



**CENTRAL COAST WATER AUTHORITY
PERSONNEL COMMITTEE ⁽¹⁾**

AGENDA

Wednesday, April 23, 2025
10:00 AM,
at 255 Industrial Way, Buellton, California

Members of the public may participate by video call or telephone via [Microsoft Teams](#) Meeting ID: 238 799 543 854 0 Passcode: hN3r7ZW7 or by dialing [+1 323-484-5095](#), and entering access Code/Meeting ID: 3203 380 547#

Please note: public participation by video call or telephone is for convenience only and is not required by law. If technical interruptions to the video call/telephone occur, the chair has the discretion to continue the meeting and participants are invited to take advantage of the other participation options above.

Public Comment on agenda items may occur via video call or telephonically, or by submission to the Committee Secretary via email at lfw@ccwa.com no later than 8:00 a.m. on the day of the meeting. In your email, please specify (1) the meeting date and agenda item (number and title) on which you are providing a comment and (2) that you would like your comment read into the record during the meeting. If you would like your comment read into the record during the meeting (as either general public comment or on a specific agenda item), please limit your comments to no more than 250 words.

Every effort will be made to read comments into the record, but some comments may not be read due to time limitations. Please also note that if you submit a written comment and do not specify that you would like this comment read into the record during the meeting, your comment will be forwarded to Committee members for their consideration.

Pursuant to Government Code section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Committee less than seventy-two (72) hours prior to the meeting will be available on the CCWA internet web site, accessible at <https://www.ccwa.com>.

★ indicates written report

THE FOLLOWING ITEMS WILL BE DISCUSSED AT THE MEETING OF THE COMMITTEE AND A VOTE MAY BE TAKEN FOR THE PURPOSE OF RECOMMENDING ACTION BY THE BOARD OF DIRECTORS.

I. Call to Order and Roll Call

II. Public Comment – (Any member of the public may address the Committee relating to any matter within the Committee’s jurisdiction. Individual speakers may be limited to five minutes; all speakers may be limited to a total of fifteen minutes.)

III. April 11, 2024 Personnel Committee Meeting Minutes ★
Staff Recommendation: Approve minutes.

IV. 2025 Review of Personnel Policy Manual ★
Staff Recommendation: Recommend Board approval of the proposed changes to the Personnel Policy Manual.

V. Closed Session:

- A.** Public Employee Performance Evaluation - Government Code Section 54957
Title: Executive Director
- B.** Conference with Labor Negotiator - Government Code Section 54957.6
Name of Negotiator: Jeffrey Dinkin
Unrepresented Employees: Executive Director

- VI. Return to Open Session**
- VII. Reports from Committee Members for Information Only**
- VIII. Date of Next Meeting: Unscheduled**
- IX. Adjournment**

**MINUTES OF THE
CENTRAL COAST WATER AUTHORITY
MEETING OF THE PERSONNEL COMMITTEE ¹**

April 11, 2024

I. Call to Order and Roll Call

Director Friedman called the April 11, 2024, Central Coast Water Authority Personnel Committee meeting to order at 9:00 a.m.

Committee Members in Attendance:

Jeff Clay	Santa Ynez River WCD, ID#1
Eric Friedman	City of Santa Barbara

Staff in Attendance:

Ray Stokes	CCWA Executive Director
John Brady	CCWA Deputy Director
Lisa Watkins	CCWA Secretary

II. Public Comment

There was no public comment.

III. Approve April 7, 2023 Personnel Committee Meeting Minutes

Following discussion, motion to approve the minutes of the April 7, 2023 meeting was made by Director Clay, seconded by Director Friedman and carried with Directors Clay and Friedman in favor and none opposed.

IV. Employee Benefit Adjustments

Mr. Ray Stokes, CCWA Executive Director, explained that staff were polled to provide recommendations for enhancements to benefits. He reviewed the staff requests and explained current benefits and the anticipated budget impacts of the changes. An additional holiday, an increase in vacation accrual amounts for staff with more than 20 years of service, adjustments to the Dental/Vision plan and salary pool calculations were requested. Changes to pay treatment for the night shift differential and additional compensation for certifications were also suggested. Mr. Stokes noted that the 2022 Salary Survey had identified that the CCWA is below its comparator agencies in benefits.

Upon a motion by Director Clay, seconded by Director Friedman and carried with Directors Clay and Friedman in favor and none opposed, the Committee recommended Board approval of the staff requested changes to the Employee Benefits as detailed in the staff memo.

¹ The meeting is a Committee meeting.

