

Exhibit A

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

Rule 1.B. Non-Discrimination; Fair and Equal Employment – Revised

The District prohibits unlawful discrimination based on any characteristic protected by law. 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 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 maintains a policy of non-discrimination and equal employment opportunities with respect to all current employees as well as applicants for employment. The recruitment process, and the terms and conditions of employment will be governed on the basis of merit, competence and qualification, and will not be influenced in any manner by race (including traits historically associated with race, such as hair texture and protective hairstyles including, but not limited to braids, locks and twists), religion, sex, sexual orientation, age, national origin, ethnicity, disability, veteran status, marital status, political belief or opinion, political affiliation or any other legally protected status.~~

Rule 9. Dress and Grooming Standards – Revised

Employees ~~whose jobs require them to come in contact with customers, suppliers, or the public~~ are expected to wear apparel the District considers appropriate for **work** ~~dealing with the public.~~

Rule 15.F. Promotion – Revised

Any employee who is promoted to a position having a higher range than the position he/she occupies, shall commence work in the higher range at a step that at minimum is an increase of ten percent (10%) above the **base** rate the employee was receiving prior to promotion **or provisional appointment**. The new pay rate will be effective at the beginning of the pay period it takes effect. **(“Base rate” is an employee’s base hourly rate or salary that does not include other forms of pay, including, but not limited to, overtime, bonuses, or incentive pay).**

Rule 17.A.1. Enrollment in Health Insurance, Dental Insurance, Vision Care Coverage, Life Insurance, Employee Assistance Program and Deferred Compensation – Revised

All employees who are employed on a full-time basis, ~~except emergency, seasonal and temporary employees (30 hours or more less per week),~~ 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 is voluntary. Fringe benefits may be altered on a year-by-year basis as the District may see fit. After a 30-day absence, that does not have job protection under any applicable local, state, or federal leave laws (“non-protected leave”), fringe benefits including but not limited to health insurance and life insurance will cease. Employees will be offered COBRA for medical benefits only. 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.**

Rule 18.A. Training and Development – Revised

1. Employee must be a full-time regular employee of the District **for college or university degree reimbursement, and coursework must be completed during employees’ own time and not during District work hours**
2. **Employee must be a regular or probationary employee to receive reimbursement for professional development classes and certifications. At the District’s discretion, the District may approve completion of professional development classes and certifications during District work hours.**
3. 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.
4. 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. The maximum benefit per **fiscal** 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.

Rule 19.D.1.b. Automobile Mileage – Revised

Automobile Mileage. Automobile mileage is reimbursable at Internal Revenue Service rates presently in effect (see www.irs.gov). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable. **The District will not reimburse for customary commuting miles.**

Rule 22.E. Standby Time – Revised

When on standby, the employee is entitled to receive the minimum standby pay in addition to overtime pay. The minimum standby compensation is 1.5 hours overtime calculated based on the employee's regular rate for each day of standby duty served Monday through Friday, ~~and 3.0 hours~~ calculated based on the employee's regular rate for each day standby duty is served on Saturday, Sunday, District holidays and on the employee's schedule day off under the 9/80 schedule, **and 6.0 hours will be calculated based on the employee's regular rate of pay for Thanksgiving Day and Christmas Day only.** In addition to the minimum compensation set forth above, each employee on standby is entitled to overtime pay at the applicable rate for time worked.

Rule 27.F. Other Leaves of Absence – Revised

Jury and Witness Duty - The District will provide **full-time regular and probationary** employees paid time off to serve, as required by law, on a jury or grand jury if the employee provides reasonable advance notice. The District will also provide **full-time regular and probationary** employees with unpaid time off to appear in court or other judicial proceedings as a witness to comply with a valid subpoena or other court order.

Leave for Educational/Daycare Purposes - Employees will be granted time off without pay for up to 40 hours per calendar year, but no more than eight hours in any calendar month to... Address a child care provider or school emergency (i.e., the school or child care provider requested that the child be picked up, there is a behavioral or discipline problem with the child that needs to be addressed with the school or child-care provider, there is a closure or unexpected unavailability of the school or child-care provider, or that there is a natural disaster, such as an earthquake or fire, requiring that the child be kept home or picked up from the school or child-care provider). Leave for this purpose will ~~not~~ be limited to 8 hours per month.

Rule 33 Policy Against Harassment, Discrimination and Retaliation – Revised

A. **Purpose of Policy** ~~The District is committed to providing a workplace free of harassment, regardless of whether the workplace consists of the District's offices or some remote work location that is away from the District's premises. 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. This includes sexual harassment (which includes harassment based on pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions) and harassment based on gender, gender identity, and gender expression, as well as harassment based on such factors as race (including traits historically associated with race, such as hair texture and protective hairstyles including, but not limited to braids, locks and twists), color, religion, religious creed (including religious dress and religious grooming), national origin, ancestry, citizenship, age, physical or mental disability, legally-protected medical condition or information (including genetic information), family care or medical leave status, military caregiver status, military status, veteran status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, or any other basis protected by federal, state, or local laws.~~

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

III. Recreational Marijuana

Be advised that the Adult Use of Marijuana Act, which legalizes the use of recreational marijuana for adults 21 years of age and older does not affect the rights of the District to maintain a drug-free workplace by prohibiting the use of marijuana by employees or prospective employees **while on duty or on District premises or impairment by use of marijuana while working**. Marijuana remains an illegal substance under the federal Controlled Substances Act. Therefore, the District reserves the right to terminate an employee who tests positive for ~~marijuana~~ **THC** or to withdraw an offer of employment to a prospective employee who tests positive for ~~marijuana~~ **THC**.

