



**WEST VALLEY WATER DISTRICT
855 W. BASE LINE ROAD, RIALTO, CA 92376
PH: (909) 875-1804
WWW.WVWD.ORG**

**HUMAN RESOURCES COMMITTEE MEETING
AGENDA**

Wednesday, March 11, 2026, 6:00 PM

NOTICE IS HEREBY GIVEN that West Valley Water District has called a meeting of the Human Resources Committee to meet in the Administrative Conference Room, 855 W. Base Line Road, Rialto, CA 92376.

BOARD OF DIRECTORS

**President Kelvin Moore, Chair
Director Estevan Bennett**

Members of the public may attend the meeting in person at 855 W. Base Line Road, Rialto, CA 92376, or you may join the meeting using Zoom by clicking this link: <https://us02web.zoom.us/j/8402937790>. Public comment may be submitted via Zoom, by telephone by calling the following number and access code: Dial: (888) 475-4499, Access Code: 840-293-7790, or via email to administration@wvwd.org.

If you require additional assistance, please contact administration@wvwd.org.

CALL TO ORDER

PUBLIC PARTICIPATION

Any person wishing to speak to the Board of Directors on matters listed or not listed on the agenda, within its jurisdiction, is asked to complete a Speaker Card and submit it to the Board Secretary, if you are attending in person. For anyone joining on Zoom, please wait for the Board President's instruction to indicate that you would like to speak. Each speaker is limited to three (3) minutes. Under the State of California Brown Act, the Board of Directors is prohibited from discussing or taking action on any item not listed on the posted agenda. Comments related to noticed Public Hearing(s) and Business Matters will be heard during the occurrence of the item.

Public communication is the time for anyone to address the Board on any agenda item or anything under the jurisdiction of the District. Also, please remember that no disruptions from the crowd will be tolerated. If someone disrupts the meeting, they will be removed.

DISCUSSION ITEMS

1. Updates to the Human Resources Committee
2. December 8, 2025, and January 14, 2025, Committee Meeting Minutes
3. Update on Employees on FMLA and Medical Leave
4. Update on Liability Claims
5. Update on Workers Compensation Claims
6. Update on Recruitments
7. Personnel Policies and Procedures Handbook

Pg 9

ADJOURN

Please Note:

Material related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the District's office located at 855 W. Baseline, Rialto, during normal business hours. Also, such documents are available on the District's website at www.wvwd.org subject to staff's ability to post the documents before the meeting.

Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, in order to attend or participate in the above-agendized public meeting should be directed to the Acting Board Secretary, Kara Johnson, at least 72 hours in advance of the meeting to ensure availability of the requested service or accommodation. Ms. Johnson may be contacted by telephone at (909) 875-1804 ext. 703, or in writing at the West Valley Water District, P.O. Box 920, Rialto, CA 92377-0920.

DECLARATION OF POSTING:

I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Agenda at the District Offices on March 5, 2026.

Kara Johnson

Kara Johnson, Acting Board Secretary

Date Posted: March 5, 2026

MINUTES
HUMAN RESOURCES COMMITTEE MEETING
of the
WEST VALLEY WATER DISTRICT
December 8, 2025

I. CALL TO ORDER

Chair Moore called the meeting to order at 4:00 p.m.

| Attendee Name | Present | Absent | Late | Arrived |
|-----------------|-------------------------------------|--------------------------|--------------------------|---------|
| Kelvin Moore | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Estevan Bennett | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| John Thiel | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Linda Jadeski | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Haydee Sainz | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

II. PUBLIC PARTICIPATION

Chair Moore inquired if anyone from the public would like to speak. No requests were received, therefore Chair Moore closed the public comment period.

III. DISCUSSION ITEMS

1. Updates to the Human Resources Committee

Human Resources and Risk Manager Sainz reported that Staff is working to finalize the RFP for the Board Secretary vacancy. Staff is actively seeking to bring in temporary assistance to help with the workload.

2. Professional Services Agreement with Shuster Advisory Group, LLC, for Defined Contribution Plan Consulting and Investment Fiduciary Services

CEO Mark Shuster presented the proposal to the Committee to transition the 457(b) and 401(a) plans to Mission Square and to authorize staff to present the item to the Board of Directors for approval and authorize the General Manager to begin the transition to the new recordkeeper and provider.

