

**Exhibit A**

Below represents the changes made to the codified Mission Springs Water District Personnel Rules and Regulations Title 3 – Personnel.

**Section 3.01.010 - Rule 1.B.2 Non Discrimination; Fair and Equal Employment**

The District prohibits any form of unlawful discrimination against any applicant or employee. The District also prohibits the harassment of any employee or applicant on any of the bases listed above ~~as well as and prohibits~~ retaliation against any such individual who reports ~~in good faith~~ any ~~act of alleged~~ discrimination or harassment, or who participates in an investigation of any complaint ~~of~~ ~~regarding actual or alleged~~ discrimination, ~~or harassment, or retaliation.~~

**Section 3.01.020 - Rule 2.B.6 Solicitation**

~~No employee shall directly or indirectly solicit political funds or contributions from other employees of the District. The employee, however, is not prohibited from communicating through the mail, or by other means, requests for political funds or contributions, to a significant segment of the public which may include officers or employees of the District. (Government Code Section 3205.)~~  
In an effort to ensure a productive and harmonious work environment, employees shall not individually solicit during working hours contributions for any political cause, or individually distribute literature relating to any external group or organization, in the workplace.

**Section 3.01.050 - Rule 5.H. The Internet and On-Line Services**

Additionally, employees may not use the District's Technology Resources to post, comment, send, or otherwise upload any information to any Web sites or other online groups, including web logs (i.e., "blogs"), social networking Web sites, newsgroups, discussion groups, or non-District email groups, except in accordance with the District's ~~Blogging Policy~~ **Social Media Policy**.

**Section 3.01.070 - Rule 7. Workplace Safety**

A. Workers' Compensation. An employee sustaining an injury or illness arising out of or in the course of employment with the District, shall be compensated by the ACWA/JPIA Worker's Compensation Insurance Fund. ~~No compensation is made by the Fund for the first~~ **after** three (3) days absent from work, **with accrual sick days available to cover the three (3) day period before benefits will apply.** In order to be compensated **under the workers' compensation system**, the claim must be accepted as valid by the ACWA/JPIA Workers' Compensation Insurance Fund- Joint Powers Insurance Authority ("ACWA") or by the ACWA/JPIA Workers' Compensation Appeals

Board. ~~The treating physician must file a report with the ACWA/JPIA Workers' Compensation Insurance Fund as required by law.~~

Unless you have a signed pre-designation of a medical care professional on file with Human Resources, which you may select at the time of your employment or annually thereafter, ~~The District's ACWA/MSWD's designated doctor~~ health care provider will be used for treatment. ~~If care is initially provided by the ACWA/MSWD's designated health care professional in the event of extended treatment, the employee may request a transfer of case to personally selected care provider~~ a personal doctor be used after thirty (30) days ~~of care. under the care of the District's designated doctor unless a written request is on file with Human Resources. Such a request must be in the employee's personnel file prior to the time of any injury or illness and the requested doctor must be able to treat the type of injury present at the time of injury or illness.~~

Employees must submit to HR Work Status reports after each medical visit. ~~The District ACWA and/or the District will~~ strives to coordinate the submission of Work Status reports with ~~the employee's~~ medical providers. However, in the event the ~~employee's~~ medical providers fail to submit Work Status reports on behalf of the employees, ~~ACWA and/or the District will~~ require employees to do so themselves. Reports should be submitted via email or hard copy within 48 hours after each medical visit. Failure to submit Work Status reports on a timely basis may result in employees' accommodations and/or leaves of absence being adjusted, ~~and the right to benefits under the workers' compensation system may be negatively impacted.~~

B. Workers' Compensation Disclaimer Notice. ~~The District and/or ACWA Mission Springs Water District or its insurance carrier~~ may not be liable for the payment of workers' compensation benefits for any injury which arise out of voluntary participation in any off-duty recreational, social, or athletic activity which is not part of the work-related duties.

C. In no event shall ~~an~~ employees receive ~~an amount greater than the employee's regular wages when the employee's more money from~~ Workers' Compensation and ~~the District's wage replacement benefits than their regular wages are combined.~~

### **Section 3.03.010 – Rule 15.**

#### **J. Emergency Appointment – Working Out of Class.**

3. After thirty (30) ~~calendar continuous-working~~ days of such temporary assignment, the employee working out-of-class shall be paid at Step A of the higher classification, or a rate one (1) step ~~(representing a 5% increase, including any incentive pay rights)~~ greater than his/her current rate, whichever ~~provides the greater~~ is higher ~~deemed appropriate~~ compensation for the level of duties ~~actually~~ assigned and performed. The amount of additional pay awarded, ~~based on an objective criteria~~, shall be determined by the General Manager. The higher rate of pay shall be used in computing overtime when authorized overtime is served in a non-exempt, out-of-class assignment; the overtime rate shall be at the rate established by the overtime regulations that apply to the higher class.

