Procedures

(adopted xx/xx/xxxx)

Employees who are involved in a collision or any other accident while driving a District vehicle or while conducting District business must follow the procedures outlined below.

At the Accident Scene

1. Call 911 if anyone at the accident scene has been injured or any injury is suspected.
2. Employees who are involved in an accident involving another party that is not another District employee must attempt to obtain a police report, whether or not there is a bodily injury. (The California Highway Patrol may not report to an accident if there is not an injury; Woodland PD will report to an accident that occurred on city streets.) Other parties include other drivers, pedestrians or cyclists. If the police are unable to report to the scene of the accident, then employees are to report the time of police notification on the Driver's Report of Accident form.
3. If safe to do so, take photographs of the vehicles prior to moving the vehicle to the shoulder of the road or other safe spot (assuming the vehicle can be moved).
4. Be calm and professional with the other driver of the vehicle but do not admit fault.
5. Employees shall call their supervisor as soon as possible and report the accident to them.

Reporting the Accident

1. Employees involved in a vehicular accident must fill out the 'Driver's Report of Accident' form which is kept in the accident reporting kit in the vehicle's glove compartment. The report will be given to the safety officer who will notify the JPIA if there was damage to any vehicle or bodily injury.
2. The employee or their supervisor will report the accident as soon as possible to the general manager and the safety officer.
3. If there is reasonable suspicion that the employee(s) involved in the accident were under the influence of alcohol or drugs (including prescription drugs) at the time of the accident, then the employee will be required to submit to substance screening as soon as possible.
4. The safety officer will promptly conduct an accident investigation to help to determine the cause(s) of the accident and will make recommendations for corrective action. The safety officer is encouraged to work with members of the safety committee to conduct the investigation as the situation warrants. Very simple accidents may not involve safety committee members.
5. In all circumstances, if an accident results in bodily injury that is apparent at the time of the accident, a police report must be obtained, and a DMV SR1 form must be filed.
6. Accidents that only involve a single District vehicle (and no outside party, such as hitting a pole) and requires service from an outside vendor will be followed up with an accident investigation, but a DMV SR1 does not need to be filed.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

6000 FLEET POLICY

FLEET POLICY

Class A Driver Accidents

Special procedures must be followed for Class A drivers involved in an while they are operating a Class A vehicle, which are outlined below.

1. Call 911 and report the collision and request that law enforcement report to the scene to investigate the accident.
2. If a human fatality occurs at the accident, then the Class A driver must submit to a substance screening as soon as possible.
3. If there is bodily injury and the Class A driver is cited for the accident by law enforcement, then the operator must submit to a substance screening as soon as possible.
4. If any vehicle involved in the accident experienced disabling damage requiring tow away from the accident scene, then the Class A driver must submit to a substance screening immediately.
5. Accidents must be reported to the Federal Motor Carrier Safety Administration (FMCSA).

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

6000 FLEET POLICY

FLEET POLICY

6008 Class A Driver's Pay Differential

(adopted xx/xx/xxxx)

The District recognizes that employees who obtain and maintain a California Class A driver's license provide valuable skills which help the District to operate more efficiently and effectively. The District also recognizes that employees who maintain a Class A driver's license are subject to stricter driving regulations which affects aspects of their personal lives and the cost of personal auto insurance policies.

In consideration of the factors stated above, the District will compensate those employees who obtain and maintain a Class A driver's license an additional \$2,400 per year to be paid as a pay differential. The payments will be made to employees in twenty-six equal installments per year which will be included in their regular payroll.

If an employee who is receiving the Class A drivers' license pay differential chooses or is unable to maintain their Class A license, the pay differential will be terminated at the beginning of the pay period following the loss of the license.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

7000 LEAVING THE DISTRICT

LEAVING THE DISTRICT

7000 Leaving the District

The policies contained in this section describe what happens when an employee separates from service to the District. Policies describe what to expect when an employee resigns, is terminated or is laid off and related issues such as the return of property, effect of separation on benefits and final paycheck

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

7000 LEAVING THE DISTRICT

LEAVING THE DISTRICT

7001 Resignations

(adopted 8/23/2019)

When an employee decides to leave for any reason their supervisor or the general manager would like an opportunity to discuss the resignation with an employee before final action is taken.

Employees who decide to resign employment are asked - but are not required - to provide at least two weeks' written notice.

Resigning employees are asked to submit a letter of resignation and provide it to their immediate supervisor. The written notice of resignation should include the reason for resignation and the effective date of the resignation (i.e., last day worked). A copy of the written resignation will be provided to the financial supervisor to ensure that the final paycheck and related details may be completed in a timely fashion.

All termination papers, information about benefit continuation and conversion privileges, and the final payroll check are provided on the last day of employment if at least seventy-two hours of advance notice was given to the District or otherwise within seventy-two hours thereafter.

