

AGENDA STAFF REPORT

MEETING NAME: REGULAR BOARD MEETING

MEETING DATE(S): DECEMBER 11 & 15, 2025

FROM: ORIANA HOFFERT – HUMAN RESOURCES
MANAGER

FOR: ACTION X DIRECTION _____ INFORMATION _____



RESOLUTION NO. 2025-21 – AMENDING THE CODIFIED MISSION SPRINGS WATER DISTRICT PERSONNEL RULES AND REGULATIONS TITLE 3 – PERSONNEL

STAFF RECOMMENDATION

Adopt Resolution No. 2025-21 amending the codified Mission Springs Water District (MSWD) Personnel Rules and Regulations, Title 3 - Personnel.

SUMMARY

The Mission Springs Water District (MSWD) Personnel Rules and Regulations, Title 3 – Personnel, provides comprehensive guidance regarding the District’s employment policies, procedures, and benefits. As part of routine policy review to ensure regulatory compliance, staff evaluated the administration of Optional Holiday hours. Optional holiday hours granted on a calendar-year basis may create uncertainty regarding whether unused balances as of the District’s fiscal year-end (June 30) should be included in the compensated absences liability under GASB 101. To align District policy with applicable accounting guidance and ensure proper financial reporting, staff recommends transitioning the Optional Holiday benefit from a calendar-year benefit to a fiscal-year benefit.

To facilitate this transition, staff proposes granting each employee two (2) optional holidays on January 1, 2026, which will expire on June 30, 2026. Effective July 1, 2026, the Optional Holiday policy would reset annually on the first day of each fiscal year, providing eligible employees with thirty-six (36) hours of Optional Holiday leave per fiscal year thereafter.

Exhibit “A” outlines currently proposed amendments to the MSWD Personnel Rules and Regulations, Title 3 - Personnel.

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

There is no cost associated with updating the Administrative Code. This action is consistent with Strategic Plan Smart Goal 7 -workforce excellence.

ATTACHMENTS

Resolution No. 2025-21
Exhibit “A” Revisions to Personnel Rules and Regulations

FINANCIAL DATA		
Cost Associated with this action:	\$0	
Current FY cost:	\$0	
Future FY cost:	N/A	
Is it covered in current year budget:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Budget adjustment needed:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If yes, year needed:	N/A	
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:	N/A	
BID/Job#	N/A	
Current BID/Job balance	\$0	
Balance remaining if approved:	\$0	