CENTRAL COAST WATER AUTHORITY
PERSONNEL COMMITTEE [1]

AGENDA

Wednesday, April 8, 2026
9:30 AM,
at 255 Industrial Way, Buellton, California

Members of the public may participate by video call or telephone via
Microsoft Teams Meeting ID: 235 658 802 471 61 Passcode: dq6tr7oM
Dial in by phone +1 323-484-5095 Phone conference ID: 679 534 353#

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. Consent Calendar
A. April 23, 2025 Personnel Committee Meeting Minutes ★
B. May 12, 2025 Personnel Committee Meeting Minutes ★
Staff Recommendation: Approve Consent Calendar.

IV. 2026 Review of Personnel Policy Manual ★
Staff Recommendation: Recommend Board approval of the proposed changes to the Personnel Policy Manual.

V. 2027 Compensation and Benefit Survey ★
Staff Recommendation: Recommend to the CCWA Board:
(1) A list of comparative agencies to be used in the 2027 compensation and benefit survey.

(2) Selection of a consultant and framework to be used to prepare the 2027 Compensation Study.

VI. Reports from Committee Members for Information Only

VII. Date of Next Meeting: Unscheduled

VIII. Adjournment

MINUTES OF THE
CENTRAL COAST WATER AUTHORITY
MEETING OF THE PERSONNEL COMMITTEE [1]

April 23, 2025

I. Call to Order and Roll Call

Director Clay called the April 23, 2025, Central Coast Water Authority Personnel Committee meeting to order at 10:01 a.m.

Committee Members in Attendance:

Jeff Clay	Santa Ynez River WCD, ID#1
Kathleen Werner	Goleta Water District

Staff in Attendance:

Ray Stokes	CCWA Executive Director
David Beard	CCWA Deputy Director
Lisa Watkins	CCWA Secretary

II. Public Comment

There was no public comment.

III. Approve April 11, 2024 Personnel Committee Meeting Minutes

Following discussion, motion to approve the minutes of the April 11, 2024 meeting was made by Director Werner, seconded by Director Clay and carried with Directors Clay and Werner in favor and none opposed.

IV. 2025 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 were based on assessment of existing policies and changes in law since the last review of the manual.

Upon a motion by Director Werner, seconded by Director Clay and carried with Directors Clay and Werner 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 10:10.

V. 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
C. Public Employee Employment

[1] The meeting is a Committee meeting.

Gov't Code Section 54957
Title: Executive Director

VI. Return to Open Session

The Committee reconvened to open session at 11:43 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. Both matters will be considered by the Board at its next regular meeting.

VII. Reports from Committee Members for Information Only

There were no reports from Committee Members.

VIII. Date of Next Meeting: Unscheduled

IX. Adjournment

The meeting was adjourned at 11:47 AM.

Respectfully submitted,

_____
Elizabeth Watkins
Secretary to the Board

/lfw

MINUTES OF THE
CENTRAL COAST WATER AUTHORITY
MEETING OF THE PERSONNEL COMMITTEE [1]

May 12, 2025

I. Call to Order and Roll Call

Director Clay called the May 12, 2025, Central Coast Water Authority Personnel Committee meeting to order at 10:06 a.m.

Committee Members in Attendance:

Jeff Clay	Santa Ynez River WCD, ID#1
Kathleen Werner	Goleta Water District

Staff in Attendance:

Ray Stokes	CCWA Executive Director
Lisa Watkins	CCWA Secretary

II. Public Comment

There was no public comment.

III. Approve April 23, 2025 Personnel Committee Meeting Minutes

Following discussion, the Committee determined the minutes would be reviewed at a future meeting.

The Committee adjourned to closed session at 10:09 AM.

IV. Closed Session:

A. Public Employee Employment
Gov't Code Section 54957
Title: Executive Director

V. Return to Open Session

The Committee reconvened to open session at 10:42 AM.

Upon reopening the meeting, the Committee announced that it had met to consider recruitment proposals from executive search firms in order to provide a recommendation to the Board of Directors.

VI. Reports from Committee Members for Information Only

There were no reports from Committee Members.

VII. Date of Next Meeting: Unscheduled

[1] The meeting is a Committee meeting.

VIII. Adjournment

The meeting was adjourned at 10:43 AM.

Respectfully submitted,

_____
Elizabeth Watkins
Secretary to the Board

/lfw

CENTRAL COAST WATER AUTHORITY

MEMORANDUM

April 8, 2026

TO: CCWA Personnel Committee

FROM: Ray A. Stokes
Executive Director

SUBJECT: 2026 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

RAS
#53897v1

STRADLING YOCCA CARLSON & RAUTH, LLP

MEMORANDUM

TO: Ray Stokes, Executive Director
Peter Thompson, Associate Director

FILE NUMBER: 102869-0001

FROM: Jeffrey Dinkin

DATE: March 31, 2026

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.

Legislative Changes

State legislation effective January 1, 2026 expands crime victim accommodation and time off protections, prohibiting employers from discharging or in any manner discriminating or retaliating against an employee who is a victim or a family member of a victim for taking time off in order to attend judicial proceedings related to that crime. "Victim" includes being subjected to one of 14 different crimes enumerated by Government Code section 12945.8(j)(8)(c). We suggest the following revisions:

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 of any crime, may use sick leave to appear in court as a witness to comply with a subpoena or other court order, or if an employee is serving on an inquest jury or jury trial as described in California Government Code sections 12945.8(a)(2) and 12945.8(a)(1). ~~, 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 form 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.

Section 3.8

Employers must now provide employees with the notice from the California Civil Rights Division entitled Survivors of Violence and Family Members of Victims Right to Leave and Accommodations to workers when hired, annually, upon request, and to any worker who informs the employer that they are a victim of violence or the family member of a victim of violence. The notice can be found at the following link: https://calcivilrights.ca.gov/wp-content/uploads/sites/32/2025/07/Survivors-Right-to-Time-Off_English-B.pdf and is included at the end of the Manual to provide the notice upon hire. Additionally, a new section of the Manual is recommended as follows:

3.8 Leave for Victims of Domestic Violence, Sexual Assault, Stalking, and Other Crimes

California laws provides the right to take time off from work for employees who are victims of domestic violence, sexual assault, stalking, a crime that caused physical injury or that caused mental injury and a threat of physical injury, or whose immediate family member as defined by law is deceased as the direct result of a crime. The nature of those rights are discussed in the notice from the California Civil Rights Division entitled Survivors of Violence and Family Members of Victims Right to Leave and Accommodations, a copy of which can be found at the end of this Manual and may be requested by employees at any time.

Section 3.9 Other Legally Required Leaves of Absence

Consistent with the above legislative change, existing Section 3.8 needs to be renumbered as do all of the subsequent sections of Section 3. Additionally, the following change is recommended to what will become Section 3.9:

Operational Update Changes

To reflect changed job titles and include the position of Maintenance Foreman, the following changes were made to **Section 1.9.4 Position Classifications**:

Maintenance Technician changed to Plant Maintenance Technician
Lead Maintenance Technician deleted
Treatment Plant Operator changed to Water Treatment Plan Operator
Maintenance IC&R Technician listed at Grade 26
Position of Maintenance Foreman added at Grade 26

Conclusion and Acknowledgment Form

Indicate that changes to the Manual are through June 30, 2026.

CalPERS Clarifications

To ensure compliance with CalPERS requirements regarding reportable compensation, CCWA authorized CalPERS to review the Personnel Policy Manual. After its review, CalPERS had recommended changes to clarify a limited number of Manual sections. We worked with Lisa Watkins, who took the laboring oar in drafting the Manual revisions. The suggested redlined

changes are as follows:

1.12 Overtime

2. Work on an Observed or Actual Holiday

Non-exempt employees who work on an actual or observed holiday shall be entitled to compensation for that work at the premium rate of 1 ½ times their regular rate of pay without regard to the actual number of hours worked during that workweek. The calculation of regular rate of pay will include FLSA mandated payment types if applicable including shift differential and standby pay, but will not include certification pay or uniform allowance. Floating holidays as explained in Section 3.1.1 are not eligible for holiday pay.

1.14 Shift Work / Standy

1.14.1 Shift Work

Treatment Plant Operators are normally assigned to ~~a schedule of rotating shifts that involve working~~ a 12 hour rotating shift, consisting of a week (including weekends) from 6:00 AM to 6:00 PM followed by a week off, a week (including weekends) from 6:00 PM to 6:00 AM and a week off, and then a week on relief shift ~~day time hours and night time hours~~. The Executive Director or his/her designee ~~shall determine~~ have the authority to change the hours of work for each employee in accordance with the needs of the Authority. Shift work shall be arranged with the goal of eighty hours being scheduled for each operator in a two-week pay period. Operators on shift duty should take a reasonable meal break at an appropriate time of low system demand, which shall be exercised in such manner that the shift operator be within hearing range of the plant alarm system at all times.

1.14.1.2 Shift Differential Pay

~~Daytime~~ Shift Differential time is paid at five percent (5%) of the employee's straight time rate for all scheduled and unscheduled shift work between the hours of 6:00 AM and 6:00 PM for all employee working a Rotating Shift. In the event of a relief operator being required to cover a partial shift, all hours worked during the period of the partial shift will receive shift differential pay, including the hours worked as relief operator.

~~Nighttime~~ Shift Differential is paid at seven and a half percent (7.5%) of the employee's straight time rate for all scheduled and unscheduled shift work between the hours of 6:00 PM and 6:00 AM. In the event of a relief operator being required to cover a partial shift, all hours worked during the period of the partial shift will receive shift differential pay.

Shift differential pay is reported to CalPERS as special compensation.

1.15 CERTIFICATION DIFFERENTIAL PAY

Certification differential pay is available to the following classifications: Treatment Plant Operators who obtain a certification from the California Water Resources Control Board above the legal requirement (T3); Distribution Technicians who obtain a certification from the California Water Resources Control Board above the legal requirement (D3); and Instrumentation & Control Specialists and Technicians who obtain a certification from the International Society of Automation above a CCST Level 1.

To qualify for certification differential pay, the employee must have demonstrated their eligibility for on-call or shift assignment by passing CCWA's internal testing requirements to the satisfaction of their supervisor and/or the Executive Director (or the Executive Director's designee). Qualifying employees who receive a higher level certification relevant to their specific job title (i.e., D4 and above for Distribution Technicians, T4 and above for Treatment Plant Operators, and CCST Level 2 and above for Instrument & Control Specialists and Technicians) shall receive certification differential pay of 2.5% of the employee's straight time rate for each such certification to a maximum of 5% of the employee's straight time rate. Certification differential pay is reported to CalPERS as Educational Incentive special compensation.

3.1 HOLIDAYS

3.1.1 General

The regular rate of pay, for purposes of calculating holiday pay as reported to CalPERS, includes base pay plus the hourly equivalent of any FLSA compensation if applicable for the holidays listed above, and is reported to CalPERS as compensation. Floating holiday pay, including cash out of unused floating holidays, is not CalPERS reported compensation.

3.1.2 Non-shift Employees

Non-exempt full-time employees who are assigned based on required staffing to work on an observed or actual holiday shall be paid at the overtime rate of pay for all hours worked on the observed or actual holiday, plus eight hours straight-time pay for the holiday and the holiday hours worked paid at the overtime rate will be additional compensation reported to CalPERS as holiday pay; The overtime rate of pay will include the regular rate of pay as calculated pursuant to FLSA requirements if applicable. Non-exempt part-time employees shall be paid at the overtime rate of pay for all hours worked on an observed or actual holiday and the additional compensation will be reported to CalPERS as holiday pay, plus straight-time pay for eight hours reduced to a prorated amount, based on the number of hours within a normally scheduled workweek in comparison to a full time 40 hour workweek for the holiday benefit. Exempt employees who work on an observed or actual holiday shall be provided additional straight time pay in lieu of time off for all hours worked.

3.1.3 Shift Employees

Non-exempt full-time shift employees shall receive eight hours of straight-time pay for each observed holiday, payable as part of the workweek in which the observed holiday occurs. Treatment of these eight hours of holiday pay for the purpose of calculating for overtime is discussed under Section 1.12 of this Manual.

Non-exempt full-time shift employees who are assigned based on required staffing to work on an observed or actual holiday shall be paid at the overtime rate of pay for all hours worked on the observed or actual holiday and the holiday hours worked paid at the overtime rate will be additional compensation reported to CalPERS as holiday pay; The overtime rate of pay will include the regular rate of pay as calculated pursuant to FLSA requirements if applicable. However, non-exempt full-time shift employees who work on both the observed and actual holiday shall only be entitled to holiday overtime pay for hours worked on the chronologically first day of the observed or actual holiday.

Non-exempt part-time shift employees shall receive straight-time pay for that portion of their normally scheduled work day which falls on an observed or actual holiday plus the overtime rate of pay for all hours worked on an observed or actual holiday. Non-exempt part-time shift employees who are assigned based on required staffing to work on both the observed and actual holiday shall only be entitled to holiday overtime pay for hours worked on the chronologically first day of the observed or actual holiday and the additional compensation will be reported to CalPERS.

Exempt shift employees who are assigned based on required staffing to work on an observed or actual holiday shall be provided additional straight time pay in lieu of time off for all hours worked and the additional compensation will be reported to CalPERS. However, exempt shift employees who work on both the observed and actual holiday shall only be entitled to straight time pay in lieu of time off for hours worked on the chronologically first day of the observed or actual holiday.

3.3.1 Vacation Cash-Out

On separation from employment the employee shall be paid for all accrued but unused vacation at the employee's base rate at the time of separation. Vacation cash out at separation is not reported to CalPERS.

4.14 UNIFORMS

For CCWA employees in Operations and Maintenance positions, as determined designated by the Deputy Director, CCWA employees shall be provided and required to wear uniform-type clothing. ~~Upon leaving CCWA service, all clothing issued shall be returned~~. The rental and maintenance of the uniform will be $25 per pay period or up to $650.00 each fiscal year based on the cost of renting and laundering of the uniform. The value of the uniform provided is reported to CalPERS as compensation subject to retirement contributions for employees in classic retirement tiers (not PEPRA). Upon leaving CCWA service, all clothing issued shall be returned

CENTRAL COAST WATER AUTHORITY

Personnel Policy Manual

Approved by Board of Directors December 18, 1997
Includes Board approved changes through ~~April 24, 2025~~xx, 2026 and effective as of xx, 2026

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Section 1 INTRODUCTION TO EMPLOYMENT

1.1 WHAT IS THE CENTRAL COAST WATER AUTHORITY?

The Central Coast Water Authority (CCWA) is a public entity organized under a joint exercise of powers agreement dated August 1, 1991, by the cities and special districts responsible for the creation and maintenance of water resources in portions of the North County, Santa Ynez Valley, and the South Coast areas of Santa Barbara County.

The CCWA is presently composed of eight members, all of which are public agencies. Each member agency is represented on the CCWA Board of Directors by one individual and an alternate.

Agency
City of Buellton
City of Guadalupe
City of Santa Barbara
City of Santa Maria
Santa Ynez River Water Conservation District, Improvement District #1
Goleta Water District
Montecito Water District
Carpinteria Valley Water District

In addition, the CCWA has one associate member, the La Cumbre Mutual Water Company and two non-member, private water users, Santa Barbara Research Center, and Morehart Land Company. Water service will also be provided to Golden State Water Company and Vandenberg Space Force Base.

The CCWA was organized to finance, develop, operate, and maintain the Mission Hills and Santa Ynez Extensions of the Coastal Branch (Phase II) Extension of the California Aqueduct of the State Water Project, and the Polonio Pass Water Treatment Plant.

Mission Statement

> *To provide San Luis Obispo and Santa Barbara Counties with reliable, high quality supplemental water.*

Objectives

- Treat and deliver water through the Coastal Aqueduct to San Luis Obispo and Santa Barbara Counties.
- Minimize environmental impacts and protect the environment during operation of our facilities.
- Cost effectively operate and maintain our facilities.
- Ensure our water supply meets or exceeds health and safety standards.
- Work with the Department of Water Resources and other state, federal and local agencies to achieve our mutual objectives.
- Assist project participants in their efforts to reduce groundwater overdraft.

1.2 ADMINISTRATIVE POLICY

The provisions contained herein set forth the personnel policies and procedures of the CCWA. They are intended to provide for a fair and equitable system of personnel management and for efficient and economical services to the public. They also define the obligations, rights, privileges, benefits, and prohibitions which apply to CCWA employees.

The provisions of this Personnel Policy Manual have been adopted by the Board of Directors of the CCWA as Resolution No. 93-14. The CCWA reserves the right and discretion to add to, modify, or delete provisions of this Manual by subsequent resolution of the Board of Directors. Only the CCWA Board of Directors has the authority to add to, modify, or delete provisions of this Manual and no individual has the authority to enter any employment or other agreement that modifies the provisions of this Manual.

1.3 ADMINISTRATION

The Executive Director shall be responsible for all personnel matters. The Executive Director may delegate as many of the day-to-day personnel functions to such other employees as the Executive Director deems appropriate.

1.4 MERIT PRINCIPLE

The personnel system of the CCWA is based on the merit principle. Appointments of all employees of the CCWA shall be based upon merit, including job-related knowledge, experience, ability, performance, and attitude.

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 (inclusive of traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locs, 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.

1.6 AUTHORIZATION TO WORK

All offers of employment are contingent on verification of an employee's right to work in the United States. Within the first three days of employment the employee will be asked to provide original documents verifying the employee's right to work and to sign a verification form required by federal law. If the employee at any time cannot verify his/her right to work in the United States, the CCWA may be obliged to terminate the employee's employment.

1.7 PROBATIONARY PERIOD

There is a twelve (12) month probationary period for each new employee, or a former employee who is rehired. However, a former employee rehired in his/her former classification with a six (6) month or less break in service will be subject only to a three (3) month probationary period. The probationary period provides an employee the opportunity to assess the CCWA and the job content, and allows the CCWA to evaluate the new employee and his/her job performance. During the probationary period, an employee may be discharged by the CCWA for any reason without notice or appeal. A performance review will be conducted by an employee's supervisor prior to the completion of the probationary period. On successful completion of the probationary period, an employee will become a regular employee of CCWA.

An employee promoted to a classification within the CCWA will serve a six-month probationary period in the classification to which he/she was promoted. If the promoted employee fails to pass the probationary period, at the sole discretion of the Executive Director, he/she may displace the least senior employee in the classification from which the employee was promoted.

The CCWA can extend the duration of an employee's probationary period one or more times, for a total maximum extension of six (6) months if deemed appropriate in the discretion of the Executive Director.

1.8 EMPLOYEE PERFORMANCE EVALUATION

The CCWA's performance evaluation process provides for a written appraisal of an employee's performance annually. The CCWA utilizes performance evaluation forms, which should summarize the performance of the employee for the period covered as accurately and objectively as possible.

Annual written evaluations of employee performance shall be conducted by an employee's supervisor. The annual written evaluation shall be presented to and reviewed with the employee by his/her supervisor. The supervisor should schedule the meeting with the employee to allow time for a private discussion. At the meeting, the employee should be encouraged to contribute a self-evaluation. The employee also shall be provided an opportunity outside the meeting to note any comments or objections regarding the evaluation on the written evaluation. The employee shall acknowledge receipt of the written evaluation on a copy of the evaluation, which shall be placed in the employee's personnel file. A copy of the written evaluation will be given to the employee. More frequent evaluations of an employee's work performance may be conducted by an employee's supervisor at the discretion of the Executive Director.

