

AGENDA STAFF REPORT



MEETING NAME: REGULAR BOARD MEETING

MEETING DATE(S): AUGUST 17 & 21, 2023

FROM: ORIANA HOFFERT – HUMAN RESOURCES
MANAGER

FOR: ACTION X DIRECTION _____ INFORMATION _____

RESOLUTION NO. 2023-16 - AMENDING RESOLUTION NO. 2023-05; REVISION TO MISSION SPRINGS WATER DISTRICT PERSONNEL RULES AND REGULATIONS

STAFF RECOMMENDATION

Adopt Resolution No. 2023-16 amending Resolution No. 2023-05; 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 March 2023. On March 20, 2023, the MSWD Board of Directors (Board) adopted Resolutions No. 2023-05, which rescinded all previous resolutions related to personnel policies and regulations and replaced in its entirety the MSWD Personnel Rules and Regulations.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 remain competitive, 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. 2023-16

Exhibit "A" – Revisions to Personnel Rules and Regulations