3. October 8, 2025, and November 12, 2025, Meeting Minutes

The Committee approved the minutes as presented.

4. Update on Employees on FMLA and Medical Leave

Human Resources and Risk Manager Sainz provided the update.

5. Update on Liability Claims

Human Resources and Risk Manager Sainz provided the update.

6. Update on Workers Compensation Claims

Human Resources and Risk Manager Sainz provided the update.

7. Update on Recruitments

Human Resources and Risk Manager Sainz reported that the Customer Service Representative III is under management evaluation. Chief Water Systems Operator-Production is under management evaluation. Accountant is under management evaluation. GIS Specialist will be presented to the Board of Directors for adoption and approval. Customer Service Supervisor position has been posted and is scheduled to close December 25th. Field Assistant/1000 hours, working on an outside rater to set up interviews. Public Outreach and Government Affairs Intern, working on scheduling interviews.

IV. ADJOURN

Chair Moore adjourned the meeting at 5:20 p.m.

ATTEST:

Paola Lara, Acting Board Secretary

Minutes were approved on _____ by the Human Resources Committee of the West Valley Water District.

MINUTES
HUMAN RESOURCES COMMITTEE MEETING
of the
WEST VALLEY WATER DISTRICT
January 14, 2026

I. CALL TO ORDER

Chair Moore called the meeting to order at 6:01 p.m.

| Attendee Name | Present | Absent | Late | Arrived |
|-----------------|-------------------------------------|--------------------------|--------------------------|---------|
| Kelvin Moore | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Estevan Bennett | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| John Thiel | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Linda Jadeski | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Haydee Sainz | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

II. PUBLIC PARTICIPATION

Chair Moore inquired if anyone from the public would like to speak. No requests were received, therefore Chair Moore closed the public comment period.

III. DISCUSSION ITEMS

1. Updates to the Human Resources Committee

Human Resources and Risk Manager Sainz reported that the Personnel Policies and Procedures Manual will be presented to the Committee in February for final review and discussion of additional amendments to the manual since the last review.

The Committee was advised that staff are evaluating the need to recommend changing the District to a Monday through Thursday 4/10 schedule. Staff will bring this item for discussion in the following months.

2. Update on Employees on FMLA and Medical Leave

Human Resources and Risk Manager Sainz provided the update.

3. Update on Liability Claims

Human Resources and Risk Manager Sainz provided the update.

4. Update on Workers Compensation Claims

Human Resources and Risk Manager Sainz provided the update.

5. Update on Recruitments

Human Resources and Risk Manager Sainz reported the Customer Service Supervisor interviews are scheduled for February 4, 2026. GIS Technician recruitment closes January 30th. Public Outreach and Government Affairs Representative 1, hiring manager, is assessing the position. Senior Engineer position will be vacant on January 22nd, hiring manager will evaluate the department's needs. Board Secretary, RFP for recruitment firm closed January 12th, staff will review, evaluate and select the firm to handle the recruitment. In the interim, staff have contracted with Apple One to have Kara Johnson as temporary Board Secretary until the position is filled. Filed Assistant 1000 interviews will be scheduled in February. Public Outreach and Government Affairs Intern selected candidate started January 13th and is doing well.

6. Proposed New Position

Human Resources and Risk Manager Sainz reported that after the accountant position became vacant last year, the CFO conducted a full assessment of the Accounting Division's workload, structure, and long-term needs. That review made it clear that the department would benefit from a higher-level accounting role that can take on more complex financial responsibilities while also creating a clear path for internal advancement.

Adding a Senior Accountant strengthens our succession planning by establishing a defined progression within the accounting series, which helps us retain institutional knowledge and reduce vulnerability when key positions turn over. It also supports employee retention by offering visible opportunities for growth and development.

IV. ADJOURN

Chair Moore adjourned the meeting at 6:20 p.m.

ATTEST:

Kara Johnson, Acting Board Secretary

Minutes were approved on _____ by the Human Resources Committee of the West Valley Water District.