A. Reasonable Suspicion

When a supervisor or manager has a reasonable suspicion that any employee is working in an impaired condition or otherwise engaging in conduct that violates this Guideline, the employee will be relieved of duty and asked to submit to a blood, urine or other testing or examination designed to detect drugs or alcohol. **Unless the employee is subject to federal drug testing under DOT guidelines, the District will not test for non-psychoactive cannabis metabolites.** If the employee refuses to cooperate with the administration of the drug/alcohol tests, the refusal will be handled in the same manner as a positive test result. While results are expected back, employee will be placed on paid administrative leave.

Rule 37 Inclement Weather – Revised

While this area generally enjoys excellent weather, there are occasions when there can be the potential for flooding, high winds, dust storms, and snow ~~in the higher elevations.~~

Employees who do not report to work when the District ~~facilities are~~ 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.

Rule 39 Education and Certification Incentive Pay – Revised

Effective July 1, 2024

Each employee shall receive educational incentive pay, as indicated, if they achieve the following:

A. Higher Education Educational Incentive:

- a. Employees whose job do not require a higher education degree (HED), but have earned one or employees who obtain a higher degree than required by their position will be eligible for the following incentive:
- b) Bachelor's degree or Master's degree: two-and-one half percent (2 ½%) of base pay.

B. Certification Educational Incentive:

1. One (1) Job-Related Certification Educational Incentive:

- Employees can earn an additional two-and-one-half percent (2 ½%) of base pay for obtaining one job-related certification from the approved list of job eligible certifications.

2. Two (2) Job-Related Certifications Educational Incentive:

- Employees can earn an additional two-and-one-half percent (2 ½%) of base pay for obtaining two job-related certifications from the approved list of job eligible certifications.

3. Commercial Driver's License (CDL) Bonus:

- Field employees who voluntarily maintain a CDL (not ordinarily required for their job) will be entitled to an additional two-and-one-half percent (2 ½%) of base pay. This compensation is not reportable to CalPERS.

C. Maximum Combined Incentive Pay:

- a. Total maximum combined incentive pay not to exceed five percent (5%) of base pay.

D. Eligibility:

a. Higher Education Degrees:

- Degrees must be relevant to the duties regularly performed in the job classification, as determined by the General Manager.

b. Certifications:

- Certifications must directly relate to the employee's job description. Refer to the approved list of job eligible certifications.

E. Effective Date.

- Employees must submit a Request for Educational Incentive pay along with necessary supporting documentation to the Human Resources Manager for approval.
- The employee will receive incentive pay 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. Ineligible Employees:

- Supervisors/superintendents, managers, and directors are not eligible for this incentive pay.
- Students, temporary, part-time, seasonal, or emergency employees are not eligible for this incentive pay.

b. Prerequisite or Acceptable Option:

- Employees are not eligible if their job classification states that a degree or certification is a prerequisite or an acceptable option for meeting required qualifications.

G. Approved list of Job Eligible Certifications:

Collections System Operator I	Grade II California Water Environment Association Collections Maintenance Certificate Grade III California Water Environment Association Collections Maintenance Certificate
Collections System Operator II	Grade III California Water Environment Association Collection System Grade IV California Water Environment Association Collection System
Field Operations Technician I	Grade II (D-2) Water Distribution Certificate Grade III (D-3) Water Distribution Certificate
Field Operations Technician II	Grade III (D-3) Water Distribution Certificate Grade IV (D-4) Water Distribution Certificate
Field Service Representative I	Grade II (D-2) Water Distribution Certificate Grade III (D-3) Water Distribution Certificate
Field Service Representative II/Backflow Specialist	Grade II (D-2) Water Distribution Certificate Grade III (D-3) Water Distribution Certificate Grade II (T-2) Water Treatment Certificate Grade III (T-3) Water Treatment Certificate
Field Service Representative II	Grade III (D-3) Water Distribution Certificate Grade IV (D-4) Water Distribution Certificate Grade III (T-3) Water Treatment Certificate
Lead Field Service Representative	Grade III (D-3) Water Distribution Certificate Grade IV (D-4) Water Distribution Certificate Grade III (T-3) Water Treatment Certificate
Lead Collections System Operator	Grade IV California Water Environment Association Collection System

Lead Field Operations Technician	Grade IV (D-4) Water Distribution Certificate Grade V (D-5) Water Distribution Certificate Grade II (T-2) Water Treatment Certificate Grade III (T-3) Water Treatment Certificate
Lead Wastewater Treatment Plant Operator	Grade IV Wastewater Treatment Plant Operator Certificate Grade V Wastewater Treatment Plant Operator Certificate Grade III Collection System Maintenance Certificate
Water Production Operator I	Grade II (D-2) Water Distribution Operator's Certificate Grade III (D-3) Water Distribution Operator's Certificate Grade II (T-2) Water Treatment Operator's Certificate Grade III (T-3) Water Treatment Operator's Certificate
Water Production Operator II	Grade III (D-3) Water Distribution Operator's Certificate Grade IV (D-4) Water Distribution Operator's Certificate Grade II (T-2) Water Treatment Operator's Certificate Grade III (T-3) Water Treatment Operator's Certificate
Wastewater Treatment Plant Operator I	Grade II Wastewater Treatment Operator's Certificate Grade III Wastewater Treatment Operator's Certificate Grade II Collection System Maintenance Certificate
Wastewater Treatment Plant Operator II	Grade III Wastewater Treatment Plant Operator Certificate Grade IV Wastewater Treatment Plant Operator Certificate Grade III Collection System Maintenance Certificate

Rule 40 Bilingual Pay – Revised

C. After an absence of 30 days, bilingual pay ceases and will reinstate once the employee returns to work.