

AGENDA STAFF REPORT

MEETING NAME: REGULAR BOARD MEETING

MEETING DATE(S): JUNE 11 & JUNE 15, 2025

FROM: ORIANA HOFFERT – HUMAN RESOURCES
MANAGER

FOR: ACTION X DIRECTION INFORMATION



RESOLUTION NO. 2026-05 – AMENDING THE CODIFIED MISSION SPRINGS WATER DISTRICT PERSONNEL RULES AND REGULATIONS TITLE 3 – PERSONNEL

STAFF RECOMMENDATION

Adopt Resolution No. 2026-05 updating the codified Mission Springs Water District (MSWD) Personnel Rules and Regulations, Title 3 - Personnel.

SUMMARY

The MSWD Personnel Rules and Regulations, Title 3 - Personnel (aka Employee Handbook) provide guidance and information related to the District’s employment policies, procedures, and benefits in a written format.

The MSWD Personnel Rules and Regulations was most recently updated in July 2025, when the MSWD Board of Directors (Board) adopted Resolution No. 2025-17 updating Title 3 -Personnel.

In order to ensure that the District is in full compliance with laws implemented by state and federal agencies, the District regularly reviews and revises the Personnel Rules and Regulations. The revised Personnel Rules and Regulations include updates to existing policies to clarify policy language, incorporate employee requests adopted for fiscal year 2027, and to comply with new laws.

Exhibit “A” outlines currently proposed amendments to the MSWD Personnel Rules and Regulations.

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

There is no cost associated with updating the Administrative Code. This action is consistent with Strategic Plan Smart Goal 7 -workforce excellence.

ATTACHMENTS

- Attachment 1_Resolution No. 2026-05
- Attachment 2_ Exhibit “A” Revisions to Personnel Rules and Regulations

FINANCIAL DATA		
Cost Associated with this action:	\$0	
Current FY cost:	\$0	
Future FY cost:	\$0	
Is it covered in the 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, the year needed:	N/A	
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	\$0	
Balance remaining if approved:	\$0	