



Employee Handbook

Revised February 2023

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WESA

I. Introduction

Dear Employee,

Welcome to your Water Employee Services Authority Employee Handbook. The Authority has put together this booklet as an easy to read, handy guide that is a quick reference. The handbook is designed to familiarize you with the Authority's organization, rules, policies, and procedures. The information in this Handbook applies to all Authority employees.

As one of over 165 Authority employees, you are a valuable asset to the Authority. It is through your efforts that we can provide our customers with the best possible service. Your individual efforts and the collaborative teamwork within your department and with other employees are essential in maintaining our reputable standards.

Keep this booklet handy and enjoy the benefits of WESA.

Sincerely,

A handwritten signature in blue ink that reads "Greg Thomas". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Greg Thomas
General Manager

A. Notice

This handbook is intended to provide you with a general understanding of the Water Employee Services Authority's (also referred to herein as 'WESA' or the 'Authority') policies, benefits, and rules. It is intended to familiarize you with important information about WESA, as well as information regarding your own privileges and responsibilities. Although the handbook is not an employment contract, it is important that all employees read, understand, and follow the provisions of this handbook. Keep this handbook, and any additions and revisions for your reference.

Neither this handbook nor any other WESA document confers any contractual right, either express or implied, to remain in WESA's employ. Nor does it guarantee any fixed terms and conditions of your employment.

This handbook cannot anticipate every situation or answer every question about employment, nor can it provide information that answers every possible question. Additionally, circumstances will undoubtedly require that guidelines, practices, and benefits described in this handbook change. Accordingly, WESA must reserve the right to modify, supplement, or rescind any provision of this handbook from time to time, as it deems necessary. You will, of course, be advised of changes that occur. If you have any questions or seek clarification, you should see your supervisor or contact Human Resources.

Some of the subjects described within this handbook are covered in detail in official policy documents. You should refer to those documents for specific information since this handbook only briefly summarizes those benefits or procedures. Please note that the terms of the written insurance policies are controlling.

B. Historical Perspective

Elsinore Valley Municipal Water District (EVMWD)

Elsinore Valley Municipal Water District (also referred to herein as 'EVMWD' or the 'District') was formed on December 23, 1950, under the California Municipal Water District Act of 1911. The Act allows EVMWD to supply and distribute water, treat and dispose of wastewater, make beneficial use of reclaimed water, and manage water-related recreational activities. EVMWD provides service to 96 square miles of land located in the southwestern portion of Riverside County, and a portion of Orange County, along the Ortega Highway.

EVMWD was annexed in 1954 to Western Municipal Water District, a member of the Metropolitan Water District of Southern California, in order to receive imported water. EVMWD's main distribution system was constructed during 1956 and 1957 under EVMWD's first improvement district. Several small mutual water companies later petitioned EVMWD to accept and operate their facilities. These mutual water companies have a history reaching back to 1865, which provide a rich and long tradition of water service.

In 1989, EVMWD purchased the Temescal Water Company, acquiring valuable water rights in the Colton/Riverside area and tributary to the Railroad Canyon Reservoir (also known as Canyon Lake). The formation of an Improvement District in Canyon Lake in 1962 was the initial step in providing sewer services within EVMWD. EVMWD currently operates three wastewater reclamation facilities and has contractual treatment in a fourth.

Meeks and Daley Mutual Water Company

Meeks & Daley is one of the oldest water purveyors in the Inland Empire and was established by farmers in 1885 to bring irrigation water from the mountains into the fertile plains of Riverside and San Bernardino Counties. Today, much of Meeks & Daley's water is used for growing urban areas. As majority shareholder, EVMWD uses this portion of its water supply portfolio in exchange agreements with neighboring agencies but is also responsible for maintaining Meeks & Daley facilities and water rights.

Water Employee Services Authority (WESA)

In August 2003, EVMWD and Meeks and Daley Mutual Water Company created the Water Employee Services Authority, a joint powers authority that became the new employer who provides all labor-related services to the two water providers. As a new public agency, WESA was able to provide a new retirement benefit and reduce labor costs for both agencies. Such savings are passed on to customers through stable water rates. The effective date for initiation of services provided by WESA to EVMWD and Meeks and Daley Mutual Water Company was December 13, 2007. As a joint powers authority, the purpose of WESA is to provide professional water and wastewater services to both agencies. As the area develops from its rural roots into a modern suburban community, WESA will continue to grow its staff of motivated and exceptional employees.

The WESA Board of Directors and executive staff are progressive and looking to the future in many areas of endeavor. Their long view of continuous improvement gives WESA employees the opportunities to be directly involved in initiatives that are pushing technology and management advances in the water industry.

All employees are formally employees of WESA, and staff EVMWD and Meeks and Daley. EVMWD and Meeks and Daley contract for all employee/labor related services with WESA.