#### **Section 3.03.030 - Rule 17.A.1.**

All employees who are employed on a full-time basis, shall be enrolled in the health, vision, and employee assistance plans sponsored by the District. Regular and probationary employees may enroll eligible dependents in the health plan provided acceptable proof of eligibility is submitted along with enrollment forms. Regular and probationary employees and their dependents shall also be eligible for dental insurance, on the terms and conditions as authorized by the Board of Directors of the District. The District's deferred compensation program **and any approved programs are** is voluntary. Fringe benefits may be altered on a year-by-year basis as the District may see fit. After a 30-day **leave of absence**, that **is not subject to** ~~does not have~~ job protection ~~under any~~ **pursuant to an** applicable local, state, or federal leave laws ("non-protected leave"), **or a 30-day leave of absence following the end of a job protected leave period**, fringe benefits including but not limited to health insurance, **deferred compensation match, auto allowance, tuition reimbursement** and life insurance will **be suspended until such time as the employee successfully returns to the active workforce at which time the benefits will be immediately reinstated.** ~~ease.~~ Employees will be offered COBRA **benefit continuation** for medical benefits only. **Employees on a qualifying disability leave may qualify for life insurance coverage continuation at their own expense.** Life Insurance coverage will resume once the employee returns to work. Temporary employees who work more than 30 hours per week shall be enrolled in health insurance. Emergency and seasonal employees are not entitled to health insurance.

#### **Section 3.03.050 - Rule 19.D.**

3. **Meals.** Meal expenses and associated gratuities should be moderate, taking into account community standards and the prevailing restaurant costs of the area. **Meal expenses will be reimbursed for actual costs incurred as evidenced by receipts, on a per diem basis, up to the daily meal and incidental expense rates established by the United States General Services Administration (GSA). Reimbursement for meals will be provided only when the employee is traveling outside the District's service area during the meal period. As long as the actual amount incurred on a daily basis for three different meals (1 breakfast, 1 lunch, and 1 dinner) does not exceed the GSA's per diem rate, the employee will be reimbursed for such amounts. Employees may not claim meal reimbursement expenses if the District has otherwise paid for one or more such meals, meals were included in hotel expenses or conference fees, or meals are otherwise provided or available to the employee without cost.**

**Actual meal costs will be reimbursed up to the rates specified by the U.S. General Services Administration (GSA).** Any amount spent on meals above and beyond rates established by the GSA will be the sole responsibility of the employee.

~~Employees may not claim meals provided by the District, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets, or meals that are otherwise provided. Snacks and continental breakfasts such as rolls, juice, and coffee are not considered meals. Employees may claim only their *actual* expense and must have receipts substantiating the amount(s) claimed.~~

~~No meal (breakfast, lunch or dinner) or expense may be claimed or reimbursed more than once in any given twenty-four (24) hour period.~~

#### **Section 3.03.070 - Rule 21**

15. **Vehicle Use Allowance** means authorization by the District's General Manager for a District vehicle to be taken home by a District employee, subject to I.R.S. regulations.

C. General Guidelines.

1. The use of District vehicles shall be limited to official District business and work activities, including those District vehicles that the General Manager allows to be taken home by an employee for availability for quick response to District needs, unless the employee otherwise seeks to recognize personal usage value pursuant to Internal Revenue Service regulations. Vehicles shall be operated in accordance with all safety and legal requirements of the District, County, State, and/or any jurisdiction in which they are operated.
2. The Assistant General Manager and the District's Department Directors shall receive a monthly automobile stipend of \$810.00. This stipend shall be suspended after 30 days of an approved leave of absence, with the stipend reinstated upon a return to active duty.