1.9 SALARY STATUS/PAY PERIODS/TIME CARDS

1.9.1 Time Keeping for Non-exempt Employees

All non-exempt employees shall record their hours worked by time cards which are completed and turned in to an employee's supervisor at the end of each pay period. Time cards are used as a means of accurately recording hours worked and calculating pay. Regular time, vacation time, sick leave, holidays, doctors' appointments, and all other absences from work shall also be accurately entered on an employee's time card for accurate CCWA record keeping.

It is important that an employee's time card not be lost, falsified, or mutilated. If there is a mistake on the time card, an employee should inform his/her supervisor and then make and initial the necessary corrections. Only an employee and his/her supervisor are permitted to enter information or otherwise mark the employee's time card. The supervisor should also initial any corrections. Time cards are an official CCWA document and must not be falsified or tampered with in any way.

1.9.2 Pay Periods

Pay periods are biweekly and checks are issued on alternate Fridays. If a payday falls on a holiday, the paycheck will be distributed on the preceding workday.

1.9.3 Employees' Salaries

Employee salaries are set at the time of hire. While annual increases in salary are not automatic, CCWA reserves the right, at its sole discretion, to grant employees an annual general salary increase or an annual individually based merit increase.

1.9.4 Position Classifications

The following are the staff position classifications and pay grades approved by the Board of Directors:

Exempt Employees	Grade
Executive Director	N/A
Deputy Director Operations & Engineering	62

Non-Exempt Employees	Grade
Administrative Assistant	11
Accounting Technician	12
Laboratory Analyst	19
Distribution Technician	19
Plant Maintenance Technician	19
Engineering Technician, ~~Lead Maintenance Technician~~	21
Water Treatment Plant Operator	23
Senior Accountant	25
Maintenance IC&R Technician	26
Maintenance Foreman	26
IT/Instrumentation and Control Specialist	28
Senior Chemist	29
Distribution Supervisor	34
Office Manager	35
Safety Officer	38
Water Treatment Plant Supervisor	38
Maintenance Superintendent	38
Operations Manager	46
Controller	49

1.10 ATTENDANCE/HOURS AND BREAKS

1.10.1 Attendance

Attendance and punctuality are important to the efficient operation of any business. Good attendance and punctuality are essential components of solid employee performance. Poor attendance and tardiness disrupt productivity, make it difficult to function effectively and burden fellow employees.

Employees are responsible for being present at the required time each day. On occasion, employees may have reason to be absent from or late to work. On these occasions, whenever possible employees shall contact their supervisor, orally or in writing, before their scheduled starting time. If such notice is not possible, including because the need is not foreseeable, employees are required to notify their supervisor, orally or in writing, as soon as practicable. Upon returning to work employees must complete a Leave Request Form and turn it in to his/her supervisor.

When an employee returns to work after a medical-related absence, the employee may be required to provide his/her supervisor with a doctor's statement verifying the need to be off work and the employee's ability to return to work. At the discretion of the Executive

Director, before being allowed to return to work, the employee may be required to be examined at CCWA expense by a CCWA-selected physician to verify the employee's ability to return to work.

If an employee is absent for three consecutive days and has not contacted his/her supervisor, the employee will be considered to have voluntarily resigned employment as of the end of the third day missed.

1.10.2 Hours and Breaks

Except as provided in Paragraph 1.14.0 (Shift Work/Weekend Watch), normal hours of work are from 8:00 a.m. to 5:00 p.m. with a one hour lunch period; any deviation from this schedule requires the approval of the Executive Director or his designee and must be noted on an employee's time card. CCWA encourages a 10-minute rest break twice daily for non-exempt employees as allowed by law. These breaks are to be taken approximately two hours after the start of the work day and approximately two hours after the lunch period. Breaks should be scheduled by your immediate supervisor. The CCWA reserves the right to modify employees' starting and quitting times and the number of hours worked.

CCWA will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child in compliance with California law.

1.11 EDUCATIONAL ASSISTANCE/TRAINING

1.11.1 Educational Assistance

The CCWA encourages employees to continue their education to maintain and improve the skills and knowledge required in their job or to prepare for promotional opportunities. Upon satisfactory completion by full-time regular employees of courses approved by the Executive Director, the CCWA will pay the first $50 and 50% of the cost thereafter of tuition and required books, up to a maximum of $1,000 per calendar year.

1.11.2 Training

Organized instructional courses offered by public or private educational institutions may be considered appropriate training programs for employees if approved by the Executive Director. When approved training courses or other training programs have been completed by the employee, the employee may file evidence of completion with the Executive Director or his designee. Such evidence of completion shall be made a part of the employee's personnel record. Participation in and successful completion of training courses or programs shall be considered in making advancements and promotions.

1.12 OVERTIME

Non-exempt employees may earn compensation at a premium rate in four different situations, as described below. In no case shall hours worked by non-exempt employees be paid at a premium rate greater than 1 ½ times their regular rate of pay (plus payment for a holiday at the employees' regular rate of pay, if appropriate under Section 3.1 of this Manual).

1. Overtime Compensation for Working Over 40 hours in a Week

All non-exempt employees shall be paid overtime and compensated at the premium rate of 1 ½ times their regular rate of pay for all hours worked in excess of 40 in one workweek. The workweek for the purpose of overtime calculations for each employee will be determined at the time of hire or by separate policy.

For purposes of determining the "hours worked" in excess of 40 in one workweek, the following hours shall be included in the calculation:

- Actual hours worked during the workweek rounded up to the next highest increment of 15 minutes;
- All paid leave time (pursuant to Section 3.2, 3.3, 3.4, 3.8, 3.11, 3.13, 3.14, or 3.15 of this Manual) taken during the workweek; and
- Paid holiday hours during which an employee does no work, if the observed or actual holiday is part of the employee's regularly scheduled workweek.

The following hours are excluded from the calculation in determining hours worked in excess of 40 in a workweek:

- Compensatory time taken;
- Time worked and paid at the overtime premium rate; and
- Paid holiday hours during which an employee does no work, if the observed or actual holiday is not part of the employee's regularly scheduled workweek.
- For holiday hours worked:
  - If less than 8 hours, the premium paid holiday hours worked on the holiday would not count towards the 40 hour workweek. (i.e. If an employee works 3 hours on a holiday, the day would count as 8 hours towards their 40 hour workweek, not 11 hours, but they would receive premium pay for the 3 hours worked as well as the regular 8 hours holiday pay.)
  - If an employee works in excess of 8 hours on a holiday, the actual hours worked at premium pay would count towards their 40 hour workweek. (i.e. - If an employee works 10 hours on a holiday, the workday would count as 10 hours towards their 40 hour workweek, not 18 hours, but they would receive premium pay for the 10 hours worked, as well as the regular 8 hours holiday pay.)

2. Work on an Observed or Actual Holiday

Non-exempt employees who work on an actual or observed holiday shall be entitled to compensation for that work at the premium rate of 1 ½ times their regular rate of pay without regard to the actual number of hours worked during that workweek. The calculation of regular rate of pay will include FLSA mandated payment types if applicable including shift differential and standby pay, but will not include certification pay or uniform allowance. Floating holidays as explained in Section 3.1.1 are not eligible for holiday pay.

Employees who work on both the observed and actual holiday shall only be entitled to holiday premium pay for hours worked on the actual holiday.

3. Unscheduled Work (Call Back Time)

Non-exempt employees shall be entitled to a minimum of one hour compensation at the premium rate of 1½ times their regular hourly rate if they are called back to work outside their normal scheduled hours for the current workweek, except the minimum increases to two hours of compensation at the premium rate of 1½ times their regular hourly rate if the call back occurs between 11:00 p.m. and 4:00 a.m. The premium rate of pay shall apply to all hours outside of their normal schedule for the duration of the event. This section shall not apply if after completing the employee's normal scheduled hours the employee continues to work beyond the employee's normal scheduled hours.

Non-exempt employees will be paid at their regular hourly rate for time spent traveling to work locations equal to the travel from their regular residence when required to report to any site with less than twelve hours' prior notice. This additional pay is intended to address the travel time for mobilizing and demobilizing and therefore, no mileage reimbursement will be provided for mobilizing and demobilizing to and from work locations.

4. SCADA System Monitoring

Employees on standby duty who are required to monitor the SCADA system remotely using a CCWA laptop computer shall receive a minimum of one hour of pay at the premium rate of 1 ½ times their regular rate of pay for each day of monitoring regardless of the number of hours actually worked during the workweek in connection with the monitoring duties.

1.13 COMPENSATORY TIME

Non-exempt employees may accrue compensatory time in lieu of overtime payment only at the discretion of their supervisor and if approved in advance. Compensatory time off shall be accrued at the rate of 1½ hours of compensatory time for each hour of overtime worked. During any fiscal year (July 1 - June 30), employees may accrue up to a total of 120 hours of compensatory time. At the end of each Fiscal Year, employees shall be paid for their accrued compensatory time balance in excess of 40 hours at their then current hourly rate unless the employee elects to carry over all or a portion of his or her accrued compensatory time balance in excess of 40 hours ("Carry Over Comp Time"). The payment of such accrued compensatory time shall be made on or before July 15 of each year. Carry Over

Comp Time will remain part of the employee's accrued compensatory time balance, which may not exceed 120 hours, but Carry Over Comp Time is not subject to later payout except at the time of separation from employment. In taking time off from work, employees must utilize any Carry Over Comp Time before using any other portion of employee's accrued compensatory time balance.

Use of compensatory time off shall be by prior scheduling and with approval by the employee's immediate supervisor. Upon separation from employment, employees shall be paid for their accrued compensatory time balance at their then current hourly rate.

1.14 SHIFT WORK/ STANDBY

The objective of this section is to establish operation policy and compensation for those employees required to do shift work and those required to be on stand-by for after hour's emergencies.

1.14.1 Shift Work

Treatment Plant Operators are normally assigned to a ~~schedule of rotating shifts that involve working a~~ 12 hour R~~r~~otating S~~s~~hift, consisting of a week (including weekends) from 6:00 AM to 6:00 PM followed by a week off, a week (including weekends) from 6:00 PM to 6:00 AM and a week off, and then a week on relief shift ("Rotating Shift")~~day time hours and night time hours~~. The Executive Director or his/her designee ~~shall determine~~ have the authority to change the hours of work for each employee in accordance with the needs of the Authority. Shift work shall be arranged with the goal of eighty hours being scheduled for each operator in a two-week pay period. Operators on shift duty should take a reasonable meal break at an appropriate time of low system demand, which shall be exercised in such manner that the shift operator be within hearing range of the plant alarm system at all times.

1.14.1.1 Relief Shift

Treatment Plant Operators who are assigned the relief shift will work as scheduled by the Executive Director or his/her designee with that schedule being subject to change when directed by the Executive Director or his/her designee to relieve Treatment Plant Operators due to the needs of the Authority. Relief assignments will be scheduled in advance when possible. In case of an emergency or when an Operator fails to report to work for shift duty, the Operator assigned to the relief shift will cover a partial or full shift respectively.

1.14.1.2 Shift Differential Pay

~~Daytime~~ Shift Differential time is paid at five percent (5%) of the employee's straight time rate for all scheduled and unscheduled shift work between the hours of 6:00 AM and 6:00 PM for all employees working a Rotating Shift. In the event of a relief operator being required to cover a partial shift, all hours worked during the period of the partial shift will receive shift differential pay, including the hours worked as relief operator.

Commented [1]: We inserted a defined Rotating Shift term, which will make this abundantly clear for CalPERS

~~Nighttime~~ Shift Differential is paid at seven and a half percent (7.5%) of the employee's straight time rate for all scheduled and unscheduled shift work between the hours of 6:00 PM and 6:00 AM. In the event of a relief operator being required to cover a partial shift, all hours worked during the period of the partial shift will receive shift differential pay.

Shift differential pay is reported to CalPERS as special compensation.

1.14.2 Standby Time

Operations staff are assigned Standby duty on a rotating schedule by the Executive Director or his designee. The duties associated with Standby vary for each department, and are defined by the position job description. These duties may change as needed, but generally involve being available by phone or responsible for operating and monitoring essential operations 24 hours a day for a one-week period.

Employees assigned to be on standby shall not receive standby pay for any periods of time they are on paid or unpaid leave unless otherwise agreed to in writing by the employee's supervisor.

1.14.2.2 Treatment Plant Operator Portal to Portal Pay

Treatment Plant Operators who are assigned to Standby duty shall receive their regular hourly rate for travel time equal to the travel from their regular residence when required to report to the treatment plant with less than twelve hours' prior notice. This additional pay is intended to address the travel time for mobilizing and demobilizing to and from the Water Treatment Plant and therefore, no mileage reimbursement will be provided for mobilizing and demobilizing to and from the Water Treatment Plant

1.15 CERTIFICATION DIFFERENTIAL PAY

Certification differential pay is available to the following classifications: Treatment Plant Operators who obtain a certification from the California Water Resources Control Board above the legal requirement (T3); Distribution Technicians who obtain a certification from the California Water Resources Control Board above the legal requirement (D3); and Instrumentation & Control Specialists and Technicians who obtain a certification from the International Society of Automation above a CCST Level 1.

To qualify for certification differential pay, the employee must have demonstrated their eligibility for on-call or shift assignment by passing CCWA's internal testing requirements to the satisfaction of their supervisor and/or the Executive Director (or the Executive Director's designee). Qualifying employees who receive a higher level certification relevant to their specific job title (i.e., D4 and above for Distribution Technicians, T4 and above for Treatment Plant Operators, and CCST Level 2 and above for Instrument & Control Specialists and Technicians) shall receive certification differential pay of 2.5% of the employee's straight time rate for each such certification to a maximum of 5% of the employee's straight time rate. Certification differential pay is reported to CalPERS as Educational Incentive special compensation.

The certification differential pay will start effective the first pay period after the employee provides satisfactory evidence of obtaining the higher level certification to the Office Manager. The certification differential pay will cease if the employee ceases to hold the certification at the higher level, and shall notify the Office Manager immediately upon learning that they no longer hold such certification.

Section 2 PERSONNEL PROCEDURES

2.1 SELECTION AND HIRING

2.1.1 Vacant Positions Procedures

Vacant positions may be filled by the Executive Director by any of the following procedures:

(a) Appointment of qualified present employees of the CCWA without announcement.

(b) Appointment of qualified present employees of the CCWA following announcement.

(c) Appointment following announcement and open or promotional examination.

2.1.2 Vacancy Announcements

Applications for vacant positions which are subject to open or promotional examination shall be solicited by public announcements posted in a manner and at locations as determined by the Executive Director or his designee. The announcements shall specify the title and pay range of the position class, the nature of the work to be performed, minimum and desirable qualifications, manner of making applications, closing date for receiving applications, examination required, and other pertinent information. Advertisements, with or without the foregoing information, may be placed for recruitment purposes.

2.1.3 Examination and Selection

Testing selection procedures may include written, oral and/or performance procedures. All examinations shall be conducted by or arranged for by the Executive Director or his designee. Offers of employment may be made only by the Executive Director or his designee. Offers are made based on applicant's qualifications, experience, references, examination results, comments by interviewers, and all other relevant information, including information obtained from the employment application. When relevant, applicants may be asked to pass a medical examination, the results of which will be treated as a confidential medical record and will be used only to evaluate the applicant's physical or mental ability to perform job-related functions. The CCWA only will be informed of determination of fitness to perform the particular job. The offer of employment will be conditioned on a determination that the applicant is medically fit to perform the job and can perform it without endangering the health and safety of the applicant or others.

2.1.4 Temporary Employment

Notwithstanding the regular selection and hiring procedures, the Executive Director or his designee is authorized to use simplified recruitment and hiring procedures as the Executive Director or his designee deems appropriate in the case of temporary, casual, or emergency employment.

2.1.5 Special Appointment

The Executive Director has the discretion to authorize the hiring of an employee as a Special Appointment in a position classification listed in Section 1.9.4 that at the time of hiring does not possess the required minimum qualifications for the position. An employee as a special appointment shall meet the minimum qualifications of the position prior to the end of the probationary period as provided in Section 1.7 or at such earlier time as specified by the Executive Director at the time or hire. The Executive Director shall have the authority to hire an employee as a special appointment at a rate of pay up to ten percent (10%) below the minimum salary for that position until the minimum qualifications are met at which time the employee shall be placed at a rate of pay, as determined by the Executive Director, at least equal to the minimum salary for that position effective the first pay period after the minimum qualifications are obtained and verification provided to CCWA.

Special appointment employees who fail to obtain the minimum qualifications for their position prior to the end of their probationary period may be discharged by CCWA without notice or appeal.

2.2 ORIENTATION

Each new probationary employee shall be provided a copy of the Personnel Policy Manual. After the employee's review of the Manual he/she shall attend an orientation session with the Executive Director or his designee. At that time, the Executive Director or his designee shall discuss the general operation of the CCWA, the employee's role in making the CCWA an efficient and effective operation and answer questions of the employee pertinent to his/her employment. The Executive Director or his designee shall note in the employee's personnel file the date of the orientation meeting.

2.3 EMPLOYMENT STATUS

Status refers to the condition of an employee's appointment, such as probationary, regular, or temporary. Changes in status may result from reinstatement, transfer, promotion, demotion, or suspension. Status is described as follows:

2.3.1 Probationary Employee

A new employee, former employee who is rehired, or a promoted employee serving a probationary period as set forth in Section 1.7. of this Manual.

2.3.2 Regular Employee

An employee who successfully completes the probationary period, including any extension thereof.

2.3.3 Full-time

An employee regularly scheduled to work 40 hours per work. Full-time employees may be probationary, regular, or temporary.

2.3.4 Part-time

An employee regularly scheduled to work less than 40 hours, but at least 20 hours per week. Part-time employees may be probationary, regular, or temporary.

2.3.5 Temporary Employee

An employee hired to work on a special assignment or other non-permanent basis with the understanding that the temporary employment will not exceed one year. Temporary employees do not become regular employees as a result of the passage of time and may be terminated for any reason without notice or appeal.

2.3.6 Casual Employee

An employee hired to work on a sporadic basis for a few hours or days at a time. Casual employees do not become regular employees as a result of the passage of time and may be terminated for any reason without notice or appeal.

2.3.7 Exempt/Non-Exempt Employees

Exempt or non-exempt status of employment is determined pursuant to state and federal law. Employees will be informed of their exempt or non-exempt status when they are offered the job. Exempt employees by definition are exempt from earning overtime compensation.

2.3.8 Project Employee

An employee hired to work in connection with a specific project of limited duration with the understanding that the employment is for a limited term, which usually will not exceed two years, but will be in excess of six months. During their term of employment, project employees shall be eligible for the following employment benefits as provided in Section 3 of the Manual: holidays, vacation, sick leave, workers' compensation, time off to vote, jury duty/appearance as a witness, medical, dental and vision insurance, and state disability insurance. Project employees do not become regular employees as a result of the passage of time and may be terminated for any reason without notice or appeal.