C. Mission Statement

The EVMWD team delivers total water management that powers the health and vibrancy of its communities so life can flourish.

D. Vision Statement

As Southern California's most innovative, diverse, and trusted public utility partner, by 2030, we will be:

- **Innovative, creative, proactive, and technologically advanced.**
We will be a leader in technology and process innovation to provide the cleanest water, wastewater, and recycled water services focused on public health. We provide proactive, efficient operations and ensure reliable infrastructure.
- **“One Water:” Water Sourcing, Wastewater Treatment, Water Recycling.**
We will operate a system that produces the highest quality water, most reliable water distribution, comprehensive wastewater collection, and effective water recycling. We manage every drop in the basin as One Water system that is sustainable, resilient, and diversified.

- **Trusted and recognized for positive relationships: Customers, Community, Staff.**
We will exceed customer expectations, increase customer satisfaction, increase two-way communication, and increase community collaboration. We will earn the complete trust of our customers, peers, community and staff by industry leading transparency and engagement.
- **Fiscally fit and highest value.**
We will be one of the financially strongest and most resilient Districts for our size in Southern California. Our rate structure will provide resources and services at the best value for the rate payer dollar.

E. Our Values

Professionalism

- Perseverance • Productivity • Reliability • Poise • Quality Work • Competence

We show our knowledge, effectiveness, and competency with coworker and customer interactions. We maintain a calm, professional outward demeanor, upholding a reputation for accuracy, dependability, expertise, efficiency, and high quality through information, services, and product delivery.

Enthusiasm

- Learning • Innovation • Compassion • Sense of Humor • Humility • Excitement • Mindfulness

We possess a strong drive for learning, innovation, forward-thinking, and the overall desire to do our job well.

Integrity

- Loyalty • Courage • Insight • Transparency • Openness

We are sincere and demonstrate high moral standards in principles, intentions, and actions; we have an honest and open approach to all aspects that encourage loyalty, transparency, fairness, and trust.

Inclusiveness

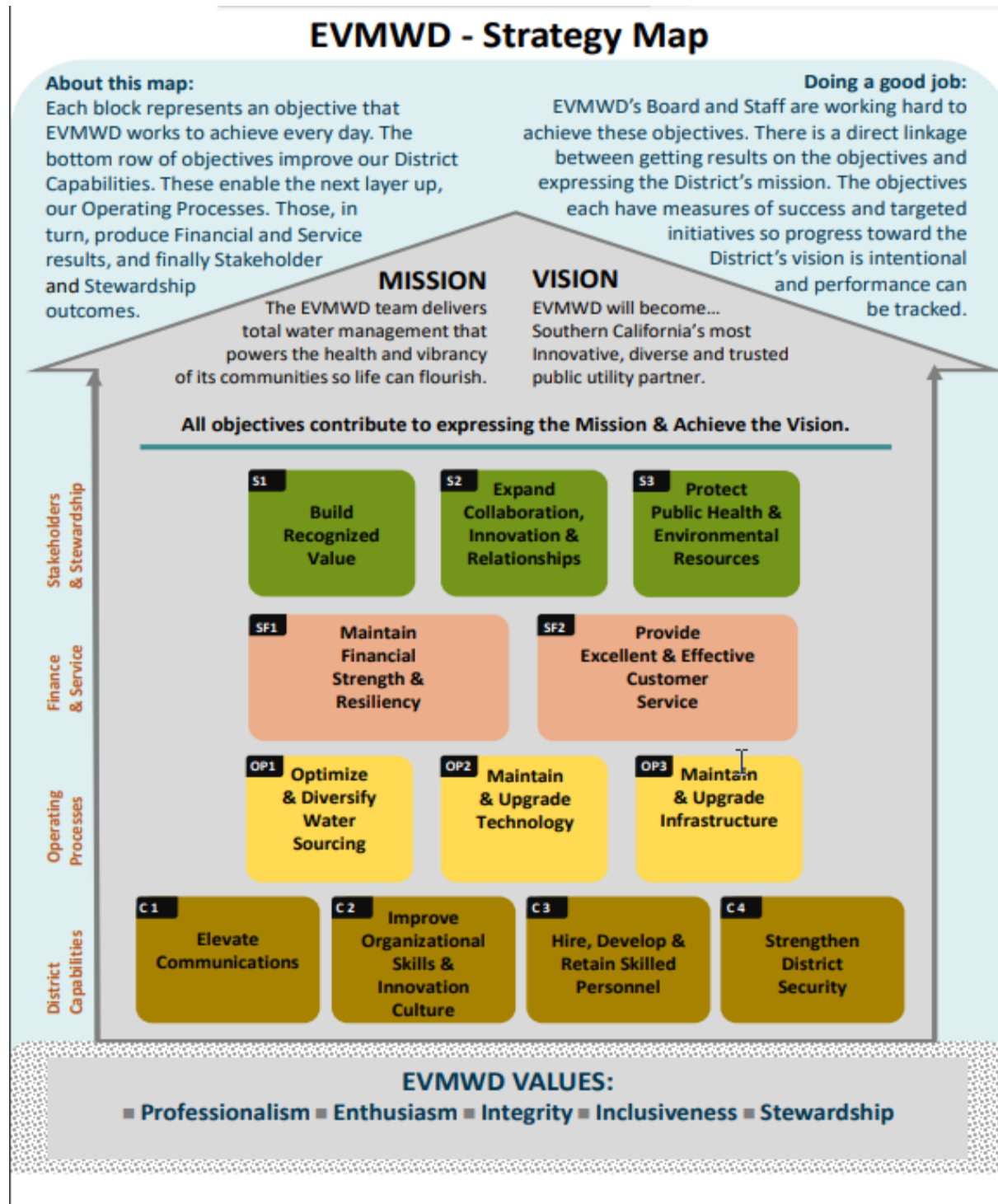
- Communication • Appreciation • Diversity • Teamwork • Respect

