

Exhibit A

Below represents the changes made to the codified Mission Springs Water District Personnel Rules and Regulations Title 3 – Personnel.

Section 3.03.010 - Rule 15.J.3. Emergency Appointment – Working Out of Class

After thirty (30) ~~calendar~~ **working days** of such temporary assignment, the employee working out-of-class shall be paid at Step A of the higher classification, or a rate one (1) step (representing a 5% increase, including any incentive pay rights) greater than his/her current rate, whichever provides the greater compensation for the level of duties actually assigned and performed...

Section 3.03.030 - Rule 17.A.2. Retired Annuitants

C. Future Employment. If the retired annuitant accepts employment with another employer after their retirement, the annuitant must advise the District if the same or substantially similar health coverage is available through the future employer. In such a situation, the District is only obligated to reimburse the retired annuitant for the actual out of pocket costs they must pay for such future insurance. A failure to provide notice to the District of future employment with health coverage benefits may result in a claim by the District against the retired annuitant for amounts the District would have saved if the required notice obligation was met.

Section 3.03.050- Rule 19.D.1. Transportation

~~Airfare. Airfares that are equal or less than those available through the Enhanced Local Government Airfare Program offered through the League of California Cities (www.cacities.org/travel) the California State association of Counties (www.csac.counties.org/default.asp?id_635) and the State of California are presumed to be the most economical and reasonable for purposes of reimbursement under this policy. Airfares that do not exceed the median fares listed on websites like www.travelocity.com or an equivalent service, shall also be considered reasonable and hence reimbursable.~~

Airfare. Employees are expected to exercise prudent judgment and obtain the lowest reasonable airfare available for business travel. Employees should use commonly available travel search platforms (such as Travelocity, Priceline, Google Flights, Expedia, or similar services) to compare airfare options and select the best overall value in regular coach/economy class, including standard boarding.

In evaluating airfare options, employees should consider the total cost of travel, including baggage fees, number of stops, travel time, scheduling practicality, and other business-related considerations. Personal preferences for a specific airline, seating upgrades, or loyalty/rewards programs should not influence the selection unless there is no additional cost to the District.

Employees should also evaluate whether bundled travel arrangements (such as airfare, hotel, and/or rental car packages) provide additional cost savings and utilize such options when they result in the best overall value.

~~Car Rental. Rental rates that are equal to or less than those available through the State of California's website (www.catravelmart.com/default.htm), or which represent the median Page 36 July 2025 rates listed on websites like www.travelocity.com or an equivalent service, shall be considered the most economical and reasonable for purposes of reimbursement under this policy.~~

Car Rental. Employees are expected to exercise prudent judgment and obtain the lowest reasonable rental car rate available for business travel. Employees should use commonly available travel search platforms (such as Priceline, Google, Expedia, or similar services) to compare rental options and select an appropriate vehicle based on business needs, typically a standard or mid-size vehicle depending on the number of passengers and travel requirements.

Optional insurance coverage offered by the rental company should generally be declined when the employee is covered under the District's insurance program or other authorized coverage. Any optional insurance purchased without authorization may be at the employee's expense.

Prepaid fuel options should only be selected when they are reasonably expected to result in overall cost savings based on anticipated travel usage.

Section 3.03.050 - Rule 19.D.2.b. Other Lodging

Other Lodging. Travelers must request government lodging rates, when available. ~~A listing of hotels offering government rates in different areas is available at www.catravelmart.com/lodguideframes.htm.~~ Lodging rates that are equal to or less than government rates are presumed to be reasonable and hence reimbursable for purposes of this policy. In the event that government rates are not available at a given time or in a given area, websites like www.travelocity.com or www.expedia.com or an equivalent service shall be considered reasonable and hence reimbursable if, given the circumstances of the travel, such comparable rates can be found. In unique circumstances, the General Manager may

approve the reimbursement of reasonable lodging costs that exceed the ~~two~~ ~~(2)~~standards above, if necessary, under the particular circumstances.

Section 3.04.010 - Rule 22.D.1. Overtime Definition and Rates of Pay.