2.4 SEPARATION AND DISCIPLINE

2.4.1 Layoff

An employee may be terminated, without fault on his/her part, in the event of the abolition of his/her position, if a shortage of work or funds requires a reduction in personnel, or for other operational needs. Regular employees shall receive notice of layoff two weeks prior to effective date or may receive two weeks' pay in lieu of notice. Employees generally will be laid off within classifications in the following order: (1) project employees, (2) casual and temporary employees, (3) probationary employees and (4) regular employees. Layoffs generally will be based on the following, at the CCWA's sole discretion: the CCWA's business and operational needs, the employee's performance, and the employee's length of service. There will be no bumping of employees across or within classifications.

2.4.2 Resignation

An employee may resign employment by submitting a written resignation at least one week before the effective date. Failure to do so may result in disqualification for future employment with the CCWA. Absence without approval for more than three consecutive days, or failure to return from vacation or from an approved leave of absence shall be considered a voluntary resignation.

2.4.3 Involuntary Termination and Disciplinary Action

A regular, non-probationary employee may be terminated involuntarily or otherwise disciplined for cause, including, without limitation, for violating the provisions of this Manual, poor performance, misconduct, excessive absences, tardiness, insubordination, dishonesty and submitting false or misleading time records or expense reimbursement forms. Without limitation, disciplinary action may include oral or written warnings, suspension without pay, reduction in pay, being placed in a probationary status or termination. The nature of the disciplinary action will depend on the particular circumstances involved, and is at the discretion of the CCWA.

2.5 PROCESSING OF GRIEVANCES AND COMPLAINTS

2.5.1 Grievance and Complaint Defined

A grievance is an alleged violation of this Manual, or dispute regarding the interpretation, application, or enforcement of this Manual, including disputes regarding disciplinary action, termination or employment discrimination or harassment. A grievance does not include disagreements or disputes pertaining to promotions, performance evaluations, oral or written reprimands or termination of employment during an employee's probationary period. A complaint is any dispute arising out of an employee's employment with CCWA which does not constitute a grievance. Grievances and complaints may not be filed by temporary and casual employees.

2.5.2 Informal Resolution

Employees should first attempt to informally resolve any grievance or complaint by orally bringing the grievance or complaint to the attention of his/her immediate supervisor. If the immediate supervisor is unable or unwilling to resolve the matter within three days of having it brought to his attention or, if the immediate supervisor is the subject of the dispute, the employee shall file a written grievance or complaint with the Executive Director. The written grievance or complaint must set forth the grounds for the employee's grievance or complaint, the facts upon which the grievance or complaint is based, the section of this Manual claimed to be violated, if any, and the proposed resolution. The CCWA may require that grievances or complaints be filed on a designated form.

In the event the Executive Director is the subject of the dispute, the written grievance or complaint should be presented to the Deputy Director, who will forward it to the Personnel Committee for reconsideration. The Personnel Committee will consider such grievances in accordance with Section 2.5.5 or Section 2.5.6. The Personnel Committee will respond to complaints in a manner deemed appropriate by the Personnel Committee.

2.5.3 Processing of Written Grievance or Complaint

The Executive Director, or his/her designee, shall investigate the grievance or complaint, and meet with the employee and any other individuals deemed appropriate. The employee shall fully cooperate in this investigation. The Executive Director shall issue a written response to the employee within twenty days of the filing of the written grievance or complaint, unless the employee and Executive Director agree to extend the deadline. The decision of the Executive Director as to matters constituting a "complaint" shall be final and non-appealable.

2.5.4 Appeal of Grievance Decision

An employee may appeal the decision of the Executive Director as to matters constituting a "grievance" to the Personnel Committee of the CCWA Board of Directors. Any such appeal must be filed in writing by delivering it to the Executive Director or his designee within five calendar days after receiving the Executive Director's initial decision regarding the grievance. The appeal must state why the employee disagrees with the decision of the Executive Director, including the factual basis for the employee's disagreement. The CCWA may require that grievance appeals be filed on a designated form. The Executive Director or his designee shall refer the grievance appeal to the Personnel Committee within ten calendar days of its filing date.

2.5.5 Decision of Personnel Committee

The Personnel Committee may conduct such investigation of the grievance, as it deems appropriate. If the Personnel Committee, in its sole discretion, deems it advisable to hold a hearing, it shall hold such hearing within forty-five days after the appeal has been filed, except that a hearing shall be held pursuant to subsection below as to grievances involving termination of employment. The hearing date may be continued by mutual agreement of the parties. The format of the hearing shall be determined by the Personnel Committee. Unless the parties agree otherwise, within twenty days after the hearing, the Personnel Committee shall issue a written decision to the Executive Director and to the employee. If no hearing is held, the written decision of the Personnel Committee shall be issued forty-five days after

the appeal has been filed, unless the parties agree to an extension of time. The decision of the Personnel Committee shall be final and non-appealable.

2.5.6 Procedure for Grievances Termination

When a grievance concerns termination of employment, an evidentiary hearing shall be held before the Personnel Committee within forty-five days after the appeal has been filed. The hearing date may be continued by mutual agreement of the parties. The Personnel Committee may appoint counsel to assist it in the conduct of the hearing. The Personnel Committee, or its designee, shall promptly notify the Executive Director and the employee of the date, time, and location of the hearing.

The hearing shall be recorded by a certified shorthand reporter or by tape recording, at CCWA's expense. The transcription cost shall be borne by the party requesting the transcript. Unless the employee requests a private hearing, the hearing shall be public. Each party shall have the right to call and examine witnesses. While oral evidence shall be taken on oath, the hearing will be conducted informally and the legal rules of evidence shall not apply.

Unless otherwise agreed to by the parties, within twenty days after the matter is submitted, the Personnel Committee shall issue written findings and conclusions, which shall be transmitted to the Executive Director and the employee. The findings and conclusions of the Personnel Committee shall be final and non-appealable.

To the extent applicable, as part of its written findings and conclusions, the Personnel Committee shall provide notice to the employee that the time within which judicial review must be sought is governed by Code of Civil Procedure 1094.6.

2.5.7 Time Limitation on Initial Filing of Grievances

No act, activity, or claim which may constitute a grievance may be considered for resolution unless a written grievance is filed with the Executive Director in accordance with the procedure contained herein within thirty days after the event occurs which gave rise to the grievance or the date the employee could reasonably have known such event occurred.

2.5.8 Non-Retaliation

An employee shall not be disciplined, penalized, or otherwise discriminated against because of filing a complaint or grievance under the procedure set forth in this section.

2.5.9 Representation

In filing and processing a grievance under this section, an employee may be represented by a representative of his or her designation upon proving written notice of such designation to the Executive Director or his/her designee.

2.6 PERSONNEL FILE

A personnel file shall be maintained by the Executive Director or his designee for each employee. An employee shall be entitled to review the contents of his/her personnel file at

Commented [2]: This now must include an employee's education and training records.

reasonable time intervals upon request during hours when the office is normally open. Such review shall not interfere with the normal business of the CCWA.

No evaluation or disciplinary document shall be placed in an employee's file without his/her review and a copy of the document presented to him/her for his/her records. The employee shall acknowledge that he/she has reviewed and received a copy of the evaluation or disciplinary document by signing it.

2.7 JOB DESCRIPTIONS

The CCWA shall maintain job descriptions for each classification which describe the minimum requirements, duties, and other information pertinent to the classification.

2.8 EMPLOYEE SUGGESTIONS

CCWA has an open door policy that encourages employee participation in decisions affecting them and their daily professional responsibilities. CCWA is always interested in the constructive ideas and suggestions of its employees. Employees who have job-related suggestions or concerns are encouraged to talk them over with their supervisor or any other management representative with whom they feel comfortable. In addition, employees may place written suggestions or inquiries in the suggestion boxes located in the CCWA main office and the Polonio Pass Water Treatment Plant. At the employee's discretion, these written suggestions or inquiries may be anonymous or signed. If an employee's suggestion or inquiry is signed, after his/her suggestion or inquiry is investigated, the employee will be notified of CCWA's response within thirty days. Employees are encouraged to pursue further discussions of their suggestion or inquiries when appropriate.

CCWA believes that suggestions may indicate initiative on the part of an employee. With the employee's approval, CCWA will place the suggestion in the employee's personnel file and take it into consideration at the time of the employee's performance evaluation.

This procedure is in addition to the grievance and complaint procedure found at Section 2.5 of this Manual.

Section 3 EMPLOYEE BENEFITS

3.1 HOLIDAYS

3.1.1 General

CCWA observes eleven paid holidays annually, namely:

New Years Day	Labor Day
Martin Luther King Jr. Day	Veterans Day
Presidents' Day	Thanksgiving Day
Memorial Day	Friday following Thanksgiving
Juneteenth (June 19th)	Christmas Day
Independence Day	

In addition, sixteen hours per year floating holiday for full-time employees (to be taken in eight hour increments.) Part-time employees receive an annual floating holiday equal to sixteen hours reduced to a prorated amount, based on the number of hours within a normally scheduled workweek in comparison to a full time 40 hour workweek. Employees may take their floating holidays upon reasonable advance notice to and upon advance approval by the Executive Director. Floating holidays that are not used by the end of the calendar year will be paid out to the employee by the end of January at their straight time hourly rate of pay~~.~~

The regular rate of pay, for purposes of calculating holiday pay as reported to CalPERS, includes base pay plus the hourly equivalent of any FLSA compensation if applicable for the holidays listed above, and is reported to CalPERS as compensation. Floating holiday pay, including cash out of unused floating holidays, is not CalPERS reported compensation.

Temporary and casual employees are ineligible for holiday benefits. All employees are ineligible for holiday benefits that accrue while on unpaid leave of absence. If an employee is on leave when a holiday occurs, the holiday will accrue on a prorata basis only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual.

When a holiday falls on a Saturday, it will be observed on the preceding Friday. When a holiday falls on a Sunday, it will be observed on the following Monday. The day a holiday is observed is termed the "observed holiday;" the actual day on which the holiday occurs is termed the "actual holiday" (e.g., Independence Day (July 4th), Christmas Day (December 25th), and New Year's Day (January 1st).

For the purpose of this section, the holiday is the 24-hour period beginning at 12:01 a.m. on the observed or actual holiday. Employees who work on both the observed and actual holiday shall only be entitled to holiday overtime pay for hours worked on the actual holiday.

3.1.2 Non-shift Employees

Non-exempt full-time employees who are assigned based on required staffing to work on an observed or actual holiday shall be paid at the overtime rate of pay for all hours worked on the

observed or actual holiday, plus eight hours straight-time pay for the holiday and the holiday hours worked paid at the overtime rate will be additional compensation reported to CalPERS as holiday pay; The overtime rate of pay will include the regular rate of pay as calculated pursuant to FLSA requirements if applicable. Non-exempt part-time employees shall be paid at the overtime rate of pay for all hours worked on an observed or actual holiday and the additional compensation will be reported to CalPERS as holiday pay, plus straight-time pay for eight hours reduced to a prorated amount, based on the number of hours within a normally scheduled workweek in comparison to a full time 40 hour workweek for the holiday benefit. Exempt employees who work on an observed or actual holiday shall be provided additional straight time pay in lieu of time off for all hours worked.

3.1.3 Shift Employees

Non-exempt full-time shift employees shall receive eight hours of straight-time pay for each observed holiday, payable as part of the workweek in which the observed holiday occurs. Treatment of these eight hours of holiday pay for the purpose of calculating for overtime is discussed under Section 1.12 of this Manual.

Non-exempt full-time shift employees who are assigned based on required staffing to work on an observed or actual holiday shall be paid at the overtime rate of pay for all hours worked on the observed or actual holiday and the holiday hours worked paid at the overtime rate will be additional compensation reported to CalPERS as holiday pay; The overtime rate of pay will include the regular rate of pay as calculated pursuant to FLSA requirements if applicable. However, non-exempt full-time shift employees who work on both the observed and actual holiday shall only be entitled to holiday overtime pay for hours worked on the chronologically first day of the observed or actual holiday.

Non-exempt part-time shift employees shall receive straight-time pay for that portion of their normally scheduled work day which falls on an observed or actual holiday plus the overtime rate of pay for all hours worked on an observed or actual holiday. Non-exempt part-time shift employees who are assigned based on required staffing to work on both the observed and actual holiday shall only be entitled to holiday overtime pay for hours worked on the chronologically first day of the observed or actual holiday and the additional compensation will be reported to CalPERS.

Exempt shift employees who are assigned based on required staffing to work on an observed or actual holiday shall be provided additional straight time pay in lieu of time off for all hours worked and the additional compensation will be reported to CalPERS. However, exempt shift employees who work on both the observed and actual holiday shall only be entitled to straight time pay in lieu of time off for hours worked on the chronologically first day of the observed or actual holiday.

3.2 PERSONAL LEAVE DAYS

Exempt employees shall receive five days personal leave per fiscal year (July 1st to June 30th) to be taken at the discretion of the Executive Director during the year in which they are received. At the close of each fiscal year, any unused personal leave days will be transferred to the employee's vacation account at the rate of eight hours for each personal leave day.

3.3 VACATION

All regular and probationary full-time employees are entitled to paid vacation time off after six months continuous employment. Upon completion of six months of continuous service with the CCWA, employees shall receive five days of vacation time and shall thereafter accrue vacation on a biweekly basis according to the following annual accrual schedule:

Completed Years of Service	
6 months - 1 year service	3.08 hours vacation biweekly (10 days per year)
1 –years	3.38 hours vacation biweekly (11 days per year)
2 years	3.69 hours vacation biweekly (12 days per year)
3 years	4.00 hours vacation biweekly (13 days per year)
4 years	4.62 hours vacation biweekly (15 days per year)
5 years	4.92 hours vacation biweekly (16 days per year)
6 years	5.23 hours vacation biweekly (17 days per year)
7 years	5.54 hours vacation biweekly (18 days per year)
8 years	5.85 hours vacation biweekly (19 days per year)
9 years	6.15 hours vacation biweekly (20 days per year)
20+ years	7.69 hours vacation biweekly (25 days per year)

Regular and probationary part-time employees will accrue vacation biweekly based on a pro-rata basis. Temporary and casual employees do not accrue vacation benefits.

Vacation time earned may be taken for a normally scheduled work period after it is accrued subject to the advance approval of the Executive Director. Insofar as possible, vacations will be scheduled on a voluntary basis with consideration given to seniority, the choice of the employee, and the convenience of CCWA. For exempt employees only, absences of less than one day for reasons covered under this subsection shall not be charged against the employee's accrued vacation time balance.

The maximum amount of unused vacation benefits that an employee may accrue is the annual vacation benefit available to the employee for the current year, times two. After an employee has accrued the maximum amount, no further vacation benefits will accrue until the employee uses some portion of the maximum amount or becomes eligible for additional vacation benefits because of his/her years of service. When an employee uses vacation benefits so that his/her accrued but unused vacation benefits fall below the maximum, or when an employee is entitled to additional vacation benefits, the employee will resume earning vacation benefits from that date forward until the employee again has accrued the maximum amount.

Should an employee be absent due to illness at the time of his/her scheduled vacation, the employee will be permitted to change his/her vacation to a subsequent date which will not conflict with another employee's vacation. If an employee becomes sick after his/her vacation time becomes effective, the employee may, upon notifying his/her supervisor, take the balance of vacation at a subsequent date so long as it does not conflict with another employee's vacation period.

3.3.1 Vacation Cash-Out

An employee may elect to cash out up to 50% of his/her accrued vacation time once per fiscal year at the employee's then-current base rate of pay. An employee who elects the vacation cash-out option may not cash out any further vacation time under this section in subsequent

fiscal years until the employee has taken vacation time off at least equal to the amount of vacation time cashed out. Additionally, the vacation cash-out election will not be permitted unless the employee has taken at least ten vacation days within the previous twelve consecutive months. The vacation cash-out option under this section may not be carried over, in whole or in part, from year to year.

On separation from employment the employee shall be paid for all accrued but unused vacation at the employee's base rate at the time of separation. Vacation cash out at separation is not reported to CalPERS.

3.3.2 Donation of Accrued Vacation Time

A regular full-time employee who has at least one year of continuous service with CCWA and is off work on approved leave under Section 3.5, 3.6, or 3.7 (the "Recipient Employee") may be eligible to receive vacation donations to that employee's sick leave accrual balance only if all of the conditions in this subsection are met (the "Donated Leave Program").

A regular full-time employee who has at least one year of continuous service with CCWA is eligible to donate accrued vacation time under the Donated Leave Program if, at the time of donation, the employee has an accrued vacation and compensatory time balance of at least 80 hours (the "Donating Employee") and will maintain a minimum of 40 hours in your current vacation leave balance after donation. A Donating Employee who wishes to donate vacation time under this Donated Leave Program must submit a signed statement indicating the number of earned vacation leave hours the employee wishes to donate to the bank to the Human Resources Department with the supervisor's authorization, acknowledging that the donation of vacation time is being made under, and subject to the terms and conditions, of the Donated Leave Program. No fewer than 8 hours or more than 40 hours of vacation may be donated at any one time. The donation of vacation time under this Donated Leave Program is subject to the approval of CCWA. Donated vacation time under the Donated Leave Program that is approved by CCWA shall not be returned to the Donating Employee for any reason.

Vacation time donated under the Donated Leave Program will be converted to sick leave hours for the Recipient Employees based on the following procedure. The donated vacation time will be converted to a dollar amount based upon the Donating Employee's regular hourly rate of pay at the time of the donation. The resulting dollar amount will be converted to sick leave hours based on the Recipient Employee's regular hourly rate of pay at the time of the donation, and credited to the Recipient Employee's sick leave bank ("Donated Sick Leave Time").

Employees may not solicit sick leave donations. Donations under this program are voluntary and no employee will be subject to intimidation or disparate treatment for participating in or declining to participate in the leave donation program. Employees may not make "designated/directed" donations; all donations become part of the bank, to be distributed per the procedures outlined below.

Before a Recipient Employee can receive donated vacation time under the Donated Leave Program, the Recipient Employee must either first have exhausted all of his or her accrued paid leave time balances as of the time of the donation (including vacation, sick leave and compensatory time), or if CCWA determines, in CCWA's discretion, that the Recipient

Employee will have exhausted his or her paid leave balance prior to the expiration of the qualifying leave under Section 3.5, 3.6 or 3.7.

Based on the request, donated time off will be provided to the applicant on a week to week basis to a maximum of 2 weeks or as such time as the applicant's physician allows return to work.

In the case that an employee is incapacitated and unable to personally make an application to the bank, the employee's supervisor (or co-worker, through the supervisor) may make such an application on his/her behalf.

In the event that multiple requests for donations are received, the Executive Director will consider them in the order they are received. Grants may be limited due to the number of applicants to the bank and the amount available in the bank. Additionally, the Executive Director reserves the right to decline applications if, in their judgment, an individual is abusing the policy and thus depriving others of the benefit. Misrepresenting or falsifying the need to receive donated leave under this program is grounds for discipline, including termination.