We conduct ourselves in a manner promoting respect and teamwork. Inclusiveness means communication with and appreciation for all, understanding each person is unique. We strive to understand how to work with our differences, provide better service, work products, and enhance organizational culture.

Stewardship

- Fiscal Responsibility • Environmental Responsibility • Customer Service • Resources Management • Safety Consciousness

We take responsibility for and ownership of assigned responsibilities; we value public health and the environment; we consider customers' expectations, both internal and external; we demonstrate a proactive, positive willingness to serve (service to others).



F. District Organization

The Board of Directors, through the General Manager, establishes policies and provides direction to the District. There are several divisions within the District that work together for the successful operation of the organization. The following will help familiarize you with the divisions, departments, and their respective functions.

General Management Division

General Management provides support to the Board of Directors of EVMWD and WESA, including participation on ad hoc and standing committees, as well as the Elsinore Valley Water, the Sewer Facilities Corporation, the EVMWD Financing Authority Board, and the Meeks and Daley Water Company Board. Direction and management of services, activities, and operations of the District in the areas of Finance, Engineering, Human Resources, Operations, and Governmental Relations are also provided.

Within the General Management Division are the Administration, Governmental Relations, and Human Resources and Safety Departments.

Administration Department

The Administration Department supports the General Manager, Board of Directors of WESA and EVMWD, Elsinore Valley Water and Sewer Facilities Corporation Board, Meeks and Daley Water Company Board, EVMWD Financing Authority, Board ad hoc and standing committees, and executive management staff.

Governmental Relations Department

The function of the Governmental Relations Department is to communicate and influence legislative efforts of the organization at the local, state, and federal levels. Additionally, the department focuses on developing new and enhancing existing interagency relationships. It is the goal of the District to establish EVMWD in a larger regional leadership role.

Human Resources & Safety Department

The Human Resources and Safety Department plans, directs, manages, and oversees the functions, programs and operations related to personnel matters, including employee relations, contract administration, recruitment and selection of employees, administration of health and welfare benefits, risk management, administration of safety regulations, and professional development services. This department provides highly responsible and complex administrative support to the General Manager, other departments, and outside agencies.

Business Services Division

The Business Services Division consists of the Finance and Accounting, Community Relations, Purchasing, and Information Technology Departments.

Finance & Accounting Department

The function of the Finance & Accounting Department is to oversee the financial operations of the District in order to provide accountability and adequate control over the use of District funds. This department maintains the financial systems and records of the District in accordance with generally accepted accounting principles, as well as applicable laws, regulations and District policies. Additionally, the department includes Grants Administration, which is responsible for contract and expenditure oversight for District projects funded through federal, state, and various other grant and loan programs.

Community Relations Department

The Community Relations Department consists of two sections, Community Affairs and Customer Service.

Community Affairs Section

The Community Affairs Section serves as the main outreach vehicle for increasing customer and constituent awareness of the District's mission and role in the local and regional community. The section's main areas of outreach are media relations and community relations.

Customer Service Section

The Customer Service Section provides exceptional service to all customers by responding to customer inquiries, establishing and discontinuing service, preparing monthly statements, processing payments, and collecting outstanding customer balances.

Purchasing Department

The function of the Purchasing Department is to acquire high quality goods and services at the best value and lowest overall cost to the District. The Purchasing Department oversees the District's competitive bidding process, the supplier selection for all District departments, the disposition and sale of surplus equipment and vehicles, and maintains the District central warehouse inventory, with the exception of public works contracts.

Information Technology Department

The Information Technology (IT) Department is responsible for system maintenance, network management, systems support, providing support to all District system users, updating software/hardware, and monitoring District needs for new equipment. The Information Technology Department also includes the SCADA Maintenance Section.

