

MEMORANDUM OF UNDERSTANDING
ON
WAGES, HOURS AND OTHER TERMS AND CONDITIONS OF
EMPLOYMENT

MANAGEMENT AND CONFIDENTIAL EMPLOYEES UNIT,
LOCAL # 1

AND

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
JANUARY 1, 2019 THROUGH DECEMBER 31, 2021

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CHAPTER 1 ADMINISTRATIVE

1.1. PREAMBLE

This Memorandum of Understanding (“MOU” or “Agreement”) is prepared between representatives of the Georgetown Divide Public Utility District (“GDPUD” or “District”) and applicable state laws and Management and Confidential Employees Unit, Local #1 (“Local 1”). Full consideration has been given to salaries, employee benefits and other terms and conditions of employment. Nothing in this Agreement is intended to circumscribe, except as a matter of procedure, the exclusive management rights of the District. This MOU supersedes any conflicting provisions in the District’s Personnel Rules or other District policies. GDPUD or District, and Local 1 may individually be referred to herein as “Party” or collectively as “Parties.” There are no other parties to this Agreement

1.2. RECOGNITION

Pursuant to the provisions of the Employer-Employee Relations Rules and Regulations of GDPUD applicable state laws, Local 1 is acknowledged by GDPUD as the exclusive representative of the employees in the classifications designated in **Attachment A** of this Agreement for purposes of establishing wages, hours, and conditions of employment.

1.3. IMPLEMENTATION

This MOU constitutes a mutual recommendation by the parties, to the District Board of Directors (“Board”), that one or more resolutions be adopted accepting this Agreement and effecting the changes enumerated herein relative to wages, fringe benefits and other terms and conditions of employment for the employees represented by the Local 1.

1.4. EFFECTIVE AND TERMINATION DATES

This MOU shall become effective January 1, 2019 and will continue in effect through December 31, 2021, with respect to all employees represented by Local 1. During the period covered by the MOU, any items concerning wages, hours, and terms and conditions of employment provided by this MOU shall remain in effect unless the Parties agree to revise the same by a written modification to this MOU, subject to the limitations expressed in section 3504 of the Government Code.

1.5. RATIFICATION BY EMPLOYEES

This MOU shall be presented by Local 1 to the employees of GDPUD, subject to this Agreement, for ratification by said employees and shall thereafter be presented to the GDPUD Board of Directors (“Board”), as the joint recommendations of the undersigned for salary and employee benefit and conditions of employment adjustments for the period of this Agreement. The employees covered under this MOU shall be those positions set forth on the salary schedule

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included in the attached **Attachment A**. Unless otherwise indicated herein, all provisions shall become effective on the date approved by the Board.

1.6. DISTRICT RIGHTS

- A. Local 1 hereto recognizes that the District has and will retain the exclusive right to manage and direct the performance and assignment of District services and the work forces performing such services, unless the District has specifically delegated, abridged or modified any such right by this Agreement.
- B. Local 1 recognizes that the District and the General Manager retain, whether exercised or not, solely and exclusively, all express and inherent rights and authority pursuant to law with respect to determining the level of the manner in which the District's activities are conducted, managed, and administered. Local 1 recognizes the exclusive right of the General Manager to establish and maintain departmental rules and procedures for the administration of the District during the term of the Agreement. All personnel issues are to be handled through the General Manager.
- C. The District retains solely and exclusively all the rights, powers, and authority exercised or held prior to the execution of this MOU, except as expressly limited by a specific provision of the MOU. Without limiting the generality of the foregoing, the rights, powers and authority retained solely and exclusively by the District and not abridged herein include, but are not limited to, the following:
 - 1. To manage and direct District business and personnel;
 - 2. To manage, control, and determine the mission of the District, building facilities, and operation; to create, change, combine or abolish jobs, departments and facilities in whole or in part; to direct the work force;
 - 3. To increase or decrease the work force and determine the number of employees needed;
 - 4. To hire, transfer, promote, classify positions, and maintain the discipline and efficiency of District employees;
 - 5. To establish work standards, schedules of operation and reasonable work load;
 - 6. To specify or assign work requirements and require overtime to schedule working hours and shifts, to adopt rules of conduct;
 - 7. To determine the type and scope of work to be performed by District employees and the services to be provided;
 - 8. To determine the methods, processes, means, and places of providing services and to take whatever action necessary to prepare for and operate in an emergency; and

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9. To hire volunteers, independent contractors, laborers, part-time help etc., to complete and perform work on behalf of the District, including duties performed by members of the bargaining unit.

Nothing in this Agreement shall be construed to limit, amend, decrease, revoke or otherwise modify the rights vested in the District by any law regulating, authorizing or empowering the District to act or refrain from acting.

1.7. DEFINITIONS

ANNIVERSARY DATE - means the date the employee is offered a position for regular service. The Anniversary Date is used to determine salary adjustments or step increases.

AT WILL EMPLOYEE – means temporary, extra help, probationary and part-time employees, whose employment relationship with the District may be terminated at any time, with or without cause.

BASE HOURLY RATE - means the hourly rate corresponding to the salary range to which the employee is assigned.

DEMOTION - means a decrease in the duties and responsibilities assigned to an employee and a downward change in his/her classification and salary range.

FULL-TIME WORK - means forty (40) hours per calendar week, excepting holidays.

HOLIDAYS - means any holiday recognized by the District.

HOURLY EMPLOYEE - means any employee who is compensated at an hourly rate.

INDEPENDENT CONTRACTOR – means a non-employee who provides independent contractual services to the District (includes consultants). The contractor, not the District, is responsible for: (1) tax and social security withholding; and (2) health, unemployment, and workers' compensation insurance. An individual under this status receives no District benefits.

PROBATIONARY PERIOD - means the twelve (12) months or time-limited period of paid service, which is an extension of the examination process.

OVERTIME - means time worked for which the employee is entitled to pay at a rate of time and one-half their regular rates of pay in accordance with the Fair Labor Standards Act.

PART-TIME EMPLOYEE - means an employee working less than 1,000 hours per year. Part-time employees are not eligible for benefits. Part-time employees are at-will employees and may be dismissed at any time, with or without cause.

PAY PERIOD - means fourteen (14) calendar days from 7:30 a.m. Monday to 7:30 a.m., the second Monday thereafter and including the normal eighty (80) hour bi-weekly pay cycle.

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PROBATIONARY EMPLOYEES - means newly hired appointees to a regular position for a period of twelve (12) months. Probationary employees are at-will employees for a period of twelve (12) months, or an extended period as mutually agreed to by the employee and the District.

REGULAR EMPLOYEE – means an employee of the District who has successfully completed his or her Probationary Period. SATISFACTORY SERVICE - means meeting the work, performance, and conduct standards established by the District.

SALARY - Compensated based on a yearly amount shall be paid in twenty-six (26) periods per calendar year.

1.8. RENEGOTIATION

In the event either Party desires to negotiate a successor agreement at the end of the term of this Agreement, which expires on December 31, 2021, such Party shall serve upon the other during the period September 1 to October 1 in the year the term expires, its written request to begin negotiations. Negotiations for a successor agreement may be postponed to a later date upon written agreement between the Parties. In the event one of the Parties indicates such a desire to negotiate, the other Party must submit its initial proposals within thirty (30) days after receipt of the written request to begin negotiations.

Negotiations shall commence the later of thirty (30) days after such receipt of the initiating Party's written request to begin negotiations or October 1, in the year the term expires, unless the Parties agree in writing to postpone negotiations for a successor agreement to a later date.

CHAPTER 2. COMPENSATION - WORKING CONDITIONS

2.1. COMPENSATION

The classifications, salaries, ranges and steps of the employees within the bargaining unit are included in Attachment A, attached hereto. Step increases are available to employees that have at a minimum of one (1) year of continuous service in the existing step. Available step increases will be provided on a calendar year basis upon receipt of a "meets standards", or better performance review for qualified employees, will be provided on the employee's anniversary date. The General Manager may provide additional step increases in recognition of outstanding service or to adjust inequities.

2.2. WORK WEEK

The work week means a seven (7) day period beginning at 7:30 a.m. on each Monday and ending at 7:30 a.m. on the following Monday.

The standard working day shall be from 7:30 a.m. to 4:30 p.m. or as necessary to conduct District business.

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The General Manager shall fix the hours of work with due regard for the convenience of the public and the laws of the State and the District. The General Manager may change the work schedule at his or her discretion. An employee shall:

- A. Work the hours and job duties assigned per the operational needs of the District.
- B. Work such additional hours or job duties as the District may request.
- C. Understand that nothing in these policies shall be construed as a restriction on the District's right to schedule workdays and require overtime work. The Parties understand that changes to the current District work schedule will be implemented to minimize and reduce scheduled overtime.
- D. Be expected to perform other job duties at various times as necessary, and as requested, per operational needs of the District.

Attendance - It shall be the responsibility of each employee to be prompt and in regular attendance on the job.

Time Cards - It is the employees' responsibility to sign their time cards and to certify the accuracy of all time recorded. The employee's supervisor will review and then sign the time card before submitting it for payroll processing.

2.3. OVERTIME HOURS/AUTHORIZATION

The District shall pay Local 1 employees (Administrative Aide Classification) overtime compensation at the rate of one and one-half (1-1/2) times the regular rate of pay, for all work in excess of forty (40) hours per work week, to the extent required under the Fair Labor Standards Act. The District has the right to require employees to work overtime to meet the operational needs of the District. Refusal to work overtime shall result in disciplinary action.

Overtime work for non-exempt employees must always be approved by the General Manager before the work is performed, if possible. An employee who works overtime hours without written authorization from his or her supervisor may be disciplined pursuant to the disciplinary procedures outlined in this MOU.

Management employees (Office Manager and Operations Manager Classifications) shall not be entitled to overtime compensation for any hours of work in excess of forty (40) hours per week.

2.4. MEAL PERIODS

Local 1 employees will be allowed a one (1) hour lunch period. No employee may work longer than five (5) hours without taking a lunch break.

The General Manager shall establish the lunch periods for Local 1 employees to ensure

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continuous customer service functions of the District throughout the public office hours each day.

Combining or "banking" meal periods from day to day, saving meal periods to shorten workdays, or requesting compensatory time or overtime for work performed during meal periods shall not be allowed.

2.5. COSTS OF JOB REQUIRED CERTIFICATES AND LICENSES

It is agreed that, with prior written approval, the District will reimburse employees for special training, licenses and certificates that employees are required to maintain as a condition of continued employment so long as the employee successfully completes all phases of the training, license and certification, including passing required examinations.

- A. Educational Expense Reimbursement - If the purpose of the training is to prepare the employee for advancement through upgrading the employee to a higher skill level, expenses for travel will not be eligible for reimbursement. Attendance at this type of training is voluntary, and nonattendance will not adversely affect the employee's present working conditions or the continuance of his or her employment. The employee's time for this type of training is not considered work time, and appropriate leave must be scheduled with the employee's supervisor. Driving time to and from this type of training is not considered as work time and is not compensable.

The District will consider reimbursement for tuition expenses for this type of training upon successful completion of the training. Authorization for reimbursement must be received in advance and in writing. Meals are not reimbursable unless they are included in the tuition.

- B. License/Certificate Maintenance Expense Reimbursement - If the purpose of the training is to maintain a certificate that is a requirement of the employee's current position, travel expenses are eligible for reimbursement with prior authorization. Training is to be scheduled by the employee and shall not conflict with the work load of the District. Training will be scheduled within a 100-mile radius of the District unless approved by the General Manager. The employee may request the use of a District vehicle, if available. When two or more employees are attending a training session, the employees will ride together in a District vehicle, and only the driver will be paid driving time. The employees may decide who the driver is. Driving responsibility shall not be divided between more than two (2) employees per round trip. Time spent at training to maintain a required certificate is considered work time and the employee is not required to schedule leave. The meal period while at training to maintain a required certificate is not considered work time. Meals are not reimbursable unless they are included in the tuition.

2.6. LONGEVITY PAY

Regular employees with continuous service totaling ten (10) years shall receive a salary increase of 2.5% over and above their regular hourly rate. Regular employees with such continuous

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service totaling the equivalent of fifteen (15) years shall receive an additional salary increase of 2.5% over and above their regular hourly rate and the 2.5% longevity pay granted for their service over ten (10) years. An employee shall begin to accrue longevity pay on the first day of the first pay period after the above requirements have been satisfied.

2.7. DRESS CODE

Please refer to Personnel Policy - Dress Code

2.8. WORKING OUT OF CLASS

Classifications and job descriptions have been established for each position within the District to provide a basis for equitable remuneration according to the duties and responsibilities and to be in conformity with similar agencies.

When an employee in a permanent position in the District is required to work in a classification for longer than (30) thirty working days for which the compensation is greater than that to which the employee is regularly assigned, the employee shall receive compensation for such work at the rate of pay established for the higher classification.

2.9. PERFORMANCE EVALUATION REVIEW

No performance evaluation shall be placed in a departmental file, nor shall it be transmitted to the GDPUD Personnel files until the employee has reviewed the evaluation with the rating supervisor, and if requested by the employee, such employee has reviewed the evaluation personally with the General Manager, or his or her designee. The employee has a right to read, sign and file written response to both favorable and unfavorable entries. A signing is not an admission by the employee of the truth of such entries, but rather only an acknowledgment of notification. Employee's written response, if any, shall be transmitted to the GDPUD personnel files.

2.10. COST OF LIVING

The District shall increase wages for the positions listed in **Attachment A** each year on the first day of the first pay period in July. The amount of the percentage increase shall be set by the Consumer Price Index – Urban Wage Earners and Clerical Workers, West-B/C average. All items Dec. 1996=100 for the month of March of each year. The percentage increase shall be at a minimum 1.5 percent and at maximum 4 percent.