CCWA will inform the Recipient Employee that time is available through the Donated Leave Program, and the Recipient Employee will have 5 days to inform CCWA if he or she does not want to accept the donated time. If the Recipient Employee does not timely reject the request to donate leave time, and if the request is then approved by CCWA, the Deputy Director or his or her designee stating will inform the Recipient Employee of the amount of Donated Sick Leave Time that will be credited to the Recipient Employee's sick leave bank, and work with the Recipient Employee to determine the timing and use of the Donated Sick Leave Time after taking into account the Recipient Employee's own accrued paid leave balance, if any.

If the Recipient Employee is receiving State Disability Insurance ("SDI"), Paid Family Leave benefits ("PFL"), or worker's compensation benefits, donated vacation time may be used to supplement the SDI, PFL, or worker's compensation payments such that the Recipient Employee receives the full amount of his or her regular compensation.

Any donated sick time that is in excess of the time used by the recipient for the approved crisis event will be returned to the bank. There is no "cash" value to the recipient of the donated sick time.

Please note that donated sick leave may be considered taxable income to the recipient employee per IRS rulings.

CCWA reserves the right to revise or revoke this policy at any time.

Donated vacation time and the use of Donated Sick Leave Time will run concurrently with, and will not extend the total duration of, the leave of absence to which a Recipient Employee is entitled under Sections 3.5, 3.6 and 3.7, and cannot extend an Extended Medical Leave of Absence beyond the limitations set forth in Section 3.5.10. Recipient Employees will not accrue holidays, vacation benefits or sick leave time while off work on Donated Sick Leave Time. Unless otherwise required by the policies governing the Recipient Employee's leave of absence, the terms of the plan, and any applicable laws, a Recipient Employee is not entitled to any continued employer contributions toward any employee benefit plan while off work on Donated Sick Leave Time, but may elect to continue participating in enrolled

employee benefit plans, at the Recipient Employee's own expense, to the extent permitted by such plans.

3.4 SICK LEAVE

3.4.1 General

Regular and probationary full-time employees shall accrue 3.69 hours of sick leave per biweekly pay period (12 days per year). Regular and probationary part-time employees will accrue sick leave biweekly on a pro rata basis, but in no event will accrue less than one hour of sick leave for every 30 hours worked.

Temporary and casual employees do not accrue sick leave benefits unless, effective July 1, 2015, they work for CCWA at least 30 hours within a one year period. A temporary or casual employee who qualifies for the accrual of sick leave will accrue sick leave at the rate of 1 hour of sick leave for every 30 hours worked based on all time worked for CCWA and can begin to use accrued sick leave as of their 90 days of employment with CCWA. Temporary and casual employees are limited to the use of 40 hours of sick leave per year, and can only accrue and carry over 80 hours of sick leave.

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 of any crime, may use sick leave to appear in court as a witness to comply with a subpoena or other court order, or if an employee is serving on an inquest jury or jury trial as described in California Government Code sections 12945.8(a)(2) and 12945.8(a)(1).~~, 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 form 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.

Employees may not receive pay in lieu of sick leave and will not receive pay for unused sick leave on termination of employment. Unused sick leave at the time of employment termination will be converted to additional service credit for Public Employees' Retirement

System (PERS) benefit calculation purposes consistent with the provisions of the PERS contract in place at that time.

An employee who is unable to work due to illness, emergency, or disability is required to notify his/her supervisor, or someone designated to receive such notice, before the start of the employee's work day if the need for the absence is foreseeable. If the need for the absence is not foreseeable, the notice must be provided as soon as practicable. The notice can be oral or in writing and must be provided on a daily basis during the period of the absence.

Accrued sick leave must be taken by eligible non-exempt employees in at least two-hour increments. Exempt employees shall not be charged against their accrued sick leave balance for absences of less than one day. Sick leave will not accrue during any unpaid leaves of absence or while on disability leave.

3.4.2 Verification of Health Care Provider

CCWA may require a satisfactory statement of a qualified health care provider whenever an employee misses work due to an illness, injury, or disability, including to confirm that paid sick leave was used for a purpose consistent with section 3.4. The employee may be asked to provide a statement which verifies that an illness, injury, or disability existed, its beginning and ending dates, and/or the employee's ability to return to work without presenting an immediate and significant risk to his own health or safety or the health or safety of others. The employee may also be asked to provide a statement which verifies the need for continued leave which shall include the probable duration of the need to remain off work due to illness, injury, or disability and a statement that due to the illness, injury or disability the employee is unable to perform the functions of his or her position. When requested, such verifications and release may be a condition to receiving sick leave benefits and returning to work. Although a health care provider's statement normally will not be requested for absences of less than three (3) working days, CCWA may request such a statement in situations where is determines that it is warranted. This provision does not apply to leaves under Section 3.5, 3.6 and 3.7.

3.5 FAMILY CARE AND MEDICAL LEAVE (FMLA/CFRA)

3.5.1 Eligibility

CCWA provides unpaid leaves of absence for family care and medical leave, and bonding with a new child in accordance with the federal Family and Medical Leave Act (the FMLA) and the California Family Rights Act (the CFRA). To be eligible for FMLA and/or CFRA Leave, an employee must (1) have worked for CCWA for at least twelve months prior to the date on which the leave is to commence, and (2) have worked at least 1,250 hours in the twelve months preceding the leave.

3.5.2 FMLA and CFRA Leave

3.5.2.1 Permissible Uses

"Family care leave" may be requested under the FMLA and CFRA for (1) To care for or bond with your newborn child; (2) Placement of an adopted or foster care child with you; (3) To care for your child, grandchild, parent, parent in law, grandparent, sibling, spouse or registered domestic partner, or for CFRA only, a

designated person (only one person may be designated per 12-month period) who has a serious health condition; or (4) To deal with a "Qualifying Exigency" arising out of the fact that your spouse, son, daughter, parent, or for CFRA only, your domestic partner is on active duty, or has been notified of an impending call to active duty status, in support of a "Contingency Operation." Qualifying Exigencies include, but are not limited to, such needs relating to the call to active duty as (a) issues arising from a short notice deployment with seven or less days of notice, (b) having to attend to childcare and school concerns, (c) attending military events, and (d) appointments to deal with financial or legal affairs, (e) counseling, (f) parental care activities, (g) rest and recuperation, (h) post-deployment activities. To additional qualifying exigencies, please contact the Human Resources Department. Additionally, FMLA and CFRA leave can be requested for a serious health condition that prevents you from performing one or more of the essential functions of your position.

"Military caregiver leave" may be requested under the FMLA only to care for a "covered service member" if the employee is a spouse, child, parent, or next of kin of the "covered service member." A "covered service member" is:

- a member of the Armed Forces, including the National Guard and Reserves, who, because of a serious injury or illness incurred in the line of duty while on active duty may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating, is: (1) undergoing medical treatment, recuperation, or therapy; (2) in outpatient status; or (3) on the temporary disability retired list; or
- a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

3.5.2.2 Amount of CFRA/FMLA Leave Available

Provided all the conditions of this policy are met, an employee may take a maximum of twelve weeks total of family care leave, medical leave, and qualifying exigency leave under the FMLA/CFRA in a rolling 12-month period. This rolling 12-month period is measured backward from the date your leave is to commence to determine the amount of leave you have available. This 12-week period commences on the first day on which the first family care leave, medical leave, or qualifying exigency leave is taken under the FMLA. Spouses who are both employed by CCWA may each take a total of twelve weeks of family care leave under the CFRA in a 12-month period for the birth, adoption, or foster care of their child.

Provided all of the conditions of this policy are met, an employee may take up to 26 weeks total of a combination of all leaves under the FMLA during a 12-month period (up to 12 weeks of which may be for FMLA leave other than military caregiver leave). The 12-month period used to measure this entitlement will commence upon the first use of military caregiver leave under the FMLA for a covered service member's particular injury.

Generally, FMLA and CFRA leaves run concurrently, and the combined total leave you may take in a rolling 12-month period is 12 weeks. However, there are some exceptions. For example, FMLA medical leave an employee takes for disabilities associated with pregnancy or childbirth will not count towards the employee's 12 weeks of available CFRA leave and the employee will have up to 12 weeks of CFRA leave to bond with their new baby, after their disability has ended. This leave must be used within 1 year of the child's birth. If the employee adopts or fosters a child, they can take this bonding leave within a year of the child's adoption or placement. Please check with the Human Resources for further clarification on when FMLA and CFRA leaves do not run concurrently.

3.5.3 Intermittent Leave

FMLA/CFRA Leave taken for the birth, adoption, or foster care placement of a child must be commenced within the first year of the birth, adoption, or placement. Further, leave taken for the birth, adoption, or foster care placement of a child may not be taken intermittently or on a reduced schedule without CCWA's permission, except that if the leave is taken pursuant to the FMLA/CFRA the employee may take leave in minimum durations of two weeks, and CCWA shall also grant at least two requests for leave of less than two week' duration by the employee. Qualifying exigency leave under the FMLA/CFRA may be taken on an intermittent or reduced schedule as required by the qualifying exigency. FMLA/CFRA Leave for any other reason may be taken intermittently or on a reduced schedule where medically necessary. If leave is authorized to be taken intermittently or on a reduced schedule, CCWA retains the discretion to transfer the employee temporarily to an alternative position with equivalent pay and benefits which better accommodates the employee's leave schedule.

3.5.4 Substitution of Paid Leave

Employees are required to substitute accrued vacation time and other paid personal leave (except sick leave) for all FMLA/CFRA Leaves. Employees are required to substitute accrued sick leave only for FMLA/CFRA Leaves taken for an employee's own serious health condition. Employees may elect to substitute sick leave for other types of FMLA Leave. If the employee is receiving payments from State Disability Insurance (SDI) or Paid Family Leave (PFL) while on FMLA/CFRA leave, the accrued paid leave time will only be used in an amount which supplements the SDI payment such that the employee receives the full amount of his or her regular compensation as an active employee.

The substitution of paid leave for FMLA/CFRA Leave does not extend the total duration of FMLA/CFRA Leave to which an employee is entitled. For example, if an employee has accrued four weeks of unused paid vacation time at the time of a request for FMLA/CFRA Leave, that paid vacation time will be substituted for the first four weeks of FMLA/CFRA Leave, leaving up to eight additional weeks of unpaid FMLA/CFRA Leave.

3.5.5 Leave's Effect on Pay

Except to the extent that other paid leave is substituted for FMLA/CFRA Leave, FMLA/CFRA Leave is unpaid.

3.5.6 Leave's Effect on Benefits

During an employee's FMLA/CFRA Leave, CCWA shall continue to pay for the employee's participation in CCWA's group health plans to the same extent and under the same terms and conditions as would apply had the employee not taken leave. Employees are required to continue to make any payments they normally make towards healthcare coverage premiums while on leave. In the event an employee on leave fails to make timely payment for their portion of healthcare coverage premiums, the Authority will notify the employee of such failure and, if payment is not made, terminate the coverage.

If the employee fails to return from the leave at its expiration for a reason other than the recurrence, onset or continuation of a serious health condition or other circumstances beyond the employee's control, CCWA is entitled to recover any health premiums paid by CCWA on the employee's behalf during any unpaid period of the leave.

Employees on FMLA/CFRA Leave accrue employment benefits, such as holidays, sick leave, vacation benefits, or seniority, only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual. If the employee is using accrued paid leave to supplement SDI payments as discussed in Section 3.5.5 above, he or she will accrue employment benefits on a pro rata basis.

3.5.7 Procedure for Requesting Family Care and Medical Leave

3.5.7.1 Notice Requirements

Employees should notify the Deputy Director of their request for FMLA/CFRA Leave as soon as they are aware of the need for such leave. For foreseeable events if possible, the employee shall provide thirty calendar days advance written notice to the Deputy Director of the need for FMLA/CFRA Leave. For events that are unforeseeable thirty days in advance, but are not emergencies, the employee must notify the Deputy Director, in writing, as soon as he or she learns of the need for the leave, ordinarily no later than two to three working days after the employee learns of the need for the leave. If the FMLA/CFRA leave is requested in connection with a planned, non-emergency medical treatment, the employee may be requested to reschedule the treatment so as to minimize disruption of CCWA's business.

If an employee fails to provide the requisite 30-day advance notice for foreseeable events without any reasonable excuse for the delay, CCWA reserves the right to deny the taking of the leave.

All requests for FMLA/CFRA Leave should include anticipated date(s) and duration of the leave. Any requests for extensions of such a leave must be received at least ten working days before the date on which the employee was originally scheduled to return to work and must include the revised anticipated date(s) and duration of the leave.

3.5.7.2 Certification

Any request for FMLA/CFRA Leave must be supported by proper certification of the need for leave. Employees must provide the required certification within fifteen calendar days after CCWA's request for certification. Failure to provide the required certification

may result in the denial of foreseeable leaves until such certification is provided. In the case of unforeseeable leaves, failure to provide the required certification within fifteen days of being requested to do so may result in a denial of the employee's continued leave. Any request for an extension of the leave also must be supported by an updated certification.

Certification of FMLA/CFRA Leave to care for a child, spouse, domestic partner as defined in California Family Code Section 297, parent-in-law or parent with a serious health condition shall include (1) the date on which the serious health condition commenced; (2) the probable duration of the condition; (3) the health care provider's estimate of the amount of time needed for family care; and (4) the health care provider's assurance that the health care condition requires family care leave.

Certification of FMLA/CFRA Leave for the employee's own serious health condition shall include (1) the date on which the serious health condition commenced; (2) the probable duration of the condition; (3) a statement that, due to the serious health condition, the employee is unable to perform the functions of his or her position. In addition, CCWA may require the employee to obtain a second opinion from a doctor of CCWA's choosing at CCWA's expense. If the employee's health care provider and the doctor providing the second opinion do not agree, CCWA may require a third opinion, also at CCWA's expense, performed by a mutually agreeable doctor who will make a final determination. Before permitting the employee to return to work, CCWA may also require the employee to provide a written verification from the employee's health care provider that indicates that he or she is fit to return to work. When determining whether an employee who is disabled within the meaning of the federal disability law is able to return to work, the health care provider should make an individualized assessment of whether the employee can, with or without reasonable accommodation, perform the essential functions of the employee's position.

Certification of a military caregiver leave under the FMLA shall be either (1) an appropriate medical certification from an authorized health care provider or (2) a copy of an Invitation Travel Order or Authorization issued by the Department of Defense.

The nature and format of the certification of a qualifying exigency leave under the FMLA/CFRA will vary depending on the nature of the qualifying exigency, and will typically include a copy of the active duty orders for the employee's spouse, son, daughter, or parent.

3.5.8 Leave's Effect on Reinstatement

An employee returning from FMLA/CFRA Leave is entitled to reinstatement to the same or comparable position consistent with applicable law, provided that the total period of the FMLA/CFRA Leave does not exceed the employee's maximum leave entitlements as described above. CCWA retains the right to deny reinstatement to employees taking FMLA leave who are among the highest paid ten percent (10%) of CCWA's employees or whose reinstatement would cause substantial and grievous economic injury to the CCWA's operations ("key employees").

Employees who take Family Care and Medical Leave for their own serious health condition must provide medical certifications prior to their return to work verifying that they are able to return to work with or without accommodation.

3.5.9 Extended Medical Leave of Absence

An employee who is unable to return to work from FMLA/CFRA Leave because of the continuation of the employee's own serious health condition, or because of the continuation of the serious health condition of the employee's child, spouse, domestic partner as defined in California Family Code Section 297, parent-in-law or parent, that brought about the FMLA/CFRA Leave, and an employee who is unable to return to work from pregnancy-related disability leave under Section 3.6, may take an Extended Medical Leave of Absence after his or her FMLA/CFRA Leave is exhausted as provided for in this Section, or after the employee's pregnancy-related disability leave is exhausted as provided for in Section 3.6. Employees unable to return to work from FMLA/CFRA Leave or pregnancy-disability leave for any other reason are not entitled to take an Extended Medical Leave of Absence under this policy. An Extended Medical Leave of Absence may run concurrently with other leaves of absence, such as a leave of absence under Section 3.7. An employee may not be granted another Extended Medical Leave of Absence within twenty-four months of the conclusion of a previous Extended Medical Leave of Absence.

CCWA reserves the right to request supporting medical and/or other appropriate documentation of the employee's need for Extended Medical Leave of Absence, and the date the employee is anticipated to be able to return to work and perform the essential functions of his or her job, with or without reasonable accommodation.

Time spent on an Extended Medical Leave of Absence is unpaid, except to the extent that other paid leave is substituted for Extended Medical Leave of Absence. Employees are required to substitute accrued vacation time and other paid personal leave (including sick leave) for time spent on an Extended Medical Leave of Absence. If the employee is receiving payments from State Disability Insurance ("SDI"), Paid Family Leave benefits ("PFL"), or worker's compensation benefits, the accrued paid leave time will only be used in an amount which supplements the SDI, PFL or worker's compensation payment such that the employee receives the full amount of his or her regular compensation as an active employee.

Provided that the other requirements of this policy are met, the maximum amount of time that an employee may remain on Extended Medical Leave of Absence is the longer of the following two time periods: (1) ninety days from the start of the Extended Medical Leave of Absence (the duration of the ninety day period is not extended if the employee takes Extended Medical Leave on an intermittent basis); or (2) the time period required to exhaust the employee's total accrued vacation time and other paid personal leave time (including compensatory time, sick leave and Donated Sick Leave Time) during the Extended Medical Leave of Absence.

CCWA reserves the right to deny an employee's request for an Extended Medical Leave of Absence, to limit the maximum amount of time that an employee may remain on an Extended Medical Leave of Absence to less than ninety days, or to limit how long an Extended Medical Leave of Absence may continue beyond ninety days regardless of an employee's accrued vacation or other paid personal leave time balances, when granting the Extended Medical Leave of Absence or the continuation of the Extended Medical Leave of Absence would be contrary to the operational or business needs of CCWA, as determined in the discretion of CCWA.

Employees on an Extended Medical Leave of Absence accrue employment benefits, such as holidays, sick leave and vacation benefits, only when paid leave, except Donated Sick Leave

Time, is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual. If the employee is using accrued paid leave to supplement SDI payments as discussed above, he or she will accrue employment benefits on a pro rata basis.

During an Extended Medical Leave of Absence, up to a maximum of ninety days, CCWA shall continue to pay for the employee's participation in CCWA's group health plans for medical, dental and vision insurance to the same extent and under the same terms and conditions as would apply had the employee not taken leave. During an employee's Extended Medical Leave of Absence, Employees are required to continue to make any payments they normally make towards healthcare coverage. However, employees are not eligible for coverage for long term disability insurance or for life insurance during the period the employee is on an Extended Medical Leave of Absence, and coverage under long term disability insurance and life insurance will not continue during the Extended Medical Leave of Absence. In the event an employee on an Extended Medical Leave of Absence fails to make timely payment for their portion of healthcare coverage premiums, CCWA will notify the employee of such failure and, if payment is not made, terminate the coverage. If the Extended Medical Leave of Absence exceeds ninety days, CCWA will stop making any further employer contributions toward any employee benefit plan while off work on Extended Leave of Absence unless the employee is utilizing accrued vacation, sick or compensatory time, but excluding Donated Sick Leave Time. Upon CCWA ceasing to making employer contributions as discussed above, the employee may elect to continue participating in enrolled employee benefit plans (medical, dental and vision insurance only), at the employee's own expense, to the extent permitted by such plans.