SCADA Section

The Supervisory Control and Data Acquisition (SCADA) Section constructs, maintains, repairs and programs hardware and software related to SCADA and DCS equipment.

Engineering & Operations Division

The Engineering & Operations Division consists of the Strategic Programs, Water Resources, Engineering, and Operations Departments.

Strategic Programs Department

The Strategic Programs Department's primary goal is to explore and develop water supply programs and strategies that are derived from business case analyses. Additionally, the department provides highly responsible and complex financial support for the District's General Management. This department plans and develops the District's capital financing needs, plans for long term stability of the District's finances, and analyzes District contracts to ensure the highest level of accuracy and compliance to all applicable requirements.

Water Resources Department

The Water Resources Department manages, develops, and administers ongoing programs in areas such as: watershed management, groundwater recharge, water resources planning, sampling, and water quality testing and reporting, facility permits, assisting operations in reviewing reports to the state and federal water and sewer agencies, procedures and protocol development for lab work, developing, modifying, and implementing the pretreatment program and assisting in grants and loans. The Water Resources Department is organized into the sections of Water Resources Planning, Water Systems Engineering, and Wastewater Systems Engineering.

Water Resources Planning Section

The Water Resources Planning Section performs a wide range of professional planning, research, and technical analyses related to EVMWD's near-term and long-term water supply (potable and recycled) needs.

Water Systems Engineering Section

The Water Systems Engineering Section manages, supervises, and coordinates the activities of the Water Protection (Backflow Prevention Program) group, the Recycled Water group, and the Laboratory and Water Quality groups.

Water Protection Group

The primary function of the Water Protection Group is to protect the District's potable water supply from backflow contamination by administering an active cross-connection control program. The Water Protection Group manages, supervises, and coordinates the activities of the Cross-Connection Control program that ensures compliance with U.S. Environmental Protection Agency and State Water Resources Control Board–Division of Drinking Water (SWRCB-DDW) Regulations, and the District's Administrative Code.

Recycled Water Group

The primary function of the Recycled Water Group is to ensure the safe and efficient utilization of recycled water supplies in compliance with the state and federal regulations. The Recycled Water Group manages the recycled water distribution and performs complex duties and

activities including permitting of recycled water user sites pursuant to District's Regional Water Quality Control Board WDR Permit SWRCB-Division of Drinking Water (SWRCB-DDW) regulations.

Laboratory and Water Quality Group

The primary function of District's Laboratory and Water Quality Group is to provide in-house sampling and analytical services support to Water and Wastewater Operations and Engineering Departments as needed. The District laboratory maintains current state certification from the Environmental Laboratory Accreditation Program (ELAP) for performing in-house compliance analyses in certain fields of testing. The lab collects designated samples as per approved water quality monitoring plans and schedules for compliance and permitting purposes. The laboratory performs water and wastewater analyses of select samples in the approved fields of testing for regulatory compliance. The lab performs analyses of all treatment process control samples submitted by Operations, special investigative samples, and samples submitted by construction inspectors. The lab coordinates and manages the analytical work outsourced to certified commercial laboratories. The lab tracks and maintains all water quality results and provides the required reports for staff and regulatory agency submittals.

Wastewater Systems Engineering Section

The Wastewater Systems Engineering Section manages, supervises, and coordinates the activities of industrial waste inspection and the wastewater pre-treatment inspection and installation of pre-treatment equipment in businesses and commercial buildings throughout the EVMWD service area.

Engineering Department

The Engineering Department plays a major role in the expansion of the water and sewer infrastructure to the District's customers. With a wide-ranging assortment of responsibilities, the Engineering Department assists developers building new residential and commercial properties and efficiently manages projects for water and wastewater infrastructure improvements, replacements, or expansions. Within the Engineering Department are the Capital Projects and Design Services, Construction Services, and Development Services Sections.

Capital Projects and Design Services Section

Capital Projects and Design Services (CPD) Section develops the capital improvement budget and prepares local planning studies that support and show the need for the proposed capital improvements. CPD also prepares Requests for Proposals used to solicit consulting engineering firms to submit their proposals for Capital Improvement Projects (CIP) design and then coordinates the design efforts with the selected consultants. Engineering support is provided to the Operations and Maintenance Departments, and technical support is provided to the Engineering Department staff, including review of construction submittals and information requests.

Development Services Section

The primary duties of the Development Services Section include working with developers, both large and small, to ensure that the water, sewer, and recycled water systems are sized properly

for the size and type of the proposed development, and to ensure consistency with the Water and Sewer Master Plans.

Operations Department

The Operations Department consists of the Water Operations, Wastewater Operations, and Maintenance Sections.