**CHAPTER 3.
INSURANCE BENEFITS**

3.1. HEALTH INSURANCE BENEFITS

The District is currently enrolled in the ACWA/JPIA Health Insurance program. Effective January 1, 2015, the District agrees to pay actual premium, costs up \$615.55 per month for the category

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“employee only, “the actual premium costs up to \$1,221.21 per month for the category “employee + 1” and; actual premium costs up to \$1,723.90 per month for the category “employee + 2 or more.” Employees shall be responsible for any Management and Confidential Employees, Local 1.

During the term of this agreement in the ACWAJPIA Health Insurance program. Effective January 1, 2015, the District agrees to pay up to 100% of the Lowest Plan available premium for the category “employee only”. The District shall pay the previous year maximum contribution and adjust up to 93 % of the cost of premium for the Lowest Plan available premium for rate of employee + 1 and; 93% of the costs of premium for the rate of employee + 2 or more to a maximum of 12% premium increase. Adjustments to the District's contribution shall occur in January of each year and remain in effect for the calendar year.

The District shall provide dental and vision plans that permit dependent coverage. The District shall continue to pay the premium for dental and vision coverage for the employee only. The employee shall pay dependent coverage.

The District will pay 100 percent of the premium cost for Term Life Insurance and AD&D coverage. The death benefit will be equal to the employee's annual salary (excluding overtime).

The District will continue to allow eligible group insurance plan premiums to be processed through the Flexible Spending Plan, 125 Plan.

3.2. STATE DISABILITY INSURANCE

To maximize the benefits to the employee, when an employee is absent by reason of injury or illness, the District will coordinate sick leave and/or vacation leave benefits with Workers' Compensation or State Disability Insurance benefits. It is the employee's responsibility to file for state disability and make all arrangements with the General Manager, or his or her designee, for leave coordination. For the District to coordinate benefits, the employee must provide the SDI checks to the District.

CHAPTER 4. LEAVES

4.1. HOLIDAYS

Regular, full-time employees of the District are eligible for the following days off with pay:

- New Year's Day
- Martin Luther King, Jr. Day (the third Monday in January)
- President's Day Observance (the third Monday in February)
- Memorial Day Observance (the last Monday in May)
- Independence Day
- Labor Day Observance (the first Monday in September)

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Veterans Day Observance (November 11)
Thanksgiving Day and the Day after Thanksgiving
Christmas Day and the Day after Christmas*

- * On an annual basis, the District schedules a holiday in association with Christmas and/or New Year's Eve.

Generally, if a holiday falls on a Sunday, the following Monday shall be deemed the holiday in lieu of the day observed. If the holiday falls on a Saturday, the previous Friday will be observed.

Subject to the needs of the District, if a holiday falls on an employee's normal day off, the employee may be relieved from work, the previous or following workday, or the District may elect to pay the employee for the day off.

An employee who calls in sick on either the workday prior to the holiday or the workday following the holiday, shall not receive pay for the holiday. A pattern of calling in sick prior to or following a holiday may be grounds for discipline.

Holiday Pay—Full-time employees shall receive eight (8) hours of holiday pay at straight time on the District-observed holiday. Holiday pay is not counted for the purpose of calculating an employee's overtime hours of work.

Overtime for Work on Holidays—Employees required to work on a District-observed holiday will receive pay at the rate of time and one-half for each hour worked, in addition to the eight (8) hours of straight pay.

4.2. SICK LEAVE

The objective of this section is to provide methods of furthering the health and general welfare of District employees, as well as ensuring maximum and reasonable job attendance.

Employees shall not be allowed to take sick leave until the leave time has been earned in conformance with the provisions of this MOU.

Usage - Employees are entitled to use accrued sick leave, with the approval of the General Manager, to a maximum of the time accrued, for the following conditions:

- A. An employee, employee's spouse, or employee's dependents' illness or injury. Leaves of more than three (3) days for this reason may require a doctor's or licensed practitioner's certificate indicating absence from work was necessary.
- B. An employee, employee's spouse, or employee's dependents' dental, eye or other physical or medical examination or treatment by a licensed practitioner. Unless otherwise approved, leaves for this purpose are limited to four (4) hours in any one workday.

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If a holiday which an employee is entitled to have off with pay occurs on a workday during the time an employee is absent on sick leave, he or she shall receive pay for the holiday as such and it shall not be counted as a day of sick leave.

Employees shall not use sick leave for the sole purpose of utilizing such accrued time prior to separation from service.

Accrual - Sick leave is accrued by all regular full-time employees on the basis of biweekly payrolls. The District provides 3.69 hours of sick leave per pay period for a total of 12 days per year. Eligible employees shall accrue sick leave credit from their first day of employment. Regular part-time employees shall accrue sick leave on a pro-rata basis.

Accrued sick leave is not compensable upon separation of service.

Employees retiring under the Public Employees' Retirement System (PERS) shall receive retirement credit for unused sick leave at the rate determined by PERS. Employees otherwise terminated or separated from service shall not receive compensation for unused sick leave.

Administration of Sick Leave - An employee shall notify his or her supervisor before 7:45 a.m. if sick. An employee is required to notify his or her supervisor of illness on a daily basis, unless a medical practitioner has advised the employee in writing that a multiple day absence is necessary. Employees who wish to use their sick leave time for planned medical services, must coordinate the sick leave with their supervisor to meet the District work load.

Upon return to work, employees may be required to submit a sick leave request form or record of sick leave use to his or her supervisor for approval. The General Manager may request information in order to aid in the determination of whether the sick leave use is legitimate. The General Manager may require a physician's statement, or acceptable substitute, from an employee who applies for sick leave, or make whatever reasonable investigation into the circumstances that appear warranted before taking action on a sick leave request.

Prior to the resumption of work duties after taking any occurrence of sick leave or industrial disability leave due to injury or illness, an employee may be required to undergo a physical examination by the District physician or submit a certificate of employability from the employee's treating physician.

Employees absent for illness or injury longer than ten (3) consecutive working days or longer shall not be permitted to return to duty without a physician's certificate releasing the employee for normal duty and attesting to the employee's ability to perform the normal duties of the position.

Sick Leave-Excessive Usage - The sick leave program is designed to provide employees with two benefits: (i) available paid leave for a reasonable amount of short-term illnesses; and (ii) provide a savings bank of time to ensure available paid leave for long-term illnesses. In order to ensure that the sick leave program is being utilized for both purposes, all District employees are monitored to ensure that their usage of the sick leave benefits is not excessive. "Excess usage" is

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defined as follows:

- A. Where an employee utilizes more than four (4) days for sick leave in any calendar year in connection with the day before or after a holiday, or first or last day of workweek;
- B. Where an employee is absent from work on at least eight (8) separate occasions for a total of at least sixty-four (64) hours in a calendar year for two (2) years in a row.

Excessive Use Program - Once an employee has been identified as having excessive sick leave usage, as defined in this subsection, he or she will enter into the following program:

- A. The first year an employee is identified as having excessive usage, the employee shall be counseled by their supervisor and shall receive a sick leave reminder letter, which will be placed in the employee's personnel file.
- B. If an employee is identified as having excessive sick leave usage two (2) consecutive years, or two (2) out of three (3) years, the employee will be counseled by their supervisor and shall receive a written reprimand which will be placed in the employee's personnel file. All sick leave usage will require a doctor's excuse for a period of one (1) year following the written reprimand.
- C. If an employee is identified as having excessive sick leave usage three (3) consecutive years, or three (3) out of four (4) years, the employee will receive a three-day suspension without pay. Sick leave usage will continue to require a doctor's excuse for a period of one (1) year.
- D. If an employee is identified as having excessive sick leave usage in excess of four (4) consecutive years, or four (4) out of five (5) years, serious disciplinary action, which may include termination from service, will occur.

An employee that uses sick leave for illegitimate purposes shall be subject to discipline, and the District may recover such funds from the employee.

4.3. VACATION LEAVE

For the benefit of regular full-time employees, the District provides annual vacation leave. Vacation leave is accrued on the basis of biweekly payrolls. For regular part-time employees, the annual vacation leave rates are pro-rated.

Employees shall not be entitled to use vacation leave until he or she has successfully completed his or her Probationary Period. Probationary employees, however, may accrue vacation pursuant to the accruals listed below.

For purposes of this section, one (1) year shall be equivalent to twenty-six (26) bi-weekly pay periods of continuous service as a regular full-time or regular part-time employee.

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Vacation Accrual Rates:

| <u>Years of Service</u> | <u>Biweekly Accrual</u> | <u>Hours per Year</u> |
|---|-------------------------|-----------------------|
| New employee to completion of 5th year | 3.692 hours | 96 hours |
| Start of 6th year to completion of 10th year | 4.615 hours | 120 hours |
| 11th year | 4.923 hours | 128 hours |
| 12th year | 5.231 hours | 136 hours |
| 13th year | 5.538 hours | 144 hours |
| 14th year | 5.846 hours | 152 hours |
| Start of 15th year to completion of 19th year | 6.154 hours | 160 hours |
| 20th year and each year thereafter | 7.692 hours | 200 hours |

The maximum accrual of vacation leave is 320 hours. No accrual of vacation leave will occur beyond 320 hours.

Service to the District in any capacity, other than a regular full-time or regular part-time employee, does not register as "Years of Service" for the calculation of vacation leave accrual.

Coordination of Time off Work for all Employees - The employee's immediate supervisor and the General Manager must approve in advance all leave, including vacation, uncompensated time off, or any other leave. Sufficient notice in order to ensure adequate coverage is required. Employees must request the vacation leave a minimum of ten (10) working days prior to the desired start of vacation leave. Application for leave forms will be available in the District office.

4.4. BEREAVEMENT LEAVE

An employee shall be authorized to use up to three (3) days sick leave due the death of his or her parent, stepparent, spouse, domestic partner, as certified by the Secretary of State's office, child, adopted, stepchild, brother, or sister, upon approval of the General Manager.

4.5. LEAVES OF ABSENCE

The General Manager may grant an employee a leave of absence without pay or benefits for a period not to exceed three (3) months. A longer leave of absence may be granted by the Board.

4.6. JURY DUTY

Any employee required to serve on a jury shall receive his or her regular pay for serving on the jury. The employee shall surrender all jury duty pay to the District.

CHAPTER 5. RETIREMENT BENEFITS

5.1. PUBLIC EMPLOYEES RETIREMENT SYSTEM

A. PERS RETIREMENT FIRST TIER

District employees hired before June 19, 2006, are enrolled in the PERS 2.7% at 55 plan with the single highest year option. The employees pay the 8% employee share of the PERS contribution. The 2.7% plan shall be integrated with Social Security and cost of living adjustments for retirees shall not exceed 3% per year.

B. PERS RETIREMENT SECOND TIER

District employees hired on or after June 19, 2006, but before implementation of the third tier (5.1C of this article), are enrolled in the PERS 2.7% at 55 plan with the three (3) highest year option. The employees shall pay the 8% employee share of the PERS contribution. The 2.7% plan shall be integrated with social security and cost of living adjustments for retirees shall not exceed 2% per year.

C. PERS RETIREMENT THIRD TIER

District employees hired on or after January 1, 2013, with reciprocity from another PERS agency, are enrolled in the PERS 2% at 55 retirement plan based upon the average of the highest thirty-six (36) month compensation option. The employees shall pay one-half of the District Normal Cost Rate as reported from Cal PERS as the employee's contribution. The 2% at 55 retirement plan shall be integrated with social security.

D. PERS RETIREMENT FOURTH TIER

District employees hired on or after January 1, 2013, are enrolled in the PERS 2% at 62 retirement plan based upon the 4 average of the highest thirty-six (36) month compensation option. The employees shall pay one-half of the District Normal Cost Rate as reported from CalPERS and defined under PEPRA starting January 1, 2013 as the employee's portion. The 2% at 62 retirement plan integrated with social security.

5.2. DEFERRED COMPENSATION PLAN

The District provides a deferred compensation investment plan (401A and/or 457) to employees. Employees may designate the amount of compensation they wish to contribute to the plan as a specific dollar amount. The Deferred Compensation Plan shall be an employee-only contribution plan. District contributions to the plans shall not be provided to the participating employees.

CHAPTER 6. EMPLOYEE GRIEVANCE PROCEDURE

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6.1. PURPOSE

With the exceptions below, a grievance is defined as a complaint by an employee that the District has violated a written policy contained in this MOU between the District and a recognized employee organization, or a provision of federal, state, or local law, which adversely affects the employee. Specifically excluded from the grievance procedures are claims or complaints of alleged discrimination or harassment, complaints relating to performance evaluations, and all disciplinary actions. Specific procedures for concerns regarding those items are addressed in separate sections of this Agreement, or in the District's Personnel Rules.

6.2. GRIEVANCE PROCEDURE STEPS

Level I, Preliminary Informal Resolution. An employee who believes he or she has a grievance shall present it orally to his or her immediate supervisor within ten (10) business days after the employee knew, or reasonably should have known, of the circumstances that form the basis for the grievance. The immediate supervisor will discuss the grievance with the employee and respond to the employee in writing within ten (10) business days after their discussion. If the grievance is against the employee's supervisor, the employee may skip Level I and advance to Level II, provided he or she complies with all applicable time limits and other requirements for Level I.

Level II, Supervisor. If the grievance is not resolved at Level I, the employee may present his or her grievance in writing to his or her supervisor or to the General Manager (if the employee's supervisor is the General Manager) within ten (10) business days of the date of the Level I response.

The Level II grievance shall include the following:

- A. A concise statement of the grievance, including specific reference to the policy allegedly violated;
- B. The circumstances involved;
- C. The decision rendered at Level I, if any;
- D. The dates when:
 - i. the grievance was first discussed with the immediate supervisor;
 - ii. the Level I response was issued; and
 - iii. the employee submitted the grievance to Level II;
- E. The specific remedy sought.