Overtime Definition and Rates of Pay. All nonexempt employees will receive overtime pay in accordance with applicable law for all hours worked over their regularly scheduled hours pursuant to the 9/80 workweek adopted by the District, i.e., all hours over forty (40) hours per week.

Overtime will be computed on actual minutes worked, adjusted to the nearest 15-minute increment.

Those hours that are actually worked, approved scheduled vacations days, optional holidays, and District holidays are counted to determine an employee's overtime pay. An "approved scheduled" vacation day or optional holiday is a day that has been scheduled and approved two weeks in advance. Certain types of pay are excluded from the calculation of employees' regular rates of pay for purposes of determining the number of overtime compensation due because they are payments made for periods when no work is performed. Those types of pay include: vacation or optional holiday (where less than two-week notice was given), sick, reporting time, jury duty, compensatory time, pay for bereavement leave, and/or discretionary bonuses.

Section 3.04.010 – Rule 22.E. Standby

Standby Time. Standby means a period of time outside an employee's regularly scheduled work hours during which the employee is required to remain available (on-call) for emergencies, after-hour customer calls, monitoring of the SCADA system via computer and responding to alarm calls. The on-call period is to be determined by the employee's direct supervisor. The supervisor shall be responsible for preparing an on-call schedule. To the extent feasible, given the work force available, exempt employees shall not be placed on the on-call roster. In the event that an employee does not wish to serve standby time, with the supervisor's consent, the employee may be excused if another worker volunteers to serve in the employee's place. This rule does not apply if the employee seeking to be excused is on sick leave.

Other than the response time described below, the standby employee is free to use the off-duty time without restriction. The employee shall carry a District issued mobile phone, as determined by the District, while on standby. The employee is expected to physically respond to a call for service as soon as possible and no later than ~~between 30 to 45~~ minutes from receipt of the call; however, such time may be extended upon mutual consent of the employee and Supervisor.

All time worked spent on call-backs during a standby period is compensable. Time worked includes a reasonable time for travel both to and from the worksite. If while on

standby, the employee engages in work (i.e., responds to a call out, telephone call, etc.), all-time spent by the employee performing his or her job duties or otherwise responding is compensable and should be reported as time worked, even if the recorded time is limited or nominal. and must be paid. Employees must keep accurate records of time worked while on call and report such time to the District. The reporting obligation includes the amount of time it took the employee to respond to the call even if it is determined that no service is required.

When on standby, ~~the employee is entitled to receive~~ employees are free to engage in personal activities, within a broad geographic area that still allows employees to be able to respond to a call for service as soon as possible and no later than 45 minutes. When on call, the District will provide a ~~the~~ minimum standby pay of (a) 1.5 hours for such service performed Monday-Friday, at the employee's one and one-half rate. 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,~~ (b) 3.0 hours for such service on a Saturday, Sunday, and on the employee's scheduled day off under the 9/80 schedule at the employee's **one and one-half rate** regular rate, ~~would exceed the 40 hour per week threshold for overtime, and 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 ,~~ and (c) 4.0 hours for a District-declared holiday, or 6.0 hours for Thanksgiving Day or Christmas Day at one and one-half rate. ~~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.~~

F. Minimum Call-out Compensation for Employees on Standby

Employees who are on assigned standby duty and are required to physically respond to a District facility, field location, or other worksite outside of their regular working hours shall receive a minimum of one and one-half (1.5) hours of compensation for each qualifying call-out.

A qualifying call-out occurs when the employee is required to leave their home or current location and travel to a District site to perform work-related duties.

Compensation shall begin at the time the employee receives the call-out assignment and shall include travel time associated with the response.

1. Remote Responses If an employee is able to fully resolve or respond to an issue remotely without leaving home or traveling to a District location, compensation shall be paid in fifteen (15) minute increments based on actual time worked.

Examples of remote response work may include:

- Answering work-related telephone calls;
- Responding to alarms remotely;
- Logging into District systems or computers from home; or
- Providing troubleshooting assistance without physically reporting to a location.

The one and one-half (1.5) hour minimum call-out compensation does not apply to remote responses.

2. Multiple Responses Within the Minimum Compensation Period When an employee physically responds to a qualifying call-out, and receives additional calls, or performs any additional work on other matters during the same one and one-half (1.5) hour compensation period, no additional minimum call-out compensation shall apply.