Water Operations Section

The Water Operations Section oversees the safe treatment, storage and delivery of the water supply to the community through four groups:

- Water Production
- Preventive Maintenance
- Construction Maintenance
- Field Services

Water Production Group

The Water Production Group provides daily operation of the water system wells, booster pumps, reservoirs, and water quality. This section is also responsible for the operations of the Canyon Lake and Back Basin Water Treatment Plants.

Preventive Maintenance Group

The Preventive Maintenance Group is responsible for the regular and scheduled maintenance of the water transmission and distribution lines. These activities include valve exercising, air valve maintenance, hydrant flushing, control valve maintenance, USA locates, water shutdowns for scheduled and emergency repairs, and various special projects.

Construction Maintenance Group

The Construction Maintenance Group repairs and replaces valves, hydrants, services, and other appurtenances of the water transmission and distribution lines. They are also responsible for grading access roads, replacing DCDA's for Cross Connection, and serving after-hours standby duty.

Field Services Group

The Field Services Group repairs, tests, and replaces meters, meter angle stops, meter boxes, and other appurtenances of the water transmission and distribution system.

Wastewater Operations Section

The Wastewater Operations Section is responsible for daily operation and oversight of wastewater collection activities for conveyance lines as well as three (3) water reclamation facilities: Regional, Railroad Canyon, and Horsethief Water Reclamation Facilities. This is accomplished through the Collection Systems and Wastewater Treatment Groups.

Collection Systems Group

The Collection Systems Group performs cleaning, inspecting, and repairing of sewer lines to ensure the consistently reliable, trouble-free conveyance of wastewater to the reclamation facilities for treatment.

Wastewater Treatment Group

The Wastewater Treatment Group consists of three water reclamation facilities:

- Regional Water Reclamation Facility is designed to treat 8 million gallons per day (mgd) of wastewater. The recycled water is discharged to Lake Elsinore and other bodies of water for beneficial use.
- Railroad Canyon Water Reclamation Facility is designed to treat 1.3 mgd of wastewater. The recycled water is used mainly for the Canyon Lake Golf Course and to irrigate the medians and vegetation in the right-of-way of the Canyon Lake community.
- Horsethief Canyon Water Reclamation Facility is designed to treat 0.5 mgd of wastewater. The recycled water is used for landscape irrigation of the medians in the Horsethief community.

Maintenance Section

The Maintenance Section provides daily repair and maintenance of all water and wastewater facilities, infrastructure, equipment, and fleet. The Maintenance Section is divided into two groups based on specialty of work:

- Mechanical Maintenance
- Facilities/Fleet Maintenance

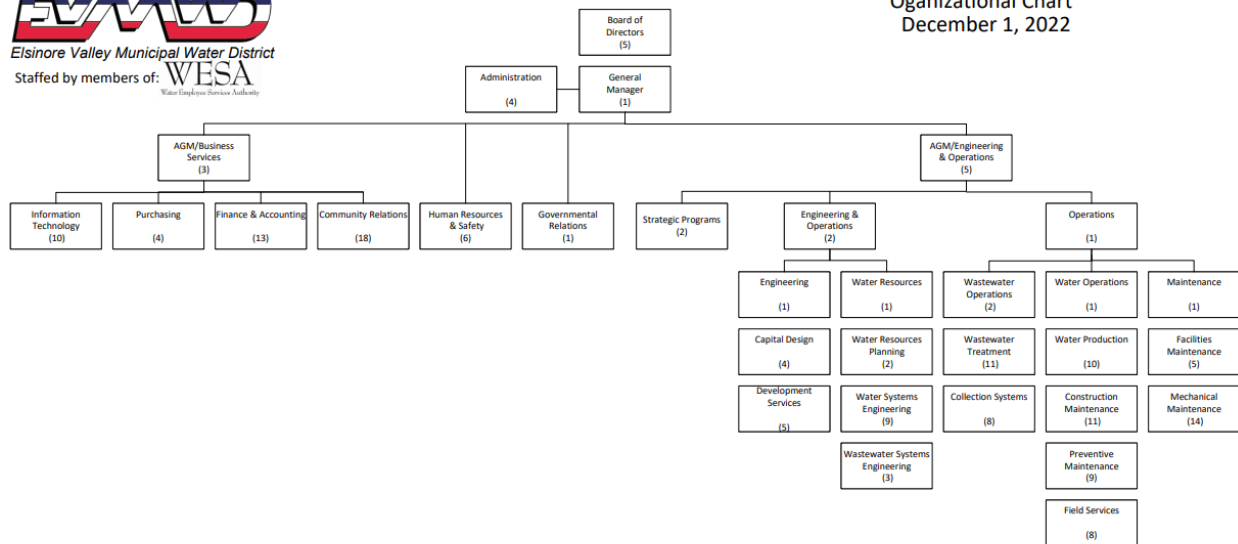
Mechanical Maintenance Group

The Mechanical Maintenance Group provides preventive maintenance and repair on pumps, motors, wells, and other mechanical devices at all water and wastewater facilities. They provide the oil changes and regular inspections on booster stations, wells, and pumps to ensure equipment and machinery are working effectively.