An employee returning from Extended Medical Leave of Absence is entitled to reinstatement to the same or comparable position. Employees who take Extended Medical Leave of Absence must provide medical certifications verifying that they are able to return to work in the same manner as employees who return to work from other types of medical leave.

An employee who is unable to return to work upon the conclusion of an Extended Medical Leave of Absence may be terminated from employment with CCWA unless otherwise required by law. CCWA reserves the right to request supporting medical and/or other appropriate documentation of the employee's need to remain off work after the conclusion of his or her Extended Medical Leave of Absence, and the date the employee is anticipated to be able to return to work and perform the essential functions of his or her job, with or without reasonable accommodation. Sick leave time accruing to the employee's sick leave balance as a result of donations under the Donated Leave Program (Section 3.3.2) cannot be used to extend the time an employee may remain off work after the conclusion of an Extended Medical Leave of Absence.

3.6 PREGNANCY-RELATED DISABILITY

CCWA provides unpaid leaves of absence for pregnancy leave for up to four months in accordance with the California Fair Employment and Housing Act. Any employee who is disabled on account of pregnancy, childbirth, or a related condition may take a pregnancy-related disability leave of up to four months, in addition to FMLA/CFRA Leave to which the employee may be entitled under Section 3.5 above. Pregnancy-related disability leave may be taken intermittently or on a reduced schedule basis when deemed to be medically advisable by the employee's healthcare provider.

If medically advisable due to an employee's pregnancy or a related medical condition, the employee is also eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties. Additionally, except as otherwise specifically provided in this section, generally, CCWA will treat pregnancy-related disability the same as CCWA treats other disabilities of similarly situated employees. However, even if the employee is unable to perform an essential function of their job for a temporary period due to pregnancy, childbirth or related medical condition, reasonable accommodation will be provided so long as the employee can perform the essential function in the near future and doing so would not cause undue hardship

Pregnancy-related disability leave is unpaid and will run concurrently with leave under the FMLA described in Section 3.5. An employee taking pregnancy-related disability leave may substitute accrued sick leave, vacation or compensatory time for all or a portion of the pregnancy related disability leave. If the employee is receiving payments from State Disability Insurance (SDI) while on pregnancy-related disability leave, the accrued paid leave time will only be used in an amount which supplements the SDI payment such that the employee receives the full amount of their regular compensation as an active employee. If the employee is using accrued paid leave to supplement SDI payments, the employee will accrue employment benefits, including holidays, on a pro rata basis. The concurrent running of leave under the Family and Medical Leave Act and the substitution of paid leave for pregnancy-related disability leave does not extend the total duration of the leave to which an employee is entitled.

During an employee's pregnancy-related disability leave, CCWA shall continue to pay for the employee's participation in CCWA's group health plans to the same extent and under the same terms and conditions as would apply had the employee not taken leave. Employees are required to continue to make any payments they normally make towards healthcare coverage premiums while on leave. In the event an employee on leave fails to make timely payment for their portion of healthcare coverage premiums, the Authority will notify the employee of such failure and, if payment is not made, terminate the coverage.

CCWA is entitled to recover any health premiums paid by CCWA on the employee's behalf during any unpaid period of the pregnancy-related disability leave if the employee fails to return from the leave for a reason other than one of the following: (1) the employee takes FMLA/CFRA Leave; (2) the continuation, recurrence or onset of a serious health condition or serious injury or illness that would entitle the employee to take FMLA/CFRA Leave; or (3) other circumstances beyond an employee's control as provided by law.

Employees on pregnancy-related disability leave accrue employment benefits, such as holidays, sick leave, vacation benefits, or seniority, only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual. If the employee is using accrued paid leave to supplement SDI payments as discussed in Section 3.5.5 above, he or she will accrue employment benefits on a pro rata basis.

The provisions of the CCWA's Family Care and Medical Leave policy regarding the leave's effect on pay (Section 3.5.5), notice requirements (Section 3.5.7.1), medical certification requirements (Section 3.5.7.2), and reinstatement (Section 3.5.8) also apply to all pregnancy-related disability leaves. However, for pregnancy-related disabilities, there is no process for obtaining more than one medical opinion, and there is no reinstatement exception for key employees. For the purpose of applying those provisions, an employee's pregnancy-related disability is considered to be a serious health condition.

3.7 OTHER DISABILITY LEAVES

In addition to medical or pregnancy-related disability leaves described in Sections 3.5 and 3.6, employees may take a temporary disability leave of absence if necessary to reasonably accommodate a workplace injury or legally-qualified disability. Any disability leave under this section may run concurrently with any medical leave to which the employee is entitled under Section 3.5 of this policy.

For the first 90 days, the employee may be covered by State Disability Insurance (SDI). During the period of time the employee is receiving SDI payments, the employee may use accrued sick leave, vacation, or compensatory time to supplement the SDI payment such that the employee receives the full amount of his or her regular compensation as an active employee. If the employee is using accrued paid leave to supplement SDI payments, he or she will accrue employment benefits including holidays, on a pro rata basis. After 90 days, the employee may be covered by long term disability policy. For a precise description of long-term disability benefits, employees should obtain a copy of the policy from CCWA's long-term disability insurance carrier or from the Deputy Director.

Employees taking disability leave under this Section 3.7 must comply with the FMLA/CFRA Leave provisions regarding substitution of paid leaves (Section 3.5.5), notice (Section 3.5.8.1), and medical certification (Section 3.5.8.2). For the purpose of applying these provisions, a disability will be considered to be a serious health condition. During a disability leave under this section, employees accrue employment benefits, such as holidays, sick leave, vacation benefits, or seniority only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual.

After the expiration of any leave granted the employee under Section 3.5 or Section 3.6, whichever is later, an employee off-work due to a workplace injury or legally-qualified disability under this Section 3.7 will be entitled to participate in CCWA's group health plans for medical, dental and vision insurance as follows. If the employee is granted an Extended Medical Leave of Absence, the employee will participate in CCWA's group health plans for medical, dental and vision insurance to extent provided for in Section 3.5.10. If the employee is not granted an Extended Medical Leave of Absence, the employee will participate in CCWA's group health plans for medical, dental and vision insurance to the same extent and under the same terms and conditions as would apply to an employee on an Extended Medical Leave of Absence as provided for in Section 3.5.10.

While an employee is on a disability leave or absence under this section, CCWA will hold the employee's position open or fill the position temporarily unless doing so would create an undue hardship for CCWA.

3.8 OTHER LEGALLY REQUIRED LEAVES OF ABSENCE

In addition to the leaves of absences discussed in this Section 3, CCWA will provide employees a leave of absence when otherwise required by law, including appearance by a parent at school when requested as provided for in the Education Code, performance of emergency duty by a volunteer firefighter, reserve peace officer or emergency rescue personnel~~, and time off relating to victims of domestic violence, sexual assault or certain crimes, and~~ alcohol and drug rehabilitation leave, and time off for victims of violent felonies, domestic violence, sexual assault, stalking, a crime that caused physical injury or that caused mental injury and a threat of physical injury, or whose immediate family

member is a victim of violence as defined by California Government Code section 12945.8. The nature of these rights are discussed in the notice from the California Civil Rights Division entitled Survivors of Violence and Family Members of Victims Right to Leave and Accommodations, a copy of which was provided to you upon hire and can be requested at any time from the Human Resources Department. Whenever possible, employees shall provide reasonable advance notice of the need for a legally required leave of absence. This leave will be unpaid for nonexempt employees. For exempt employees, this leave will be unpaid only as allowed by law. Employees may use accrued vacation time and, where appropriate, accrued sick leave while on leave.

Commented [3]: The notice can be found at the following link: https://calcivilrights.ca.gov/wp-content/uploads/sites/32/2025/07/Survivors-Right-to-Time-Off_English-B.pdf

Commented [4]: Employers must provide this information to workers when hired, annually, upon request, and to any worker who informs the employer that they are a victim of violence or the family member of a victim of violence.

3.9 WORKERS' COMPENSATION

All employees are covered by workers' compensation insurance, as required by law. Any on-the-job injuries, illnesses, or conditions that could cause physical, mental, or emotional injury must be immediately reported to the employee's supervisor. A leave of absence for a work-related disability will be coordinated with workers' compensation and any other benefits provided to the employee in an effort to minimize the impact of the leave of absence for both the employee and CCWA. Workers' compensation benefit payments begin from the first day of an employee's hospitalization or after the third day following the injury if an employee is not hospitalized. For the first three (3) days that an employee is absent due to a work–related disability, the employee is entitled to use up to twenty-four (24) hours of paid injury leave time, not chargeable to sick leave, vacation or compensatory time, as necessary, so that the sum of any workers' compensation payments for that time, if any, and the paid injury leave time will equal straight time pay for the scheduled working hours of that employee. Beginning the fourth day of the employee's absence, the employee may use any portion of their accrued sick leave, vacation, or compensatory time, as necessary, so that the sum of workers' compensation payments and accrued paid leave will equal straight time pay for the scheduled working hours. If the employee is using accrued paid leave to supplement workers' compensation payments, he or she will accrue employment benefits including holidays on a pro rata basis.

3.10 MODIFIED DUTY POLICY

While CCWA does not maintain ongoing modified duty positions, when the work requirements of CCWA permit, employees may be given modified duty assignment while on restricted duty due to an industrial illness or injury. When modified duty work can be provided under the terms of this policy, employees on restricted duty due to an industrial illness or injury do not have the right to refuse such assignment without jeopardizing benefits and entitlements.

In addition, when the work requirements of CCWA permit, employees on restricted duty due to a non-work related illness or injury may be offered a modified duty assignment under this policy while on such restricted duty. Acceptance of and assignment to such a modified duty assignment under the terms of this policy must be by mutual consent of CCWA and the employee on restricted duty due to a non-work related illness or injury.

A modified duty assignment may be offered only when modified work is available and of benefit to CCWA. Modified duty work assignments are not considered part of the regular staffing pattern, and employees on a modified duty assignment are not eligible for stand-by assignments. CCWA does not maintain ongoing modified duty positions. Any modified

duty assignment will be temporary in nature, and may not exceed six months in duration or the date the employee receives a release to return to full-duty, whichever is earlier.

The Executive Director will determine an employee's initial and continuing eligibility for modified duty under this policy. The employee must have a medical clearance authorization slip from the attending physician specifying work restrictions and abilities prior to being considered for a modified work assignment. While on modified duty assignment, employees will be evaluated at thirty days, or when medically stationary, whichever occurs first.

Employees assigned a modified duty assignment under this policy are encouraged to schedule physical therapy and doctor's appointments around their work schedules. If this cannot be arranged, appointments should be scheduled at the beginning or end of the workday. For appointments requiring time away from work, employees must obtain written verification of time in and out of the treating facility to provide their supervisor. If the health status of an employee assigned to a modified duty assignment changes, it must be reported immediately to his or her supervisor and the Executive Director.

3.11 FAMILY BEREAVEMENT LEAVE

Regular and probationary employees will be granted paid bereavement leave due to deaths in their immediate family for a period of up to five days, which may be extended with the Executive Director's approval up to a limit of seven days where out-of-state travel to the services is involved. The term "immediate family" includes spouse, domestic partner as defined in Family Code Section 297, child, brother, sister, father, mother, step-parents, brother-in-law, sister-in-law, father-in-law, mother-in-law, grandchild, grandparent, aunt, uncle and cousin. Employees are also eligible for paid bereavement leave under this provision for the death of a household member or a person with whom the employee had a close relationship who does not qualify as part of the employee's immediate family. If circumstances demand that additional time off be taken, paid leave, to the extent available, or unpaid leave may be granted at the discretion of the Executive Director. Employee taking paid bereavement leave will be paid based on the number of hours the employee was scheduled to work on those days that are taken off under this section.

3.12 PERSONAL LEAVE OF ABSENCE

Regular employees may be granted up to thirty days personal leave of absence without pay for compelling personal reasons with the permission of the Executive Director.

3.13 TIME OFF TO VOTE

Employees who do not have sufficient time outside of their regular working hours to vote in a statewide election may request time off to vote. If possible, employees should make their request at least two days in advance of the election. Up to two hours of paid time off will be provided at the beginning or end of the employee's regular shift, whichever will allow the most free time for voting and require the least time off work.

3.14 ABSENCE FOR MILITARY DUTY

Employees will be granted a leave of absence without pay as required by law for the purpose of fulfilling any required military obligation. Employees are required to provide reasonable advance notice of any need for such leave.

A regular or probationary employee who is a member of a reserve military organization of the United States, or a member of the National Guard of California, and who attends a regular military training camp, will be given the necessary time off, with pay, for such training, and this will not be considered vacation time provided the employee has been employed by CCWA for a period of one year or more.

3.15 JURY DUTY/APPEARANCE AS WITNESS

An employee must inform his/her supervisor immediately upon receipt of a jury summons. Regular compensation will be paid to regular or probationary employees for the duration of time they are required to appear for jury duty. If an employee is called to appear as an expert witness and receives compensation for such appearance, the employee will turn in to CCWA any compensation received. An employee who is called to report for jury duty and is excused before noon must report for work for the remainder of the work day.

3.16 RETIREMENT

All probationary and regular employees will be enrolled in the Public Employees Retirement System (PERS). Consistent with the provisions of PEPRA, employee PERS contribution amounts are as follows:

Employees hired on or after January 1, 2013 who are also considered New Members under the California Public Employees' Pension Reform Act of 2013 ("PEPRA") are responsible for payment, through payroll deduction, of the employee's PERS contribution amount.

Employees hired on or after July 1, 2017 who are considered Classic Members under PEPRA are responsible for payment, though payroll deduction, of the employee's PERS contribution amount.

Employees hired prior to July 1, 2017 who are considered Classic Members under PEPRA are responsible for payment, through payroll deduction, of one-half of the amount CCWA's total normal employer cost rate (i.e., the employer contribution rate excluding the unfunded accrued liability as determined by PERS) increases each year on a cumulative basis to a maximum of 7%. The increase in CCWA's total normal cost rate generally is effective July 1 of each year, and any increase in the employee contribution amount will be effective the start of the first pay period after July 1. By way of example only, if on July 1 CCWA's total normal cost rate increases by 0.50%, effective the first pay period after that July 1 the affected employees will contribute 0.25% of "compensation earnable." Then if on July 1 of the following year CCWA's total normal cost rate increases by 0.25%, effective the first pay period after that July 1 the affected employees will contribute a total of 0.375% of "compensation earnable" (0.25% plus 0.125%).

The CCWA does not participate in full social security, but does participate in Medicare. Employees who would like further information about the nature of the benefits provided under the PERS should contact the Office Manager.

3.16.1 Retiree Health Insurance Benefits

CCWA employees who retire from CCWA under CalPERS within 120 days of their last day of employment with CCWA are eligible to continue in the CCWA retiree group health insurance program offered through Public Employees' Medical and Hospital Care Act (PEMHCA). CCWA's contribution towards retiree coverage upon retirement shall be the PEMHCA minimum contribution as determined by CalPERS from time to time.

An increased retiree medical contribution from CCWA may be available for employees who are at least 62 years of age and retire from CCWA, have completed at least 10 years of service with CCWA, and are eligible to receive medical services under a plan offered through PEMHCA in either San Luis Obispo County or Santa Barbara County, whichever is the area in which the employee resided at the time of his or her retirement. The increased medical contribution is for the employee only premium amount of the lowest cost plan available in the area in which the employee resided after deducting the CCWA PEMHCA minimum contribution discussed above, based on the following schedule:

Completed Years of Service with CCWA	Percentage of CCWA Contribution
10	50%
11	53%
12	56%
13	59%
14	62%
15	65%
16	68%
17	71%
18	74%
19	77%
20	80%

Note: An employee may retire before the age of 62, but will not be eligible for the enhanced retiree medical benefits until age 62.

Once an employee becomes eligible for Medicare benefits, CCWA's contribution to the employee's retiree medical premiums after deducting the CCWA PEMCHA minimum contribution will be the average employee only premium, but no more than the actual cost of the plan, for Medicare supplement policies for CCWA retirees for which CCWA employees are eligible and is available from CalPERS in the area from which the employee resided at the time of his or her retirement, either San Luis Obispo or Santa Barbara counties, until the death of the former employee.

Neither employees nor retired annuitants have a vested right to the health insurance benefits provided under this Section 3.16.1. CCWA reserves the right to discontinue, change or modify the provisions of this Section 3.16.1, at any time, upon reasonable advance notice, including but not limited to the health insurance plan or plans it offers and the amount of its contribution to retired annuitants' health insurance premiums. Employees who would like

further information about the nature of the health insurance benefits offered to retired annuitants should contact the Office Manager.

3.17 DEFERRED COMPENSATION PLAN

CCWA offers a 457(b) Tax Deferred Compensation Plan which permits employees to defer a portion of their income. CCWA will match the employee's bi-weekly contribution to the 457(b) plan to a maximum of 5% of that pay period's base salary. The total contributions to an employee's 457(b) Plan account, employee and CCWA contributions combined, cannot exceed the maximum annual IRS contribution limit, and once that limit is reached no further contributions can be made in that calendar year. Over age 50 catch-up provision contributions will not be matched. All contributions to the employee's 457(b) Plan account plus accrued interest are refundable according to the Plan's provisions should an employee wish to withdraw the contributions to their 457(b) Plan account prior to retirement. In the event of a conflict between the language of this provision and the language of the 457(b) Plan, the language of the 457(b) Plan will control. A copy of the 457(b) can be obtained from Human Resources. CCWA reserves the right to change or discontinue its matching contributions to the 457(b) Plan at its discretion.

3.18 MEDICAL, DENTAL, VISION INSURANCE AND FLEXIBLE BENEFIT (CAFETERIA) PLANS

A medical insurance plan is available to all regular and probationary full-time employees and their qualified dependents, and eligible part-time employees regularly scheduled to work twenty or more hours per week and their qualified dependents, subject to any applicable qualifying period.

Dental and vision insurance is available to all regular and probationary full-time employees and their qualified dependents, and part-time employees regularly scheduled to work thirty or more hours per week and their qualified dependents, subject to any applicable qualifying period.

The CCWA Section 125 Cafeteria Plan allows employees to defer a portion of their salary on a pre-tax basis to pay for qualifying unreimbursed medical expenses, dependent care expenses and employee share of premiums paid on CCWA medical insurance.

Specific information on medical, dental and vision insurance, and the Section 125 Cafeteria Plan can be found in the enrollment and plan documents, available from the designated Human Resources Personnel in the Buellton Administrative Office of CCWA. Additionally, CCWA contributes toward the cost of medical, dental and vision insurance coverage, and the amount of this contribution can be obtained from the designated Human Resources Personnel in the Buellton Administrative Office.

CCWA reserves the right to change or modify, at any time, the medical, dental and vision insurance coverage or the plan or plans it provides, the terms of the Section 125 Cafeteria Plan, and the amount of its contribution to insurance coverage upon reasonable advance notice to employees.

3.19 LONG TERM DISABILITY

Long term disability insurance is provided for all regular and probationary full-time employees and part-time employees regularly scheduled to work thirty or more hours per week, effective two full calendar months after the date of hire, and is fully paid by CCWA.