**Section 3.04.010 - Rule 22. Hours of Work, Overtime, Compensatory Time and Standby Time**

**D.5 Compensatory Time**

5. Compensatory Time. Nonexempt employees may elect to accumulate compensatory time in lieu of overtime pay. Compensatory time will be calculated at the rate of one and one-half (1.5) hours for every hour of overtime worked. Once compensatory time has been converted from overtime at one and one-half (1.5) hours, it will be treated as regular pay when used and will be paid out at the employee's regular rate of pay. Employees may accrue up to a maximum of 40 ~~80 hours of compensatory comp-time hours~~. Any time accrued over 40 ~~80~~ hours will be paid out to the employee at during the next available pay period, with no more additional accrual of compensatory comp time permitted until the accrued time bank is reduced below the 80 hour cap. is used. Employees may request a pay out of accrued but unused compensatory time at any time during the year. ~~Compensatory time may not be cashed out during the year. At the end of the last pay period of the fiscal year, all unused compensatory time, will be paid out to employees at their regular rate of pay or the average rate of pay over the last three years, whichever is higher.~~ Additionally, unused compensatory time will be paid out upon termination pursuant to the FLSA. Compensatory time may be used with prior approval from the employee's supervisor. Request for use of compensatory time will be permitted as long as it does not unduly disrupt the district's operations.

**F. Employees on Modified Duty**

~~Employees on modified duty/restricted duty cannot pull overtime, stand-by or call back duty until the modified duty/restricted duty has been removed and/or lifted by the treating physician. The treating physician must forward a letter to Human Resources or to the employee's supervisor that~~

~~the employee's condition is resolved and that he or she is permanent and stationary and can perform all the functions of his or her job.~~

#### **Section 3.04.020 - Rule 23 District Paid Holidays**

##### **A.**

##### ***Effective January 1, 2026***

In addition, the District recognizes that employees celebrate many holidays that are not recognized by the District. Therefore, after six (6) full months of service in the initial calendar year of employment for new employees, and at the beginning of each calendar year for regular employees, a credit of ~~twenty-seven (27)~~ **thirty-six (36)** hours of Optional Holiday benefits are given. These hours can be used at the employee's option with prior approval of the employee's supervisor. Employees may only have a maximum of ~~27~~ **36** hours of Optional Holiday benefits. At the beginning of each calendar year, employees who have less than ~~27~~ **36** hours of Optional Holiday benefits will be provided with additional benefits to bring their benefits back up to the maximum of ~~27~~ **36** total hours for the year. No employee may have more than ~~27~~ **36** hours of Optional Holiday benefits each calendar year.

##### **D. Religious Observances.**

~~To the extent the District does not otherwise observe a particular religious holiday or event, the employee may seek a reasonable accommodation of unpaid time to observe a religious holy day of significance. Such accommodation should be addressed to Human Resources. The employee may also request that such time be charged. Any employee may attend religious observances with prior approval from his/her supervisor. Such time will be charged against accrued vacation or other accrued leave, if as available.~~

#### **Section 3.04.40 - Rule 25. Vacation Leave**

##### **F. Vacation Cash Out Procedure**

~~Per calendar year, an employee may request any amount of vacation accrual they have on the books (to be paid at their current rate of pay), providing the employee has taken vacation according to Scheduling of Vacation Leave above.~~ **Employees who during a calendar year accrue more than their limit of vacation hours shall, in the second pay period of the new year, be paid the value of the hours in excess of the accrual limit, with the bank of vacation time reduced to the accrual limitation. Employees may not seek a cash out of accrued vacation days.**

#### **Section 3.04.050 - Rule 26 Sick Leave**

##### **B. Leave Usage**

A family member includes a child, parent, **parent-in-law**, spouse, domestic partner, grandparent, grandchild, or sibling. For purposes of this policy, a "child" means a biological or adopted child, a foster child, a stepchild, a legal ward, or a child to whom the employee stands in loco parentis.

Similarly, a "parent" under this policy means a biological or adoptive parent, a foster parent, a stepparent, an employee's legal guardian, a legal guardian of an employee's spouse or domestic partner, or a person who stood in loco parentis when the employee was a minor child.

~~Employees who are victims of domestic violence, sexual assault, or stalking also may use paid sick leave for treatment, assistance, and other purposes authorized by law.~~ If the employee has been the victim of domestic violence, sexual assault, stalking, a crime that caused physical injury to the employee, or a crime that caused mental injury associated with a threat of physical injury, or the employee has an immediate family member or designated individual who is a victim of such crimes, the employee may take a reasonable period of time for court proceedings, restraining orders, meetings with law enforcement officials, medical care, psychological care, safety training courses, or physical relocation. All information pertaining to the need for leave should be provided to Human Resource, which shall keep such information confidential.