If work related to additional calls extends beyond the original one and one-half (1.5) hour period, the employee shall be compensated in fifteen (15) minute increments for actual time worked beyond the guaranteed minimum period. However, employees should not continue performing regular or routine tasks not related to the call out unless such matters must be addressed before the employee's next regularly scheduled workday.

Example:

- Employee receives a call-out at 12:00 p.m. and physically responds.
- Employee completes the work and returns home at 12:40 p.m.
- Employee receives another call at 1:00 p.m. requiring additional response.

Because the second call occurs within the original 1.5-hour compensation window (12:00 p.m. to 1:30 p.m.), no additional minimum call-out compensation applies.

If work associated with the second call continues beyond 1:30 p.m., the employee shall be compensated in fifteen (15) minute increments for time worked after 1:30 p.m.

3. Separate Call-Out Events If a new qualifying call-out occurs after the expiration of the original call-out event, one and one-half (1.5) hour compensation period, the employee shall receive a new minimum one and one-half (1.5) hour call-out compensation period.

Example:

- Employee responds to a physical call-out event at 12:00 p.m., receiving minimum compensation through 1:30 p.m.
- Employee receives another qualifying physical call-out event at 5:00 p.m.

Because the second response occurs outside the original compensation period, the employee shall receive an additional minimum one and one-half (1.5) hours of compensation.

Overtime - All standby call-out compensation shall be paid in accordance with applicable overtime provisions of the Fair Labor Standards Act (FLSA). Please see our Employee Handbook for additional information regarding overtime considerations.

Section 3.04.020 – Rule 23.A. District Paid Holidays

Effective July 1, 2026

In addition, the District recognizes that employees celebrate many holidays that are not recognized by the District. Therefore, after six (6) full months of service in the initial ~~fiscal calendar~~ year of employment for new employees, and at the beginning of each ~~fiscal calendar~~ year for regular employees, a credit of ~~thirty-six (36)~~ **forty-five (45)** 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. Employees may only have a maximum of ~~36~~ **45** hours of Optional Holiday benefits. At the beginning of each ~~fiscal calendar~~ year, employees who have less than ~~36~~ **45** hours of Optional Holiday benefits will be provided with additional benefits to bring their benefits back up to the maximum of ~~36~~ **45** total hours for the year. No employee may have more than ~~36~~ **45** hours of Optional Holiday benefits each ~~fiscal calendar~~ year.

Section 3.04.050 – Rule 26.E.1.d.iii. Sick Leave Accrual for Full-Time Regular Employees

Compensation for unused accumulated sick leave will be ~~made~~ **paid no later than the third pay period** ~~the second pay period~~ in January of each year at the employee's current rate of pay. Sick leave for which the employee receives compensation will be deducted from the employee's accumulated total. If desired and eligible, in lieu of cash payment, the accumulated time may be added to the employee's vacation time at the discretion of the immediate supervisor and subject to approval by the General Manager.

Section 3.04.050 – Rule 26.E.6.

- f. ~~An employee on a leave of absence due to illness or injury must exhaust all other paid leave, including, but not limited to, vacation leave and administrative leave, before the leave may be taken without pay. This provision shall not apply to accrued compensatory time off.~~

~~An employee on an unpaid leave of absence under the Family Medical Leave Act ("FMLA) or the California Family Rights Act ("CFRA"), who is not eligible or entitled to benefits under any State Disability Insurance (including Pregnancy Disability Leave), Paid Family Leave ("PFL), or Workers' Compensation paid leave program, must~~

exhaust vacation leave, optional holiday days, and administrative leave days (but not compensatory time or paid sick leave days) before the leave may proceed on an unpaid basis.

This provision shall not apply to leaves of absence where the employee is receiving, or will in the future receive, paid leave of absence benefits under any federal or state law (SDI, PFL, etc.), or military leaves of absence covered by the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA). An employee may, however, elect to use paid sick days and vacation days as wage replacement for approved FMLA, CFRA, PFL, or Workers' Compensation leaves of absence for any initial unpaid benefits period or for the difference between the amount received under such programs and the amount of your average base pay.