3.20 LIFE INSURANCE

A life insurance policy in an amount equal to 1½ times the employee's annual salary up to a maximum of $250,000 will be furnished for each full-time employee and part-time employee regularly scheduled to work thirty or more hours per week effective two full calendar months after the date of hire, for the duration of his/her employment, with CCWA paying the insurance premiums. The terms and benefits of the life insurance provided under this section are determined by the terms and conditions of the insurance policy.

3.21 STATE DISABILITY INSURANCE

Employees are covered under the State Disability insurance program, with the cost of such coverage paid by each Employee as a deduction from his/her paycheck.

3.21.1 Paid Family Leave Insurance

Employees are also covered under the Paid Family Leave insurance program (PFL), with the cost of such coverage also being paid by each Employee as a deduction from his/her paycheck. Similar to the State Disability Insurance program, PFL will be administered by the California Employment Development Department (EDD). PFL provides up to eight weeks of wage replacement benefits to employees who take time off work to care for a seriously ill child, spouse, parent, or domestic partner, or to bond with a new child, or due to a qualifying exigency related to the active duty or call to active duty of the employee's spouse, domestic partner, child, or parent in the Armed Forces of the United States.

Employees will be required to use up to two (2) weeks of accrued vacation prior to receiving PFL benefits. Employees may use other accrued vacation time and/or accrued sick leave (when for the serious health condition of a child, spouse, parent or domestic partner) so that the sum of PFL benefit payments plus vacation and/or sick leave pay allowance will equal straight time pay for the scheduled working hours of that employee. When an employee is entitled to leave under Section 3.5, this leave must be taken concurrent with the period for which PFL benefits are received due to caring for the serious health condition of a spouse, child, or parent.

Employees wishing to take a leave of absence must comply with the notice requires of Section 3.5.8.1 or Section 3.6 where applicable). Where these Sections do not apply and where the employee is talking time off under the PFL program, the employee must provide at least 30 days advance notice before the date the leave will begin if the need for the leave is foreseeable. If the employee learns of the need for a leave less than 30 days before the date the leave must begin, the employee must provide as much advance notice as practicable.

Except as otherwise required by law, CCWA is unable to guarantee reinstatement to employees seeking to return to work after taking time off under the PFL program. An

employee who returns to work at the end of his/her participation in the PFL program will be returned to his/her former position, if possible, or will be offered the first available opening in a comparable position for which he or she is qualified that occurs during the 90-day period after the end of the employee's leave of absence. Such an employee will be credited with all service prior to the commencement of his/her leave of absence but not for the period of the leave of absence and the period prior to being reinstated. An employee who fails to report for work immediately following the expiration of the six-(6) week PFL period will be deemed to have voluntarily resigned.

3.22 EMPLOYEE ACHIEVEMENT INCENTIVES PROGRAM

CCWA values exceptional performance by its employees and desires to encourage exceptional employee achievements through an employee achievement incentives program (EAIP). Under the EAIP, employees are eligible to receive small one-time awards as part of achieving pre-established goals of exceptional achievement as determined by the employee's supervisor. Examples of such awards could include movie tickets, gift certificates for dinner at a local restaurant or a pizza lunch for all employees contributing to the exceptional achievement. Before being put into effect, any program developed under this section must first be approved by the Executive Director.

CCWA will include in its annual budget, funds for employee exceptional achievement awards as determined in the annual budget deliberations. For Internal Revenue Service (IRS) tax purposes, the Employee Achievement Awards program will be considered a qualified plan under the Internal Revenue Code and will not discriminate in favor of highly compensated employees. It is intended that the awards presented under this program will not be included in the employees' taxable income for income tax reporting purposes. In no case will this employee achievement awards program include cash payments.

3.22.1 Employee Longevity Recognition

As part of its commitment to acknowledge qualified staff, CCWA provides a longevity stipend of a lump sum payment on the employee anniversary date after five years of continuous service of $100, increasing to $200 in year ten of continuous service, $300 in year fifteen of continuous service, and $500 in year twenty of continuous service and $500 every anniversary thereafter. These payments will be made through the regular payroll process, will be taxable and included in PERS compensation.

3.23 MILITARY SPOUSES/DOMESTIC PARTNER LEAVE

CCWA wishes to assist employees who have a spouse or registered domestic partner in military service during a period of military conflict by providing unpaid leaves to eligible employees. Eligible employees may take up to 10 days of unpaid leave to spend time with their spouse or registered domestic partner during periods of leave from active military duty. In order to qualify for a leave, an employee must: (1) be a spouse or registered domestic partner of a qualified member of the Armed Forces of the United States, the National Guard, or a member of the Reserves, who has been deployed during a period of military conflict; (2) performs service for CCWA for an average of 20 or more hours per week; (3) provide CCWA with notice, within 2 business days of receiving official notice that the qualified member of the military will be on leave from deployment, of his or her intention to take the leave; and (4) submit written documentation to CCWA certifying that the qualified member of the military will be on leave from deployment during the time the leave is requested.

3.24 REPRODUCTIVE LOSS LEAVE

CCWA will provide up to 5 days of reproductive loss leave following a reproductive loss event which is defined as the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction. Reproductive loss leave is unpaid. Employees can use their accrued and available paid sick leave and vacation during the leave.

The leave must be taken within 3 months of the event or within 3 months of the end date of any related leave entitlement. The days off can be nonconsecutive. If an employee experiences more than one reproductive loss leave event within a 12-month period, the total amount of the leave cannot exceed 20 days within a 12-month period.

CCWA will maintain employee confidentiality related to reproductive loss leave. Retaliation against employees for using reproductive loss leave or giving information or testimony as to their or another person's reproductive loss leave in any inquiry or proceeding is strictly prohibited.

Section 4 EMPLOYMENT POLICIES

4.1 TRAVEL AND REIMBURSABLE EXPENSES

Authorized travel on CCWA business is subject to reimbursement as outlined in the CCWA Travel Procedure (see Appendix B). Any other reimbursement for reasonable expenses incurred in the performance of an employee's job duties is subject to the express written approval of the Executive Director secured whenever possible prior to an employee incurring such expenses. Any requests for reimbursement of expenses shall be submitted to the Executive Director or his designee upon such forms and with receipts or other evidence as may be reasonably required by the Executive Director or his designee.

4.1.1 Petty Cash

Employees incurring incidental expenses (generally less than $200) may be reimbursed from Petty Cash with the submittal of a Petty Cash Reimbursement Form or Mileage Reimbursement Form to the Executive Director or his designee. Such expenses will not be incurred without prior authorization by the Executive Director or his designee.

4.2 EMPLOYMENT OF RELATED PERSONS

Relatives of present employees or members of the Board of Directors (collectively termed "Employee(s)" for this subsection only) may be hired only if the individual concerned will not work in a direct supervisory relationship with the related Employee, and the employment will not pose difficulties for supervisor, security, safety, or morale. "Relatives" are defined as spouses, domestic partners as defined in California Family Code Section 297, children, sisters, brothers, mothers, fathers, and persons related by marriage. Present Employees who marry, or who become related by marriage, will be permitted to continue employment with CCWA only if they do not work in a direct supervisory relationship with one another, or otherwise pose difficulties for supervision, security, safety, or morale. If Employees who marry, or who become related by marriage, do work in a direct supervisory relationship with one another, or otherwise pose difficulties for supervision, security, safety or morale, CCWA will attempt to re-assign one of the Employees to another position for which he/she is qualified, if such a position is available. If no such position is available, then one of the employees will be required to leave CCWA. The decision as to which Employee will leave, is to be left whenever possible, solely to the Employees affected.

4.3 OUTSIDE EMPLOYMENT

Employees must notify the Executive Director or his designee in writing of all contemplated or existing outside employment. Outside employment is prohibited where a conflict of interest may exist or where such employment would impair an employee's effectiveness or ability to perform his/her assigned job duties.

4.4 STANDARDS OF CONDUCT

The following Standards of Conduct are developed to guide employees so they can work in the best interest of the CCWA and help further its aims. Failure to adhere to these standards may result in discipline, up to and including termination of employment.

4.4.1 Conflict of Interest

An employee should never place himself/herself in a position where his/her actions or personal interest may be in conflict with those of the CCWA. A conflict of interest exists where the employee's loyalties or actions are divided between the CCWA's interests and those of another, such as a supplier or contractor. Both the fact and the appearance of a conflict of interest shall be avoided. Employees unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with the Executive Director for clarification. Any exceptions to this provision must be approved in writing by the Executive Director. While it is not feasible to describe every situation which might create or contain such a conflict, examples are: significant ownership (1% or more) in any business entity with which the CCWA does business; acceptance of payments, services or loans from concerns dealing or contemplating dealing with the CCWA; working for a supplier or contractor of the CCWA; or acquiring any interest in property or assets of any kind for the purpose of selling or leasing it to the CCWA. Employees have a responsibility to report to their supervisors any facts or situations where their interests, or someone with whom an employee has a close relationship, conflict or may conflict with those of the CCWA.

4.4.2 Confidential Information

Confidential information should be disseminated only by authorized personnel, and may not be disseminated to any individual who does not have a recognized need to have such information to conduct the CCWA's business. This includes family, relatives, friends, or business and professional associates. Confidential information is any CCWA information that is not a matter of public record. Using confidential CCWA information for personal gain or to the CCWA's detriment is prohibited.

Employees who receive inquiries from the press, should decline comment and refer the inquirer to the Executive Director or other designated officer assigned the responsibility to answer such inquiries.

4.4.3 Gifts of Entertainment Provided to Others

Employees may not give or offer to give to or accept from, either directly or indirectly, any supplier, customer or other entity with which the CCWA does business or to any officer, director or employee of any such entity, any personal gift or other personal item of value unless authorized in writing by the Executive Director.

4.4.4 Employee Participation in Civic and Political Activities

1. Participation in outside activities should not adversely interfere with the performance of the employee's duties and responsibilities to the CCWA, or pose a prohibited conflict of interest.

2. There should be no use of the CCWA's equipment, facilities, or supplies for political activities, nor should such equipment, facilities, or supplies be used for personal or civic activities without prior notice to and approval of the Executive Director.

3. No employee shall commit the CCWA sponsorship to any organization, event, or other activity without prior approval of the Executive Director.

4. In engaging in outside activities, employees should conduct themselves in a manner that will not discredit or embarrass the CCWA.

5. Employees who run for or hold public office must do so as private citizens, and only to the extent that holding such public office does not constitute a prohibited conflict of interest, unless an employee holds public office as the authorized representative of the CCWA.

4.4.5 Employee Conduct

CCWA requires employees to demonstrate proper conduct in connection with the performance of their job duties at all time. Improper conduct means not only any improper conduct by an employee during working hours, but also improper conduct by an employee during off-duty hours which may bring discredit to CCWA, or which affects the ability of the employee to perform his or her duties, or any improper use of an employee's position for personal advantage. Improper conduct may be cause for disciplinary action. The Executive Director will, in his/her sole discretion, utilize whatever form of discipline he/she deems appropriate under the circumstances, up to and including termination of employment. The following are some examples of improper employee conduct:

1. Willful or negligent violation of the provisions of this Manual, or other applicable written rules, regulations and policies which do not conflict with this Manual.

2. Manufacturing, distributing, dispensing, possessing, ingesting or using for any purpose controlled substances, including narcotics or illegal drugs, and/or alcohol in the workplace, or being under the influence of drugs and/or alcohol while on duty either on CCWA premises, while performing CCWA business, and/or while responding to work assignments.

3. Insubordination, including failure or refusal to comply with a lawful order or to accept a reasonable and proper assignment from a supervisor.

4. Failure to follow established safety regulations.

5. Inefficiency, unsatisfactory work quality or quantity, incompetence, carelessness, or negligence in the performance of duties.

6. Excessive absenteeism or tardiness.

7. Damage to or negligence in the care and handling of CCWA property.

8. Improper or unauthorized use of CCWA vehicles or equipment, or misappropriation of supplies.

9. Claim of sick leave under false pretenses or misuse of sick leave.

10. Furnishing false information to secure appointment or promotion.

11. Absence from duty without leave, failure to report after leave of absence has expired or after such leave of absence has been disapproved, revoked, or canceled.

12. Acceptance by an employee of any bribe, gratuity, kick-back, or other item of value when given in the hope or expectation of receiving preferential treatment.

13. Any action which reflects discredit on CCWA or is a direct hindrance to the effective performance of the functions and business of CCWA.

14. Failure to obtain and maintain a current license or certificate when required as a condition of employment.

15. Falsifying or altering CCWA records, including the application for employment and time records.

16. Interfering with the work performance of other employees.

17. Failure to maintain satisfactory and harmonious working relations with the public, clients, or other employees.

18. Conviction of a crime which relates to the qualifications, functions, or duties of the employee's position.

19. Harassing, including sexually harassing, employees, vendors or clients.

20. Physical attack, fighting, or verbal altercations toward fellow employees, clients or the public.

21. Leaving the job without authorization.

22. Possessing a firearm or other dangerous weapon on CCWA property or while conducting CCWA business.

4.5 NOTICE OF PERSONAL STATUS CHANGE

In order to maintain accurate, current records and to properly administer various benefit programs, an employee is responsible for informing the Executive Director or his designee immediately of any changes of address, telephone number(s), marital status, number of dependents, person(s) to notify in case of emergency and insurance beneficiary designation (when applicable).

4.6 LOANS, ADVANCES, PERSONAL CHECKS

Loans or advances against wages will not be permitted, nor is it possible for CCWA to cash personal checks.

4.7 TELEPHONE CALLS

All employees are asked to keep personal calls to a minimum and to confine them to break periods when possible. Employees should inform family and friends to phone only in the case of necessity. Personal long distance calls on CCWA telephones are prohibited except in emergency, in which case they must be approved by the Executive Director or his designee so that charges can be collected.

4.8 SAFETY

4.8.1 Safety Program

CCWA is committed to providing and maintaining a healthy and safe work environment for all employees; however, a safety program can only be successful if everyone cooperates. Employee assistance in eliminating hazards and unsafe conditions and attention to good housekeeping will do much to make CCWA a safe place to work. Every employee is required to follow safe and healthy work practices at all times. Employees may be subject to discipline as described in Section 2.4.3 for engaging in any unsafe or unhealthy work practices.

The Company maintains an Injury and Illness Prevention Plan and other written safety programs specific to the applicable requirements of the General Industry Safety Orders, copies of which may be obtained from the Safety Officer. Employees should contact the Safety Officer or the Operations Manager with any questions about safety-related concerns."

4.8.2 Injury at Work

An employee is required to report all injuries at work, or other work-related injuries to the employee's immediate supervisor. Supervisors are responsible for obtaining first aid and proper medical care, and promptly reporting the injury to the Executive Director or his designee, who will fill out all appropriate forms and reports. For insurance purposes, exact details of the accident or injury must be provided to the Executive Director or his designee. The location of the nearest doctor and/or medical facility is posted on the bulletin board(s).

4.8.3 Workplace Violence

4.8.3.1 Statement of Policy

CCWA recognizes that workplace violence is a growing concern among employers and employees across the country. CCWA is committed to providing a safe, violence-free workplace and strictly prohibits employees, consultants, customers, visitors, or anyone else on CCWA premises or engaging in a CCWA-related activity from behaving in a violent or threatening manner. As part of this policy, CCWA seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity toward violence even prior to any violent behavior occurring. CCWA believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs, and prompt reporting of any workplace violence related concerns.

4.8.3.2 Workplace Violence Defined

Workplace violence includes: (1) verbal or physical threats of violence; (2) physically aggressive or violent behavior, (3) attempts to instill fear of physical harm in others; (4) other behavior that suggests a propensity toward violence, which can include belligerent speech, excessive arguing or swearing, sabotage, or threats of sabotage of CCWA property, or a demonstrated pattern of refusal to follow CCWA policies and procedures; (5) defacing CCWA property or causing physical damage to the facility; or (6) bringing weapons or firearms of any kind onto CCWA premises, in CCWA parking lots, in CCWA vehicles, or while conducting CCWA business.

4.8.3.3 Reporting

If any employee observes or becomes aware of any of the above-listed actions or behaviors by an employee, customer, consultant, visitor, or anyone else in connection with CCWA, he or she should immediately notify his/her supervisor, the Executive Director or his/her designee, the Deputy Director, or the Safety Officer. Further, employees should notify his/her supervisor or the Executive Director or his/her designee if any restraining order is in effect, or if a potentially violent non-work related situation exists that could result in violence in the workplace.

4.8.3.4 Investigation

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, CCWA will inform the reporting individual of the results of the investigation. To the extent possible, CCWA will maintain the confidentiality of the reporting employee and of the investigation but may need to disclose results in appropriate circumstances, for example, in order to protect the individual's safety. CCWA will not tolerate retaliation against any employee who reports workplace violence in good faith.

4.8.3.5 Corrective Action and Discipline

If CCWA determines that workplace violence has occurred, CCWA will take appropriate corrective action and will impose discipline on offending employees, up to and including termination. The appropriate discipline will depend on the particular facts of each case. If violent behavior is that of a non-employee, CCWA will take appropriate corrective action in an attempt to ensure that such behavior is

not repeated. Under certain circumstances, CCWA may forgo disciplinary action on the condition that the employee takes a medical leave of absence. In addition, CCWA may request that the employee participate in counseling, either voluntarily or as a condition of continued employment.

4.9 USE OF CCWA VEHICLES

Except as provided in Section 4.10.0 below, CCWA-owned vehicles should be utilized for all field work and other CCWA business. Use of a CCWA vehicle must be authorized by the employee's supervisor or the Executive Director or his designee. Unauthorized use of any CCWA vehicle or transporting of passengers other than CCWA personnel, consultants, or contractors, without prior authorization, may result in discipline up to and including dismissal of the employee. Employees are required to operate the vehicle in compliance with all applicable laws and in a safe manner, and to have their valid California Driver's license in their possession at all times while operating CCWA vehicles. Traffic violations are discouraged and any fines resulting there from will be the responsibility of the operator. Vehicles should be locked when not in use to prevent theft. In the event that an accident occurs which causes injury to persons or property damage, including damage to the CCWA vehicle, the Executive Director or his designee must be informed immediately, and a written report of the incident submitted to the Executive Director or his designee within two working days. An Accident Reporting Kit is kept in all vehicles at all times. Damage to CCWA vehicles which is determined to be due to the negligence of the employee, may result in discipline up to and including dismissal of the employee.

When driving a CCWA vehicle, employees are not to dial cellular phones including text messaging except to call (not text) public safety agency in cases of emergency, and are not to receive incoming calls unless the cellular phone can be operated in a hands free mode. For employees with hands free cell phone operation, in the event an employee receives an incoming call while driving a CCWA vehicle, the employee should either safely pull off the road to converse, inform the caller that he or she will return the call, or ask the caller to call again to allow the employee to reach a place where it is safe to use the phone. Employees also are not to engage in emailing, or opening or reviewing text messages when driving a CCWA vehicle.

