

AGENDA STAFF REPORT
REGULAR BOARD MEETINGS OF DECEMBER 17 & 21, 2020

FROM: General Manager _____
BY: Human Resource Specialist _____
FOR: ☒ **ACTION** ☐ Direction ☐ Information

RESOLUTION NO. 2020-21
AMENDING RESOLUTION NO. 2020-06; REVISIONS TO MISSION
SPRINGS WATER DISTRICT PERSONNEL RULES AND REGULATIONS

STAFF RECOMMENDATION

Adopt Resolution No. 2020-21 amending Resolution No. 2020-06; 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.

On March 16, 2020, the MSWD Board of Directors (Board) adopted Resolution No. 2020-06, which rescinded all previous resolutions related to personnel policies and regulations and replaced in its entirety the MSWD Personnel Rules and Regulations. On July 20, 2020, the Board adopted Resolution No. 2020-17 which added compensatory time along with other minor revisions to the MSWD Personnel Rules and Regulations.

Due to new employment regulations having been implemented by state and federal agencies, the District's Human Resources Specialist and the District Counsel revised the MSWD 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. Moving forward MSWD will continue to review the MSWD Personnel Rules and Regulations on a regular basis.

The updated MSWD Personnel Rules and Regulations is in conformance with all required California and federal employment laws.

FISCAL IMPACT

None

ATTACHMENTS

Resolution No. 2020-21
Exhibit "A" –Revisions to Personnel Rules and Regulations