

Exhibit A

Below represents the changes made to the Mission Springs Water District Personnel Rules and Regulations:

Rule 2.B.2. Conflict of Interest – Revised.

Employees unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with their immediate supervisor or Human Resources for clarification. Any exceptions to this guideline must be approved in writing by **specify the General Manager**.

Rule 5.D. District Access to Technology Resources – Revised.

No employee, other than **specify the General Manager** has authority to waive, vary or amend the District's right to access its Technology Resources.

Rule 5.F. Passwords – Revised.

Employees are expected to maintain their passwords and login credentials as confidential. Employees must not share passwords, or forward login credentials unless authorized by **specify the Innovation and Technology Manager** and must not access coworkers' systems without express authorization.

Rule 5.L. Software Use – Revised.

1. No employee may load any software on the District's computers, by any means of transmission, unless authorized in writing in advance by **specify the General Manager or their designee (e.g., the Innovation and Technology Manager)** and thoroughly scanned for viruses or other malware prior to installation.
2. Before transferring or copying any software from a District Technology Resource to another computer or other device, employees must obtain written authorization from **specify The General Manager or their designee**. It is the employee's responsibility to adhere to applicable licensing requirements, including not making or distributing unauthorized copies of software to others. Upon departure from the District, it is the employee's responsibility to remove all District software from non-District computers and other devices on which District software has been installed. If an employee sells or otherwise transfers out of his or her own possession or control his or her own personally owned computer, he or she must delete all District software prior to such sale or other transfer. Please ask **specify The General Manager or their designee (e.g., the Innovation and Technology Manager)** for assistance if needed.
3. Such information may not be downloaded, stored, or copied onto any non-District equipment or media (including personally owned computer, handheld devices, external memory devices, or disks) without prior written approval of **specify The General Manager or their designee (e.g., the Innovation and Technology Manager)**.

Similarly, employees may not send Confidential Information to their personal e-mail accounts, even for work-related purposes, without prior written approval of **specify General Manager or their designee (e.g., the Innovation and Technology Manager)**.

4. As soon as an employee believes District-provided equipment is lost or that the security and confidentiality of the data on that equipment has been compromised, he or she must notify ~~specify~~ **The General Manager or their designee (e.g., the Innovation and Technology Manager).**

Accordingly, employees must only access District Technology Resources via means that are specifically approved by ~~specify~~ **the Innovation and Technology Manager.**

Rule 9.B.3. Temporary Employees – Revised.

Where required, steel-toed boots **or carbon-toe boots that meet OSHA and ASTM safety requirement,** shall be worn on first day of work and every day of work thereafter.

Rule 10.D.5 Temporary Employees – Revised.

~~Hourly or~~ part-time temporary employees are not eligible for and shall not receive any fringe benefits other than Workers' Compensation Insurance **or other benefits as required by law.**

Rule 11.A. Introductory Period – Revised.

The District attempts to hire the most-qualified employees for each position. To ensure this, the District provides for an introductory period of employment for the employee to assess the District and the job content, and for the District to evaluate the new employee and his or her job performance. All new employees **and existing employees who are new to a position** must complete to the District's satisfaction a 1-year introductory period beginning with the date of initial employment, **demotion, promotion or lateral transfer to a position which the employee has not previously held. Employees who are demoted, promoted, or transferred to a position which the employee previously held and for which the employee previously completed the probationary period, are not required to complete another probationary period.**

Rule 11.B. Rejection Following **Demotion, Promotion or Transfer** – Revised.

Any probationary employee rejected during or at the conclusion of a probationary period following a **demotion, promotion or lateral transfer** shall be reinstated to the position from which the employee was **demoted, promoted or transferred** unless:

1. Disciplinary charges are filed and the employee is dismissed from employment in the manner provided in these Rules; or
2. The former position is no longer available.

Rule 12.B. Promotion – Revised.

An employee who has been promoted to a higher classification (or ~~voluntarily~~ demoted to a lower classification in which they have not completed the required probationary period), shall serve a twelve (12) month probation for the classification.

Rule 17.A.2.b. Retired Annuitants – Revised.

Tier Two. In accordance with District policy (Resolution 2016-07 adopted 4/18/16), retired annuitants may be eligible for group health insurance premiums paid 50 percent by the District until eligible for Medicare benefits, or age sixty-five (65), whichever is earlier, provided that prior to the date of retirement, the annuitant had at least fifteen (15) years of service and reached the age of fifty-five (55). **Eligible retirees who wish to exercise this benefit, must give notice in writing to the District within 30 days of their retirement date.**

Rule 21.H. Vehicle Tracking Policy – Added the approved GPS Tracking Policy as a subsection of the overall Vehicle Policy and Procedure.

H. GPS Tracking Policy

1. Purpose

This policy governs Mission Spring Water District's (District) use of Global Positioning System (GPS) tracking devices installed in vehicles/equipment (vehicles) owned, leased or rented by the District that are used by its employees while performing District business. District vehicles shall be operated in compliance with all applicable Federal, state, and local laws and ordinances.