4.10 USE OF PERSONAL VEHICLES

In the event a CCWA owned vehicle is not available for employee use, an employee may utilize his or her personal vehicle when necessary, with the prior authorization of the employee's supervisor. An employee utilizing his or her personal vehicle for CCWA related business is required to operate the vehicle in compliance with all applicable laws and in a safe manner, and to have his or her valid California driver's license in his/her possession at all times. Prior to seeking authorization to utilize a personal vehicle in connection with CCWA business, an employee must provide the Executive Director or his designee evidence of automobile liability insurance covering all automobiles which may be operated by the employee in connection with the performance of his or her duties. Whenever possible, the employee's personal automobile insurance will be considered primary. Traffic violations are discouraged and any fines there from will be the responsibility of the operator.

In the event that an accident occurs, or the vehicle is otherwise damaged in the discharge of the employee's duties, the Executive Director or his designee must be informed immediately of the occurrence, and a written report of the incident submitted to the Deputy Director

within two working days. Employees may be eligible for reimbursement for any out-of-pocket expenses suffered due to non-negligent damage of their personal vehicles in the conduct of CCWA business. The reimbursement for the out-of-pocket expenses is limited to $250 per incident. The employee shall be required to repay CCWA if, at a later date, the employee recovers any portion of the reimbursed out-of-pocket expenses from a third party. Employees seeking such reimbursement shall submit a written request to the Executive Director or his designee, including any information (such as police reports or witness statements) establishing non-negligence by the employee, and two automobile repair estimates. The Executive Director or his designee will respond to employee requests for reimbursement within fifteen working days. An employee utilizing his or her personal vehicle for CCWA related business must follow the same restrictions and limitations on cellular phone usage that applies when driving a CCWA vehicle.

Employees authorized to utilize their personal vehicles in connection with the performance of their duties, shall receive reimbursement in accordance with current IRS guidelines for mileage reimbursement on submission of a Mileage Reimbursement Request, with appropriate documentation, to the Accounting Technician.

When driving a personal vehicle in connection with CCWA business, the same restrictions regarding use of cell phones, texting, opening and reviewing text messages, and emailing while driving a CCWA vehicle apply.

4.11 ACWA/JPIA DRIVER RECORD REVIEW PROGRAM

The ACWA/JPIA Driving Record Review Program requires that all member districts: "Obtain from the Department of Motor Vehicles a copy of the driving record of all employees that are authorized to operate district-owned (or privately owned) vehicles on District business".

These reports are placed in a confidential file kept by the Executive Director or his designee.

4.12 CARE OF EQUIPMENT

Certain employees will be issued CCWA equipment for use in performing CCWA duties. Upon receipt of this equipment, employees will be required to sign a listing of the equipment indicating that they are accepting responsibility for the equipment. This form will be placed in the employee's personnel file. Upon termination of employment, the employee will be responsible for returning the equipment in good working order. Failure to return or account for the equipment assigned to the employee will result in a deduction from the employee's final paycheck for the estimated fair market value at the time of termination.

CCWA equipment, issued for individual as well as for collective use (i.e. computers, telephone units, instrumentation, furniture, and supplies), must be maintained with care, and guarded by CCWA personnel against abuse, misuse, and waste. In the event CCWA issued equipment becomes lost or damaged, the employee should immediately notify his/her supervisor or the Deputy Director, who will make adjustments to the listing retained in the personnel file and replace, if necessary, the item(s).

4.13 TOOLS

CCWA shall furnish all tools required to perform work assigned to CCWA employees. A complete set of tools to carry out repairs must always be available at the Treatment Plant since equipment failures can occur at any time. Tools are not permitted to be checked out for personal use.

4.14 UNIFORMS

For CCWA employees in Operations and Maintenance positions, as determined designated by the Deputy Director, CCWA employees shall be provided and required to wear uniform-type clothing. ~~Upon leaving CCWA service, all clothing issued shall be returned~~. The rental and maintenance of the uniform will be $25 per pay period or up to $650.00 each fiscal year based on the cost of renting and laundering of the uniform. The value of the uniform provided is reported to CalPERS as compensation subject to retirement contributions for employees in classic retirement tiers (not PEPRA). Upon leaving CCWA service, all clothing issued shall be returned

4.15 RESIDENCY REQUIREMENTS

Within six months of employment, Treatment Plant personnel are required to reside within a thirty-five mile radius of the Treatment Plant to provide TIMELY EMERGENCY RESPONSE to Treatment Plant operations. Taking into consideration the unique topography of the area, the location of the Treatment Plant and nearby towns, residency within the town limits of Shandon, Paso Robles, Templeton, or Atascadero is favorable to meet the above requirement. Places beyond these areas require longer travel time that could be detrimental to maintaining reliable back-up to Treatment Plant operations. Within six months of employment, Pipeline O&M personnel are also required to reside within a thirty-five mile radius of the Buellton office in order to provide TIMELY EMERGENCY RESPONSE to Pipeline operations. Residency within the town limits of Santa Maria, Los Alamos, and Lompoc or within the Santa Ynez Valley meets the above requirement. Places beyond these areas require longer travel time that could be detrimental to maintaining reliable back-up to Pipeline operations. Written approval from the ~~Operations Manager~~Executive Director or their designee is needed for residency beyond the recommended towns.

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 (inclusive of traits associated with race including, but not limited to, hair texture and protective hairstyles such as braids, locs, 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.

Sexually harassing conduct in particular includes all of these prohibited actions as well as other unwelcome conduct such as requests for sexual favors, unwelcome sexual advances, verbal conduct of a sexual nature (like name calling, suggestive comments, or lewd talk) or physical conduct (including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex or any other protected basis). An employee who unlawfully harasses a co-worker may be personally liable for the harassment.

If you believe you or a co-worker has been subjected to any form of unlawful discrimination or harassment, including sexual harassment, you should immediately contact your supervisor, the Office Manager, or the Executive Director, either orally or in writing. A manager or supervisor who learns of any misconduct which may be in violation of this policy or learns of an employee's complaint or concern about a possible violation of this policy must immediately report the issue to the Office Manager or Executive Director.

Upon receipt of any complaint, CCWA will immediately undertake a prompt, impartial, and thorough investigation conducted by qualified personnel, preserving confidentiality to the extent possible. The investigation will provide all parties appropriate due process and reach reasonable conclusions based on the evidence collected, as well as determine appropriate options for remedial action to resolve the situation. If you have a complaint being investigated under this policy, you can find out about the progress of the investigation by contacting the Office Manager.

Retaliation against CCWA employees or any other person for engaging in lawful conduct or for the good faith reporting of possible acts or incidents of discrimination or harassment, as well as participation in any workplace investigation, will not be tolerated. If you believe you or a co-worker has been subjected to any form of unlawful retaliation, you should immediately contact your supervisor, the Office Manager, or the Executive Director, either orally or in writing. Upon receipt of a retaliation complaint, CCWA will undertake an investigation consistent with the provisions of this policy. CCWA employees shown to have engaged in such retaliation will be disciplined, up to and including discharge.

All employees are required to undergo harassment prevention training as required by applicable law. This training is provided by CCWA. For more information about this training requirement, visit https://calcivilrights.ca.gov/shpt/.

Sexual harassment and retaliation for opposing sexual harassment or participating in investigations of sexual harassment are illegal. In addition to notifying CCWA about discrimination, harassment, or retaliation complaints, affected employees may also direct their complaints to the California Civil Rights Department (CRD) and/or United States Equal Employment Opportunity Commission ("EEOC"), which has the authority to conduct investigations of the facts. The deadline for filing complaints with the CRD is three (3) years from the date of the alleged unlawful conduct, with that deadline being extended by ninety (90) days in limited circumstances. If the CRD believes that a complaint is valid and settlement efforts fail, the CRD may seek an administrative hearing before the California Civil Rights Council (CCRC) or file a lawsuit in court. Both the CCRC and the courts have the authority to award monetary and non-monetary relief in meritorious cases. You can contact the nearest CRD office, EEOC office or the CCRC at the locations listed in CCWA's CRD poster or by checking the state government listings online or in the local telephone directory.

4.17 SUBSTANCE ABUSE

Employees are required to abide by the provisions of the CCWA Substance Abuse Policy, a copy of which is set forth at the end of this Manual as Appendix A.

4.17.1 Right to Search

The Authority reserves the right to search, under reasonable suspicion, or for reasonable cause, without employee consent, all areas and property in which the Authority maintains control or joint control with the employee. Such areas could include, but are not limited to, Authority buildings, vehicles, equipment, lockers, desks, closets, or file cabinets. Employees are expected to cooperate in the conduct of such searches.

4.18 SMOKING

For health, safety, and legal considerations, all CCWA buildings, structures and vehicles are considered non-smoking areas. This prohibition includes a prohibition on the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

4.19 PARKING

Parking for all employees is provided by CCWA at its headquarters.

Designated parking shall be provided at the Treatment Plant for Treatment Plant employees. It shall be Treatment Plant policy to park CCWA and personal vehicles in designated parking areas only. For safety and security purposes, Treatment Plant roadways must be kept free for law enforcement and rescue vehicles (i.e. fire engines or ambulances) to get to their destination.

4.20 RETURN OF CCWA PROPERTY

On termination of employment, whether voluntary or involuntary, or at the request of the Executive Director, all CCWA property, including computer disks, keys, identification cards, and all CCWA documents in the employee's possession or control must be returned to the Executive Director or his designee, who will provide a receipt to the employee indicating what the employee has returned.

4.21 VOICE-MAIL, E-MAIL AND TECHNOLOGY POLICY

CCWA maintains and utilizes, as part of its operations, a computer system, voice-mail, e-mail, and other systems. These systems are provided to assist employees in the conduct of CCWA business. All computers and the data stored on them, as well as all voice-mail and the data stored on it, are and remain at all times, the property of CCWA. As such, all voice-mail, e-mail, and other messages composed, created, sent, and received are, and remain, the property of CCWA.

Employees should attempt to limit voice-mail and e-mail messages to the conduct of CCWA business. Use of the voice-mail and e-mail systems for the conduct of personal business is discouraged. CCWA reserves the right to prohibit the use of voice-mail and e-mail for the conduct of personal business when deemed appropriate. Other use of computer systems, including use of the Internet and other telecommunicating capabilities, should be limited to conducting CCWA business unless prior written approval is received from an employee's supervisor.

Except for the right of CCWA to access voice-mail and e-mail messages as described in this policy, all messages sent by voice-mail and e-mail are considered to be confidential, and as such are to be accessed only by the addressed recipient or at the direction of the addressed recipient. Any exception to this policy must be approved by the Executive Director.

CCWA reserves the right to retrieve and read any message composed, created, sent, or received on the voice-mail, e-mail, or other computer systems at any time, with or without advance notice to the employee. Although voice-mail, e-mail and other computer systems may accommodate the use of passwords for security, the reliability of passwords for maintaining confidentiality cannot be guaranteed. All passwords must be made known to CCWA, and passwords not known to CCWA may not be used. This is due to the need to access computer and voice-mail systems in the event that you are absent or when otherwise deemed appropriate by CCWA. All voice-mail, e-mail and other computer generated or stored messages may be read by someone other than the intended or designated recipient, and the ultimate privacy of messages cannot be guaranteed.

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.

Employees learning of any misuse of the voice-mail, e-mail or other computer systems or violations of this policy shall immediately notify the Executive Director or his designee.

4.21.1 Off Duty Access to CCWA Electronic Communications

Employees of CCWA may perform job duties using a variety of electronic communications depending on the nature of the work and responsibilities involved. Some of the required communication mediums might include land lines, cellphones, text messaging devices, computers and handheld computers.

As with other types of authorized work, all time spent by nonexempt employees using electronic communications for work purposes will be considered hours worked; the time is compensable and will count toward overtime eligibility as required by law. Therefore, to avoid incurring unnecessary expenses, electronic communications should not be used outside regularly scheduled work hours unless required and authorized by management, as with SCADA monitoring.

Except as provided in the following paragraph, any communication from CCWA to an employee is considered authorized use, therefore should be answered and the time should be records as hours worked. Further, if the CCWA Emergency Response Plan requires an employee to call CCWA under the circumstances described in the Emergency Response Plan, then the employee shall call CCWA and this time should be recorded as hours worked.

Any communications related to scheduling, including communications to report illness, ability to work or questions related to timesheet for payroll processing are not considered compensable. Any communications regarding these or similar subjects initiated by CCWA are not considered call back time and shall be compensated only for actual time spent in connection with the communications.

4.22 SOCIAL MEDIA POLICY

4.22.1 Introduction to Social Media

"Social media" are Internet web sites and mobile applications that allow users to share and access messages, pictures, and other information with friends, family, and/or the general public. Some examples of social media include Facebook, MySpace, Google+, Twitter, LinkedIn, YouTube, personal and public blogs, and web forums.

Employees may be required or permitted to use social media in the course of performing their work for CCWA. Employees may also choose to use social media for their own personal reasons. This policy addresses the use of social media by CCWA employees.

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.

Employees may not use social media for work-related reasons without prior written approval from their supervisor. Employees may not otherwise use social media in a way that indicates that they are speaking for or expressing an opinion of behalf of CCWA. Any employee who uses social media in a way that reasonably implies that he or she is a CCWA employee or representative, or identifies him or her as a CCWA employee or representative, should make a reasonable effort to make it clear that any opinions they express are not the opinions of CCWA. Postings and communications should not include the Authority's logo or letterhead when doing so would reasonably imply that the employee is speaking for or expressing an opinion of behalf of CCWA

4.22.3 Communications Are Not Private

It is important to understand that communications using social media are not private and no expectation of privacy should be maintained. In addition, CCWA reserves the right to monitor activities and gain access to any information, including but not limited to postings and communications made on Authority time or transmitted on, received by, stored in or communicated with the use of any CCWA computer, electronic resource, or communications device.

4.22.4 Personal Responsibility

Employees have personal responsibility for information posted or communicated by them on social media. Employees should understand that information and materials published may become public and be forwarded or re-disseminated in a manner that was never anticipated or intended. Sound judgment and discretion should therefore be exercised at all times.

Employees are legally responsible for their communications and postings and may be subject to liability if such information is found to be defamatory or in violation of a law.

4.23 FITNESS FOR DUTY EXAMINATION

Whenever the Executive Director or his designee believes that an employee is unable to perform the essential function of his/her job due to illness or injury, or is unable to perform the essential functions of his/her job safely or without posing a danger to himself/herself or others, CCWA may require the employee to submit to an independent medical examination at CCWA's expense. Such medical examination will be limited to the issues or areas of concern regarding the employee's ability to perform the essential functions of his/her job. If, after the independent medical examination, CCWA determines that the employee cannot perform the essential functions of his/her job, or cannot perform such essential functions safely or without posing a danger to himself/herself or others, the employee will be given the opportunity to provide the results of a separate medical evaluation by a qualified health care provider selected by the employee, with fifteen (15) days of the employees receipt of medical evaluation from CCWA. In the event of a dispute between CCWA's and the employee's health care providers, CCWA may require a third opinion, at CCWA's expense,

performed by a mutually agreeable health care provider who will make a final determination.

4.24 LACTATION ACCOMMODATION.

CCWA will provide a reasonable amount of break time and an appropriate location, consistent with federal, state and local requirements, to any employee desiring to express breast milk for the employee's infant child. Wherever possible, the break time must run concurrently with any break time already provided to the employee and in such circumstances will be paid. However, if such break time does not run concurrently with the employee's normal break times, such time may be unpaid.

An employee may request an accommodation for lactation breaks by submitting a lactation accommodation request form to her Supervisor. The Supervisor must respond to the employee's accommodation request in writing on the same lactation accommodation request form submitted by the employee indicating the approval of the request or whether CCWA cannot provide break time or a location in compliance with this policy or state law. The completed request form must be returned to the employee and a copy sent to human resources.

Employees have the right to request a lactation accommodation without fear of discrimination, harassment or retaliation. In addition to the rights provided under this Handbook, employees have the right to file a complaint with the Labor Commissioner for any violation of a right under the lactation accommodation laws (Chapter 3.8 of the California Labor Code).

APPENDIX A: **Substance Abuse Policy**
APPENDIX B: **Travel and Reimbursable Expenses**
APPENDIX C: **Supplemental Information Security Policy**

CONCLUSION AND ACKNOWLEDGMENT FORM

I acknowledge that I have received, read, understood and will be bound by the policies and procedures set forth in the Central Coast Water Authority Personnel Policy Handbook, updated to reflect Board approved changes through ___April 24, 2025___.

_____ _____
Employee's Signature Date

_____
Print Name

CENTRAL COAST WATER AUTHORITY

MEMORANDUM

April 8, 2026

TO: CCWA Personnel Committee

FROM: Ray A. Stokes
Executive Director

SUBJECT: 2027 Compensation and Benefit Survey

SUMMARY

In 2016, the CCWA Board of Directors adopted a policy of performing a compensation and benefit survey every five years to compare the CCWA compensation and benefits to similar peer agencies. Prior to 2016, CCWA staff prepared the compensation and benefits survey internally and in 2016 and 2022 the survey was performed by a consultant, Koff and Associates.

The FY 2026/27 proposed budget includes funds to retain a consultant to perform the study and compile a report, and staff are requesting direction from the Personnel Committee regarding the study objectives and parameters.

DISCUSSION

In 2015/16 and again in 2022 CCWA worked with Koff and Associates (now Gallagher) on the Compensation and Benefit Studies. Gallagher has provided CCWA with an initial cost proposal for completing a survey with two options (Attachment 1). Option 1: Assumes conducting a comparator analysis with the potential for changing the comparator list. Option 2: Assumes utilizing the same comparators as used in the 2021 and 2015 studies.

<u>Requested Direction</u>

In 2015 Koff & Associates compiled a list of comparative agencies (Attachment 2) for the Board's consideration and approval. The list was comprised of 22 water agencies and water providers within California and included several CCWA member agencies. Based on overall scoring, the 13 closest comparators were selected, and the CCWA Board of Directors ultimately selected 10 from the list which were used in the final report and are listed in Attachment 2.

Staff are also requesting direction related to any factors that should be considered regarding the framework of the study. In the past, a +5% to -5% was considered within range for salary comparison. All staff benefits, including retiree benefits, have been considered in recent reports.

Staff would also like direction on whether CCWA should continue with Gallagher or issue a Request for Proposal for the project.

Financial Considerations

The CCWA proposed FY 2026/27 Budget includes $52,000 for a compensation and benefit survey consultant.

RECOMMENDATION

CCWA staff request that the CCWA Personnel Committee consider for recommendation to the CCWA Board:

(1) If the list of comparative agencies previously approved by the Board of Directors listed in Attachment 1 should be used in the 2027 compensation and benefit survey.
(2) Provide direction to staff on framework and selection of a consultant to prepare the 2027 Compensation Study.

