

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.1. Non-Discrimination; Fair and Equal Employment Opportunity

The District prohibits unlawful discrimination based on any characteristic protected by law, **or any two or more legally protected characteristics**. Protected characteristics are race (including hair texture, protective hairstyles, and other traits historically associated with race), color, religion and religious creed (including religious dress and religious grooming practices), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, and related medical conditions), reproductive health decision-making, gender, gender identity (including transgender identity), gender expression (including transgender expression or because an individual has transitioned or is (or is perceived to be) transitioning to live as the gender with which they identify, sex stereotyping, national origin, ancestry, citizenship, age (40 years and over), mental disability and physical disability (including HIV and AIDS), legally protected medical condition or information (including genetic information), protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act, if applicable), the use of marijuana off the job and away from the workplace, military and/or veteran status, service, or obligation, reserve status, national guard status, marital status, domestic partner status, sexual orientation, status as a **victim of a violent crime or abuse, or of a family member who has been the victim of a violent crime or abuse, as a member of a jury, as an individual convicted of certain crimes not properly considered in determining disqualifying job qualifications, a victim of domestic violence, sexual assault or stalking**, enrollment in a public assistance program, engaging in protected communications regarding employee wages or otherwise exercising rights protected under the National Labor Relations Act or California Fair Pay Act, requesting a reasonable accommodation on a protected basis such as a disability or sincerely-held religious belief, practice, or observance, or any other characteristic protected by local, state, or federal laws. The District is an Equal Opportunity Employer and fully complies with applicable laws, rules and regulations including but not limited to Title VII, Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991; the Americans with Disabilities Act (42 U.S.C. Section 12101, et seq.); and the California Fair Employment and Housing Act (Government Code Section 12920, et seq.).

Section 3.01.090 - Rule 9.A.2. Dress and Grooming Standards

Inappropriate dress includes but is not limited to, casual or souvenir T-shirts or sweatshirts, tank tops, warm up or jogging ensembles/exercise wear, shorts, spandex-like skintight leggings or tight-fitting pants, ripped, faded, bleached, or revealing clothing. Clothing that is excessively tight, short, or otherwise revealing is also considered inappropriate and shall not be worn to work. Extreme hairstyles, **not otherwise protected by law**, facial and torso body piercing with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours; **visible-excessive** tattoos and similar body art **using inappropriate language, or containing violent, sexual, or other pictures inconsistent with our business standards** must be covered during business hours. Footwear such as sandals that would not ordinarily be worn with professional clothing (e.g., gladiator sandals), thongs, and slippers are considered unacceptable.

Section 3.03.010 - Rule 15.K.1. Provisional Appointment

In the absence of individuals willing to accept appointments from appropriate employment lists, a provisional appointment may be made by the General Manager of a person meeting the minimum training and experience qualifications for the position. Such appointment may be made during the period of suspension, demotion, **or** discharge **or resignation** of an employee; and such vacancy may be filled by the General Manager subject to the provisions of these Rules. A provisional employee may be removed at any time without prior notice or cause, and without any right of appeal. No provisional appointment shall exceed nine hundred sixty (960) hours. Employees appointed on a provisional basis shall not be entitled to a preference in hiring or a right to a regular position.

Section 3.03.040 - Rule 18.C. Employee Orientation

Employee Orientation. All new employees and newly promoted employees will be given an employee orientation to their new job duties and the policies, **in keeping with our Injury and Illness Prevention Plan and associated policy**, procedures and operation of the department that is appropriate to their positions. It is the department supervisor's responsibility to provide orientation to those new employees or newly promoted employees under their supervision. The orientation shall consist of training in job duties and responsibilities, these Rules, the employee handbook, and the mission, policies, procedures and operation of the employee's department.

Section 3.04.020 - Rule 23.C. Part-Time Employees

Temporary part-time employees regularly assigned to work twenty-seven (27) hours **a week** or less are not entitled to holiday pay.

Section 3.04.050 – Rule 26 Sick Leave

26.B. Leave Usage

Additionally, employees may use sick days available to them each year to care for a "designated person" so long as the employee identifies that person at the time of requesting sick leave. The "designated person" **may does-not-have-to** be related to the employee by blood or **otherwise** have an association with the employee that is the equivalent of a family relationship.