V. 2023 Review of Personnel Policy Manual

Ray Stokes, CCWA Executive Director, noted there was a memo detailing recommended changes to the CCWA Personnel Policy manual from CCWA's Personnel Counsel, Jeff Dinkin, included in the meeting materials. Mr. Dinkin reviewed the specific requested changes, which with the exception of recharge time were mandated by changes to either Federal or State laws.

Upon a motion by Director Clay, seconded by Director Friedman and carried with Directors Clay and Friedman in favor and none opposed, the Committee recommended Board approval of the proposed changes to the Personnel Policy Manual.

The Committee adjourned to closed session at 9:28.

VI. Closed Session:

- A. Public Employee Performance Evaluation - Government Code Section 54957
Title: Executive Director
- B. Conference with Labor Negotiator - Government Code Section 54957
Unrepresented Employees: Executive Director, Deputy Director

VII. Return to Open Session

The Committee reconvened to open session at 9:36 AM.

Upon reopening the meeting, the Committee announced that it had met to evaluate the Executive Director performance and to consider salary changes for the Executive Director, and had provided direction to the labor negotiator and both matters will be considered by the Board at its next regular meeting.

VIII. Reports from Committee Members for Information Only

There were no reports from Committee Members.

IX. Date of Next Meeting: Unscheduled

X. Adjournment

The meeting was adjourned at 9:37 AM.

Respectfully submitted,

Elizabeth Watkins
Secretary to the Board

/lfw



CENTRAL COAST WATER AUTHORITY

MEMORANDUM

April 1, 2025

TO: CCWA Personnel Committee

FROM: Ray A. Stokes
Executive Director

SUBJECT: 2025 Review of Personnel Policy Manual

DISCUSSION

Each year, the CCWA personnel attorney and CCWA staff review the personnel policy manual to identify needed changes based on personnel law changes and operational changes requiring changes or modifications to the manual.

Attached is a memo from the CCWA personnel attorney describing the proposed changes to the CCWA Personnel Policies and Procedures Manual.

Staff will provide an overview of the proposed changes at the Personnel Committee meeting.

RECOMMENDATION

That the Personnel Committee recommend CCWA Board approval of the proposed changes to the Personnel Policy Manual as outlined in the attached memo.

RAS

Attachment

STRADLING YOCCA CARLSON & RAUTH, LLP

MEMORANDUM

TO: Ray Stokes, Executive Director **FILE NUMBER:** 102869-0001

FROM: Jeffrey A. Dinkin
Lindsay Bowden

DATE: March 5, 2025

SUBJECT: Suggested Revisions to Personnel Policy Manual

We have reviewed the CCWA Personnel Policy Manual (“Manual”) and have the following suggested revisions based on an assessment of existing policies and changes in the law since the last review of the Manual.

First, California Senate Bill 1815 removes “historically” from the definition of “race,” and defines race to include traits associated with race, including, but not limited to, hair texture and protective hairstyles, and adds definitions for “race” and “protective hairstyle.” Under California Senate Bill 1137, discrimination is prohibited not just on basis of individual protected traits, but is now prohibited on basis of intersectionality, which is the combination of two or more protected traits. Accordingly, it is recommended that the following language be added to the Manual in following sections that have been redlined below:

1.5 EQUAL EMPLOYMENT OPPORTUNITY

CCWA supports equal employment opportunities and does not unlawfully discriminate against its employees or applicants because of their actual or perceived race, ~~race~~ (including traits historically inclusive of traits -associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, national origin, ancestry, age (40 and above), marital status, military or veteran status, physical or mental disability, medical condition (genetic characteristics, cancer or a record or history of cancer), reproductive health decision making, gender, gender identity, or gender expression, genetic information, or any other characteristic protected by state, federal or local law. CCWA also does not unlawfully discriminate based on a combination of two or more of these protected characteristics. CCWA also makes reasonable accommodations, as required by law, for employees who have a physical or mental disability. Finally, CCWA prohibits the harassment of any individual on any of the basis listed above. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.

4.16 HARASSMENT AND DISCRIMINATION

CCWA is committed to providing a workplace free of sexual harassment and discrimination (which includes harassment or discrimination based on pregnancy, childbirth, and related medical conditions) as well as unlawful harassment and discrimination based on such factors as actual or perceived race (~~includes inclusive of~~ traits ~~historically~~-associated with race including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religious creed, national origin, ancestry, age for individuals over forty years of age, physical disability, mental disability, medical condition, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, citizenship status, military and veteran status, denial or use of family and medical care leave, reproductive health decision making, and any other factor made unlawful by federal, state, or local law. CCWA also is committed to providing a workplace free of harassment and discrimination based on a combination of two or more of these protected characteristics. CCWA strongly disapproves of and will not tolerate unlawful harassment or discrimination against employees by managers, supervisors, or co-workers, as well as by third parties in the workplace or with whom you come into contact in connection with your employment. This policy applies to all CCWA employees, paid or unpaid interns, volunteers, and any other persons providing services to CCWA pursuant to a contract.