The purpose of the policy is to ensure the safe operation of District vehicles, including ensuring that the District is aware of operators' locations, particularly those working alone or in remote areas, and ensuring that operators comply with all vehicle codes and rules regarding operation. The policy will also allow the District to track the location of its property, better respond to claims involving District vehicles, improve customer service, maintain accurate time records, and reduce insurance costs. This policy is not intended to be punitive or used solely to monitor individual employees, although unsafe and unauthorized vehicle usage may lead to disciplinary action.

2. Vehicle Monitoring

GPS devices transmit data to the District via the Verizon Connect system and send information back to a fleet management system via cellular 3G, 4G, LTE, CDMA or satellite networks. Verizon Connect can also send push notifications, including but not limited to, alerts of excessive speed or locations outside service or work area, to District staff. The Verizon Connect system will also include fleet maintenance software to notify District staff when vehicle diagnostic trouble codes are triggered and to guide operators through vehicle inspection reports, including providing operators the ability to add/attach notes and photographs.

Vehicle information such as location, speed, and route tracking will be collected 24 hours a day. Other information related to vehicle maintenance will also be collected and stored in the electronic tracking system. The data collected through Verizon Connect will be stored in the Verizon cloud. District staff can access the data by logging into its Verizon Connect Portal. Access to the data maintained on Verizon Connect --- other than location --- will be limited to authorized personnel, subject to the District's discretion. The District reserves the right to make the location of District vehicles known to all District employees for the purpose of being able to expeditiously respond to emergencies by immediately locating the whereabouts of its vehicles and their proximity to District assets located throughout the District's territory. Employees are advised that other employees may also be able to see the location of District vehicles if they are logged into the Geoviewer app.

The District will actively review and/or monitor the GPS data depending on the circumstances, including, but not limited to post-accident analysis, complaint research, stolen vehicle recovery, productivity/operational evaluation to dispatch/reroute equipment, or to respond to emergency situations. The data may be used in conjunction with other District software.

District has the right to monitor employee locations via the GPS tracking device as long as the employee is operating a District vehicle, and employees should have no expectation of privacy with respect to the use of District vehicles. Employees are not to use District vehicles for personal business.

3. Employee Responsibilities

The presence of the GPS device does not relieve the employees of their responsibility to inspect their assigned vehicles as required or to immediately report to their supervisors any damage or other issues with the vehicles, including with the GPS device. It is the employees' responsibility to operate any District vehicle assigned to them in a safe manner, compliant with all Federal and state driving regulations.

4. Device Tampering

Any tampering or attempts to remove or disable the GPS tracking device is prohibited and constitutes grounds for immediate discipline, up to and including termination.

5. Disclosure of Records

The Public Records Act may require that the District disclose specified public records. In response to a request for disclosure, it may be necessary to examine GPS records to determine whether they are public records that are subject to disclosure. The District may also be required to produce information obtained from the GPS system pursuant to court order, subpoena or statute. Therefore, employees are reminded that they should not have any expectation of privacy with respect to the manner and method with which they operate a District vehicle or the location of the vehicle.

Rule 22.D.1 Overtime Definition and Rates of Pay - Revised

Certain types of pay are excluded from the calculation of employees' regular rates of pay for purposes of determining the number of overtime compensation due because they are payments made for periods when no work is performed. Those types of pay include: vacation, ~~holiday~~, sick, reporting time, jury duty, pay for bereavement leave, and/or discretionary bonuses.

Rule 23. District Paid Holidays - Revised

- A. With the exceptions provided herein, holidays for employees covered under these Rules shall be as follows:

January 1 (New Year's Day)
Third Monday in January (Martin Luther King, Jr. Day)
Third Monday in February (Presidents' Day)
Last Monday in May (Memorial Day)
July 4 (Independence Day)
First Monday in September (Labor Day)
November 11 (Veterans' Day)
Fourth Thursday in November (Thanksgiving Day)
Fourth Friday in November (The Friday following Thanksgiving Day)
December 25 (Christmas Day)

~~Any day appointed by the Governor of the State of California as a special holiday that falls on a normally scheduled workday.~~

- C. Part-Time Employees. ~~Part-time employees regularly assigned to work more than twenty (20) hours shall receive holidays prorated by comparing the time worked to forty (40) hours.~~ **Temporary** Part-time employees regularly assigned to work twenty (20) hours or less are not entitled to holidays.

- F. Seasonal, ~~Temporary~~ and Emergency Employees. Seasonal, ~~temporary~~ and emergency employees shall not receive holiday pay.

G. ~~Temporary full-time employees are eligible to receive pay for District closed holidays in section A above.~~

Rule 25.B. Vacation Postponement/Accrual. – Added

~~Any full-time regular employee who has been absent from work for at least 30 days will stop accruing vacation leave starting the 31st day of absence.~~

Rule 26.E.1. d.i. Annual Sell Back – Revised.