Facilities/Fleet Maintenance Group

The Facilities/Fleet Maintenance Group is responsible for the daily care, maintenance and repair of all District owned facilities, equipment, and fleet. Facilities are regularly inspected to ensure cleanliness and that all structures and fixtures are in proper working order. The Fleet section ensures all vehicles and equipment are regularly maintained and are safe to operate.

G. Organizational Chart



Total Authorized Positions: 180

II. Employment

A. Equal Employment Opportunity

Equal Employment Opportunity for all applicants and employees has been, and will continue to be, a fundamental principle at WESA. WESA strictly prohibits discrimination on the basis of race, religious creed (including religious dress and religious grooming), color, age, sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions, gender, gender identity, expression, sex stereotype, sexual orientation and transgender), national origin, ancestry, citizenship status, uniform service member and veteran status, disability (physical and/or mental), legally protected medical condition or information (including genetic information), marital status, domestic partner status, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, or holding or presenting a driver's license issued under section 12801.9 of the Vehicle Code, or any other protected characteristic as established by local, state, or federal law.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment. Employees' questions or concerns should be directed to the Human Resources Department, which has overall responsibility for this policy and maintains reporting and monitoring procedures. Appropriate disciplinary action may be taken against any employee willfully violating this policy.

Reasonable Accommodations

WESA will also make reasonable accommodations that are necessary to comply with state and federal disability discrimination laws. This means that WESA will make reasonable accommodations for the known physical or mental disability or known medical condition of an otherwise qualified individual who is an applicant or employee, consistent with its legal obligation to do so.

As part of its commitment to make reasonable accommodations, WESA also wishes to participate in a timely, good faith, interactive process with the disabled applicant or employee to determine effective reasonable accommodations, if any, that can be made in response to a request for accommodations. Applicants and employees are invited to identify reasonable accommodations that can be made to assist them to perform the essential functions of the position they seek or occupy. They should contact the Human Resources Department as soon as possible to request the opportunity to participate in a timely interactive process. By working together in good faith, WESA hopes to implement any reasonable accommodations that are appropriate and consistent with its legal obligations.

Consistent with the law, WESA also makes reasonable accommodations for: pregnant employees who request an accommodation for pregnancy, childbirth, or related medical conditions; for employees who are victims of domestic violence, sexual assault, or stalking; and for applicants and employees who need accommodations for their religious beliefs and practices that eliminates the conflict between the religious practice and the job requirement at issue.

Retaliation Prohibition

State and federal law and WESA prohibit retaliation against any employee for making a good faith complaint of discrimination or for cooperating, assisting, testifying, or participating in any of the discrimination Internal or External Complaint Procedures below. Claims of retaliation are taken seriously and are subject to the same Internal and External Complaint Procedures below.

Internal Complaint Procedure

WESA's complaint procedure provides for an immediate, thorough, objective, and confidential investigation of any claim of unlawful or prohibited discrimination and/or retaliation, appropriate disciplinary action against one found to have engaged in prohibited discrimination and/or retaliation, and appropriate remedies for any victim of discrimination and/or retaliation.

If you believe you have been discriminated and/or retaliated against on the job, or if you are aware of the discrimination and/or retaliation of others, you must provide a written or verbal complaint to your manager or to any other manager with WESA or to the Director of Human Resources as soon as possible. You are not required to complain to any individual who is the one harassing and/or retaliating against you, nor do you have to complain directly to your immediate supervisor. Instead, as is mentioned above, you may report harassment and/or retaliation to any other member of management, including but not limited to the Director of Human Resources. Your complaint should be as detailed as possible, including the names of individuals involved, the names of any witnesses, direct quotations when language is relevant, and any documentary evidence (notes, pictures, cartoons, and etcetera).

WESA will maintain confidentiality to the extent possible. Any supervisor or manager who is informed of a complaint of discrimination and/or retaliation by an employee, or any other individual, must report said complaint to the Director of Human Resources immediately and must otherwise keep the matter confidential. The Director of Human Resources must also keep the matter confidential and not disclose the matter to any person who is not involved in the

investigation or does not have legitimate work-related reasons for knowing of the complaint. Any supervisor, manager or member of Human Resources who fails to comply with this paragraph will be subject to disciplinary action, up to and including termination of employment.