Section 3.04.060 – Rule 27.B.3.

~~3. Substitution of Paid Leave Employees are required to substitute accrued vacation time and other paid personal leave (except sick leave) for all family care, medical leave, and military leave. Employees on leave for occupational injuries may elect to substitute paid leave for any portion of unpaid leave. Employees may elect to substitute sick leave to attend to an illness of a child, parent, spouse or domestic partner of the employee or for other types of family care leave. Employees are required to substitute sick leave only for the employee's own medical leaves. During the time an employee is receiving Paid Family Leave benefits, he/she will be required to exhaust up to 2 weeks of accrued and unused vacation benefits, and employees, at their discretion, may use any accrued and unused sick leave.~~

If an employee is receiving State Disability Insurance for a personal health reason, or the employee has suffered an occupational injury for which workers' compensation benefits covering a workplace leave of absence has been approved, the employee is not required to use paid sick days to supplement such payments up to 100% of the employee's otherwise applicable base rate of pay, although the employee may request that paid sick days, vacation, or other accrued paid leave, be used in this manner.

If an employee has received an approved leave of absence to care for a family member under the California Family Rights Act (parent, child, spouse, grandparent, grandchild, or designated person), and is receiving Paid Family Leave, the employee is not required to use paid sick days to supplement such payments up to 100% of the employee's otherwise applicable base rate of pay, although the employee may request that paid sick days, vacation, or other accrued paid leave, be used in this manner. If the employee is not eligible for Paid Family Leave benefits, the employee will be required to exhaust any accrued paid vacation days during the leave of absence, and may request that paid sick days also be used.

Section 3.04.060– Rule 27.F. Other Leaves of Absence

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 **at minimum 2 weeks advanced notice of the Summons and prompt notice after receiving confirmation of required attendance or appearance (usually confirmed the night before the required appearance)** ~~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.

Section 3.04.060 – Rule 27.G. Coordination of Benefits

G.F. COORDINATION OF BENEFITS

Section 3.06.010 – Rule 33.B. Harassment Defined

Sexually harassing conduct in particular may include all of these prohibited actions, as well as other unwelcome conduct, such as requests for sexual favors, conversation containing sexual comments, and other unwelcome sexual advances. Sexually harassing conduct can be by a person of **any gender or gender identification** ~~either the same or opposite sex~~. Sexually harassing conduct need not be motivated by sexual desire to be in violation of this policy.

Section 3.06.030 – Rule 35.V. Disciplinary Action

Upon a voluntary disclosure of an alcohol or drug dependency or potential dependency, disclosed to a manager or Human Resources, the District will engage in the interactive process and determine whether a reasonable accommodation, including a potential leave of absence, may be appropriate under the circumstances.

~~A violation of this policy~~ **Violations of this policy, particularly incidents involving actual or threatened harm to an individual or property,** will subject the employee to discipline up to and including immediate termination.

Section 3.06.070 – Rule 39.B. Education and Certification Incentive Pay

3. Commercial Driver's License (CDL) Bonus

Field employees who **are routinely scheduled for standby duty and who** voluntarily maintain a CDL that is not required as part of their job description (~~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.

G. Approved list of Job Eligible Certifications for Field Employees:

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| 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 Maintenance Certificate Grade IV California Water Environment Association Collection System Maintenance Certificate |
| 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 I (T-1) Water Treatment 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 II (T-2) Water Treatment 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 |
| Lead Water Production Operator | Grade IV (D-4) Water Distribution Operator's Certificate |
| Water Production Operator I | Grade II (D-2) Water Distribution Operator's Certificate Grade III (D-3) Water Distribution Operator's Certificate |

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| | 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 |
| Wastewater Treatment Plant Operator III | Grade IV Wastewater Treatment Plant Operator Certificate Grade II Collection System Maintenance Certificate |

Section 3.06.080 – Rule 40. Bilingual Pay

A. Eligibility. Employees who demonstrate, to the satisfaction of the District, the ability to communicate in a foreign language will receive a stipend in the amount of ~~\$25~~ \$50 per pay period. These employees may be required to communicate with customers, review literature that has been translated by third parties, and/or to translate simple documents from a foreign language to English or vice versa.