

# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETING

**MEETING DATE(S):** DECEMBER 15 & 19, 2022

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

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



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**RESOLUTION NO. 2022-32  
AMENDING RESOLUTION NO. 2022-17; REVISION TO MISSION  
SPRINGS WATER DISTRICT PERSONNEL RULES AND REGULATIONS**

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## **STAFF RECOMMENDATION**

Adopt Resolution No. 2022-32 amending Resolution No. 2022-17; updating Mission Springs Water District Personnel Rules and Regulations.

## **SUMMARY**

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

The Employee Handbook was most recently updated in July 2022. On July 18, 2022, the MSWD Board of Directors (Board) adopted Resolutions No. 2022-17, which rescinded all previous resolutions related to personnel policies and regulations and replaced in its entirety the MSWD Personnel Rules and Regulations.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 the District Counsel regularly review and revise the personnel rules and regulations. The revised MSWD Personnel Rules and Regulations includes updates to existing policies to comply with the law or to clarify policy language.

Exhibit “A” outlines the updates to the MSWD Personnel Rules and Regulations. The updated MSWD Personnel Rules and Regulations is in conformance with all required California and federal employment laws.

## **FISCAL IMPACT**

None

## **ATTACHMENTS**

Resolution No. 2022-32

Exhibit “A” – Revisions to Personnel Rules and Regulations