Within ten (10) calendar days of receipt of the employee's Level II grievance, the employee's supervisor, or the General Manager, shall meet with the employee and try to resolve the dispute. He or she shall issue a written response to the employee within ten (10) calendar days of the

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meeting with the employee. If no response is issued within the time limit, the grievance will be deemed denied at that level, and the employee may appeal to the next level.

Level III, General Manager. In the event the grievance is not resolved at Level II, the employee may, within seven (7) business days of the date of the Level II response, appeal the decision in writing to the General Manager. If the decision being appealed was made by the General Manager, then the employee may skip Level III and proceed to Level IV. The Level III appeal shall include a copy of the original grievance; a copy of the written Level II decision; and a clear, concise statement of the reasons for the appeal to Level III.

Within ten (10) calendar days from the date of General Manager's receipt of the Level III grievance, the General Manager will issue a written determination to the employee.

Level IV, Hearing. If the grievance is not resolved at Level III or if the grievance is against the General Manager, the employee may, within seven (7) business days of the date of the Level III written response, appeal the decision by submitting to the General Manager a written request for appeal by a designated hearing officer, who will be selected in accordance with section 7.4.5 of this Agreement. After the hearing, the hearing officer will issue a written decision on the matter. The hearing officer's decision shall be final and binding on the parties.

6.3. GENERAL RULES FOR GRIEVANCES

All employee grievances must follow the steps outlined above. Except as expressly stated in this Agreement, at no time may an employee bypass a step. Time limits set forth above may be extended upon the written consent of both parties. Employees will not be retaliated against for filing or pursuing a grievance in good faith under this procedure. Employees are entitled to representation throughout the grievance process.

If an employee does not present the grievance or does not appeal the decision rendered regarding the grievance within the time limits specified above, the grievance shall be considered withdrawn.

A copy of all formal grievance decisions shall be placed in a grievance file belonging to the District. A copy of the grievance decision will be provided to the employee.

6.4. TIME EXTENSION

The parties by mutual written consent may extend any of the time limits set forth in this section.

CHAPTER 7 DISCIPLINARY PROCEDURES

7.1. GENERAL RULES OF CONDUCT

The District expects all of its employees to act in the best interest of the District and its customers and residents. It is the responsibility of all employees to observe all rules, guidelines,

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and operating procedures of the District. The District further expects that each of its employees will act in a polite and professional manner when dealing with members of the public and other employees. These General Rules of Conduct, along with the "Examples of Unacceptable Conduct" listed below, are not meant to be all-inclusive but rather to provide illustrations of acceptable conduct versus problematic conduct.

7.2. EXAMPLES OF UNACCEPTABLE CONDUCT

The following list presents examples of some of the types of unacceptable conduct that may result in disciplinary action, up to and including immediate termination. This list is not an exhaustive list of what may result in discipline, up to and including immediate termination:

- A. Fraud in securing employment;
- B. Abuse of sick leave, excessive absenteeism or tardiness, and/or unexcused absences;
- C. Falsification of records;
- D. Inadequate job performance;
- E. Dishonesty;
- F. Violence or threat violence towards other employees or the public;
- G. Conviction of a felony or misdemeanor involving a crime which renders an employee unfit for duty;
- H. Theft;
- I. Negligent or reckless operation of District vehicles and equipment;
- J. Falsification of, or material omission from any employment application, payroll records, time reports, or other the District documents;
- K. Violation of any of the District's policies, procedures, administrative or operational directives, including any policies in the District's Personnel Guidelines or in this Agreement, or inducing other employees to violate any such rules;
- L. Violation of the District's purchasing policies;
- M. Violation of safety rules or practices;
- N. Violation of the District's policy prohibiting harassment, abusive conduct or discrimination;
- O. Violation of the District's Drug and Alcohol-Free Workplace Policy;

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- P. Sleeping during work hours is prohibited unless separate authorization has been given;
- Q. Possession of firearms or dangerous weapons on District property. A dangerous weapon is any object or tool used in an unauthorized or unsafe manner;
- R. Private use of District equipment, vehicles, tools, and materials;
- S. Unauthorized or illegal disclosure of or other failure to properly protect trade secrets of the District, such as customer private information and any other confidential information relating to the security of District operations, such as water quality; and
- T. Soliciting coworkers when either employee is on working time being paid for by the District is prohibited, including the use of e-mail. Distribution or posting of pamphlet, leaflets, or any other literature in the District offices is prohibited during working time of any employee involved.

7.3. TYPES OF DISCIPLINARY ACTION

Disciplinary action includes oral warning, written warning, suspension, reduction in salary, demotion, or termination of employment.

- A. Oral Warning: Communication to an employee that his or her performance or behavior must be improved and failure to do so may result in more serious discipline. An employee's supervisor or the General Manager may note the date, time, and content of oral reprimand, but no record of oral reprimand shall be placed in the employee's personnel file unless subsequent action is necessary.
- B. Written Warning: A formal written notice to an employee that further disciplinary action will be taken unless his or her performance or behavior improves. A copy of the written reprimand is given to the employee, and the original is filed in the employee's personnel file. The employee must acknowledge receipt of the written warning by signing the letter at the time of presentation; this signature signifies only the receipt of the document, it does not signify the employee's agreement with the allegations.
- C. Suspension: The temporary removal of an employee from his or her duties without pay for disciplinary purposes. Employees suspended from his or her employment with the District forfeit all rights, privileges, and salary, with the exception of group health and life insurance benefits.
- D. Reduction in Salary: A reduction in salary step within the employee's salary range for a specified period of time for disciplinary purposes.
- E. Demotion: The removal of an employee from a position to another position carrying a lower maximum rate of pay, as a result of a disciplinary action.

- F. Discharge: The removal of an employee from District employment, as provided for in these Guidelines.

7.4. DISCIPLINARY NOTICE/APPEAL PROCEDURE

This Section does not apply to probationary (including employees on disciplinary or promotional probation), part-time or temporary employees.

7.4.1 Written Notice of Proposed Action

In the event the District imposes disciplinary action as described in section 7.3, subsections C-F, the employee will be given a notice of the disciplinary action.

- A. Notice of the Disciplinary Action. Prior to the imposition of discipline as described in section 7.3, subsections C-F, a regular employee shall be provided a written notice or “Skelly letter” by the employee’s supervisor (the Operations Manager or the Water Quality Manager) proposing to implement discipline which contains:

1. Notice of the proposed action;
2. The reasons for the proposed action;
3. A copy of the charges and any materials upon which the proposed action is based;
4. Notice that the employee is entitled to an opportunity to respond within five (5) working days after the notice has been served upon employee to the charges orally or in writing, or both, personally or with a representative who may be an attorney;
5. The date and time of the response or “Skelly” meeting, which shall be held according to section 7.4.2; and
6. Notice that if the employee fails to attend the response meeting the employee shall be deemed to have waived all rights to said meeting and from appeal to any action taken.

7.4.2 Response Meeting/Skelly Review Meeting

No more than ten (10) business days after the notice has been served upon employee, employee shall have the opportunity to refute charges or present facts that is known as a “Skelly” Review meeting with the General Manager. The employee may respond orally or in writing, personally or with a representative. Neither Party shall be entitled to call witnesses or take testimony.

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If an employee fails to respond to the notice for a Skelly Review meeting, the General Manager, or his or her designee, shall notify the employee in writing that his or her time to respond has expired and that the discipline shall be imposed.

If the employee requests a Skelly Review meeting, the General Manager shall consider information contained in the charges and recommendations, as well as information presented by the employee or his or her representative and issue a Final Notice as set forth in section 7.4.3.

7.4.3 Post-Skelly Final Notice

Within ten (10) days after the Skelly Review meeting, the General Manager, or his or her designee, shall: (i) dismiss the notice and take no disciplinary action against the employee; (ii) issue disciplinary action that is less severe than the intended disciplinary action; or (iii) prepare and serve upon the employee a final notice of disciplinary action.

The final notice of disciplinary action shall include the following:

1. The disciplinary action taken;
2. The effective date of the disciplinary action taken;
3. Specific charges upon which the action is based;
4. A summary of the facts upon which the charges are based;
5. The written materials, reports and documents upon which the disciplinary action is based; and
6. The employee's right to appeal.

Disciplinary action other than a suspension, demotion or termination (i.e., written or oral reprimands) shall not be subject to appeal. Disciplinary action consisting of a suspension, demotion or termination may be appealed by regular employees pursuant to sections 7.4.4 and 7.4.6.

7.4.4 Appeals of Disciplinary Action

Any regular employee shall have the right to appeal the General Manager's decision to a neutral hearing officer from any disciplinary action taken following a Skelly hearing. Such appeal shall be in writing and must be filed with the General Manager within ten (10) business days after receipt of written notice of such disciplinary action. Failure to file an appeal within such period constitutes a waiver of right to appeal.

The appeal hearing shall be an evidentiary hearing with due process rights including the right to present witnesses, present evidence, cross examine opposing witnesses, the right to counsel and findings to support the decision. However, the formal rules of evidence shall not apply, and the

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hearing officer shall be entitled to rely upon any evidence that reasonable persons would commonly rely upon in the course of the conduct of their business.

The hearing officer shall conduct an appeal within thirty (30) days of receipt of employee's request for appeal or as soon as practical. The Parties may continue the hearing either for the convenience of the District or for good cause upon written application of the appellant or District, for a period not to exceed an additional thirty (30) days from the receipt of the appeal. Written notice of the time and place of the hearing shall be conducted in accordance with the provisions of section 11509 of the Government Code, except that the appellant and other persons may be examined as provided in section 19580 of said Government Code, and the Parties may submit all proper and competent evidence against, or in support of the causes.

Neither the provisions of this section or this Chapter shall apply to reductions in force or reductions in pay, which are part of a general plan to reduce or adjust salaries and wages. However, any non-disciplinary reduction in pay is subject to the meet and confer process pursuant to Government Code sections 3504.5 and 3505.

7.4.5 Selection of Hearing Officer for Appeal of Disciplinary Action

Upon receipt of a disciplinary appeal hearing request by Local 1, the General Manager, or his or her designee, shall order that the matter be heard by a neutral hearing officer, which shall be mutually agreed upon by Local 1 and the District. If the Parties are unable to agree to a neutral hearing officer, then the neutral hearing officer shall be selected from a listing of arbitrators supplied by the State Conciliation Service. The individual shall be selected from a listing of five (5) individuals identified by the State Conciliation Service. If the Parties cannot mutually agree upon a hearing officer, the hearing officer shall be selected by the Parties through alternate the striking of names. The cost of the hearing officer will be shared equally between the Parties.

7.4.6 Appeal Hearing

The appointed hearing officer shall conduct an appeal within thirty (30) days of receipt of employee's request for appeal. The appointed hearing officer may continue the hearing either for the convenience of the District or for good cause upon written application of the appellant or District, for a period not to exceed an additional thirty (30) days from the receipt of the appeal. Written notice of the time and place of the hearing shall be conducted in accordance with the provisions of section 11509 of the Government Code, except that the appellant and other persons may be examined as provided in section 19580 of said Government Code, and the Parties may submit all proper and competent evidence against, or in support of the causes.

7.4.7 Representation at Appeal

The District employee (appellant) may appear in person and/or be represented by counsel and/or a union representative.

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7.4.8 Notices to Witnesses

Witnesses shall suffer no loss of compensation or benefits while participating in this procedure, in order to give testimony before the neutral hearing officer. Recognizing the District's need to provide continuity of services to the public, the union shall provide a list of required witnesses in advance of any scheduled hearing and shall ensure that the number of witnesses and their scheduling shall be reasonable.

7.4.9 Failure of Employee to Appear at Appeal Hearing

Failure of the appellant to appear at the hearing, without the prior written approval of the General Manager or hearing officer, shall be deemed a withdrawal of his or her appeal and the action in the Final Notice shall be final.

7.4.10 Decision on the Appeal

The hearing officer shall render a written decision within thirty (30) days after concluding the hearing or as soon as practical. The hearing officer's decision shall be final and binding.

7.4.11 Time Limits

In the event of extenuating circumstances, the time limits in this section 7.4 may be extended to a definite date by written agreement between the employee and the District.

CHAPTER 8 MISCELLANEOUS ISSUES

8.1. SUBSTANCE ABUSE AND FITNESS FOR DUTY POLICY

The "Alcohol and Drug-Free Workplace Policy shall be incorporated by reference as a provision of this Agreement. A copy is attached to this Agreement as **Attachment B**.

8.2. UNLAWFUL HARASSMENT POLICY

Policy Statement - It is legally mandated by state and federal laws that employees have a right to work in an environment that is free from all forms of discrimination and harassment, including sexual harassment. The District will tolerate neither harassment nor sexual harassment.

Sexual harassment is a form of discrimination that is prohibited by Title VII of the Civil Rights Act of 1964 and California Government Code section 12940. Sexual harassment is a costly form of discrimination that can result in expensive litigation that may result in back pay or punitive damage awards, withdrawal of federal support funds and/or other adverse actions. District employees have a grave responsibility for maintaining high standards of honesty, integrity, impartiality and conduct to assure proper performance of the District's business and the maintenance of confidence of the people it serves. It will, therefore, be a violation of District

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policy for any employee to engage in any of the acts or behaviors set forth in the District Harassment Policy or in violation of any laws thereon.

8.3. DISTRICT VEHICLES

District vehicles are to be used only for authorized business and are to be operated by authorized personnel. Unauthorized persons (i.e. spouses, children etc.) are not permitted in District vehicles. District vehicles are to be picked up and left off at the District yard each working day. District vehicles will not be taken home, except as noted below.

Alcoholic beverages or unlawful substances of any kind are not permitted inside a District vehicle. Employees shall not smoke in District vehicles. As the use of a District vehicle in and out of working hours is subject to public scrutiny, all employees should drive with courtesy and safety at all times.