WVWD

Minutes: 1/14/2026



STAFF REPORT

DATE: March 11, 2026
TO: Human Resources Committee
FROM: Haydee Sainz, Human Resources & Risk Manager
SUBJECT: Personnel Policies and Procedures Handbook

STRATEGIC GOALS:

Strategic Goal 2 – Be an Exemplary Employer, Objective 2A - Attract and Retain High-Performing Employees; Objective 2B - Prioritize Staff Development, Career Opportunities, and Succession Planning

Strategic Goal 5 – Apply Sound Planning, Innovation, and Best Practices, Objective 5E - Define, Develop, and Implement Best Practices

MEETING HISTORY:

Human Resources Committee Meeting - August 13, 2025
Human Resources Committee Meeting - June 11, 2025

BACKGROUND:

The Personnel Policies and Procedures Manual was last updated in July 2021. Since then, numerous amendments to employment laws and newly enacted legislation have necessitated revisions to ensure compliance.

A comprehensive review of current policies was conducted by management and legal counsel to verify alignment with:

- Industry standards
- The Memorandum of Understanding (MOU)
- All applicable laws

This review aimed to improve clarity, update outdated provisions, and ensure consistency across all policies and procedures. Given the evolving legal landscape and the organization's commitment to best practices, the updated manual reflects critical updates to workplace policies, employee rights, and organizational responsibilities.

DISCUSSION:

The review process identified several key areas requiring updates:

- Legal Compliance: Incorporated changes in labor laws, workplace safety regulations, and anti-discrimination policies to ensure adherence to current statutes.
- Industry Best Practices: Refined policies to align with recognized HR standards, improving operational efficiency and employee engagement.

- MOU Considerations: Verified provisions remain consistent with agreements outlined in the Memorandum of Understanding.
- Union Involvement: The union has been actively involved in the discussion and review of the proposed changes. Finalizing these discussions will complete the meet and discuss requirement under the MOU.
- Process Enhancements: Clarified language and improved procedures to streamline HR workflows and reduce administrative burdens.

The updated Personnel Policies and Procedures Manual now reflects a modernized framework that supports the organization's strategic goals while upholding legal and ethical responsibilities.

FISCAL IMPACT:

There are no direct financial impacts associated with this update. However, ensuring compliance with employment laws and industry best practices reduces legal risks and potential liabilities for the organization.

REQUESTED ACTION:

Staff recommends that the Human Resources Committee review and discuss the updated draft Personnel Policies and Procedures Manual and consider forwarding it to the Board of Directors for approval at a future Regular Board Meeting.

Attachments

[Personnel Policies and Procedures HR Committee review2026.pdf](#)



**WEST VALLEY WATER DISTRICT
HUMAN RESOURCES PROCEDURES**

| | | |
|------------------------------|---|-------------------|
| APPROVAL DATE _____, 2026 | HR POLICY TITLE PERSONNEL POLICIES & PROCEDURES | POLICY NO. 001 |
| VERSION # 2 | APPROVED BY Board of Directors Resolution No. ##### | EFFECTIVE DATE |
| SUPERSEDES: Version #1 | | |

