

Resolution No. 2021-18

Exhibit A

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

Rule 10.D.5 Temporary Employees – Revised.

“Temporary appointments, filled by employees other than provisional employees, shall not exceed 960 hours in any fiscal year. ~~one thousand (1,000) hours in any twelve (12) month period.~~”

Rule 18. Training and Development – Revised.

A. Policy. An employee may be reimbursed for tuition, textbooks and institutional fees incurred in successfully completing job-related course work and seminars from an accredited educational institution and for courses that are applied towards the completion of one college or university level degree (associates degree or higher) that is relevant to the employee’s work for the District. The District will reimburse employees 100% for **course-required** tuition, texts and materials upon satisfactory completion of such courses if employees follow the guidelines of this policy. If employees have a financial hardship, with written approval from the General Manager, tuition, texts and materials may be reimbursed or paid by the District earlier than the completion of the course(s).

Guidelines:

1. Employee must be a full-time **regular** employee of the District.
2. All courses and related expenses for which the employee will request reimbursement must receive **prior written approval** from the employee’s Supervisor and the General Manager on the District’s Educational Assistance Request form. Other than those items listed above, no other reimbursements shall be made.
3. Satisfactory completion is considered a “pass” grade in the case of pass/fail courses. Satisfactory of courses graded on an A through F system or an equivalent method will be reimbursed 100% for a grade of “C” or higher. No reimbursement will be made for a “D” or “F” grade.
4. **The maximum benefit per year per employee shall be \$6,000.00. This amount must be submitted, approved and adopted as part of the annual budget for the department in which the employee works before it is disbursed to satisfy the District’s reimbursement obligations in this section.**

B. Conferences and Seminars. **Any employee (does not have to be regular, full-time) may request to attend a conference or seminar and if such request is approved, ~~if an employee requests to attend a conference or seminar and such request is approved~~**, the District will pay all reasonable costs of travel, meals, lodging, registration or tuition, books and the equivalent number of hours pay per day as if the employee were working his/her regular workday in accordance with this Rule and the District’s adopted expense reimbursement policies. The employee may either receive an advance of funds for the conference or reimbursement of funds spent by the employee.

The employee should request attendance at the conference or seminar as far in advance as possible but, in no case, any later than two (2) weeks prior to the conference. The employee's request for attendance must be approved by the employee's supervisor, Department Head and the General Manager.

Rule 22.C. Pay Periods. – Revised.

“All employees shall be paid every two (2) weeks. A pay period is fourteen (14) consecutive days. Week 1 starts on a Friday mid-shift with 4 hours worked ~~by administrative employees and 2.5 hours worked by field employees,~~ and shall end on a Friday mid-shift with 4 hours worked ~~by administrative employees and 5.5 hours worked by field employees~~ in Week 2. This provides for 40 hours within each workweek. For example, an employee who is regularly scheduled to work Monday through Thursday from 7:30 a.m. to 5:30 p.m. and alternating Fridays from 8:00 a.m. to 5:00 p.m. with a one (1) hour meal period, this employee's workweek begins at 12:00 p.m. on Friday and ends two (2) weeks later on a Friday at 11:59 ~~a.m.-p.m.~~ In this example, the employee works nine (9) hour workdays Monday through Thursday, and eight (8) hour workday on alternating Fridays (beginning of the pay period), and has alternating Fridays off. Step increases or promotions shall be effective at the beginning of the pay period in which they fall.

Rule 22.D.4. Overtime Pay for Call Back or Requirement to Work on Regularly Scheduled Vacation Days or District Holidays. – Revised.

“Non-exempt employees called from home to perform overtime work or required to work on a regular District holiday or on a scheduled vacation day, shall be entitled to overtime compensation ~~in accordance with the requirements of the law~~ at the rate of 1.5 times the employees' regular rates of pay for all overtime hours worked on call back and for all hours worked on a regular District holiday or a scheduled vacation day. For purposes of this paragraph, “regular District holiday” shall mean either a regularly scheduled District holiday or the day on which the employee is authorized to observe the regularly scheduled District holiday. For example, if the District authorizes an employee to observe Christmas Day on December 24th, the employee will be compensated at 1.5 times the employee's regular rate if the employee is required to work on December 24th.

Rule 22.D.4. Compensatory Time. – Revised.

“ ~~At the end of the fiscal year in which compensatory time is earned,~~ Unused compensatory time will be paid as overtime, ~~calculated at 1.5 times the employee's regular rate of pay.~~ Employees may request a pay out of accrued but unused compensatory time at any time during the year.”

Rule 23.A. District Paid Holidays. – Revised.

“In addition, 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) 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. ~~These hours expire at the end of each calendar year and are not carried over.~~—Employees may only have a maximum of 27 hours of Optional Holiday benefits. At the beginning of each calendar year, employees who have less than 27 hours of Optional Holiday benefits will be provided with additional benefits to bring their benefits back up to the maximum of 27 total hours for the year. No employee may have more than 27 hours of Optional Holiday benefits each calendar year.“

Rule 23. G. Employees Required to Work on Holidays. – Deleted.

~~“An employee who is required to work on a day observed by the District as a holiday shall receive his/her regular straight time hourly rate of pay for all hours worked on said holiday, in addition to any holiday pay he/she is eligible to receive, in lieu of time off for said holiday.”~~

Rule 26.B. – Revised

Employees using paid sick leave must do so in minimum increments of ~~30~~ 15 minutes, rounded to the nearest 15 minute.

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

“Employees may receive compensation for unused sick leave, per ~~fiscal~~ calendar year as follows:”

Rule 27. E. 2. Exempt Leave – Exempt Employees. – Revised.

“Exempt employees shall be granted thirty-six (36) hours of leave per fiscal year. Leave may be taken at any time on approval of the employee's supervisor or manager. ~~Leave is earned on a fiscal year basis and may not be accumulated by an individual from year to year~~—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.”