Possession of a valid California Driver's License and a satisfactory driving record to maintain insurability is required for all personnel operating District vehicles.

The District participates in the Department of Transportation (D.O.T.) Employee Pull Notice Program. Management will review records for anyone operating District vehicles.

Employees seeking a variance from this policy must receive a variance in writing from the General Manager or Board of Directors prior to using District vehicles in a manner other than specified in the policy.

8.4. HIRING EMPLOYEES.

New Employees -Medical Examination Policy - The District, in conjunction with the District's Worker's Compensation Administrator, shall establish a medical exam procedure for new and prospective employees.

Introductory Period - The Introductory/Probationary Period for newly hired appointees to a regular position is twelve (12) months. This is the time-limited period of paid service, which is an extension of the examination process. It is intended to give new full-time and part-time appointees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Like all at-will employees, during the introductory period an employee may be dismissed at any time without prior notice and without cause. The General Manager may approve a shorter evaluation period or deem a probation period successfully completed prior to twelve (12) months.

8.5. PEACEFUL PERFORMANCE

The District and Local 1 recognize and acknowledge that the work performed by bargaining unit members in providing a clean, safe, reliable water supply to the Georgetown Divide is essential to the public safety, health and general welfare of the community. Neither the Union nor any steward, agents or employees will instigate, promote, sponsor, engage in or condone any strike,

sympathy strike, secondary boycott, slowdown, speed-up, sit-down, concerted stoppage of work, concerted refusal to perform overtime, mass absenteeism, or any other intentional interruption or disruption of the operation of the District, regardless of the reason for so doing. The District shall not be required to meet and confer or negotiate on the merits of any dispute that may have given rise to an unlawful work stoppage until said work stoppage has ceased. Violation of this article shall be grounds for disciplinary action up to and including termination of employment. Each employee who holds the position of steward of Local 1 occupies a position of special trust and responsibility in maintaining and bringing about compliance with the provisions of this section. In addition, in the event of a violation of this section Local 1 agrees to inform its members of their obligations under this Agreement and to direct them to return to work.

CHAPTER 9 ENTIRE AGREEMENT

9.1. SUPPRESSION

This MOU sets forth the full entire understanding of the Parties regarding the matters contained herein and any other prior or existing understanding, board resolution, motion, or MOU by parties, whether formal or informal, regarding any such matters are hereby superseded. Except as provided in this MOU, it is agreed and understood that each Party to this MOU voluntarily waives its right to negotiate with respect to any matter raised in negotiations or covered in this MOU, for the duration of the MOU.

WHEREFORE, THIS MEMORANDUM OF UNDERSTANDING IS EXECUTED AND APPROVED ON NOVEMBER 11, 2018.

MANAGEMENT AND CONFIDENTIAL BARGAINING UNIT

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

By: 

By: 

Jere Copeland, Business Agent

Lon Uso, Board President

By: 

By: 

Darrell Creeks, Shop Steward

Steven Palmer, General Manager

By: 

Stephanie Beck, Shop Steward

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ATTACHMENT A
SALARY SCHEDULES AND
DUTY STATEMENTS

ATTACHMENT A

SALARY SCHEDULES AND DUTY STATEMENTS

| Job Title | Step A | Step B | Step C | Step D | Step E | Step F | Step G |
|----------------------|----------|----------|----------|----------|----------|----------|----------|
| Administrative Aid 1 | \$ 16.72 | \$ 17.56 | \$ 18.44 | \$ 19.37 | \$ 20.34 | \$ 21.36 | \$ 22.42 |
| Administrative Aid 2 | \$ 18.41 | \$ 19.34 | \$ 20.31 | \$ 21.32 | \$ 22.38 | \$ 23.50 | \$ 24.67 |
| Administrative Aid 3 | \$ 20.79 | \$ 21.83 | \$ 22.93 | \$ 24.07 | \$ 25.28 | \$ 26.54 | \$ 27.87 |
| Management Analyst | \$ 32.50 | \$ 34.25 | \$ 36.00 | \$ 37.75 | \$ 39.52 | | |
| Office Manager | \$ 30.33 | \$ 31.85 | \$ 33.44 | \$ 35.11 | \$ 36.87 | | |
| Operations Manager | \$ 46.42 | \$ 48.55 | \$ 50.98 | \$ 53.53 | \$ 56.22 | | |
| Water Resource Mgr. | \$ 37.11 | \$ 39.11 | \$ 41.10 | \$ 43.10 | \$ 45.11 | | |
| HR/IT Specialist | \$ 26.54 | \$ 27.87 | \$ 29.26 | \$ 30.72 | \$ 32.26 | \$ 33.87 | \$ 35.56 |

ADMINISTRATIVE AIDE I

Definition/Summary

Under general supervision, positions in the Administrative Aide I classification perform a variety of functions in receiving and processing service requests; perform fiscal recordkeeping work in maintaining and updating billing accounts and receive and resolve complaints and questions concerning the delivery of services and status of accounts.

Essential Functions

- Receives and processes service requests, collecting appropriate funds, and coordinates establishment of services with other District staff.
- Receives and responds to complaints about District service; resolves a variety of problems related to accurate meter readings, high consumption, delinquent accounts, turn-ons, turn-offs, non-reads, and improper billings.
- Receives and processes billing payments.
- Coordinates account status problems with District accounting staff.
- Coordinates problems of meter location, type of installation, and meter size with operations and engineering personnel.
- Determines and calculates costs for different types of installations.
- Researches and applies District policies and regulations regarding establishment and maintenance of services.
- Resolves difficulties concerning the processing of orders and delinquent accounts. Discusses delivery problems with appropriate management and operations staff. Maintains and updates meter reading and route book.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Performs related duties as assigned.
- Effectively communicates with customers, face-to-face, via the telephone and in writing, to discuss and resolve problems and concerns.

Typical Physical Activities

- Drives a vehicle to meet with customers in the field. Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment. Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and FAX machines. Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction. Occasionally required to change working hours or work overtime.

License Certificate Registration Requirement

- Must possess a minimum of a California Class C driver's license with a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents.
- High School Diploma or equivalent.
- Successful completion of training provided by the District.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job.

ADMINISTRATIVE AIDE II

Definition/Summary

The Administrative Aide II is proficient in Administrative Aide I functions. Under general supervision, the Administrative Aide II performs a variety of routine administrative details and performs difficult and complex office support work.

Essential Functions

- Gathers and organizes a variety of information and materials to assist District management. Establishes and maintains a variety of office and Department files.
- Attends staff and committee meetings, developing and maintaining minutes, following as necessary with proper distribution of information and actions.
- Prepares correspondence, memoranda and other items as delegated by District management.
- Answers telephone and receives office visitors, providing a variety of information about District and Department policies, programs, and functions.
- Reviews letters, reports, records, and other items for accuracy, completeness, and compliance with established standards.
- Prepares progress and control charts.
- Updates and maintains expenditure information.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- May assist with payroll and/or accounts payable functions. Maintains inventory of office supplies; places orders.
- Operates a variety of office equipment and computers in the performance of work assignments.
- Performs related duties as assigned.

Typical Physical Activities

- Work at a desk for an extended period of time.
- Work in an office environment; lift and move objects up to 15 pounds, such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment. Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and FAX machines. Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction. Occasionally required to change working hours or work overtime.

License Certificate Registration Requirement

- Must possess a minimum of a California Class C driver's license with a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents.
- High School Diploma or equivalent.
- Successful completion of training provided by the District.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

ADMINISTRATIVE AIDE III

Definition/Summary

Under administrative direction, positions in the Administrative Aide III classification are proficient in Administrative Aide I and II functions. This is the most senior Administrative Aide classification and is responsible for performing the office support work. Incumbents work with minimal direction, performing a variety of the more complex office support assignments. Incumbents are expected to understand the services, policies and procedures of the District and instruct others in the services, policies, and procedures.

Essential Functions

- Performs a variety of data entry assignments using a variety of computer programs. Maintains and verifies the accuracy of a variety of customer and District records.
- Assists District management with resolving a variety of problems.
- Answers the telephone and greets office visitors, providing a wide range of information, or referring them to other staff.
- Assists with the establishment of District operating policies and procedures. Prepares detailed written, oral, and graphic reports as needed.
- Gathers and organizes a variety of information and material to keep the District running smoothly while meeting deadlines.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Performs related duties as assigned.

Typical Physical Activities

- Travels by airplane and automobile in conducting District business. Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds, such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment. Regularly uses a telephone for communication.

- Use office equipment such as computers, copiers, and FAX machines. Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction. Occasionally required to change working hours or work overtime.

License Certificate Registration Requirement

- Must possess a minimum of a California Class C driver's license with a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents.
- High School Diploma or equivalent.
- Successful completion of training provided by the District.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job.

HUMAN RESOURCES/INFORMATION TECHNOLOGY SPECIALIST

Employee Name:
Grade:
Status: Non-Exempt
Other: Confidential

Reports to: General Manager
Salary Range: \$26.54-\$35.56 per hour
Date:

Definition/Summary

Under general supervision by the General Manager, performs a variety of technical, confidential, and routine professional duties in support of recruitment and selection, classification and compensation administration, benefits administration, risk management, and workers' compensation; to serve as a resource to departments and employees; performs related duties as required.

Plans, organizes, and directs the information technology functions and services of the District; oversees the acquisition, use, and maintenance of information technology equipment and software. Plans, organizes, and directs the payroll functions and services of the District with assistance from an outside vendor.

Essential Functions

- Assists with recruitment process including developing plans, schedules, advertisements, screening, and testing.
- Prepares, posts, and distributes job announcements.
- Distributes, tracks, and collects job applications; and schedules job interviews.
- Schedules job interviews.
- Coordinates background checks and pre-employment and post-employment physical exams or screenings.
- Prepares, maintains and processes personnel documents, files, records, including the Department of Motor Vehicle license reporting.
- Maintains and administer drug testing program.
- Processes personnel action forms and other employee changes in database.
- Ensures timely performance evaluations and appropriate actions.
- Administers COBRA and employee benefit program.
- Assists with maintaining employee work and time records.
- Assists with the development and revision of classification specifications, collects salary and benefit information.
- Works with the District's payroll vendor to direct the payroll functions of the District.
- Maintains and updates employee payroll deduction information.
- Prepares payroll reports and summaries for retirement systems and taxing authorities.
- Reviews payroll records and updates information regarding federal and State withholdings.
- Prepares and distributes payments to insurance agencies and others receiving monies from payroll withholdings.
- Prepares periodic reports on wages paid; annually prepares and distributes W-2 forms.
- Researches and corrects payroll discrepancies.

- Prepares payroll for approval by General Manager or designee.
- Coordinates Workers' Compensation claims and other claims against the District with the General Manager and third-party administrators, participates in the administration of risk management functions.
- Maintains effective working relationships with employees, Board, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Assists the General Manager with long range planning of District information technology functions, including the acquisition of equipment and software.
- Performs a variety of general office support duties.

Other Duties

- Maintains organization chart.
- Serves as a liaison between District and information technology vendors, including ensuring coordination for proper repair and maintenance of District technology equipment.
- Uses a computer and appropriate software in processing the District payroll.
- Answers a variety of questions concerning leave balances, payroll discrepancies, and net payments for District staff.
- Performs related duties as may be assigned.

Job Standards/Specifications

Knowledge of:

- Federal and state laws, rules, and regulations relating to public entity employment practices, including payroll, payroll management, tax reporting, employee benefit programs.
- District's policies, rules, and regulations.
- Public human resources administration.
- Principles and practices of recruitment, testing, interviewing, and selection.
- Methods and practices of financial and statistical record keeping.
- Principles and practices of information technology systems, scheduling, and equipment utilization.
- Computerized management information and fiscal systems (e.g. computer database programs, finance software, email programs, office computer software).
- Information technology equipment operation and maintenance.
- Application of information technology methods to the operations and services of the District.

Ability to:

- Develop and administer recruitment programs.
- Conduct research, perform analysis, and prepare reports.
- Maintain accurate records.
- Perform financial and personnel accounting work observing strict confidentiality.
- Make mathematical calculations quickly and accurately.
- Plan, organize, coordinate, and direct the information technology functions of the District.
- Analyze potential information technology applications and coordinate development of applications to achieve desired results.
- Maintain confidentiality of personnel matters.
- Communicate clearly and concisely both verbally and in writing.

- Provide advice and consultation on use and development of information technology systems for District management and staff.
- Effectively represent the District's information technology functions with users and vendors.
- Establish and maintain effective working relationships with those contacted in the course of work.

Typical Physical Activities

- Works at a desk for an extended period of time.
- Works in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Uses office equipment such as computers, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

Education: Completion of a high school diploma or equivalent with college courses in business administration, finance, accounting, human resources management, or closely related field. Education requirement may be substituted with equivalent years of experience.

Experience: Three years of increasingly responsible experience in administrative/personnel system development and administration, with experience in payroll and/or benefits administration.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

MANAGEMENT ANALYST**Employee Name:****Grade:****Status: Exempt, Full-Time****Supervises: None****Other:****Reports to: General Manager****Salary Range: \$31.74 to \$38.59 / hour****Date:**

Definition/Summary

Under general supervision, positions in the Management Analyst classification manage, organize and analyze data related to organizational, functional, and fiscal studies of District activities, programs, and services; prepare budget proposals; prepare comprehensive research reports and recommendations; and provide information to District management and other agencies. This position will also prepare and distribute Board agenda and maintain official records of Board proceedings and actions, on an as needed basis. The Management Analyst will serve as backup to the primary Board Assistant.