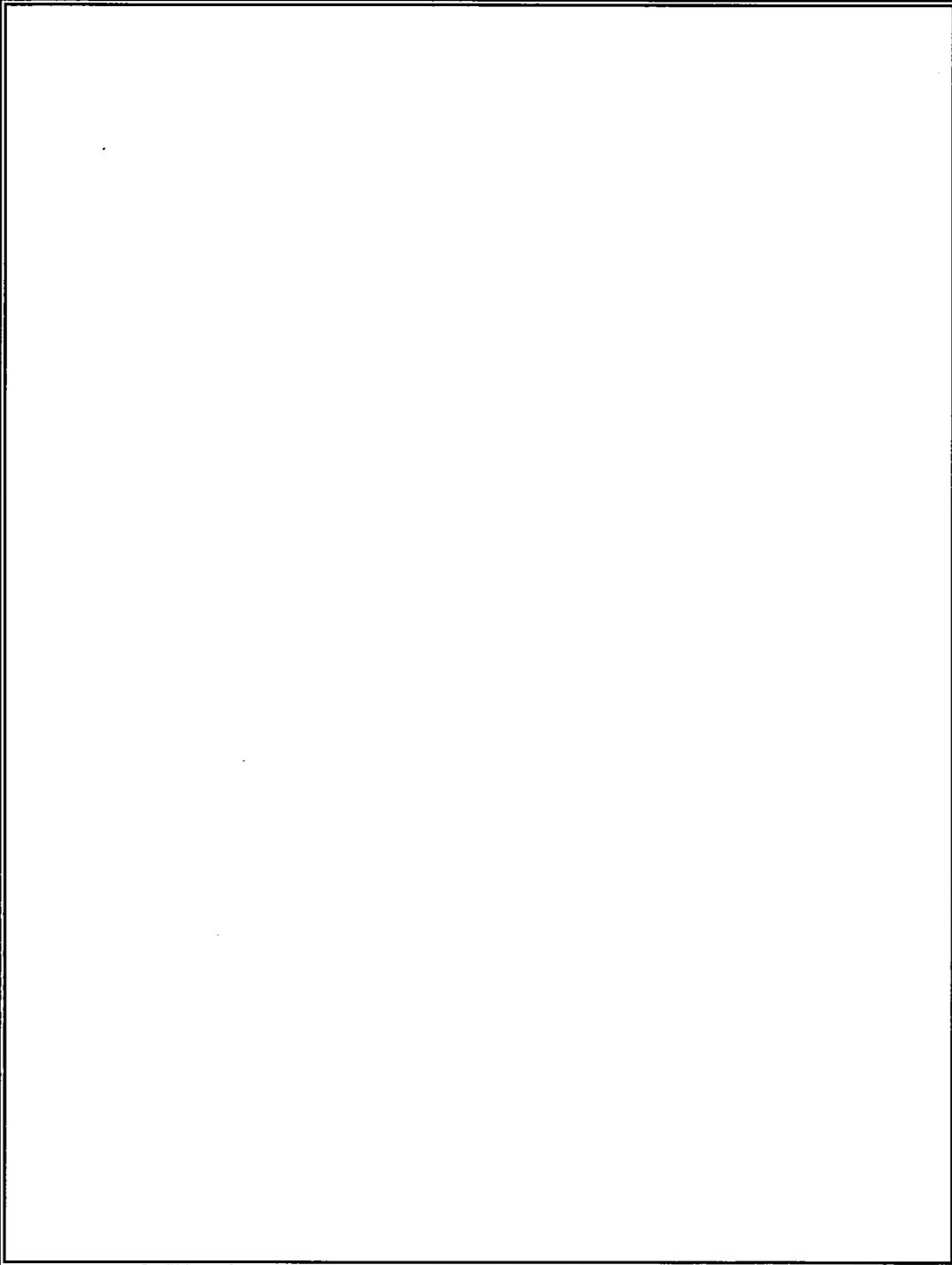
| DEPARTMENT REVIEW | | | | | | |
|-------------------|---------|----------------|-------------|------------|--------------------|------|
| Human Resources | Finance | Administration | Engineering | Operations | Govt & Leg Affairs | I.T. |
| | | | | | | |

| VERSION HISTORY | | | |
|-----------------|--|----------------|--------------------|
| Version # | Committee Reviews | Board Approval | Revisions |
| 1 | 5/10/21 – HR Committee | 5/20/21 | |
| 2 | 7/10/25 – Policy Committee 6/11/25 – Human Resources Committee | | See attached table |
| 3 | 8/13/2025 -Human Resources Committee 8/14/2025 Policy Committee | | See attached table |
| 4 | 2/12/2026 Human Resources Committee | | See attached table |

Summary of Policy Revisions 2026

| Section # | Policy Title | New | Major | Minor | Legal Review |
|-----------|---|-----|-------|-------|--------------|
| | Table of Contents | | | X | |
| 102 | Delegation of Authority | | X | | X |
| 107 | Categories of Employees/Non ees | | | | X |
| 201 | Equal Employment Opportunity | | X | | X |
| 202 | Reporting on Staff Vacancies et. al. | X | | | X |
| 203 | Policy Against Discrimination | | X | | X |
| 204 | Equity and Inclusion | X | X | | X |
| 3b | Anonymous Reporting | | X | | X |
| 301 | Job Announcements | | | X | X |
| 303 f) | Selection Process | | X | | X |
| 304. 1b | Probation | | | X | X |
| 305 | Anti Nepotism | | | X | X |
| 306. 3 | Temporary Reclassification | | | X | X |
| 309 | Cross Training and Employee Development Program | | | X | X |
| 310 | Open Door Policy | | | X | X |
| 404 | Educational Salary Advancements | | | | X |
| 406 | Series Reclassification | X | | | X |
| 500 | Attendance | | X | | X |
| 505 | Accurate Time Reporting | | X | | X |
| 601 | Dress Code | | X | | X |
| 603 | Tattoos | | X | | X |
| 604 | Piercings | | X | | X |
| 705. 1 | On Call | | X | | X |
| 705. 2 | Call Backs | | X | | X |
| 705. 3 | On Call Employees | | X | | X |
| 707 b-g | Compensatory Time Off | | X | | X |
| 801 | Look Back Measurement ACA | | X | | X |
| 1003 | Vacation Cash Out | | X | | X |
| 1005 | Management Leave | | X | | X |
| 1104 | Protected Leave | | X | | X |

