

# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETING

**MEETING DATE(S):** JUNE 13 & JUNE 17, 2024

**FROM:** ORIANA HOFFERT – HUMAN RESOURCES  
MANAGER

**FOR:** ACTION  X  DIRECTION \_\_\_\_\_ INFORMATION \_\_\_\_\_



## RESOLUTION NO. 2024-18 – AMENDING RESOLUTIONS NO. 2024-02; REVISIONS TO MISSION SPRINGS WATER DISTRICT PERSONNEL RULES AND REGULATIONS

### STAFF RECOMMENDATION

Adopt Resolution No. 2024-18 amending Resolution No. 2024-02; updating Mission Springs Water District (MSWD) Personnel Rules and Regulations.

### SUMMARY

The MSWD Personnel Rules and Regulations (aka Employee Handbook) provide guidance and information related to the District’s employment policies, procedures, and benefits in a written format.

The Personnel Rules and Regulations were most recently updated in January 2024, when the MSWD Board of Directors (Board) adopted Resolution No. 2024-02, rescinding all previous resolutions related to Personnel Rules and Regulations and adopting updated District Personnel Rules and Regulations.

In order to ensure that the District is in full compliance with laws implemented by state and federal agencies, the District’s Human Resources Manager and District Counsel regularly review and revise the Personnel Rules and Regulations. The revised Personnel Rules and Regulations include updates to existing policies to remain competitive, comply with new laws, or to clarify policy language.

Exhibit “A” outlines currently proposed amendments to the MSWD Personnel Rules and Regulations. With the Amendments proposed in Exhibit “A”, the MSWD Personnel Rules and Regulations will be in conformance with all required California and federal employment laws.

### FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

None. Any implementation costs are included in FY 2025 budget. This action is consistent with Strategic Plan Goal 7 - workforce excellence.

### ATTACHMENTS

Resolution No. 2024-18  
Exhibit “A” Revisions to Personnel Rules and Regulations

| FINANCIAL DATA  |   |  |
|---|---|--|
| Cost Associated with this action:   | \$0                                     |  |
| Current FY cost:  |   |  |
| Future FY cost:   | -0-                                     |  |
| Is it covered in current year budget:   | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/>            |
| Budget adjustment needed:   | YES <input type="checkbox"/>            | NO <input checked="" type="checkbox"/> |
| If yes, year needed:  | NA                                      |  |
| All previous contracts including dates, amounts and board approvals are attached or have been made available. |   |  |
| FUNDING SOURCES   |   |  |
| Source of funds:  | N/A                                     |  |
| BID/Job#  | N/A                                     |  |
| Current BID/Job balance   | N/A                                     |  |
| Balance remaining if approved:  | N/A                                     |  |