Essential Functions

- Investigates, studies, analyzes, and develops reports on District programs, services, operating procedures, and administrative problems.
- Collects, assembles, analyzes, and interprets data related to departmental and inter-departmental operations, including functions, organizational structure, staffing, policies, procedures, and space and physical layout.
- Manages and participates in District financial management and reporting, ensuring accuracy and compliance with District policies, procedures, and best management practices.
- Prepare and review District financial reports.
- Assists with budget and fiscal analysis.
- Assists with the establishment of District operating policies and procedures.
- Prepares detailed written, oral, and graphic reports related to studies performed.
- Reviews legislation and literature, preparing summary briefs and analysis for District management.
- Compiles material and other information relating to the Board agenda packet, prepares and distributes the Board agenda under the direction of the General Manager.
- Attends Board meetings, develops and maintains minutes, distributes resolutions and dissemination of Board actions before, during, and after the Board meeting.
- Maintains official records of Board proceedings and actions under the direction of the General Manager.
- Serves as the District's Elections Official; plans, organizes and directs the conduct of District elections, in accordance with State and local laws, including initiative, referendum or recall elections;
- Serves as the Filing Officer/Filing Official under the provisions of the Political Reform Act and the Fair Political Practices Commission, as it pertains to the filing of campaign statements and Statements of Economic Interests for all elected officials and designated employees;

- Serves as the custodian of official District records, including Board minutes, resolutions, ordinances, agreements, contracts, deeds, and bonds;
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public.

Other Duties

- May provide some direction and coordination for other District staff assigned to assist with data gathering and analytical studies.
- Presents District studies, services and programs with the public, community groups, and other organizations.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Research principles and methods.
- Development of survey research and evaluative principles and techniques.
- Statistical analysis methods and procedures.
- Methods and techniques of report development and presentation.
- Fiscal analysis, budget development, and fiscal controls.
- Agenda preparation and distribution requirements for the Board.
- Notification and publication requirements for Board actions, ordinances, and resolutions.
- Computer systems and software applications related to District executive management, including word processing, spreadsheet, and presentation software.
- Correct English usage, spelling, grammar, and punctuation.

Ability to:

- Clearly define problem areas and organize research methods and procedures.
- Collect, organize, interpret, and evaluate a variety of information and data.
- Serves as a District resource on defining and resolving organizational, staffing, and operating problems and policies.
- Develop recommendations and point out the implications of different alternatives to resolving problems.
- Prepare comprehensive and concise written reports.
- Make effective oral presentations.
- Interpret laws, legislation, ordinances, and administrative policies and procedures.
- Prepare agenda, minutes, and records for the Board.
- Maintain, update, and ensure the accuracy of financial and accounting reports and records.
- Effectively represent the District, including its programs and policies, with the public and other agencies.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.

Typical Physical Activities

- Travels by airplane and automobile to conduct District business.
- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to fifteen (15) pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and fax machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Education - Completion of college level educational training in subjects related to administrative analysis, statistics, public finance, and business administration.

Experience - Two years of increasingly responsible experience in performing a variety of administrative analysis work, including the preparation and presentation of reports to management staff, and Board Clerk duties.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Special District Board Secretary/Clerk Certificate shall be obtained through the California Special District's Association within the first twelve (12) months of employment, if not obtained by date of hire.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
OFFICE MANAGER
DUTY STATEMENT
(Effective January 1, 2014)

Definition

Under administrative direction of the General Manager; plan, organize, direct, and coordinate the finance, accounting, general office and customer service activities and to do related work as required.

Essential Duties and Responsibilities

- Assist in the development and implementation of the District's goals, policies, priorities, and procedures relating to finance management, budget, accounting, and payroll.
- Plan, direct, supervise, and reviews the customer service, billing and revenue collection operations by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures.
- Perform special projects as assigned by the General Manager.
- Assists the General Manager with the preparation of the budget.
- Provide assistance to the General Manager in the preparation of Board meeting agenda packages and minutes.
- Assist in the preparation of statements and reports of estimated costs and revenues.
- Participate in the preparation of cost analyses and rate studies.
- Preparation of payroll and various financial statements and reports.
- Ensure that appropriate systems are in place for maintenance of accounting records to show revenue, receipts and expenditures.
- Maintaining the general and subsidiary ledgers, accounts receivable, revenue distribution, operation expenses, property and insurance records.
- Management of the District's Human Resources activities, including, but not limited to, new employee enrollment, benefits, workers' compensation, payroll, employee evaluations, COBRA, and retirement system.
- Develop recommendations and assist the General Manager with long-range planning for District improvements and maintenance and service requirements.
- Assist the General Manager in developing required and appropriate budgets and expenditure controls.

- Perform special projects as assigned by the General Manager.
- Attend Board meetings as requested by the General Manager and responds to all questions and inquiries from Board members in a professional manner.
- Represent the District's water treatment and wastewater management functions with the public, contractors, and representatives of other government agencies in a professional manner.
- Provide overall supervision and ensure all office staff are appropriately trained to complete required work activities.
- Conduct annual performance evaluations for Administrative Aide office staff and provide on-going feedback regarding effectiveness and performance.
- Management of the District's Information Technology (IT) needs including IT assets, email, servers, website administration and updates, equipment and hardware procurement, updating hardware and software as needed, and continuous self-development on IT trends related to Special Districts and Water Districts.
- Ensure customer service objectives are achieved by contributing customer service information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying customer service trends; determining system improvements; and implementing required changes.

Ability to:

- Read and interpret laws, regulations, and codes applicable to District's water treatment and distribution functions, wastewater treatment and disposal functions, and water quality monitoring and reporting requirements.
- Read, interpret, and implement District ordinances, resolutions, policies, and procedures.
- Communicate orally with District Board members, the General Manager, District employees, public, contractors, and representatives of other government agencies in a professional manner.
- Communicate effectively in writing with District Board members, the General Manager, District employees, public, contractors, and representatives of other government agencies in a professional manner.
- Establish and maintain cooperative professional working relationships with District Board members, the General Manager, District employees, public, contractors, and representatives of other government agencies.
- Use typical office equipment of a utility district such as telephones, computers, copiers, and FAX machines.

Required Physical Activities

- Travel regularly by vehicle as required.
- Carry, push, pull, and lift up to 25 pounds.
- Walking, standing, stooping, kneeling, and, crouching.
- Sit for extended time periods in an office environment performing repetitive keyboard motion for inputting data and preparing reports and other documents.

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
OPERATIONS MANAGER
DUTY STATEMENT
(Effective January 1, 2014)

Definition

Under administrative direction of the General Manager; plan, organize, direct, and coordinate the operations and maintenance of the District's water treatment, wastewater disposal, and water quality monitoring and reporting functions of the District; and to do related work as required.

Essential Duties and Responsibilities

- Plan, organize, direct, and coordinate the operation and maintenance of the District's raw water and treated water storage facilities, raw water and treated water distribution facilities, and water treatment plants and wastewater disposal systems and water quality monitoring requirements.
- Oversee the proper functioning of all raw water and treated water storage facilities, all raw water and treated water distribution facilities, and all water treatment plants and wastewater disposal systems, coordinating repairs and maintenance, and operations personnel.
- Conduct routine inspections of the District's raw water storage and conveyance facilities, water treatment plants and treated water distribution system facilities, and wastewater disposal systems to ensure proper utilization of staff and equipment.
- Ensure District compliance with all relevant water quality regulations and monitoring and reporting requirements and wastewater discharge and monitoring and reporting requirements.
- Provide hands-on coverage, as needed, for the District's raw water and treated water storage facilities, raw water and treated water distribution facilities, water treatment plants, and the onsite wastewater management zone.
- Ensure that an up-to-date inventory of all equipment, parts, and materials is maintained on a monthly basis and that an adequate inventory of critical equipment, parts, and materials is available at the District's facilities.
- Perform comprehensive administrative reviews of the District's operations and maintenance activities, costs, staffing and facilities requirements, as required.
- Provide overall supervision and ensure all required operations and maintenance personnel certifications, training, and safety programs are current and up to date.
- Conduct annual performance evaluations for the Raw Water Lead, Water Distribution Operator Lead, and Water Treatment Operator Lead and provide on-going feedback regarding effectiveness and performance.
- Develop recommendations and assist the General Manager with long-range planning for District improvements and maintenance and service requirements.

- Assist the General Manager in developing required and appropriate budgets and expenditure controls.
- Development of Requests-for-Proposals and contracts for professional services and construction projects.
- Perform special projects as assigned by the General Manager.
- Attend Board meetings as requested by the General Manager and responds to all questions and inquiries from Board members in a professional manner.
- Represent the District's water treatment and wastewater management functions with the public, contractors, and representatives of other government agencies in a professional manner.

Ability to:

- Read and interpret laws, regulations, and codes applicable to District's water treatment and distribution functions, wastewater treatment and disposal functions, and water quality monitoring and reporting requirements.
- Read and interpret construction plans and specifications, operations and maintenance manuals, professional services contracts, and Requests for Proposals.
- Read, interpret, and implement District ordinances, resolutions, policies, and procedures.
- Understand and apply principles, methods, and practices used in water treatment, storage, and distribution, wastewater treatment and disposal.
- Understand and apply principles, methods, and practices used in operation, maintenance, and repair of water and wastewater facilities and systems.
- Communicate orally with District Board members, the General Manager, District employees, public, contractors, and representatives of other government agencies in a professional manner.
- Communicate effectively in writing with District Board members, the General Manager, District employees, public, contractors, and representatives of other government agencies in a professional manner.
- Establish and maintain cooperative professional working relationships with District Board members, the General Manager, District employees, public, contractors, and representatives of other government agencies.
- Use typical office equipment of a utility district such as telephones, computers, copiers, and FAX machines.
- Required physical activities.
- Travel regularly by vehicle to inspect District facilities, operations, and attend meetings as required.

- Carry, push, pull, and lift equipment, materials, and parts weighing up to 50 pounds.
- Stoop, kneel, crouch, crawl and climb during plant inspections, maintenance and repair work.
- Work in an outdoor environment with exposure to dust, dirt, heat and chemicals.
- Walk on uneven terrain.
- Sit for extended time periods in an office environment.
- Regularly uses a telephone for communication.

Special Requirements

Possession of a current California Grade III Water Treatment Plant Operator's Certificate and a current California Grade II Water Distribution Operator's Certificate and a current California operator's license issued by the State Department of Motor Vehicles.

July 2017

WATER RESOURCES/QUALITY MANAGER

Employee Name:
Grade:
Status: Exempt, Full-Time
Supervises: Wastewater Operator
Other: Safety Sensitive

Reports to: General Manager
Salary Range: \$36.24 to \$44.05 / hour
Date:

Definition/Summary

Under the general supervision of the General Manager, positions in this classification manage water rights and water quality monitoring, analysis, permitting, and reporting; wastewater quality monitoring, analysis, permitting, and reporting; prepare comprehensive research reports and recommendations; and provide information to District management and other agencies.

Essential Functions

- Plans, organizes, directs and coordinates the District's water rights monitoring, reporting, and permitting; water quality testing program; wastewater monitoring, reporting, permitting, and management; dam safety compliance; and storm water permit compliance.
- Provides general management and administration of the District's dams, reservoirs, wastewater disposal systems, and laboratory services.
- Oversees the proper functioning of the dams, reservoirs, and wastewater disposal systems; coordinating inspections, repairs and maintenance, and operations personnel and management.
- Ensures District compliance with all relevant California Division of Safety of Dams regulations, water rights and permit requirements, water quality regulations, and wastewater discharge requirements.
- Provides hands-on coverage as needed for the District's onsite wastewater management zone and laboratory.
- Provides supervision, training, and work evaluation for assigned personnel.
- Develops recommendations and assists the General Manager with long-range planning for system improvements and service requirements.
- Develops appropriate budgets and controls costs.
- Makes spot inspections of plants and wastewater disposal systems to ensure proper utilization of staff and equipment.
- Provides on-going feedback regarding effectiveness and performance to employees under supervision.

- Prepares and executes plans for expansion, reduction, and shifting of system operations and functions.
- Provides input and review for the development and administration of new plant and system construction contracts.
- Performs special projects as delegated by the General Manager.
- Represents District water treatment and wastewater management functions with the public, contractors, and representatives of other government agencies.

Other Duties

- May provide direction and coordination for other District staff assigned to assist with data gathering and analytical studies.
- Represents District studies, services and programs with the public, community groups, and other organizations.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Principles, methods, and practices used in reservoir operations, water treatment and distribution, wastewater treatment and disposal, water quality laboratory analysis for drinking water and wastewater systems.
- Principles, methods, and practices used in operation, maintenance, and repair of water and wastewater systems.
- Chemical and quality testing of water conditions and the operation of a water quality-testing laboratory.
- Rules, regulations, permits, and codes applicable to District dams, reservoirs, water treatment and distribution functions, wastewater treatment and disposal functions, non-storm water discharge, and water quality laboratory testing and certification.
- District policies, rules, regulations, and procedures.
- Work safety standards and requirements.
- Principles of budget development and expenditure control.
- Principles of supervision, training, and management.

Ability to:

- Plan, organize, manage, and administer the District dam and reservoir inspections and operations, water rights and permits, wastewater collection and disposal system, storm water management, and water quality testing functions.
- Oversee the establishment and maintenance of applicable certification, training, and work safety programs.
- Perform comprehensive administrative reviews of work activities, costs, staffing requirements, plant uses, and time requirements.
- Insure the proper maintenance, construction, operation, and repair of District wastewater disposal systems within the framework of the Onsite Wastewater Disposal Zone.
- Develop and control budgets.

- Effectively represent District water treatment and wastewater management functions with the public, contractors, and other organizations and regulatory agencies.
- Establish and maintain cooperative working relationships.