| Section # | Policy Title | New | Major | Minor | Legal Review |
|-----------|----------------------------------|-----|-------|-------|--------------|
| 1300 | Outside Employment | | X | | X |
| 1400 | FMLA | | X | | X |
| 1407.5 | Employee Benefits while on Leave | | X | | X |
| 1501 | Bereavement Leave | | X | | X |
| 1502 | Reproductive Leave | | X | | X |
| 1503 | Workers' Comp/Industrial Leave | | X | | X |
| 1505 | Paid Family Leave | X | | | X |
| 1506 | Military Leave/Spouse | | X | | X |
| 1518 | Alcohol and Drug Rehab Leave | | X | | X |
| 1519 | Kin Care | | X | | X |
| 1602 | Paid Administrative Leave | | X | | X |
| 1804 | Drug and Alcohol Testing | | X | | X |
| 1901 | Types of Counseling Reprimands | | X | | X |
| 2000 | Policy Against Violence | | X | | X |
| 2305 | Use of District Vehicles | | X | | X |
| 2307 | Cell Phone Use While Driving | | X | | X |
| 2309 | Video Surveillance Policy | X | | | X |
| 2600 | Reasonable Accommodations | | X | | X |
| 2801 | Respectful Workplace Policy | X | | | X |
| 2802 | Consensual Relationship | X | | | X |
| | | | | | |



204 INCLUSION AND DIVERSITY POLICY

Purpose

This policy outlines West Valley Water District's commitment to creating a workplace where all employees feel valued and respected and have equal access to opportunities. In addition to the District Policy #201 Equal Employment Opportunity, found above, this policy aims to foster an environment that celebrates diversity and promotes a strong sense of belonging.

The District values inclusion to ensure that every employee is given the necessary support and tools to achieve their performance goals and perform at their highest levels. An inclusive culture provides equal access to opportunities and skills development, and it does not give special advantages to one person or group over another.

The District strives for a culture where employees are able to not only share individual perspectives and ideas but are also encouraged to do so and are recognized for their contributions. At the District, our hiring process is merit-based, and we are steadfast in our efforts to attract talented individuals from diverse backgrounds.

Scope

This policy applies to all employees, contractors, and stakeholders associated with the District. It provides guidelines for behavior and practices that support inclusion at all levels, inside and outside our organization.

Policy Statement

The District is committed to fostering an inclusive culture that embraces diverse perspectives. We strive to eliminate barriers to participation and ensure there is access to opportunities and career growth for all employees.

The District's stance reflects the District's long-term commitment to equal employment opportunity for all, inclusion, diversity, belonging, and accessibility. The District deeply values all perspectives and actively encourage our teams to include members from a variety of backgrounds.

The District strives to create programs and processes that are unbiased and impartial to provide equal opportunities for all based on merit. The District aims for a culture where employees feel safe, valued, and respected and can engage in open communication, collaboration, and trust. This creates a workplace that works for all, leading to higher job satisfaction and productivity.

It is our intention that all our employees, regardless of any particular background or characteristic, are always treated with respect and dignity. Likewise, we expect that as our employees, you treat your coworkers, supervisors and other team members with the same dignity and respect at all times.

The District strives to cultivate an environment where every team member feels empowered to contribute fully and where diversity in all its forms is not only accepted but actively embraced.

Responsibilities

Leadership:

Leadership at the District will champion inclusion and diversity (I&D) and challenge teams to embed merit-based, skills-focused metrics for success in all we do. Leaders will also ensure consistency in approach across teams. Leaders will continuously assess outcomes to determine if our approach is driving business success and recalibrate strategies if it is not.

Managers:

Managers are expected to implement inclusive practices and ensure that employees of all levels have access to pathways for success and career growth opportunities. They are expected to evaluate performance using unbiased criteria such as skills and proficiencies, as well as ensure promotion pipelines are available to all employees who have the requisite qualifications.