Departing employees should leave a forwarding address with the financial supervisor so that W-2 forms and any other necessary correspondence can be mailed.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

7000 LEAVING THE DISTRICT

LEAVING THE DISTRICT

7002 Termination

(adopted 8/23/2019)

The District reserves the right to terminate employment for various reasons, including, but not limited to, violation of the policies contained in this handbook, and for not fulfilling the essential functions of the job classification as defined in an employee's job description.

District employees have the status of "employee-at-will", meaning that they have no contractual right, expressed or implied, to remain in the District's employ. The District may terminate employment, and employees may terminate their employment, with or without cause, and with or without notice, at any time.

No manager or other representative of the District has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above, with the exception of the general manager upon approval by the Board of Directors.

If an employee fails to report to work for three consecutive workdays without notice or approval by their manager, the District may conclude that they have abandoned their job and their employment may be terminated.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

7000 LEAVING THE DISTRICT

LEAVING THE DISTRICT

7003 Layoffs

(adopted 8/23/2019)

Where the District decides to end its employment relationship with a regular employee because of an event that is, in its judgment, a business necessity such as a reduction in work force, the employee is given at least two weeks' notice or at least two weeks' pay in lieu of such notice.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

7000 LEAVING THE DISTRICT

LEAVING THE DISTRICT

7004 Return of District Property

(adopted 8/23/2019)

District keys, equipment and tools, credit cards, computers and accessories, proprietary information, job related materials and all other District property must be turned in on or before the last day worked. Cellular phones will be returned according to the District's Cellular Phone Policy.

All District expense reimbursement forms should be settled and accounted for before the last day of employment.

Reimbursements paid to the employee under the Education Reimbursement Program for coursework that is incomplete as of the last day worked must be repaid to the District.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

7000 LEAVING THE DISTRICT

LEAVING THE DISTRICT

7005 Exit Interviews

(adopted 8/23/2019)

The general manager is responsible for scheduling a confidential exit interview with employees on their last date of employment to discuss policies, supervision, pay, advancement, benefits, or any matter relating to employment with the District.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

7000 LEAVING THE DISTRICT

LEAVING THE DISTRICT

7006 Final Paycheck

(adopted 8/23/2019)

Employees will receive their final paycheck on the last day of employment if at least 72 hours of advance notice was given to the District, otherwise they will receive their final paycheck within 72 hours thereafter.

Any unpaid deductions will be subtracted from the paycheck, such as:

- Medical Insurance Premiums
- AFLAC Premiums
- Refund of incomplete coursework paid as part of the Education Assistance Program
- Cell Phone Charges
- Any other unsettled debt with the District

Upon separation from service, the employee shall be paid all accrued but unused vacation at the employee's regular rate of pay at the time of separation.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

7000 LEAVING THE DISTRICT

LEAVING THE DISTRICT

7007 Impact on Benefits

(adopted 8/23/2019)

Medical, Vision, Dental

Medical and vision benefits end on the last day of the month of employment. The coverage may be converted, or it may be continued for a specified period under the provisions of the federal COBRA regulations.

Dental reimbursement coverage ends automatically on the last day of employment. There is no conversion privilege for dental coverage; however, it may be continued for a specified period under COBRA regulations.

Life Insurance

Group Life Insurance coverage requires “active” employment; therefore, coverage will end on an employee’s last day worked. There is a 31 day conversion period during which an employee may convert coverage to an individual policy.

Disability Insurance

Group Long-term and Short-term disability coverage requires “active” employment; therefore, coverage will end on the last day worked.

Flex Plan

Flex Plan funds will be available for the employee’s expenditures during the plan year (Feb 1 – Jan 1) until 74 days after the end of the plan year.

Retirement Plans

Contributions to the retirement plan will cease at the time of an employee’s last paycheck. Employees are fully vested in the Governmental Profit Sharing Plan and the matching funds to the Deferred Compensation Plan after three years of service (403[b] Plan). Employees who separate from service from the District prior to completing three years of service will forfeit funds the 403(b) Plan. Upon separation from service from the District, employee-owned funds may be kept with the District Plans, rolled over to another retirement plan, or withdrawn. Employees should seek advice from the District’s ICMA-RC representative prior to making any decisions to ensure that they understand their options and tax consequences.

**YOLO COUNTY FLOOD CONTROL &
WATER CONSERVATION DISTRICT**

EMPLOYEE HANDBOOK

7000 LEAVING THE DISTRICT

LEAVING THE DISTRICT

7007 Impact on Benefits (cont'd.)

Vacation Time

Upon separation from service, the employee shall be paid all accrued but unused vacation or CTO at the employee's rate of pay at the time of separation.

Sick Leave

No payment is made for any unused sick leave benefit when employment ends.