Typical Physical Activities

- Travels regularly by vehicle to inspect District facilities and operations.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to fifty (50) lbs.
- Stoops, kneels, crouches, crawls and climbs during plant maintenance and repair work.
- Frequently works in an outdoor environment.
- Works frequently works in an environment with exposure to dust, dirt, heat and chemicals.
- Uses chemical laboratory equipment and performs chemical analysis requiring constant and close attention to details.
- Communicates orally with District Board members, co-workers, and the public in face-to-face and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and fax machines.
- Walks on uneven terrain.
- Sits for extended time periods.
- Hearing and vision within normal ranges.

Environmental Factors

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

Any combination of education, experience, and certification, which would likely provide the necessary knowledge and abilities, is qualifying.

A typical way to obtain the knowledge and abilities would be:

Education - Completion of Bachelor's degree in engineering, environmental health, environmental engineering, biology, chemistry or a closely related science.

Experience - Experience in water quality laboratory with chemical, biological, and microbiological testing and control; or

Experience or education/training in the permitting, design, construction and management of water treatment and/or distribution facilities; and/or wastewater collection and disposal

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Registration as a professional engineer or environmental health specialist is desired but not required.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

REMOVE BEFORE USE: The following Job Description is intended as a model or template for use within an organization. It is not intended as a final document. The individual districts that download and utilize this template should edit and modify the document to fit their own district and job specific duties. The JPIA is not engaged in rendering legal advice or professional legal services. Anyone creating a job description using this document should consult a qualified labor attorney or consultant before relying on it.

ATTACHMENT B

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT ALCOHOL AND DRUG-FREE WORKPLACE POLICY

The purpose of this Alcohol and Drug-Free Workplace Policy (“Policy”) is to assure worker fitness for duty and to protect our employees, passengers and the public from risks posed by the use of alcohol and controlled substances. This Policy is also intended to comply with all applicable state and federal regulations governing workplace anti-drug programs in the transportation industry.

The Georgetown Divide Public Utility District (“District”) recognizes that the use of alcohol or controlled substances in the workplace is not conducive to safe working conditions. In order to promote a safe, healthy and productive work environment for all employees, it is the objective of the District to have a work-force that is free from the influence of alcohol and controlled substances.

A. APPLICABILITY

This Policy applies to all employees, volunteers, and interns when they are on District property or when performing any District-related business. It applies to off-site lunch periods and breaks when an employee is scheduled to return to work. It also applies to those employees on stand-by duty. Visitors, vendors, and contracted employees are governed by this Policy while on District premises, and they will not be permitted to conduct business if found to be in violation of this Policy.

A listing of the District’s classifications, including safety-sensitive (function and/or position) classifications covered by this Policy can be found in **Appendix “A”** of this Policy. A safety-sensitive employee is considered to be performing a safety-sensitive function during any period in which that employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

B. PROHIBITED SUBSTANCES

“Prohibited Substances” addressed by this Policy include the following:

1. Illegal Drugs

Illegal drugs mean a controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. § 812, which includes, but are not limited to, the following:

Amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, methadone, methaqualone, opiates, phencyclidine (“PCP”).

2. Legal Drugs

Use of any legal drug (a) for any purposes other than the purposes for which it was prescribed or manufactured or in a quantity, frequency, or (b) in a manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer.

3. Alcohol

Use of beverages or substances, including any medication, containing alcohol, such that it is present in the body at a level in excess of that stated in Department of Transportation guidelines while actually performing, ready to perform, or immediately available to perform any District business, is prohibited.

“Alcohol” is defined as: the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl or isopropyl alcohol.

C. PROHIBITED CONDUCT

1. Manufacture, Trafficking, Possession, and Use

Any District employee engaging in the unlawful manufacture, distribution, dispensing, possession or use of a Prohibited Substance on District premises, in District vehicles or while conducting District business off the premises, is absolutely prohibited.

A violation of this Policy will result in disciplinary action pursuant to the District’s Personnel Rules or relevant MOU. For employees in a safety-sensitive position, a violation will result in removal from safety-sensitive duty and referral to a Substance Abuse Professional (“SAP”), as described in Section G of this Policy.

2. Impaired/Not Fit for Duty

Any District employee who is reasonably suspected of being impaired, under the influence of a Prohibited Substance, or is not fit for duty shall be removed from his or her job duties and be required to undergo a reasonable suspicion-controlled substance or alcohol test as outlined in **Appendix “B”** of this Policy.

Employees failing to pass this reasonable suspicion test shall remain off duty and be referred to a SAP. A controlled substance or alcohol test is considered positive (failed) if the individual is found to have a quantifiable presence of a Prohibited Substance in the body above the minimum thresholds defined in the Department of Transportation guidelines, or if the employee refuses to submit to the reasonable suspicion testing.

3. Alcohol Use

No District employee may report for duty or remain on duty when his or her ability to perform assigned functions is adversely affected by alcohol or when his or her breath alcohol concentration is 0.04 or greater. No District employee shall use alcohol while on duty or while performing safety-sensitive functions. Any violation of this Policy may be subject to discipline under the District's Personnel Rules or relevant MOU.

No safety-sensitive employee shall use alcohol within four (4) hours of reporting for duty nor during hours that he or she is on call. Violation of this provision is prohibited and will subject the employee to removal from safety-sensitive duty and referral to a SAP.

D. NOTIFYING THE DISTRICT OF CRIMINAL DRUG CONVICTION

Pursuant to 41 U.S.C.A. § 8103, any employee who fails to notify the District of any criminal controlled substance-related statute conviction shall be subject to disciplinary action under the District's Personnel Rules or relevant MOU, which may include termination of employment. Employees must notify the District of any criminal controlled substance-related statute conviction no later than five (5) days after the conviction.

E. PROPER APPLICATION OF THE POLICY

The District is dedicated to assuring fair and equitable application of this Policy. Therefore, supervisors are required to administer all aspects of the Policy in an unbiased and impartial manner. Any supervisor who knowingly disregards the requirements of this Policy, or who is found to deliberately misuse the Policy with respect to his or her subordinates shall be subject to disciplinary action under the District's Personnel Rules or relevant MOU, which may include termination of employment.

F. TESTING FOR PROHIBITED SUBSTANCES

1. Compliance with Testing Requirements

All safety-sensitive employees, listed in Appendix "A", are subject to pre-employment, reasonable suspicion testing; post-accident, controlled substance testing; and breath alcohol testing. Employees, who are in possession of a commercial driver's license are also subject to random drug testing, in addition to the testing mention above. All other District employees are subject to pre-employment testing, reasonable suspicion testing, post-accident testing, controlled substance testing, and breath alcohol testing.

Any District employee who refuses to comply with a request for testing, who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution, shall be removed from duty immediately and be referred to a SAP. Refusal to submit to a test can include an inability or refusal to provide a urine specimen or breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior or physical absence resulting in the inability to conduct the test.

2. Testing Procedures

The District will refer the applicant or employee to an independent, National Institute on Drug Abuse (“NIDA”) certified medical clinic or laboratory, which will administer the test. The District will pay the cost of the test. If the employee is determined by verifiable and confirmed, reasonable suspicion observation as unable to drive or impaired for driving, then a District supervisor will transport the individual to a medical facility for immediate testing.

Detailed procedures pertaining to each type of testing is outlined in **Appendix “B”** of this Policy.

3. Types of Testing—All District Employees

All District employees may be tested under any of the following circumstances:

a. Pre-Employment Testing

All applicants for District classifications shall undergo controlled substance testing prior to employment. Receipt of satisfactory test results is required prior to employment, and failure of a controlled substance test will disqualify the applicant from further consideration for employment.

b. Reasonable Suspicion Testing

All District employees will be subject to Prohibited Substance testing when there is a reason to believe that Prohibited Substance use is adversely affecting job performance. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances, which are consistent with the effects of Prohibited Substance abuse. Examples of reasonable suspicion include, but are not limited to, the following:

1. Adequate documentation of unsatisfactory work performance or on-the-job behavior.
2. Physical signs and symptoms consistent with prohibited substance use.
3. Occurrence of a serious or potentially serious accident that may have been caused by human error.
4. Fights (to mean physical contact), assaults and flagrant disregard or violations of established safety, security, or other operation procedures.

Reasonable suspicion determinations will be made by a supervisor who is trained to detect the signs and symptoms of Prohibited Substance use and who reasonably concludes that an employee may be adversely affected or impaired in his or her work performance due to Prohibited Substance abuse or misuse. Supervisors should use the form attached to this Policy as **Appendix “C”** to determine whether there is a verifiable and confirmed reasonable suspicion observation.

c. Post-Accident Testing

All District employees will be required to undergo Prohibited Substance testing if they are involved in an accident with a District vehicle that results in personal injury to an employee or others, which require first aid or medical attention or if there is damage to District property. This includes all employees who are on duty in the vehicles and any other whose performance could have contributed to the accident.

Following an accident, the employee will be tested as soon as possible, but not to exceed eight (8) hours for alcohol testing and thirty-two (32) hours for controlled substance testing. If an alcohol test is not administered within two (2) hours following the accident, the District shall prepare and maintain a record stating the reasons the test was not promptly administered. Further, if an alcohol test is not administered within eight (8) hours, or a controlled substance test is not administered within thirty-two (32) hours following the accident, the District shall cease attempts to administer testing and shall prepare and maintain a written record.

Any safety-sensitive employee who leaves the scene of an accident without appropriate authorization, prior to submission to Prohibited Substance testing, will be considered to have refused the test and subject to discipline up to, and including, termination. That being said, the testing requirement should not be construed to require the delay of necessary medical attention for injured people following an accident, or to prohibit a safety-sensitive employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care. Furthermore, the results of a breath alcohol, a blood alcohol or a urine-controlled substance test conducted by federal, state, or local officials having independent authority for the test, shall be considered valid, provided those tests conform to the applicable federal, state or local testing requirements and that the results of the tests are obtained by the District.

d. Return-to-Duty Testing

All employees who previously tested positive on a Prohibited Substance test must test negative and be evaluated and released to duty by the SAP before returning to duty. Employees will be required to undergo unannounced follow-up Prohibited Substance testing following returning to duty. The duration and frequency will be determined by the SAP. However, it shall not be less than six (6) tests during the first twelve (12) months, nor longer than sixty (60) months in total, following return to duty.

e. Employee Requested Testing

Any employee who questions the result of a required controlled substance test under Department of Transportation guidelines, may request that an additional test be conducted. This additional test may be conducted at the same laboratory or at a different Department of Health and Human Services (“DHHS”) certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. All costs for such testing are to be paid by the employee unless the second test invalidated the original test. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in

the Department of Transportation guidelines. The employee's request for a retest must be made to the Medical Review Officer within seventy-two (72) hours of notice of the initial test result. Requests after seventy-two (72) hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee.

4. Types of Testing—Employees with Commercial Driver's License

In addition to pre-employment testing, reasonable suspicion testing, post-accident testing, return to duty testing, and employee-requested testing, employees who are in possession of a commercial driver's license are subject to random testing.

a. Random Testing

Employees in possession of a commercial driver's license will be subjected to randomly selected, unannounced testing. The random selection will be by a scientifically valid method. Each employee in possession of a commercial driver's license will have an equal chance of being tested each time selections are made. These eligible employees will be tested either just before departure, during duty, or just after the eligible employee has ceased performing his or her duty.

5. Treatment/Rehabilitation Program

An employee with a Prohibited Substance problem will be afforded an opportunity for treatment. Participants in the rehabilitation program may use accumulated sick leave, vacation and floating holidays, if any. Treatment for District employees will be in accordance with the following provisions:

a. Positive Controlled Substance and/or Alcohol Test

A rehabilitation program is available for District employees who have tested positive for a Prohibited Substance on a one-time basis only. Employee will be immediately terminated on the occurrence of a second verified positive test result. **Program costs and subsequent controlled substance or alcohol testing costs will be paid by the employee.**

When recommended by the SAP, participation and completion of the rehabilitation program is mandatory. Failure of an employee in possession of a commercial driver's license to attend or complete a prescribed program will result in termination from employment.

Prior to return-to-duty testing, an employee must follow the rehabilitation program recommended by the SAP and agree to and sign a "Last Chance Agreement", whereby he or she agrees that if any future misconduct occurs because of controlled substance or alcohol abuse, or if the employee fails to complete the rehabilitation program, he or she will be subject to termination from employment. The duration and frequency of follow-up testing will be determined by the SAP but will not be shorter than one (1) year or longer than five (5) years.

b. Voluntary Admittance

All employees who feel they have a problem with Prohibited Substances may request voluntary admission to the rehabilitation program. Requests must be submitted to the General Manager, or his or her designee, for review. **Program costs and subsequent controlled substance and/or alcohol testing costs will be paid by the employee.**

Employee must agree to and sign a "Last Chance Agreement", whereby he or she agrees that if any future misconduct occurs as a result of Prohibited Substance abuse, or if the employee fails to complete the rehabilitation program, he or she will be subject to termination from employment. Additionally, upon completion of a rehabilitation program, employee must pass a return-to-duty controlled substance and/or alcohol test and be subject to unannounced follow-up testing for thirty-six (36) months following return to duty. A positive result on the return-to-duty test, or on the unannounced follow-up tests within a thirty-six (36) month period, will result in termination from employment.

6. Confidentiality and Privacy

All Prohibited Substance test results are reported to the General Manager and will remain and be considered confidential. Results will only be disclosed within the District on a need-to-know basis and as allowed by law.

The Prohibited Substance test results will be retained in a secure location. Information about an employee's medical condition or history obtained in connection with a Prohibited Substance test will be kept in a file separate and apart from the employee's personnel file. The release of an individual's Prohibited Substance test results, and other information gained in the testing process, will only be otherwise disclosed in accordance with an employee's written authorization or as otherwise required or permitted by applicable law. For example, test results and other information obtained in the testing process may be used and disclosed in litigation (e.g., arbitration, administrative hearings or judicial proceedings) if the information is relevant to the hearing or proceeding, to any government agency to the extent required by law, rule or regulation, or to a substance abuse or rehabilitation assessment/treatment facility, or provider for the purpose of evaluation/assessment or treatment.