Employees may only ~~identify or change~~ ~~care for~~ a “designated person” once ~~every per~~ 12-month period.

26.E.6.k. Sick Leave Use – General Rules and Procedures

~~Any employee who is receiving Paid Family Leave benefits during a sick leave must exhaust up to 2 weeks of his/her accrued vacation benefits. Employees, at their discretion, may use any accrued but unused sick time.~~

Section 3.05.010 - Rule 29.A.1. Performance Evaluations

Probationary Employees/New Appointments. ~~At six (6) months and/or~~ Prior to the end of the initial ~~probationary introductory~~ period, the employee is eligible to receive, but is not guaranteed, a performance evaluation.

Section 3.05.040 - Rule 32.B.1. Filing of Complaint

Employees should file written complaints with the Human Resources Department or any supervisor or manager as soon as possible after the events that give rise to the employee's work-related concerns. The written complaint should set forth in detail the bases for the employee's complaint. ~~Failure to timely file a complaint may result in an inability to properly investigate the matter due to faded memories, lost documentation, or loss of access to individuals, which may negate or limit the District's ability to make a finding that conduct complained of occurred or occurred in a manner contrary to our policies or law. We therefore require all employees to file complaints of alleged misconduct within 48 hours, but as soon as reasonably possible, so that we can carry out our important functions.~~

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

~~Purpose of Policy The District is committed to providing a work environment (whether the workplace consists of the District's offices or some remote work location that is away from the District's premises) free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on race, religion (including religious dress and grooming practices), color, sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions), reproductive health decision making, sex stereotype, gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned) and sexual orientation, national origin (including language use restrictions and possession of a driver's license to establish the right to work in the United States), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation. It also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having those characteristics. The District strongly disapproves of and will not tolerate harassment of applicants, employees, unpaid interns, or volunteers by managers, supervisors, or co-workers. Similarly, the District will not tolerate harassment by its employees of non-employees with whom the District employees have a~~

~~business, service, or professional relationship. The District also will attempt to protect employees from harassment by non-employees in the workplace.~~

The District is committed to providing a work environment free of unlawful harassment, discrimination, and/or retaliation. It is everyone's personal duty and responsibility to prevent, and to immediately report all incidents of harassment, retaliation, or discrimination to their supervisor, Department Manager, or Human Resources.

In keeping with this commitment, the District maintains a strict policy prohibiting unlawful harassment, retaliation, and discrimination of any kind, including harassment and discrimination based on one or more protected characteristics such as race, religious creed (including religious dress and grooming practices), color, sex, gender, perceived sex or gender, gender identity, gender expression, national origin or ancestry, pregnancy, childbirth or related medical conditions, physical or mental disability, medical condition, marital status, age, sexual orientation, genetic information, citizenship status, uniform service member, veteran status, status as a victim of a violent crime or abuse, or of a family member who has been the victim of a violent crime or abuse, as a member of a jury, as an individual convicted of certain crimes not properly considered in determining disqualifying job qualifications, or any other joint or severally recognized basis protected by federal, state, or local law or ordinance or regulation. The District also prohibits unlawful harassment, retaliation, and discrimination based on the perception that someone has any of those characteristics, or is related to someone who has, or is perceived as having any of those characteristics. The District's anti-harassment and anti-discrimination policy applies to all of its Board Members and employees, including supervisory and non-supervisory employees, as well as its customers, vendors, guests, and others with whom we conduct business, whether in person, by telephone/text, online, or through social media or similar platforms.

The District is committed to prohibiting retaliation against employees, vendors, or customers who report or participate in an investigation of alleged unlawful harassment, retaliation, discrimination, or other violations of law or Standards in our workplace. No employee may retaliate against a person who files a complaint or participates in our investigation even if you believe the reporting or participating employee may not be accurate in their view that a violation of policy, law, or regulation occurred.

Section 3.06.070 - Rule 39.G. Approved List of Eligible Certifications for Field Employees:

Added new position:

Wastewater Treatment Plant Operator III	Grade IV Wastewater Treatment Plant Operator Certificate Grade III Collections System Maintenance Certificate.
-----------------------------------------	-------------------------------------------------------------------------------------------------------------------