

## Resolution No. 2022-32

### Exhibit A

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

#### Rule 7.C. Workers' Compensation Disclaimer Notice – Revised.

An employee's workers' compensation absence and Family Medical Leave entitlement **will** run concurrently when the work-related injury or illness is one that meets the criteria for “serious health condition” under the Family Medical Leave.

#### Rule 12.A.2. Promotion – Revised.

Upon promotion **or reclassification**, a new anniversary date shall be established for purposes of performance evaluation, eligibility for future step increases; as of the effective date of the promotion. **Upon reclassification, the General Manager will determine whether the employee in the newly reclassified position will need to serve a new probationary period.**

#### Rule 19.D.3. Travel Expenses: Meals – Revised.

Meal expenses and associated gratuities should be moderate, taking into account community standards and the prevailing restaurant costs of the area. Actual meal costs will be reimbursed up to the rates specified **by the in the Internal Revenue Service Guidelines (see Publication 1542 at [www.irs.gov/per diem](http://www.irs.gov/per diem)) U.S. General Services Administration (GSA). Meal costs exceeding GSA guidelines will be at the employee's own expense.** Any amount spent on meals above and beyond rates established by the GSA will be the sole responsibility of the employee.

#### Rule 22.D.5. Compensatory Time – Revised.

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 of compensatory time 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.**

#### Rule 26. Sick Leave – Revised.

- A. Eligibility An employee qualifies to accrue paid sick leave under this policy upon the start of the employee's employment. In addition, employees may take paid sick leave accrued under this policy if they have worked for the District **as a regular employee** for at least 90 calendar days.

## B. Leave Usage

Additionally, employees may use the first three 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” does not have to be related to the employee by blood or have an association with the employee that is the equivalent of a family relationship. Employees may only care for a “designated person” once per 12-month period.

### Rule 27.B.2. Permissible Uses – Revised.

Family care and medical leave may be requested for (1) the birth or adoption of an employee's child; (2) the placement of a foster child with the employee; or (3) the serious health condition of an employee's child of any age, spouse, domestic partner, parent, grandparent, grandchild, or sibling, or (4) an employee's own serious health condition. Pursuant to California Government Code section 12945.2, “child” includes biological, adopted, or foster child, a stepchild, a legal ward, or a child of an employee or the employee's domestic partner, or a person to whom the employee stands in loco parentis; and “parent” includes a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child. Additionally, employees may take leave under the CFRA to care for a “designated person” who is an individual related to the employee by blood or whose association with the employee is equivalent to a family relationship. Employees taking leave under the CFRA to care for a “designated person” must identify the “designated person” at the time of requesting the leave. Employees are limited to take leave to care for one “designated person” per 12-month period.

### Rule 27.E. Other Leaves: Bereavement Leave – Revised.

~~When a full-time regular or probationary employee is~~ Employees who have been employed with the District for at least 30 days and who are compelled to be absent from work because of the death of the employee's parent, including biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child, ~~step-parent,~~ grandparent, sibling, sister-or brother-in-law, spouse, registered domestic partner, child of any age, including biological, adopted, or foster child or stepchild, a legal ward, or a child of an employee or the employee's registered domestic partner, or a person to whom the employee stands in loco parentis, or ~~legal dependent,~~ grandchild, ~~or a parent or child of a spouse or domestic partner,~~ the employee may ~~upon approval of the Appointing Authority,~~ take up to five (5) days paid leave ~~during a fiscal year, provided the employee has accrued at least eighteen (18) hours unused sick leave,~~ to attend the funeral or memorial services. The five (5) day ~~paid~~ leave shall be as follows:

1. Employees are allowed a maximum of three (3) days paid bereavement leave.
2. If the employee has accrued at least eighteen (18) hours of unused sick leave, the employee may substitute two (2) paid sick leave days for any unpaid portion of bereavement

leave, and the two (2) days will be deducted from accrued leave entitlement OR employees may take an additional two (2) unpaid bereavement days if the employee does not have enough accrued sick leave.

3. Additional time off may be granted by the General Manager.

The District reserves the right to request documentation of the death of the family member, including a death certificate, published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency. If requested, the documentation must be provided within thirty days of the first day of bereavement leave. The District will maintain the confidentiality of any employee who requests bereavement leave under this policy.

#### Rule 29.A.1. Probationary Employees/New Appointments – Revised.

Failure to provide a probationary employee with a probationary performance evaluation shall not preclude the rejection of such employee during his/her probationary period. The District strives for probationary periods lasting a year. However, there will be instances in which a probationary period last longer. Probationary period ends when the supervisor takes affirmative steps to release the employee from probation. If a supervisor does not release an employee from probation, the probationary period will continue.

#### Rule 39. Education and Certification Incentive Pay – Revised.

##### B. Certification

- c. ~~Wastewater employees who maintain their commercial driver's license: an additional two and one half percent (2 ½ %).~~

Field employees who voluntarily maintain a commercial driver's license that is not ordinarily required as part of their job duties for the District will be entitled to an additional two and one half percent (2 ½ %).

##### D. Eligibility– Added.

- c. Employees who maintain their commercial driver's license will be placed in the DOT random drug testing program.

##### F. Exceptions – Added.

- b) Temporary, part-time, seasonal, emergency, student or provisional appointments are not eligible for incentive pay.