

AGENDA STAFF REPORT

MEETING NAME: REGULAR BOARD MEETING
MEETING
DATE(S): JULY 14 & 18, 2022
FROM: Oriana Hoffert – Human Resources Manager



FOR: ACTION X DIRECTION INFORMATION

RESOLUTION NO. 2022-17

AMENDING RESOLUTION NO. 2021-18; REVISION TO MISSION
SPRINGS WATER DISTRICT PERSONNEL RULES AND REGULATIONS

STAFF RECOMMENDATION

Adopt Resolution No. 2022-17 amending Resolution No. 2021-18; 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 December 2021. On December 20, 2021, the MSWD Board of Directors (Board) adopted Resolutions No. 2021-18, which rescinded all previous resolutions related to personnel policies and regulations and replaced in its entirety the MSWD Personnel Rules and Regulations.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. In addition, an education and certification incentive pay (Rule 39) was added to encourage and reward continuous learning for certifications and education which will better prepare MSWD’s workforce to assist and serve the customer’s needs.

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

\$30,000.00 - This estimated cost of the education and certification pay was included in the 2022-2023 FY Budget. No additional funds are requested.

ATTACHMENTS

Resolution No. 2022-17
Exhibit “A” – Revisions to Personnel Rules and Regulations