The District will attempt to ensure that all aspects of the testing process, including specimen or sample collection, are as private and confidential as reasonably practical.

G. EMPLOYEE ASSESSMENT BY A SUBSTANCE ABUSE PROFESSIONAL

Any District employee who tests positive for the presence of a Prohibited Substance or whose breath alcohol concentration is above the minimum thresholds set forth in the Department of Transportation guidelines, will be assessed by a SAP. A SAP is a licensed physician, psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol or controlled substance-related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substance abuse or misuse.

If a District employee is returned to duty following rehabilitation, he or she must agree to and sign a "Last Chance Agreement", pass a return-to-duty controlled substance and/or alcohol test, and be subject to unannounced follow-up tests for a period of one (1) to five (5) years, as determined by the SAP. **The cost of any rehabilitation and subsequent controlled substance or alcohol testing is borne by the employee and is on a one-time basis only. Employee will be immediately terminated on the occurrence of a second verified positive test result.**

H. CONTACT PERSON

Any questions regarding this Policy should contact the following District representative:

Name: Steve Palmer, or Designee
Title: General Manager
Address: 6425 Main Street, Georgetown, CA 95634
Telephone: (530) 333-4356

I. ACKNOWLEDGMENT

As a condition of employment and continued employment, applicants and employees must sign an *Acknowledgment of Receipt of Policy* form, attached as Appendix "E", which will be provided along with a copy of this Policy.

J. RESERVATION OF RIGHTS

This Policy supersedes and revokes any other District practice or policy relating to the use of drugs and alcohol in the workplace, Prohibited Substance testing, and all other subject matters discussed in this Policy. This Policy is not an express or implied contract of employment, nor is it to be interpreted as such. Any changes to this Policy will not be implemented until the required meet and confer obligations of the California Government Code are fulfilled.

APPENDIX "A"

EMPLOYEE CLASSIFICATIONS
FOR THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Safety-Sensitive Employee Classifications: Subject to Pre-employment, Post Accident, Fit for Duty, and Reasonable Suspicion:

Maintenance Worker I/II
Wastewater Technician I/II
Canal Operator I/II
Distribution Operator I/II
Distribution Lead
Maintenance Lead
Water Treatment Plant Operator Lead
Water Treatment Plant Operator II/III
Field Superintendent

Employees who possess a commercial driver's license will also be subject to random drug testing.

Classifications subject to pre-employment, post-accident, reasonable suspicion, return-to-duty and follow-up controlled substance and/or alcohol testing:

All other positions (non-safety-sensitive) not listed above.

The General Manager will maintain a list of the specific positions within the above listed classifications that are covered under Department of Transportation regulations.

APPENDIX “B”
PROCEDURES
for
THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

A. PROCEDURES—REASONABLE SUSPICION TESTING

1. An employee who may possibly be under the influence of a Prohibited Substance is observed by a supervisor.
2. Any employee may identify someone suspected of being under the influence of a Prohibited Substance to any supervisor. Employees should realize, however, that it is a violation of the District’s Personnel Rules, or relevant MOU, to make false or malicious statements about other employees, and doing so can result in disciplinary action, up to and including termination, being taken against the offending employee. However, the supervisor must witness firsthand the employee’s signs and symptoms.
3. The supervisor is then obligated to ensure that the matter is immediately investigated. If possible, two (2) supervisors determine (independently or together) that the employee in question may indeed be under the influence of a Prohibited Substance. The supervisor shall fill out the “Reasonable Suspicion” form to document his or her reasonable suspicions.
4. When the supervisor(s) suspects and believe that the employee may be under the influence of a Prohibited Substance, the employee is then immediately suspended from duty (with pay) and driven by District staff (or others designated) to the District’s specified collection site. Because of a testing facility requirement, the employee in question must show proof of identification, such as a photo driver’s license or state-issued photo identification card.
5. Whenever practical, the General Manager should be notified in advance of the employee being taken to the collection site.
6. At the collection site, the employee will be required to submit a urine sample in the event that controlled substances are suspected, or a breath sample in the event that alcohol intoxication is suspected to the on-duty technician. Care will be taken to provide the employee with maximum privacy without compromising the integrity of the sample.
7. The District will take precautions to prevent the employee being tested from going back to work and driving their own car home. Instead, the employee will be given assistance in obtaining a ride home from the collection site.
8. The employee whose test results are negative (less than 0.02 alcohol concentration) will be reinstated. The employee whose confirmation test results indicate an alcohol

concentration greater than 0.02 but less than 0.04, will not be permitted to return to duty for twenty-four (24) hours after administration of the test. The employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater for alcohol, will be referred to a District specified outside SAP who will assess the employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the employee. Failure to follow the accepted recommendations, or refusal to submit to return-to-duty and unannounced follow-up testing will result in the employee's termination.

9. The employee whose controlled substance test results are verified negative will be reinstated. The employee whose controlled substance test is verified positive by the Medical Review Officer will be referred to a District specified outside SAP, who will assess the employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the employee. Failure to follow the accepted recommendations, or refusal to submit to return-to-duty and unannounced follow-up testing, will result in the employee's termination.

B. PROCEDURES—RANDOM TESTING

1. The compliance company notifies the supervisor to send the eligible employee to the collection site for alcohol or controlled substance testing.
2. The supervisor notifies the eligible employee to go to the collection site for alcohol or controlled substance testing immediately. Because of a testing facility requirement, the eligible employee in question must have proof of identification, such as a photo driver's license or state-issued photo identification card.
3. At the collection site, the eligible employee will be required to submit a urine sample in the event that controlled substances are to be tested for, or a breath sample in the event that alcohol is being tested for to the on-duty technician. Care will be taken to provide the eligible employee with maximum privacy without compromising the integrity of the sample.
4. The eligible employee whose test results are negative (less than 0.02 alcohol concentration) will be reinstated. The eligible employee whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04, will not be permitted to return to duty or perform a safety-sensitive function for twenty-four (24) hours after administration of the test. The eligible employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater for alcohol will be referred to a District specified outside SAP who will assess the eligible employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the eligible employee. Failure to follow the accepted recommendations, or refusal to submit to return-to-duty and unannounced follow-up testing, will result in the eligible employee's termination.

5. The eligible employee whose controlled substance test results are verified negative will be reinstated. The eligible employee whose controlled substance test is verified positive by the Medical Review Officer will be referred to a District specified outside SAP who will assess the eligible employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the eligible employee. Failure to follow the accepted recommendations, or refusal to submit to return-to-duty and unannounced follow-up testing, will result in the eligible employee's termination.

C. PROCEDURES—POST-ACCIDENT

1. The employee notifies a supervisor that an accident has occurred.
2. The supervisor determines that the circumstances of the accident warrant a post-accident test when an injury occurred as a result of the accident or District property was damaged. Thereafter, the supervisor directs the employee to immediately go to the collection site for alcohol and controlled substance testing. Because of a testing facility requirement, the employee in question must have proof of identification, such as a photo driver's license or state-issued photo identification card.
3. At the collection site, the employee will be required to submit a urine sample for controlled substances and a breath sample for alcohol testing to the on-duty technician. Care will be taken to provide the employee with maximum privacy without compromising the integrity of the sample.
4. The General Manager will be notified that an accident has occurred and that the employee was instructed to go to the collection site.
5. The employee whose test results are negative (less than 0.02 alcohol concentration) will be reinstated. The employee whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04, will not be permitted to return to duty for twenty-four (24) hours after administration of the test. The employee whose confirmation test results indicates an alcohol concentration of 0.04 or greater for alcohol, will be referred to a District specified outside SAP who will assess the employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing, will result in the employee's termination.
6. The employee whose controlled substance test results are verified negative will be reinstated. The employee whose controlled substance test is verified positive by the Medical Review Officer, will be referred to a District specified outside SAP, who will assess the employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the employee. Failure to follow the accepted recommendations, or refusal to submit to return-to-duty and unannounced follow-up testing, will result in the employee's termination.

D. PROCEDURES—RETURN-TO-DUTY and FOLLOW-UP

1. The compliance company notifies the District to send the employee to the collection site for alcohol and controlled substance testing.
2. The supervisor notifies the employee to immediately go to the collection site for alcohol and controlled substance testing. Because of a testing facility requirement, the employee in question must have proof of identification, such as a photo driver's license or state-issued photo identification card.
3. At the collection site, the employee will be required to submit a urine sample for controlled substances and a breath sample for alcohol testing to the on-duty technician. Care will be taken to provide the employee with maximum privacy without compromising the integrity of the sample.
4. The employee whose confirmation test results indicate an alcohol concentration greater than 0.02 or whose controlled substance test is verified positive will be terminated.

E. PROCEDURES -CHAIN OF CUSTODY FOR CONTROLLED SUBSTANCE SPECIMENS

1. At the time a specimen is collected, the employee will be given a copy of the specimen collection procedures.
2. Urine will be in a wide-mouthed clinic specimen container, which will remain in full view of the employee until split, transferred to, sealed and initialed in two tamper-resistant urine bottles.
3. Immediately after the specimens are collected, the urine bottles will, in the presence of the employee, be labeled and then initialed by the employee. If the sample must be collected at the site, other than the controlled substance and/or alcohol testing laboratory, the specimens will then be placed in the transportation container. The container will be sealed in the employee's presence, and the employee will be asked to initial or sign the container. The container will be sent to the designated testing laboratory on that day or the earliest business day by the fastest available method.
4. A chain of custody form will be completed by the on-duty technician during the specimen collection process and attached to and mailed with the specimen.

F. PROCEDURES -SPECIMEN COLLECTION OF STRANGE AND/OR UNRECOGNIZABLE SUBSTANCES

1. An employee is observed with a strange and/or unrecognizable substance.

2. The supervisor, in the presence of a witness, places the strange and/or unrecognizable substance into a clear plastic bag. The bag is sealed, labeled and signed by both the supervisor and a witness.
3. An incident report is made and signed by both the supervisor and a witness.
4. The plastic bag containing the specimen and a copy of the incident report is taken to the collection site for transportation to the laboratory for analysis.

G. PROCEDURES -ALCOHOL CONCENTRATION

1. The employee and the on-duty Breath Alcohol Technician (“BAT”) complete the alcohol testing form to ensure that the results are properly recorded.
2. After an explanation of how the breathalyzer works, an initial breath sample is taken.
3. If the results of the initial test show an alcohol concentration of 0.02 or greater a second or confirmation test must be conducted. The confirmation test must not be conducted less than fifteen (15) minutes after, nor more than thirty (30) minutes after the screening test.
4. The confirmation test will utilize Evidential Breath Testing devices that prints out the results, date and time, a sequential test number, and the name and serial number of the Evidential Breath Testing device, to ensure the reliability of the results.

APPENDIX "C"

**ALCOHOL AND DRUG-FREE WORKPLACE POLICY
REASONABLE SUSPICION REPORT FORM**

This form must be completed by director, manager or supervisor whenever an employee is requested to submit to reasonable suspicion Prohibited Substance testing. Please attach additional documents as necessary. A witness is preferred, but not necessary.

The following are the specific facts that have led me to suspect that the abovenamed employee has violated the District's Alcohol and Drug-Free Workplace Policy:

OBSERVATIONS

Date of Observation: _____

Location: _____

Time of Observation: From _____ am/pm

To: _____ am/pm

A. PERSONAL BEHAVIOR (Check all that apply.)

1. SPEECH:

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Incoherent/Confused |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Whispering | <input type="checkbox"/> Silent |

2. BALANCE:

- | | |
|-------------------------------------|----------------------------------|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Swaying |
| <input type="checkbox"/> Staggering | <input type="checkbox"/> Falling |

3. WALKING:

- | | |
|----------------------------------|------------------------------------|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Stumbling |
| <input type="checkbox"/> Swaying | <input type="checkbox"/> Falling |

4. AWARENESS:

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Confused |
| <input type="checkbox"/> Sleepy/Stupor | <input type="checkbox"/> Paranoid |
| <input type="checkbox"/> Lack of Coordination | |
| <input type="checkbox"/> Excessive Yawning or Fatigue | |
| <input type="checkbox"/> Slow Movements | |
| <input type="checkbox"/> Cannot Control Machinery/Equipment | |

5. APPEARANCE:

- | | |
|--|---|
| <input type="checkbox"/> Red Eyes | <input type="checkbox"/> Dilated (Large) Pupils |
| <input type="checkbox"/> Weight Loss/Malnutrition | <input type="checkbox"/> Dry Mouth |
| <input type="checkbox"/> Unkempt Appearance | <input type="checkbox"/> Flushed/Pale Face |
| <input type="checkbox"/> Smell of Alcohol | <input type="checkbox"/> Frequent Sniffing |
| <input type="checkbox"/> Sunglasses at Inappropriate Times | |

6. Other observed actions or behavior:

B. JOB PERFORMANCE (Check all that apply)

| 1. General (Note number in last 3 months) | <u>Occurrences</u> | <u>No. of Days</u> |
|---|---------------------------|---------------------------|
| <input type="checkbox"/> Excessive absence: | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Excessive unplanned absences | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Frequent absence before/after days off | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Frequent unexplained disappearances | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Long breaks or lunches | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Frequently leaves work early | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Frequently late to work | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Experiences or causes job accidents | <input type="text"/> | <input type="text"/> |

Increased concern about safety offenses (specify):

2. Quality and Quantity of Work

- Clear refusal to do assigned work
- Mistakes due to poor judgment
- Mistakes due to inattention
- Repeated mistakes in spite of increased guidance and supervision
- More than usual supervision necessary
- Reduced quantity of work/Takes longer to complete work
- Inconsistent Quantity or quality of work

- Missed deadlines/ Excessive procrastination
- Difficulty in handling complex work assignments
- Lack of concentration on-the-job
- Waste of materials/ Damage to Company equipment or property
- Near miss of serious accidents
- Takes risks that can physically harm co-workers or the public
- Frequent, unsupported explanations for poor work performance
- Noticeable change in written and/or verbal communication
- Complaints from customers about work performance

Other (specify): _____

3. Work Relationships/Personal Behavior

- Change in relations with others
- Frequent or intense arguments
- Verbal abusiveness
- Physical abusiveness
- Withdrawn, less involved with people
- Expressions of discontent or frustration
- Complaints by co-workers or subordinates
- Unusual sensitivity to advice or critique
- Unpredictable response to supervision
- Wide mood swings
- Major change in personality
- Increasingly talkative
- Memory problems/losses
- Increasingly irritable or tearful
- Changes in/unusual personal appearance

Other _____

4. Other information/observations (please be specific):

C. POST-ACCIDENT (Please complete if applicable)

Specify the reasonable suspicion which indicates that alcohol or drug usage may have

been a factor in the accident:

Above conduct and behavior witnessed by:

Name of Director, Manager or Supervisor
(Please Print)

Phone

Signature of Director, Manager or Supervisor

Date

Name of Witness (Preferred but not necessary)

Phone

Signature of Witness

Date

APPENDIX "D"
AUTHORIZATION AND RELEASE OF PROTECTED HEALTH INFORMATION

I hereby authorize the use and disclosure of my individually identifiable health information as described below. I understand that signing this authorization is voluntary. I understand that I am entitled to receive a copy of this form upon signing it.