All incidents of prohibited discrimination and/or retaliation that are reported will be subject to an impartial, fair, timely, and thorough investigation by either the Director of Human Resources or an outside investigator, depending on the circumstances. The Director of Human Resources will not investigate a complaint made against them, or a complaint wherein the Director of Human Resources is a witness or the complainant. The investigation will provide all parties appropriate due process and will reach reasonable conclusions based on the evidence collected. WESA will document the timely, thorough, and objective investigation of the discrimination and/or retaliation allegations to ensure reasonable progress is being made in the investigation. WESA will inform the employee who initiated the complaint of the progress of the investigation upon request of that employee.

Corrective Action

At the conclusion of the timely investigation, if it is determined that prohibited discrimination and/or retaliation has occurred, WESA will take immediate and effective remedial action commensurate with the circumstances. Corrective action may include, for example: training, referral to counseling, or disciplinary action including but not limited to verbal or written warning, suspension, transfer, demotion, and termination of employment, depending on the circumstances.

The employee who initiated the complaint will be notified when the investigation has been completed and will be informed of the general outcome of the investigation, i.e., whether the complaint has been substantiated or unsubstantiated. However, the employee is not entitled to know the corrective action, if any, imposed on the accused discriminator as that information is protected by the accused discriminator's right to privacy. Appropriate action will be taken to ensure the employee who has been found to have been discriminated against and/or retaliated against will not be discriminated against and/or retaliated against in the future, including but not limited to redistribution of this policy, training, transfer, etc.

External Complaint Procedure

In addition to WESA's internal complaint procedure, employees who believe that they have been unlawfully discriminated and/or retaliated against may file a complaint with the federal Equal Employment Opportunity Commission (EEOC), and/or the California Department of Fair Employment and Housing (DFEH).

For more information, contact the Human Resources Department. Contact information for the DFEH can be obtained at www.dfeh.ca.gov. Contact information for the EEOC can be obtained at www.eeoc.gov.

B. New Employee Orientation

As a new employee, you will be provided a formal orientation that will include: an initial meeting with Human Resources; brief introductions to administrative staff; a tour of the facility; an initial meeting with your supervisor/manager, which includes additional introductions to staff; a meeting with a member of Human Resources to review the benefits, policies and procedures, and applicable memorandum of understanding(s), and payroll procedures; a meeting with the Safety Officer to review applicable safety policies and procedures, discuss required safety training, and ensure proper PPE is issued; a meeting with your applicable bargaining unit to

discuss membership benefits and related subjects; and training and meetings with additional departments, as needed for your position.

C. Personnel Rules & Regulations

The Authority has established rules in order to facilitate efficient and economical services to the public and to provide a fair and just system of personnel management. These rules set forth the obligations, rights, privileges, and prohibitions, which are placed on all employees in the Authority. A copy of these rules is distributed at new employee orientation, and you can obtain a copy by visiting the WESA SharePoint site or contacting Human Resources.

D. Attendance

To effectively serve the public, the Authority requires that all employees report to work on their scheduled day and at the appointed time. Since employee tardiness and absenteeism contributes to high labor costs, detracts from effectiveness of other staff members, and weakens the Authority's ability to provide the best customer service, you should strive for perfect attendance by:

- Maintaining reasonable health standards
- Taking precaution against illness
- Not permitting minor indispositions or inconveniences to keep you away from your job
- Making every effort to observe prudent safety rules and practices on and off the job
- Taking care of personal affairs outside of working hours
- Being prepared to start work on time

III. Employee Relations

A. Gifts and Gratuities

A gift or gratuity is any compensation, preferential treatment, entertainment, loan other than at fair market rates and terms, and service or promise of future benefits. You should not accept any gift or gratuity from anyone doing business with WESA, or seeking to do business with WESA, without the approval of your department head. This prohibition does not apply to occasional business meals, and items or services with a value of \$50.00 or less. Key designated positions are governed by state law and the WESA Conflict of Interest Code and require annual written reports to be filed with the District Secretary.

B. Personal Appearance

All Authority employees are provided an Employee Identification Card upon hire, which provides the following information: employee name, employee number, hair and eye color, height, department number, a photo, and an expiration date. Employees are required to wear their official WESA Identification and it must be visible at all times during work hours. Employees must also produce it for public review when requested. The Identification Card will also serve as the employee's Access/Key Card. This card is required to access the employee parking lot and to enter District facilities. Lost or stolen cards must be reported immediately to the Authority Safety Officer or Human Resources.

Employees are expected to wear clothing appropriate to their job and work site. Clothing and appearance should be neat, clean, in good business taste, and not constitute a safety hazard. The following guidelines should be practiced by employees (those not required to wear a specific uniform):

The following are not appropriate during normal working hours:

- Mini skirts
- Halter/tube/crop-type tops (including tank top t-shirts and any backless tops)
- Athletic clothing
- Sheer clothing
- Thongs/flip-flops
- Torn, cut, or frayed clothing
- Clothing with obscene messages or artwork

Though jeans are typically not considered appropriate dress, they are permitted on Fridays, as Fridays have been designated a “casual day” for employees not required to wear a uniform. Employees required to wear a specific type of uniform by the Authority will be provided laundering thereof, as well as the appropriate number of uniform changes per week, based on the individuals’ job duties, at no cost to the employee. For further information, refer to your Memorandum of Understanding. Wearing or displaying WESA uniforms during non-working time is prohibited.