~~An employee must maintain a one hundred forty four (144) hour base (but may not exceed six hundred (600) hours) of sick leave in order to sell back to the District the sick leave hours accrued during the year which exceed 50% of the total sick leave hours accrue during that calendar year, providing the employee did not use more than forty eight (48) hours of sick leave during said year. If an employee has over one hundred forty-four (144) hours but less than six hundred (600) hours of accrued sick leave at the end of a calendar year, they may sell back up to 50% of the sick leave accrued that year minus the number of sick leave hours used that year. The employee may not sell back sick leave that would result in the employee having less than one hundred forty-four (144) hours of accrued sick leave.~~

Rule 26.E.2.b. Sick Leave Bank for All Other Employees, Including Temporary, Extra Help, Part-Time, and Seasonal Employees, Who Work 30 or More Days Within a Year – Revised.

Employees who qualify for sick leave under this section are entitled to use accrued sick days beginning on the 90th day of employment. Temporary, extra help, part-time, and seasonal employees shall receive 247 hours (or three (3) days) of sick leave in their sick leave bank immediately upon commencement of employment., ~~whichever occurs first.~~ Unused sick leave at the end of the calendar year may not be carried forward and sick leave may not be cashed out. Thereafter, at the beginning of each subsequent calendar year, the employee shall begin the year with 247 hours (or three (3) days) in their sick leave bank.

Rule 27.E. Other Leaves of Absence – Revised.

Military Leave of Absence - The District will grant employees a military leave of absence to the extent required by applicable federal and state law.

~~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.~~

Rule 27.F. Coordination of Benefits – Revised.

The District coordinates benefits with the State of California Disability Insurance (SDI) program and Paid Family Leave (PFL) program in order to ensure that employees receive up to 100% of their normal gross weekly wages during periods when they are unable to work due to their own non-work-related illness or injury, pregnancy or childbirth, to care for a seriously ill family member or to bond with a new child. ~~Employees are required to use any accrued paid leave for any portion of unpaid leave during which the employee intends to receive SDI or PFL benefits.~~ The District will pay employees, ~~from the employee’s accrual balances,~~ the balance between the amount they would ordinarily earn as regular wages and the SDI or PFL benefits they receive so that employees are made whole while they are unable to work.

Rule 30.A. Disciplinary Action – Revised.

2. Probationary, Temporary, Seasonal, Emergency, and Part-Time Employees.

Probationary, temporary, seasonal, emergency, and part-time employees are at- will employees and as a result may be demoted, reduced in step, suspended or dismissed without prior notice or cause, and without any right of appeal. As such, the provisions of this Rule 30 (~~Disciplinary Action~~) and Rule 31 (~~Appeal Procedure~~) shall not apply to such employees.

Rule 35 Employee Drug and Alcohol Use Policy – Drug Free Workplace – Revised.

I. Purpose of Guideline

It is the intent of the District to maintain a workplace that is free of **the inappropriate use** of drugs and alcohol **during work hours** and to discourage drug and alcohol abuse by its employees. To further its interest in avoiding accidents, to promote and maintain safe and efficient working conditions for its employees, and to protect its business, property, equipment, and operations, the District has established this Guideline concerning the use of alcohol and drugs. As a condition of continued employment with the District, each employee must abide by this Guideline.

Rule 39. Education and Certification Incentive Pay – Added

Each employee shall receive a salary increase, as indicated, if they achieve the following:

- A. Higher Education. Employees whose jobs do not require but have earned a higher education degree will be eligible for the following incentive:
 - a) A.A. degree or A.S. degree: two-and one-half percent (2 ½%).
 - b) B.A. degree or B.S. degree: an additional two-and one-half percent (2 ½%).

- B. Certification
 - c) One (1) job-related certification above what is required for the position: two-and-one-half percent (2 ½%).
 - d) Two (2) job-related certifications above what is required for the position: an additional two-and-one-half percent (2 ½%).
 - e) Wastewater employees who maintain their commercial driver’s license: an additional two-and-one-half percent (2 ½%).

- C. Maximum Combined Incentive Pay. Total maximum incentive pay not to exceed 5%.

- D. Eligibility. Higher education degrees and certifications must be job related.
 - a. Higher education degrees must be in a major which the General Manager determines is relevant to the duties regularly performed in the job classification.
 - b. Certifications must be directly related to the performance of the employee’s duties as stated in the employee’s job description. A list of eligible certifications shall be maintained by Human Resources and made available upon request.

- E. Effective Date. The employee will receive a salary increase beginning the next full pay period after submission of the documentation showing completion to the Human Resources Manager. It is the employee’s responsibility to submit the required documents in a timely manner.

- F. Exceptions.
 - a. Supervisors/superintendents, managers, and directors are not eligible for incentive pay.
 - b. Employees are not eligible for incentive pay if the employee’s job classification states that a degree or certification is an acceptable alternative to a prerequisite to employment in the classification.