#### **E.6.**

Sick Leave Use – General Rules and Procedure. Sick leave shall not be used to extend or replace the employee's use of vacation days. Improper use of sick days is grounds for discipline.

When an employee is incapacitated from the performance of his/her duties for reasons that entitle him/her to the use of sick leave not otherwise governed or restricted by the federal Family Medical Leave Act ("FMLA"), the Healthy Workplaces, Healthy Families Act of 2014 (HWFHA), or the California Moore-Roberti Family Rights Act ("CFRA"), or other applicable provisions of State or Federal law, the following rules shall apply:

#### **E.6.j.**

The District coordinates benefits with State Disability Insurance ("SDI"), therefore an employee utilizing SDI to supplement their income while away from work can never earn more, ~~than the amount they would have received by working a regularly scheduled work week (exclusive of overtime) at the District or not exceed the amount they would have regularly been paid by the District.~~ If this occurs, due to a combination of payments from one or more sources, the employee must reimburse the District the excess amount received for each work week there was an overage, which is subject to reimbursement as soon as the overage is identified. Upon agreement, the overage may be addressed by way of reimbursement from all monies in excess of their regular pay from the first paycheck they received from the District upon their employee's return to work, or on another agreed-upon payment schedule.

### **Section 3.04.060 - Rule 27 Family Care Leave and Other Types of Leaves**

#### **B. 6 (added the following language):**

During job protected leave periods, the employee's paid sick and/or vacation days used as wage support will include all amounts that would normally be included in the employee's regular rate of pay. If a leave of absence continues for more than 30 days after the end of a job protected leave

period expires, to the extent the employee still has available paid sick days or vacation days, the employee's continuing wage replacement payments will also no longer include incentive pay, specialty pay, or special stipend amounts because the District is not receiving the benefit of the employee's personal skills, experience, access, or other reasons that would support the wage enhancement during the extended leave of absence. These enhancements will resume when employee returns to work.

## **B.9. Recertification**

The employee taking leave because of his or her own serious medical condition or the serious medical condition of a family member may be required, except in cases of military caregiver leave, to provide the District with recertification at appropriate intervals, **not to be more frequent than every 30 days or the period covered by a currently accepted medical form.** For purposes of recertification, the employer may request the same information as allowed by law for the original certification. As part of that request, the District may provide the health care provider with a record of the employee's absence pattern to confirm whether such a pattern is consistent with the need for leave. The employee must provide the requested recertification within 15 calendar days of such a request, unless it is not practicable to do so despite the employee's diligent, good faith efforts.

## **B.10. Return to Work Certification**

Where the leave is for the employee's own serious health condition, the District requires employees to provide medical certification that he or she is released to return to work, **with or without any reasonable accommodation and able to do so.** The District may delay restoring the employee to employment or terminate the employee without such certificate.

## **C. Pregnancy-related Disability Rights**

4. Return to Work Certification Consistent with the District's practice for other employees returning from a disability leave for reasons other than pregnancy, the District requires that an employee returning from Pregnancy-Related Disability Leave provide a release to return to work from her healthcare provider stating she is able to **safely** resume her original job or duties, **with or without reasonable accommodation.**

## **F. Other Leaves of Absence**

### Military Leave of Absence

The District will grant employees a military leave of absence to the extent required by applicable federal and state law. **If the order for participation in active duty or training does not exceed 180 days, and the employee has worked for the District for more than twelve (12) continuous months, the District shall pay the equivalent of one month (30 days) of pay.**



~~Any public employee who is on temporary military leave of absence for military duty ordered for purposes of active military training, inactive duty training, encampment, naval cruises, special exercises, or like activity..., provided that the ordered duty does not exceed 180 days...is entitled to receive his or her salary or compensation as a public employee for the first 30 calendar days of any such absence. In order to receive pay during the military leave, the employee must have worked for the public agency for a period of at least one year immediately prior to taking the leave.~~

#### Military Spouse Leave (added the following language)

California Paid Family Leave provides for qualifying individuals up to 8 weeks of benefit payments to employees who need time off work for reasons related to the deployment of a spouse, registered domestic partner, parent, or child to a foreign country.