Harassment includes verbal, physical, and visual conduct, as well as communication through electronic media of any type, that creates an intimidating, offensive or hostile working environment or interferes with work performance. Such conduct constitutes harassment when (1) submission to the conduct is made either an explicit or implicit condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision; or (3) the harassment interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment. Harassing conduct can take many forms and includes, but is not limited to, slurs, jokes, statements, gestures, pictures, or cartoons regarding an employee's sex, race (inclusive of traits associated with race, including, but not limited to, hair texture and protective hairstyles), color, national origin, religion, age, physical disability, medical condition, ancestry, marital status, sexual orientation, gender, gender identity, veteran status, or other protected status.

4.21 VOICE-MAIL, E-MAIL AND TECHNOLOGY POLICY

Voice-mail, e-mail and other computer generated or stored messages may not contain material that may reasonably be considered offensive or disruptive to any employee. Offensive messages or material includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments or any comments that might offend someone on account of his or her age, sex, sexual orientation, race (inclusive of traits associated with race, including, but not limited to, hair texture and protective hairstyles), religious or political beliefs, national origin, or disability.

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4.22.2 Inappropriate Use of Social Media

The inappropriate use of social media by CCWA employees can create legal risks and negatively affect CCWA's efforts to comply with its legal responsibilities, including its commitment to provide a workplace that is free of unlawful harassment and discrimination.

Employees should review and comply with all relevant policies when using social media. For example, any employee accessing social media from a CCWA computer or using the Authority's Internet access must comply with the Voice-Mail, E-Mail, and Technology Policy found at 4.21 above. At no time should employees use social media to engage in any unlawful activities, such as harassment or discrimination based on sex, race (inclusive of traits associated with race, including, but not limited to, hair texture and protective hairstyles), color, religion, national origin, ancestry, physical or mental disability, age, sexual orientation, or any other characteristic protected by state or federal law. However, nothing in this policy is intended to restrict or prohibit an employee's off-duty discussions or activities regarding wages, hours, working conditions, or other terms and conditions of employment, or such discussions or activities that are otherwise authorized by law.

Section 3.4.1 General

Legislation effective January 1, 2025 greatly expanded the rights of employees to take unpaid leave when they or a family member are a victim of a crime. Among other things, the definition of what is a crime, who is a family member, and the purpose for which employees can take unpaid time off of work have been expanded, and employees are allowed to use sick leave as well as vacation time when taking time off. Employees must be informed of these rights upon hire, annually, upon request, and any time an employee informs their employer that the employee or their family member is a victim of a crime. The Civil Rights Department is to develop a form about these rights by July 1, 2025, and until then there is no notice requirement pertaining to this revised leave statute. When that brochure comes out we suggest including it as an attachment in the Manual. Until then, we suggest the following minor revision:

3.4 SICK LEAVE

3.4.1 General

Except as otherwise provided in this Manual, sick leave may be taken for a normally scheduled work period for the diagnosis, care or treatment of an existing health condition of, or preventative care for, an employee or an employee's qualifying family member or designated person (only one person may be designated in a 12-month period). "Qualifying family member" is defined as the employee's spouse, child (including biological, foster or adopted child, stepchild, legal ward, or child of a person standing in loco parentis), regardless of age or dependency status; a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; domestic partner as defined in California Family Code section 297; child of a domestic partner; grandparent, grandchild, and sibling. Regularly scheduled work hours absent for medical and dental appointments will be treated as sick leave. Employees who are victims, or Employees who have a family member that is a victim, of domestic violence, sexual assault, or stalking and other crimes and abuse may also use paid sick leave absences from regularly scheduled work to seek medical attention, obtain services from a shelter or crisis center, obtain counseling, or go to court as required by law. CCWA may request a written verification from a qualified health care provider for all absences due to the employee's illness, injury, or disability or the ability of the employee to return to work following the use of sick leave as provided in Section 3.4.2. CCWA may also request appropriate verification for the employee's use of sick leave in connection with a qualifying family member to confirm that the sick leave was used for a purpose consistent with this provision.