RAS

Attachment

Central Coast Water Authority
Proposed List of Comparators
Total Compensation Study
October 2015

Ranking	Comparator Agency	Overall Criteria Comparison Score
	Central Coast Water Authority	
1	Three Valleys Municipal Water District	41
2	San Diego Water Authority	49
3	Casitas Municipal Water District	50
4	City of Ventura	55
5	Antelope Valley East Kern Water Agency	61
6	United Water Conservation District	61
7	Castaic Lake Water Agency	64
8	Goleta Water District	64
9	Kern County Water Agency	64
10	Calleguas Municipal Water Agency	65
11	City of Santa Maria	71
12	San Juan Water District	73
13	Zone 7 Water Agency	82
	City of Santa Barbara	84
	Eastern Municipal Water District	88
	Santa Clara Valley Water District	89
	City of San Luis Obispo	90
	Carpinteria Valley Water District	91
	Mojave Water Agency	94
	Montecito Water District	96
	Desert Water Agency	103
	San Bernardino Valley Municipal Water District	103

The 10 agencies selected:

Three Valleys Municipal Water District
San Diego Water Authority
Casitas Municipal Water District
Antelope Valley East Kern Water Agency
United Water Conservation District
Castaic Lake Water Agency
Calleguas Municipal Water Agency
City of Santa Maria
San Juan Water District
Zone 7 Water Agency

Recommended Comparator Agencies

Legend: A lower Overall Comparison Score indicates that the comparator agency is more similar to the Central Coast Water Authority.
Column A: Ranking based upon comparison score.
Column B: Agency Name
Column C: The Overall Criteria Comparison Score is equal to the sum of ranking for each criteria.

The Overall Comparison Score is comprised of the following criteria:
1 Geographic Proximity Comparison
2- Full Time Equivalents Comparison
3- Cost of Living Average Comparison
4- Cost of Labor Comparison
5- Retail vs. Wholesale Comparison
6- Treatment Certification Comparison
7- Distribution Certification Comparison

Central Coast Water Authority

Total Compensation Study

March 11, 2026

Mr. Georg S. Krammer
Managing Director | Public Sector, Community & Education
2121 N. California Boulevard, Suite 350
Walnut Creek, CA 94596
510.658.5633 | georg_krammer@ajg.com

Gallagher Benefit Services, Inc. | ajg.com

Gallagher

Insurance | Risk Management | Consulting

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Cover Letter

March 11, 2026

Ms. Lisa Watkins
Office Manager
Central Coast Water Authority
255 Industrial Way
Buellton, CA 93427

Dear Ms. Watkins:

We appreciate the opportunity to present this cost proposal regarding the services Gallagher's Human Resources & Compensation Consulting practice can offer Central Coast Water Authority (Authority). Gallagher is highly capable and qualified to work with the Authority based on our extensive experience with public sector organizations across the country. We would consider it a privilege to serve the Authority in this capacity once again.

It is our understanding that the Authority is seeking compensation and benefits survey for 20 benchmark jobs utilizing 12 comparators. Per the request we have provided two options as follows:

Option 1: Assumes conducting a comparator analysis with the potential for changing the comparator list.
Option 2: Assumes utilizing the same 12 comparators as used in the 2021 and 2015 studies.

We believe we will provide the Authority with the most diversely experienced project team of any consulting practice in the country, which enhances the solutions and recommendations we will provide on this engagement. The questions and perspective provided by our team ensure we anticipate any issues the Authority may face throughout this project, as well as the ongoing management of the updated classification and compensation system.

We have prepared the following proposal in response to your request. We appreciate having the opportunity to submit this proposal and look forward to assisting the Authority in this engagement.

Sincerely,

Georg S. Krammer
Managing Director
510.658.5633 | Georg_Krammer@ajg.com

Organizational Overview

Value Proposition:

The ability to deliver comprehensively structured human capital solutions to clients is Gallagher's signature in the marketplace. At Gallagher, we want to know what makes your organization unique. We listen intently to learn about your culture and priorities and delve deeply into all the details that matter when balancing human capital needs with your bottom line. This single-minded focus on excellence — characterized by innovation and creativity — is the driving force behind every Gallagher engagement.

Company History:

Arthur J. Gallagher & Co. opened its doors for business in 1927 and is still "growing strong" because of a practiced ability to help clients think ahead. Founded by its namesake who was previously the leading producer for Chicago's largest insurance brokerage, Gallagher is now one of the world's largest human capital, insurance brokerage and risk management services firms. We have operations in 33 countries and extend our client-service capabilities to more than 90 countries through a global network of correspondent brokers and consultants. Since 1961, we have been helping clients overcome business barriers and create new opportunities to cost-effectively attract, retain, and productively engage the best performers in their field. Gallagher started trading on the NYSE under the symbol AJG in 1984.

Company Culture & Philosophy:

The ideals, principles and values embodied by the founder whose name still appears on our door are part of our corporate DNA. Gallagher's approach to business, cultivated through three generations of family leadership, has always centered on creating relationship value as true partners to our clients. Gallagher's interactions with you will be straightforward and candid. By earning the trust of our clients, we have sustained a reputation for ethics and a commitment to transparency that continues to contribute to our growth.

The high standards of conduct we have set for our external professional relationships are the same rules we follow internally. The Gallagher Way, a one-page document that outlines our 25 shared values, was written in 1984 but is just as culturally relevant today. It speaks to the value of relationships and several tenets set guidelines for ethical behavior. Gallagher combines innovative solutions, thoughtful advice and honest business practices to minimize risk and help fuel your success.

Talent Practice:

Gallagher's Talent practice empowers clients to **attract talent, manage staff, develop leaders**, and **reward success**—leveraging the power of Gallagher and wisdom of experience to produce an engaged and productive workforce. Tapping into expertise that spans the spectrum of human resources at every level, we can assemble flexible compensation and consulting solutions that improve efficiency and build bottom lines.

Our practice is a combination of some of the most respected names in human resources and compensation consulting. As we have grown in our services and reach, we have grown in our ability to serve our clients – this includes the acquisition and integration of talented firms, consultants, and advisors from Koff & Associates (2021) and Buck (2023). Bringing together experts from compensation, performance, compliance, data and analytics, survey, and leadership fields, Gallagher empowers clients with tools for the entire lifecycle of employment management.

With an experienced team of consultants located in offices across the United States and Canada, our services include:

HR & Organizational Effectiveness
Think of us as your strategic partner and an extension of your HR and organizational change team.

Compensation & Rewards
We strengthen the employer-employee relationship by designing equitable, competitive, and sustainable compensation and rewards programs.

Multinational Benefits & Mobility
As Global Connectors, we provide solutions for you to manage your multinational workforce in a compliant, coordinated, strategic, administratively efficient, and cost-effective way.

Communications
A global leader in employee communication, we set the industry standard for excellence and innovation

People Development & Insights
We help you understand your customers and your workforce to unlock value and performance.

Public Sector, Community & Education Consulting Practice:

Gallagher's Public Sector, Community & Education consulting practice **has completed nearly a thousand classification and compensation studies for public entities, higher education, and similarly situated clients in the last ten (10) years.** We have extensive experience in developing and communicating a compensation philosophy, designing and implementing market-aligned pay structures and career frameworks and developing job evaluation methods to maintain internal equity. We conduct benchmark analyses, including conducting custom tailored salary surveys (if needed), and recommend appropriate administrative and procedural guidelines to maintain the compensation system. We ensure that our clients comply with applicable laws and regulations, such as the Fair Labor Standards Act (FLSA), the Americans with Disabilities Act (ADA), and Equal Employment Opportunity (EEO) standards and have pay systems that are appropriate for their organization and market strategy.

We have served our clients for more than 40 years across an array of strategic and value-adding HR services with **classification, compensation, and pay equity as our core specialties**.

We have a strategic alliance with the Public Sector Human Resources Association (PSHRA), the National Public Employers Labor Relations Association (NPELRA), and the Colleges and Universities Professional Association for Human Resources (CUPA - HR) and have conducted a series of training seminars/workshops on compensation, classification, job evaluation, strategic HR, and employee benefits management throughout the nation in conjunction with these organizations. Gallagher Benefit Services also focuses on the higher education market. Our consultants have demonstrated leadership in the compensation and strategic HR fields by completing training and certifications from WorldatWork, ERI, HRCI, Human Capital Institute, SHRM, and others in addition to serving as instructors and presenters for ICMA, CUPA-HR, NAPO, WorldatWork, NACO, NPELRA, PSHRA and other regional and national associations. Our thought leadership has been published and/or highlighted in *University Business, PSHRA News, American City and County, TalentCulture, Public Management, TLNT, Corporate Report Ventures, ERE, Corporate Board Member, Benefits Planner*, and others.

As your Trusted Advisor we have additional information for your consideration based on your current focus

You can expect a trusted advisor in Gallagher, not just a vendor focusing on only one aspect of your HR offerings. While there are numerous vendors that can provide HR consulting, our subject matter expertise is brought to life in the way we partner with our clients and is what truly sets Gallagher apart.

Our consulting style is proactive and collaborative. We strive to provide you with relevant information and partner with you to support informed decisions and anticipate the future. As experts in providing a broad spectrum of human resource and talent management capabilities, **our experience has shown us that companies contemplating a compensation and classification study are also well served to be thinking about:**

Executive Search and Recruiting

Our high-quality, high-touch search and leadership consulting services provide you with transformational leaders.

We act as an extension of your recruiting and talent teams, helping them find and attract the right executives to lead their organizations into the future.

Our capabilities include:

- **Executive Search & Staff Recruitments**
- Helping governing bodies, agency leaders, and HR identify, assess and select the best qualified candidates for all executive, senior, and staff level roles
- Depth in HR, Finance, and IT search experience (including CHRO / CFO / CTO, HR / Finance /IT Director, Chief Diversity Officer / Director of Labor Relations, and other administration-related roles)

HR & Organizational Effectiveness

Think of our team as an extension of your HR & Organizational Change team – we can help you with strategic advisory, one-off projects, and "HR in a box" solutions.

Here are some of the specific ways we may be able to help:

- **Strategic assessment** and planning for current and future workforce needs
- Optimizing the organizational structure for efficiency and effectiveness
- Ensuring the right people are in the right roles at the right time
- Optimizing the organizational structure
- Organizational Change Management
- Compliance Guidance
- DEI Matters
- HR Technology Selection and Implementation
- HR Support:
  - People Operations (Policies, Handbooks, Job Descriptions, Leave Management)

Leadership Development, Organizational Strategy and Talent Assessments

We offer leadership development and organizational strategy solutions that shift the way your leaders think and work.

We can also help you predict the capability of current or potential talent to deliver on your agency strategy through custom and off-the-shelf, multi-rater assessments and psychometric assessments to help you with talent selection and development decisions for individuals and teams.

Through these processes, Gallagher can help you with:

- **Organizational design**
- Data-driven leadership performance and effectiveness assessments
- Succession planning
- Leadership development through coaching and training programs
- Develop all levels of your workforce to support a compelling career pathway
- Make data-driven and bias-free talent decisions
- Better predict career success
- Accelerate career development using data to inform personal development plans
- Identify the right leaders of the future

We welcome the opportunity to further explore how we can partner with you in these critical areas.

Project Timeline

The following is an estimate to complete each milestone by week. We will discuss the details of each phase during project kickoff and identify specific deadlines for the project at that time. We will conduct frequent conference calls with the Authority to ensure the schedule is monitored throughout the project. In today's world, speed is particularly important. However, given the significance of this project, it is just as important for Authority officials, department heads, and employees to have sufficient time to review and approve the recommendations of Gallagher and to ensure proper communications occur. We have prepared a timeline to ensure the Authority has the work products in an expeditious manner. Our phases run concurrently; in that we do not wait until the full completion of a phase to begin another phase. We are prepared to commence the work within two weeks of receiving your authorization to proceed.

Option 1: Total Compensation Study (Comparator Review)	
Milestone	**Timeframe**
A. Project Kickoff Meetings, Orientations, and Determination of Survey Elements	Weeks 1-3
B. Market Survey Delivery	Weeks 4-10
C. Draft Compensation Findings/Stakeholder Review and Feedback	Weeks 11-13
D. Development of Recommendations, Final Report, and Presentations	Week 14-16

Option 2: Total Compensation Study (Utilizing Previous Study Comparators)	
Milestone	**Timeframe**
A. Project Kickoff Meetings, Orientations, and Determination of Survey Elements	Week 1
B. Market Survey Delivery	Weeks 2-7
C. Draft Compensation Findings/Stakeholder Review and Feedback	Weeks 8-10
D. Development of Recommendations, Final Report, and Presentations	Week 11-13

Cost Proposal

We believe that our methodology and implementation success rate is attributable to the significantly greater level of contact we have with employees, employee representation, management, and the governing body. The time we commit to working with employees (orientations and briefings, meetings with employees via personal interviews, sharing of compensation survey data, etc.) results in significantly greater buy-in throughout the process.

It has been our experience that the time, money, and resources invested in stakeholder communication throughout the study are time, money, and resources saved during implementation. Our goal is to conduct each study the right way the first time.

To create efficiency and cost savings for our clients, as well as operating as green an organization as possible, we often conduct our studies virtually. Our cost proposal assumes that all meetings and presentations will be conducted virtually/remotely and no onsite travel to Authority offices will occur. Should the Authority desire onsite meetings, our per diem cost for onsite meetings based on travel time and market rate travel cost are outlined below. Our fees to conduct the study outlined above (including out-of-pocket expenses) will be

Option 1: $41,250. The cost proposal is a fixed fee and will be billed in three equal instalments of $13,750 based on agreed-upon milestone completion. The first installment invoice for $13,750 will be sent after contract execution.

Option 2: $27,750. The cost proposal is a fixed fee and will be billed in three equal instalments of $9,250 based on agreed-upon milestone completion. The first installment invoice for $9,250 will be sent after contract execution.

The tables below outlines the price per phase for both options.

Option 1: Total Compensation Study (Comparator Review)	Fees
Ongoing Project Status Meetings throughout the Study	**$2,500**
Milestone A: Project Kickoff Meetings, Orientations, Determination of Survey Elements *Includes virtual meetings and ongoing project management meetings throughout.* *On-site meetings are available at an additional cost**	**$8,750**
Milestone B: Market Survey Delivery	**$20,000**
Milestone C: Draft Compensation Findings/ Stakeholder Review and Feedback	**$5,000**
Milestone D: Development of Recommendations, Final Reports, and Presentations *Includes virtual meeting; On-site meetings are available at an additional cost **	**$5,000**
TOTAL PROJECT COST (Including all tasks) will not exceed: $41,250	

Option 2: Total Compensation Study (Utilizing Previous Study Comparators)	Fees
Ongoing Project Status Meetings throughout the Study	**$2,000**
Milestone A: Project Kickoff Meetings, Orientations, Determination of Survey Elements *Includes virtual meetings and ongoing project management meetings throughout.* *On-site meetings are available at an additional cost**	**$3,250**
Milestone B: Market Survey Delivery	**$15,000**
Milestone C: Draft Compensation Findings/ Stakeholder Review and Feedback	**$3,750**
Milestone D: Development of Recommendations, Final Reports, and Presentations *Includes virtual meeting; On-site meetings are available at an additional cost **	**$3,750**
TOTAL PROJECT COST (Including all tasks) will not exceed: $27,750	

**On-site meetings are available at an additional cost.*

Our cost proposal does not include time to support the Authority during any labor negotiations that may follow this study. If we are needed for this work, our composite hourly rate will apply and we will charge on a time-and-materials basis.

Our study costs are directly derived from estimating the number of hours needed to perform the work and the level of the consultant charged with performing the work. Gallagher typically bills monthly up to the maximum of each deliverable. Please note, as phases sometimes run concurrently, a phase may not be completed at the time it is billed. All expenses are included in this quote.

Should the Authority wish to have on-site presentation days or meetings, the estimated cost would be $2,000-$4,000 per day depending on the level of consultant required and the required time. Any change to the scope of the assignment (beyond what is described above) as well as other work requested beyond this assignment will be billed based on our hourly rates unless we mutually agree on a fixed fee for the additional work.

Contractual Considerations

Gallagher is pleased to submit this proposal to the Authority. While this proposal is not meant to constitute a formal offer, acceptance, or contract, notwithstanding anything to the contrary contained in the proposal, Gallagher is submitting this proposal with the understanding the parties would negotiate and sign a contract containing terms and conditions that are mutually acceptable to both parties.

It is our practice to provide the coverage below in lieu of the Authority contract insurance language. We therefore propose to replace the insurance language in the RFP's sample agreement with coverage language provided by Gallagher as follows:

Gallagher shall at all times during the term of this Agreement and for a period of two (2) years thereafter, obtain and maintain in force the following minimum insurance coverages and limits at its own expense:

- Commercial General Liability (CGL) insurance on an ISO form number CG 00 01 (or equivalent) covering claims for bodily injury, death, personal injury, or property damage occurring or arising out of the performance of this Agreement, including coverage for premises, products, and completed operations, on an occurrence basis, with limits no less than $2,000,000 per occurrence;

- Workers Compensation insurance with statutory limits, as required by the state in which the work takes place, and Employer's Liability insurance with limits no less than $1,000,000 per accident for bodily injury or disease. Insurer will be licensed to do business in the state in which the work takes place;

- Automobile Liability insurance on an ISO form number CA 00 01 covering all hired and non-owned automobiles with limit of $1,000,000 per accident for bodily injury and property damage;

- Umbrella Liability insurance providing excess coverage over all limits and coverages with a limits no less than $10,000,000 per occurrence or in the aggregate;

- Errors & Omissions Liability insurance, including extended reporting conditions of two (2) years with limits of no less than $5,000,000 per claim, or $10,000,000 in the aggregate;

- Cyber Liability, Technology Errors & Omissions, and Network Security & Privacy Liability insurance, including extended reporting conditions of two (2) years with limits no less than $2,000,000 per claim and in the aggregate, inclusive of defense cost; and

- Crime insurance covering third-party crime and employee dishonesty with limits of no less than $1,000,000 per claim and in the aggregate.

- All commercial insurance policies shall be written with insurers that have a minimum AM Best rating of no less than A-VI, and licensed to do business in the state of operation. Any cancelled or non-renewed policy will be replaced with no coverage gap, and a Certificate of Insurance evidencing the coverages set forth in this section shall be provided to Client upon request.

Signature Page

Gallagher Benefit Services, Inc. intends to adhere to all of the provisions described.

This proposal is valid for 90 days.

Respectfully submitted,

By: GALLAGHER BENEFIT SERVICES, INC.
State of California

Georg S. Krammer **March 11, 2026**
Managing Director, Compensation and Rewards Consulting

ajg.com The Gallagher Way. Since 1927.

Gallagher is pleased to submit this proposal to you. While this proposal is not meant to constitute a formal offer, acceptance, or contract, notwithstanding anything to the contrary contained in the proposal, Gallagher is submitting this proposal with the understanding the parties would negotiate and sign a contract containing terms and conditions that are mutually acceptable to both parties.

This material was created to provide accurate and reliable information on the subjects covered by should not be regarded as a complete analysis of these subjects. It is not to provide specific legal, tax or other professional advice. The services of an appropriate professional should be sought regarding your individual situation.

Consulting and insurance brokerage services to be provided by Gallagher Benefit Services, Inc. and/or its affiliate Gallagher Benefit Services (Canada) Group Inc. Gallagher Benefit Services, Inc., a non-investment firm and subsidiary of Arthur J. Gallagher & Co., is a licensed insurance agency that does business in California as “Gallagher Benefit Services of California Insurance Services” and in Massachusetts as “Gallagher Benefit Insurance Services.