Employees:

Engage in inclusive behavior, which means treating colleagues with respect, encouraging the representation of different employee perspectives, and contributing positively to the culture.

Hiring Practices

The District will work to recruit candidates from a broad range of backgrounds for open positions, write unbiased job descriptions, and offer equal access to development opportunities. The District will implement blind hiring and utilize technology such as unbiased artificial intelligence to ensure candidates are evaluated based on their merit and skills. It will not give preferential treatment to anyone, in line with state and federal anti-discrimination law, such as Title VII of the Civil Rights Act of 1964, except in limited instances when preferential treatment is required, such as by the Vietnam Era Veterans' Readjustment Assistance Act or Section 503 of the Rehabilitation Act.

Feedback

The District will establish mechanisms for gathering insights on inclusion practices and areas for improvement. We will recalibrate I&D policies and procedures, as well as overall business strategies, as needed to ensure inclusion is driving efficiency and other business goals.

Training

The District will offer training on I&D and unconscious bias for all employees.

Guardrails

The District will maintain detailed documentation of its employment practices and compliance efforts related to I&D programs.

The District will ensure both legal compliance and inclusivity in its policies and practices.

The District will establish a cross-functional taskforce to oversee compliance of I&D strategies, guide current and future decision-making, and monitor ongoing developments for legal compliance.

Review and Evaluation

This policy will be reviewed annually to ensure its effectiveness and relevance. Leadership and HR will make updates as needed to reflect the District's ongoing commitment to fostering an inclusive work environment and meeting our business objectives.

| | | |
|------------------------------|--|-------------------------|
| APPROVAL DATE _____, 2025 | HR POLICY TITLE ATTENDANCE | POLICY NO. 001 - 500 |
| VERSION # 2 | APPROVED BY Board of Directors Resolution No. ##### | EFFECTIVE DATE |
| SUPERSEDES: Version #1 | | |

SECTION 500 ATTENDANCE

Employees showing up to work is very important in order for the District to be able to conduct its business. The following are the attendance guidelines and rules for all employees, including all exempt and non-exempt employees.

Please note that the following guidelines do not apply to time off of work that qualifies for the initial 40 hours, or 5 days, of accrued but unused available paid sick leave as provided by the District's Sick Leave Policy. Employees can in no way be disciplined, terminated, or retaliated against for use of their initial 40 hours, or 5 days, of accrued paid sick in each 12-month period, as defined in the District's Sick Leave Policy. Additionally, employees are not required to provide documentation supporting time off of work that qualifies under the initial 40 hours, or 5 days, of paid sick leave under the District's Sick Leave Policy, unless medical certification is required pursuant to another leave law.

501 ADVANCE REQUEST FOR PERMISSION TO DEVIATE FROM REGULAR WORK HOURS

A non-exempt employee is required to seek advance (at least one week) permission from his or her supervisor for any foreseeable absence or deviation from regular working, break, and mealtimes.

502 NOTIFICATION OF UNFORESEEN LATE ARRIVAL OR ABSENCE

A non-exempt employee who is unexpectedly unable to report for work as scheduled must notify his or her immediate supervisor no later than thirty (30) minutes after the beginning of the employee's scheduled work time and report the expected time of arrival or absence. If the immediate supervisor is not available, the employee must notify the department head.

503 UNAUTHORIZED ABSENCE IS PROHIBITED

Arriving late to work or leaving early in connection with scheduled work times, breaks, or meal periods is prohibited, absent prior authorization. A non-exempt employee who fails to timely notify the supervisor of any absences as required by this Policy, or who is not present and ready to work during all scheduled work times will be deemed to have an unauthorized tardy or absence and will not receive compensation for the period of absence.

| | | |
|------------------------------|---|-------------------------|
| APPROVAL DATE _____, 2025 | HR POLICY TITLE EMPLOYEE APPEARANCE AND DRESS | POLICY NO. 001 - 600 |
| VERSION # 2 | APPROVED BY Board of Directors Resolution No. ##### | EFFECTIVE DATE |
| SUPERSEDES: Version #1 | | |

SECTION 600 EMPLOYEE APPEARANCE AND DRESS

These dress code, tattoo, and body piercing appearance standards are designed to promote the District’s legitimate and non-discriminatory goals to promote workplace safety and a professional image that is consistent with the employee’s job duties and level of public contact.