#### Leave Related to Domestic Violence, Sexual Assault or Stalking

~~The District will provide time off to an employee who has been the victim of domestic violence, sexual assault or stalking to seek any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child. This includes time off for court proceedings, services from a domestic violence shelter, program or rape crisis center, counseling, medical attention, and participation in safety planning programs.~~ If the employee has been the victim of domestic violence, sexual assault, stalking, a crime that caused physical injury to the employee, or a crime that caused mental injury associated with a threat of physical injury, or the employee has an immediate family member or designated individual who is a victim of such crimes, the employee may take a reasonable period of time for court proceedings, restraining orders, meetings with law enforcement officials, medical care, psychological care, safety training courses, or physical relocation. All information pertaining to the need for leave should be provided to Human Resource, which shall keep such information confidential. The District requires reasonable advance notice of the leave when feasible. If time off is taken due to an emergency, the employee must, within 15 days of the absence, provide the District with evidence of the basis or reason for leave to Human Resources certification of the need for the leave such as a police report, court order, documentation from a healthcare provider, victims advocate, or counselor.

Employees eligible for ~~may use~~ paid sick leave benefits under California law may take any such available paid time off, consistent with such law, for the purposes set forth in this policy. For more information, please see the "Sick Leave" policy. In the event paid sick leave benefits are not available, employees taking leave under this policy may elect to apply accrued and unused paid vacation days for the period of requested leave to such time.

Also, the District will provide a reasonable accommodation for an employee who is a victim of domestic violence, sexual assault, or stalking, and who has disclosed that status to the District, if the employee requests an accommodation for his or her safety while at work. Such accommodations may include a transfer, reassignment, modified schedule, changed work telephone or work station, installed lock, assistance in documenting domestic violence, sexual assault, or stalking that occurs in the workplace, an implemented safety procedure, or another adjustment to a job structure, workplace facility or work requirement in response to domestic



violence, sexual assault, or stalking, or referral to a victim assistance organization. The District will engage, in good faith, in a timely and interactive process with the employee to determine ~~whether an agreed and~~ an effective reasonable accommodation ~~exists~~, and the District may request that the employee provide (i) a written statement, signed by the employee or someone acting on his or her behalf, certifying that the accommodation is for the purpose stated above, and (ii) a certification demonstrating the employee's status as a victim of domestic violence, sexual assault, or stalking. Every 6 months after the date of the previous certification, the District may request recertification of such status. The District will maintain certifications as confidential if it identifies the employee as a victim of domestic violence, sexual assault, or stalking, and will disclose such information only as required by law, or as necessary to protect the employee's workplace safety. The District will notify the employee before such disclosure.

### Crime Victim's Leave

If that employee is a victim of crime, or if an immediate family member or designated individual is a victim of a crime, the District will provide time off to ~~an~~ the employee to attend judicial proceedings related to a crime, ~~including potential restraining orders, testimony in judicial proceedings, or interviews by law enforcement.~~ If that employee is a victim of crime, an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim. The District requires that, where feasible, in advance of taking leave, the employee provide it—Human Resources with a copy of the notice of each scheduled proceeding that is provided to the victim by the agency responsible for providing notice. If advance notice is not possible, the employee is required to provide the District with a copy of the notice within a reasonable time thereafter. The maximum potential leave period for issues concerning an immediate family member or designated individual is 10 days. The maximum potential leave period for an employee who has been the victim of a crime is 12 weeks, which runs concurrently with any rights provided under the Family Medical Leave Act or the California Family Rights Act.

### Personal Leave

A personal leave of absence, which involves circumstances other than the reasons identified above relating to periods of time where the employee seeks to be away from the workplace, may be granted in the discretion of the General Manager. Personal leaves are granted without pay, and are generally limited to without pay may be granted at the discretion of the District. Requests for personal leave should be limited to requests involving unusual or special circumstances requiring an absence of longer than at least two weeks in length. Any leave taken under this provision that qualifies as leave under the state and/or federal FMLA will be counted as family/medical leave and charged to the employee's entitlement of twelve (12) workweeks of family/medical leave in a twelve (12) month period.

2. Exempt Leave - Exempt Employees. Exempt employees shall be granted thirty-six (36) hours of **personal** leave per fiscal year. Leave may be taken at any time on approval of the employee's supervisor or manager. ~~Employees may not have more than 36 hours of Exempt Leave in any fiscal year.~~ At the beginning of each fiscal year, the District will provide Exempt Leave benefits to employees who have less than 36 hours of Exempt Leave benefits in order to bring their total amount of benefits to 36 hours for the entire fiscal year.