I understand that if the organization or individual authorized to receive the information is not a health plan or health care provider, the released information may no longer be protected by federal privacy regulations.

I understand that I have a right to revoke this authorization, but that I must send a written revocation to the Georgetown Divide Public Utility District, attention General Manager, 6425 Main Street, Georgetown, CA 95634. I also understand that the revocation applies to uses and disclosures made *after* the revocation is made.

| | |
|--|--|
| Employee Name: | |
| Person or organization authorized to RELEASE my health information: | Name: Address: City, State Zip: Phone Number: |
| Person or organization authorized to RECEIVE my health information: | Name: Address: City, State Zip: Phone Number: |
| Specific description of information is to be disclosed (be specific, include dates): | |
| What is the purpose of the disclosure? | |
| This authorization will expire on (date or event): | |
| Signed: | Date: |
| Patient Name (Print): | |
| If signed by a patient representative Representative Name (Print): | Relationship to Patient, including authority for status as representative: |

*** YOU MAY REFUSE TO SIGN THIS FORM *** This form does NOT authorize the release of psychotherapy notes.

APPENDIX "E"
ACKNOWLEDGMENT OF RECEIPT
Georgetown Divide Public Utility District
Alcohol and Drug-Free Workplace Policy Acknowledgment

I HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE District's Alcohol and Drug-Free Workplace Policy concerning drug and alcohol testing. I have read and understand the provisions outlined in the District's Alcohol and Drug-Free Workplace Policy and agree to comply with all the requirements that it contains. I understand that compliance with the District's Alcohol and Drug-Free Workplace Policy is a condition of continued employment with the District. I understand that disciplinary action may be taken if I am found in violation of the policy, up to and including the termination of employment.

Signature

Date

Printed Full Name

APPENDIX "F"

DEFINITIONS

ACCIDENT - means an unintended happening or mishap where there is loss of human life (regardless of fault), bodily injury, significant property damage, or an injury as defined by Workers' Compensation Guidelines.

ALCOHOL - means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol.

ALCOHOL CONCENTRATION - means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under this regulation. For example, 0.02 means 0.02 grams of alcohol in 210 liters of expired deep lung air.

ALCOHOL USE - means consumption of any beverage, mixture, or preparation, including any medication containing ethyl alcohol. Since ingestion of a given amount of alcohol produces the same alcohol concentration in an individual whether the alcohol comes from a mixed drink or cough syrup, the Department of Transportation prohibits the use of any substance containing alcohol, such as prescription or over-the-counter medication or liquor-filled chocolates. Prescription medications containing alcohol may have a greater impairing affect due to the presence of other elements (e.g., antihistamines).

BREATH ALCOHOL TECHNICIAN ("BAT") - means a person trained to proficiency in the operation of the Evidential Breath Testing (EBT) device that the technician is using in the alcohol testing procedures. BATs are the only qualified personnel to administer the EBT tests.

CHAIN OF CUSTODY - means the procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of collection to final disposition.

COLLECTION SITE - means a place designated by the District where individuals present themselves for the purpose of providing a specimen of either urine and/or breath.

COMMERCIAL MOTOR VEHICLE - means a motor vehicle, or combination of motor vehicles, used in commerce to transport passengers or property if the motor vehicle: (1) has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; (2) has a gross vehicle weight rating of 26,001 or more pounds; (3) is designed to transport 16 or more passengers, including the driver; or (4) is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations.

CONFIRMATION TEST - For alcohol testing means a second test, following a screening test with a result of 0.02 or greater that provides quantitative data of alcohol concentration. For controlled substances testing this means a second analytical procedure to identify the presence

of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy. (Gas chromatography/mass spectrometry (CG/MS) is the only authorized confirmation method of cocaine, marijuana, opiates, amphetamines, and phencyclidine.)

CONTROLLED SUBSTANCE (DRUG) TEST - A method of detecting and measuring the presence of alcohol and other controlled substances, whether legal or illegal, in a person's body. A controlled substance test may be either an initial test or confirmation test. An initial controlled substance test is designed to identify specimens having concentrations of a particular class of drug above a specified concentration level. It eliminates negative specimens from further consideration.

Controlled substances will be tested under the Department of Health and Human Services guidelines. **The primary (initial or screening) controlled substance test thresholds for a verified positive test result for a safety-sensitive employee are those that are equal to or greater than:**

- Amphetamines 1000 ng/ml
- Cocaine Metabolites 300 ng/ml
- Marijuana Metabolites 50 ng/ml
- Opiates Metabolites 2000 ng/ml
- Phencyclidine (PCP) 25 ng/ml

The primary (initial or screening) controlled substance test thresholds for a verified positive test result for a non-safety-sensitive employee or a safety-sensitive employee tested under District authority are those that are equal to or greater than:

- Amphetamines 1000 ng/ml
- Barbiturates 300 ng/ml
- Benzodiazepines 300 ng/ml
- Cocaine Metabolites 300 ng/ml
- Marijuana Metabolites 50 ng/ml
- Methadone 300 ng/ml
- Methaqualone 300 ng/ml
- Opiates 2000 ng/ml
- Phencyclidine 25 ng/ml
- Propoxyphene 300 ng/ml

A confirmation drug testing is a second analytical procedure to detect the presence of a specific drug or its metabolite. The confirmation procedure is conducted independent of the initial test and uses a different technique and chemical principle in order to confirm reliability and accuracy. **The confirmatory controlled substance test thresholds for a verified positive test result for a safety-sensitive employee are those that are equal to or greater than:**

Amphetamines
Amphetamine 500 ng/ml
Methamphetamine (1) 500 ng/ml
Cocaine Metabolite (2) 150 ng/ml
Marijuana Metabolite (THC) (3) 15 ng/ml
Opiates
Morphine 2000 ng/ml
Codeine 2000 ng/ml
6-Acetylmorphine (4) 10 ng/ml
Phencyclidine (PCP) 25 ng/ml

The confirmatory controlled substance test thresholds for a verified positive test result for a non safety-sensitive employee or a safety-sensitive employee tested under District authority are those that are equal to or greater than:

Amphetemines
Amphetamine 500 ng/ml
Methamphetamine (1) 500 ng/ml
Barbiturates 200 ng/ml
Benzodiazepines 200 ng/ml
Cocaine Metabolites (2) 150 ng/ml
Marijuana Metabolite (THC) (3) 15 ng/ml
Methadone 200 ng/ml
Methaqualone 200 ng/ml
Opiates
Morphine 2000 ng/ml
Codeine 2000 ng/ml
6-Acetylmorphine (4) 10 ng/ml
Phencyclidine 25 ng/ml
Propoxyphene 200 ng/ml

1. Specimen must also contain amphetamine at a concentration greater than or equal to 200 ng/ml
2. Benzoylcegonine
3. Delta-9-tetrahydrocannabinol-9-carboxylic acid
4. Test for 6-Acetylmorphine when morphine concentration exceeds 2000 ng/ml

DEPARTMENT OF TRANSPORTATION GUIDELINES - means the controlled substance and alcohol testing rules (49 CFR Part 199 (RSPA -Pipeline), Part 219 (FRA -Railroad), Part 382 (FMCSA-Commercial Motor Vehicle), 654 (FTA -Mass Transit) and 14 CFR 61 (FAA Aviation) et. al.) setting forth the procedures for controlled substance and alcohol testing (49 CFR Part 40) in all the transportation industries.

DRIVER - means any person who operates a commercial motor vehicle. This includes full-time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to an employer or who operate a commercial motor vehicle at the direction of or with the consent of an employer. For the purposes of pre-employment/pre-duty testing only, the term driver includes a person applying to an employer to drive a commercial motor vehicle.

EMPLOYEE TRAINING (ALCOHOL) - No training required. However, the District must provide covered employees with educational materials that explain the alcohol misuse requirements and the District's policies and procedures with respect to meeting those requirements.

The information must be distributed to each covered employee and must include such information as the effects of alcohol misuse on an individual's health, work, personal life, signs and symptoms of an alcohol problem; and the consequences for covered employees found to have violated the regulatory prohibitions.

EMPLOYEE TRAINING (DRUGS) - The District must train all employees who perform safety-sensitive duties on the effects and consequences of prohibited drug use on personal health, safety, work environment, and on the manifestations and behavioral cues that may indicate drug use and abuse. The District must also implement an education program for safety-sensitive employees by displaying and distributing informational materials, a community service hotline telephone number for employee assistance and the District policy regarding drug use in the work place which must include information regarding the consequences under the rule of using drugs while performing safety-sensitive functions, receiving a verified positive drug test result, or refusing to submit to a drug test required under the rule.

EVIDENTIAL BREATH TESTING DEVICE ("EBT") - means the device to be used for breath alcohol testing.

LAST CHANCE AGREEMENT - means a document agreed to and signed by the employer, safety-sensitive employee and the Substance Abuse Professional that outlines the terms and conditions under which the safety-sensitive employee may return to duty after having had a verified positive controlled substance test result or an alcohol concentration of 0.04 or greater on an alcohol test.

MEDICAL REVIEW OFFICER ("MRO") - means a licensed physician responsible for analyzing laboratory results generated by an employer's, controlled substance (drug) testing program. The MRO is knowledgeable about substance abuse disorders and has appropriate medical training to interpret and evaluate positive test results.

NEGATIVE TEST RESULTS - means for: (1) drug a verified presence of the identified drug or its metabolite below the minimum levels specified in 49 CFR Part 40, as amended; and (2) an alcohol concentration of less than 0.02 BAC.

NON-NEGATIVE TEST RESULTS -means a test result found to be adulterated, substitute, invalid, or positive for drug/drug metabolites.

PERFORMING (SAFETY SENSITIVE FUNCTION) - means a safety-sensitive employee who is considered to be performing a safety sensitive function and includes any period in which the safety-sensitive employee is actually performing, ready to perform, or immediately available to perform such functions.

POSITIVE TEST RESULTS - means for: (1) drug test a verified presence of the identified drug or its metabolite at or above the minimum levels specified in 49 CFR Part 40, as amended; and (2) a confirmed alcohol concentration of 0.04 BAC or greater.

POST-ACCIDENT ALCOHOL AND/OR CONTROLLED SUBSTANCE TESTING - conducted after accidents resulting in property damage, injury, or a fatality on employees whose performance could have contributed to the accident.

For Drivers a test is conducted when a citation for a moving traffic violation is issued, and for all fatal accidents even if the driver is not cited for a moving traffic violation.

REFUSE TO SUBMIT (TO AN ALCOHOL AND/OR CONTROLLED SUBSTANCE TEST) - means that a District employee fails to provide an adequate breath or urine sample for testing without a valid medical explanation after that safety-sensitive employee received notice of the requirement to be tested, or engages in conduct that clearly obstructs the testing process (i.e., verbal declarations, obstructive behavior or physical absence resulting in the inability to conduct the test.).

REHABILITATION - The total process of restoring an employee to satisfactory work performance through constructive confrontation, referral to the SAP and participation in SAP recommendations such as education, treatment, and/or support groups to resolve personal, physical or emotional/mental problems which contributed to job problems.

RETURN-TO-DUTY AND FOLLOW-UP ALCOHOL AND/OR CONTROLLED SUBSTANCE TESTING - conducted when an individual who has violated the prohibited alcohol or controlled substance conduct standards returns to performing safety sensitive duties. Follow-up tests are unannounced, and at least six (6) tests must be conducted in the first twelve (12) months after an employee returns to duty. Follow-up testing may be extended for up to sixty (60) months following return to duty upon the SAP recommendation.

SAFETY-SENSITIVE EMPLOYEE (FUNCTION AND/OR POSITION) - An employee is considered to be performing a safety-sensitive function during any period in which that employee is actually performing, ready to perform, or immediately available to perform, any safety-sensitive functions.

A complete list of safety-sensitive employee (function and/or position) classifications is listed in **Appendix "A"** of this Substance Abuse Policy Statement.

SUPERVISOR - means a person in authority who has had one hour of training on the signs and symptoms of alcohol abuse and an additional hour of training on the signs and symptoms of controlled substance abuse.

VEHICLE - means a bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel used for transportation.

VERIFIED NEGATIVE DRUG TEST - means a drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services ("HHS").

VERIFIED POSITIVE DRUG TEST - means a drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40.