It is important that our District convey to the public, customers, and business associates the best possible image. This Section is intended to provide standards on dress and appearance and is not meant to address all situations. There may be differences depending on the nature of the work environment, nature of work performed, involvement with the public, required uniforms, or other circumstances identified in advance by the District. The standards in this Section apply when the employee has officially reported to work. Managers are responsible for enforcement of this Code among their employees.

601 DRESS CODE

Employees are required to dress appropriately for the jobs they are performing. The following dress code regulations shall apply to all District employees, unless otherwise stated:

- a) All clothing and footwear must be neat, clean, in good repair, and appropriate for the work environment and functions performed. Loose clothing is not to be worn when operating equipment, as shown in the District’s Safety and Injury Illness Prevention Program Manual.
- b) Prescribed uniforms and safety equipment must be worn.
- c) Hair must be neat, clean and well-groomed. The District will not consider traits that are commonly associated with race, including, but not limited to, hair texture and protective hairstyles, such as braids, locks, and twists, inappropriate under this Policy. However, the District may prohibit hairstyles based on a bona fide occupational qualification or applicable security regulations. Hair must be of a style and length to avoid coming into contact with moving equipment.
- d) Beards, mustaches, and sideburns must be maintained in neat and well-groomed fashion. Beards and mustaches must be of style and length to avoid coming into contact with moving equipment.

- e) Good personal hygiene is required.
- f) Dress must be professionally appropriate to the work setting, particularly if the employee has contact with the public at work.
- g) No dress code can cover all contingencies so employees must use good judgment in their choice of clothing and shoes worn to work. Employees must use common sense. For example — If you would wear it to the beach or pool, it is not appropriate for the workplace.

Casual dress is every Friday, the week of Thanksgiving, the two weeks at Christmas and New Year's, and any other day as designated by the General Manager.

2) Additional Guidelines for Non-Field Employees

DO

- WVWD logo attire on designated casual days
- Blouses, sweaters, knit tops, and banded-collar shirts
- Collared polo shirts, Oxford button-down shirts, and golf/polo shirts
- Sport coats, blazers, suits (ties optional), and dresses
- Slacks, dress pants, khakis, chinos, twill pants, and corduroys
- Capri pants (professional style) and casual skirts/culottes/Bermudas (below the knee)
- Crewneck sweatshirts (neat and professional)
- Turtlenecks and sweaters
- Footwear such as loafers, dress shoes, flats, pumps, ankle/knee boots, dress sandals, or leather deck shoes
- Tights worn with skirts or dresses of acceptable length (no more than 2.5" above the knee)

CASUAL DAYS ONLY

- WVWD logo shirts or polos
- Jeans (neat, without rips or frays)
- Casual skirts, culottes, Bermudas (below the knee), and capri pants
- Casual footwear such as sneakers, casual boots, western boots, or sandals
- T-shirts or crewneck shirts that are plain or WVWD-branded
- Sports team or university shirts (appropriate and in good condition)

DON'Ts (no exceptions)

- Loungewear, sweatpants, running suits, shorts, or overalls
- Flip flops, slippers, or unsafe footwear
- Spandex pants, leggings, jeggings, or skin-tight clothing
- Short or tight skirts, mini-skirts (more than 2.5" above the knee)
- Spaghetti strap or strapless tops/dresses (e.g., beachwear)
- Velcro sandals (e.g., Texas, Birkenstocks)
- Clothing with offensive words, logos, pictures, cartoons, or slogans
- Torn, ripped, frayed, or transparent clothing
- Clothing revealing cleavage, back, chest, stomach, or underwear
- Hoodie-type sweatshirts

3) Additional Guidelines for Field Employees

a) Clothing

The District supplies all field personnel with uniforms. Any field employee not wearing a complete uniform while performing District functions is subject to disciplinary action.

Uniforms are not to be worn for personal use. Each employee who is required to wear a uniform will be issued the necessary amount of uniforms.

b) Field employees shall wear their uniforms on casual days.

The District shall determine the uniform to be worn by the uniformed supervisors and shall be as follows: white one-pocket dress shirts (short or long sleeved); blue chino-type pants; a District logo and name tag or a photo identification clipped to the shirt.