3. Industrial Accident Leave and State Workers' Compensation. The District desires to allow an injured employee to supplement his/her Workers' Compensation Insurance earnings while the employee is unable to work due to an on-the-job injury or illness. Workers' Compensation Insurance payments are for a maximum of two-thirds (2/3) of the employee's gross salary. The employee may supplement ~~the workers' compensation wage replacement benefit~~ ~~Workers' Compensation Insurance~~ by requesting that the District pay the remaining one-third (1/3) of the employee's normal gross salary through the use of accrued paid sick days, ~~earning with~~ ~~accrued vacation days, accrued compensatory time~~ hours, administrative leave, floating holiday and/or sick leave ~~be used in an identified order. in an amount not to exceed his/her normal gross salary when combined with any Workers' Compensation Insurance payments for the same period of time.~~

### **Section 3.06.010 - Rule 33. Policy Against Harassment, Discrimination, and Retaliation**

#### **C.**

Reporting And Investigating Harassing Conduct The District understands that victims of harassment are often embarrassed and reluctant to report acts of harassment for fear of being blamed, concern about being retaliated against, or because it is difficult to discuss sexual matters openly with others. However, no employee should have to endure harassing conduct. ~~Moreover, in not providing information, the District is unable to fulfill its obligation of providing a safe and appropriate workplace, therefore~~ and the District ~~therefore encourages~~ must require employees to promptly report any incidents of harassment so that ~~an appropriate investigation can be conducted, and~~ corrective action ~~appropriate to the situation (if any)~~ may be taken. Any incidents of harassment, including work-related harassment by any District personnel or any other person, should be reported immediately to Human Resources, who is responsible for investigating harassment complaints. An employee is not required to complain to Human Resources if ~~a member of Human Resources that person~~ is the individual who is harassing the employee, but may instead report the harassment to his or her immediate supervisor or any other member of management. Supervisors and managers who receive complaints or who observe harassing conduct ~~should~~ must immediately inform Human Resources or other appropriate District official so that an investigation may be initiated.

### **Section 3.06.040 – Rule 36 DOT Drug and Alcohol Policy**

#### **Granting of Consent**

A covered employee who refuses to grant the consent described above will not be allowed to perform any safety-sensitive duties as defined in §382.107. The employee will not be allowed to resume the safety-sensitive duties until the employee has granted the mandatory consent, MSWD then obtains the report, and the Clearinghouse query shows that the employee is eligible to carry out safety-sensitive duties. ~~If the employee fails to provide the required consent within 48 hours of the District's request, the employee may face discipline.~~

### **Section 3.06.050 - Rule 37 Inclement Weather**

Because of the key role our District plays in any weather emergency, all employees are expected to report to work unless major thoroughfares have been closed due to extreme weather ~~that prevents employees with reasonable opportunity, with timely and proper planning, to make it to the District's worksites.~~ Quite often, bad weather conditions are localized in our area and, simply by waiting, an employee may be able to safely arrive at work later in the day. Under these circumstances, ~~the employee may~~ call the immediate supervisor to advise them of the poor weather conditions in the area ~~of the employee's home~~ and the expected time of arrival.

On occasion, bad weather occurs ~~during the day~~ after ~~the employee arrives~~ at work. Depending upon the circumstances, ~~there may be advisories that the an employee(s) may wish to leave or be advised to leave~~ should leave the workplace early, recognizing that the District still has important public duties to carry out even if that may mean an inconvenience in the employee's ability to get home. A desire to leave work early in such circumstances may still be granted by a supervisor depending on all circumstances.

~~An employee's best judgement should be used in deciding whether it is reasonable to attempt to get to work or leave work early.~~

Employees who do not report to work when the District is open for business will not be paid for the day or for those hours not present during the day. With supervisor approval, the individual may take the time off as vacation or optional holiday time providing the employee has sufficient accrued hours.

~~Exempt employees who provide any service on the day in question will be paid for that day. Non-exempt employees who are unable to work remotely will not be compensated for their time but may use accrued vacation or optional holiday time.~~

### **Section 3.06.70 - Rule 39 Education and Certification Incentive Pay**

#### **D. Eligibility (added the following language):**

##### **3. Continuous Employment**

- After an absence of 30 days for a non-job protected leave, incentive pay will cease, as the District will not be receiving any benefit from the enhancement giving rise to the incentive pay. Incentive pay will be reinstated once the employee returns to work.