All other field employees who have routine customer contact in the field or off-premises shall wear a District issued uniform. The District uniform to be worn by field employees shall be as follows: blue button-down shirts or t-shirts (short or long sleeved); blue chino-type pants; a District logo and name tag or a photo identification clipped to the shirt.

Supervisors will ensure all their employees are wearing complete uniforms. Failure to wear a complete uniform may result in disciplinary action.

The District will replace torn, worn out, or damaged uniforms, as they occur during the normal course of the employee's workday, at no cost to the employee. However, lost or missing uniforms are the responsibility of the employee and the cost of replacing lost or missing uniforms will be billed to the employee.

Employees who are issued District uniform(s) are required to provide a refundable security deposit, which will be collected at the time the uniform is issued. Upon separation from the District an employee is required to return all uniforms. The security deposit will be fully refunded to the employee upon return of the uniform(s). If a uniform is lost, damaged beyond normal wear and tear, or not returned, the security deposit may be forfeited.

4) Compliance

If clothing fails to meet these standards as determined by the employee's director, supervisor or the Human Resources & Risk Manager, the employee may be sent home

to change clothes and will be required to use vacation or floater hours for time away from work.

If hours are not available, the time away from the office for non-exempt employees will be unpaid. Any work time missed because of failure to comply with this policy will not be compensated, and repeated violations of this policy will be cause for disciplinary action.

If an employee has questions about how these standards apply to him or her, the matter should be immediately raised with his/her supervisor for consideration and determination.

602 FOOTWEAR

All field employees are required to wear steel-toed safety shoes or boots. The District will reimburse each field employee annually on or after the employee's hire date then on or after the employee's anniversary date; thereafter, for said shoes or boots upon proof of purchase.

The maximum reimbursement amount allowed for the purchase of acceptable shoes or boots and will be set per the Board of Directors (see Salary Schedule Exhibit A).

If an employee has questions about how these standards apply to him or her, the matter should be immediately raised with his/her supervisor for consideration and determination.

1002 APPROVAL FOR SCHEDULING VACATION TIME

Vacation leave may not be used until it is earned and vacation periods shall be taken annually with the approval of the employee's supervisor.

The scheduling of vacation time off will be based on the employee's preference and the District's operational needs.

Vacation leave shall be taken at such time as will not impair the work schedule or efficiency of the District.

Employees must provide as much notice as possible and provide two weeks' notice for vacation requests of one week or more.

1003 VACATION CASH OUT

Employees may cash out four (4) times during the year for a maximum of 160 hours of their accrued vacation/floater time, as long as they maintain a minimum of 80 hours of accrued vacation/floater time and they have used 40 hours of accrued vacation/floater time in the previous 12- month period.

The cash out increment can be any combination with a minimum of 20 hours and a maximum of 160 hours within the calendar year. The request needs to be submitted to the Human Resources Department.

1004 FLOATER HOURS

The employee is allowed a maximum of 80 floater hours. Once an employee's floater accrual allowance reaches the maximum allowed, the employee will no longer continue to accrue floater time until the floater hours are used or cashed out.

Once the accrued floater balance falls below the accrued maximum, the employee will begin to accrue floater time again, up to the maximum.

1005 MANAGEMENT LEAVE

Executive Management Staff may be granted 80 hours of Management Leave per fiscal year, with exception to the General Manager, Assistant General Manager, and Chief Financial Officer may be granted 120 hours of Management Leave.

Operation Department Supervisory staff* and the Senior Public Outreach & Government Affairs Representative may be granted 40 hours of Management Leave per fiscal year.

The amount of management leave hours granted will be prorated depending on the month when the employee is hired or promoted. Upon separation/termination of employment the amount of management leave hours will be prorated.

Executive/Management Staff includes the Public Outreach & Government Affairs Manager, Director of Engineering, Director of Operations, Human Resources & Risk Manager, Director of Technical Services, Finance Manager, Business Systems Manager, and Board Secretary.

*Operation Department Supervisors includes the Chief Water Systems Operator- Distribution and Meter Services, Chief Water Systems Operator – Production, Chief Water Systems Operator – Treatment and Water Quality Supervisor.

Management Leave Cash Out

Employees entitled to Management Leave shall have any unused remaining hours automatically cashed out at the end of the fiscal year during the month of June.

Management Leave will not be carried over into the next fiscal year. The cash out will be processed directly by Human Resources and Payroll, and no action is required by the employee.