C. Work Demeanor

Employees are expected to greet members of the public on the phone and in person in a cordial and positive manner. Employees are responsible for treating all individuals at work or on District premises with dignity, respect, and to provide prompt and courteous service to all customers and co-workers.

D. Standards of Conduct

WESA is committed to the highest ethical and professional standards of conduct in pursuit of its mission to provide reliable, cost-effective, high-quality water, and wastewater services that are dedicated to the people we serve. Accomplishing this mission demands integrity, good judgment and dedication to public service from all members of the WESA community.

While WESA affirms each person’s accountability for individual actions, it also recognizes that the shared mission requires a shared set of core values and ethical conduct to which each member of the WESA community must be held accountable. Furthermore, WESA acknowledges that an organizational culture grounded in trust is essential to supporting these core values and ethical conduct.

If you see or suspect unethical or illegal behavior, you may report your concerns to your department manager. If you feel uncomfortable reporting unethical behavior to your manager, you may report such behavior to the Director of Human Resources.

E. Policy Against Unlawful Harassment

WESA is committed to providing a workplace free of unlawful harassment. In accordance with applicable law, WESA prohibits harassment based on sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions, gender identity, gender expression, sex stereotype, sexual orientation, gender, and transgender) and harassment on the basis of race, color, religion, religious creed (including religious dress and religious grooming), national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information (including genetic information), family care or medical leave status, military caregiver status, military status, veteran status, marital status, domestic partner status, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, or any other basis protected by local, state, or federal laws.

All such harassment is unlawful and will not be tolerated, whether it be harassment of employees, applicants, unpaid interns, persons providing services pursuant to a contract or volunteers by managers, supervisors, co-workers, or non-employees with whom WESA has a business, service, or professional relationship, like vendors and clients. Similarly, WESA will not tolerate harassment by its employees of non-employees with whom WESA has a business, service, or professional relationship, like vendors and clients.

Sexual Harassment

Sexual harassment (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions, gender identity, gender expression, sex stereotype, sexual orientation, gender, and transgender harassment) is defined as unwanted sexual advances, or visual, written, verbal, or physical conduct of a sexual nature that creates an intimidating, offensive, or hostile working environment, or that interferes with an employee's work performance. Such conduct constitutes harassment when (1) submission to the conduct is made either an explicit or implicit condition of employment or promotion; (2) submission or rejection of the conduct is used as the basis for an employment decision; or (3) the unwelcomed comments or conduct based on sex unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Sexual harassment includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. Furthermore, sexually harassing conduct need not be motivated by sexual desire. The following is a partial list of violations:

- Unwanted sexual advances, propositions or requests for sexual favors;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct: leering, making sexual gestures, displaying of suggestive objects, posters, photographs, cartoons, or drawings;
- Verbal conduct: making or using derogatory comments, epithets, slurs, jokes, verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, foul or obscene language, conversation containing sexual comments;
- Written conduct: suggestive or obscene letters, emails, drawings, notes or invitations;
- Physical conduct: unwanted touching, assault, impeding or blocking movements, and violating someone's "personal space"; and
- Retaliation for reporting harassment or threatening to report harassment.

Other Types of Harassment

Harassment can take many forms beyond sexual harassment. Harassment on the basis of race, color, religion, religious creed (including religious dress and religious grooming), national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information (including genetic information), family care or medical leave status, military caregiver status, military status, veteran status, marital status, domestic partner status, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, or any other basis protected by local, state, or federal laws, is also prohibited and will not be tolerated by WESA. Such harassment includes but is not limited to the following when based upon an employee's protected status as noted above:

- Verbal conduct such as making or using derogatory comments, epithets, slurs, jokes, or verbal abuse;
- Visual conduct such as gestures and displaying of objects, posters, photographs, cartoons, or drawings;
- Written conduct such as suggestive or obscene letters, emails, drawings, notes or invitations;
- Physical conduct such as assault, unwanted touching, or blocking normal movement, or violating someone's "personal space"; and
- Retaliation for reporting harassment or threatening to report harassment.

Retaliation Prohibition

State and federal law and WESA also prohibit retaliation against any employee for making a good faith complaint of harassment or for cooperating, assisting, testifying, or participating in any of the harassment Internal or External Complaint Procedures below. Claims of retaliation are taken seriously and are subject to the same Internal and External Complaint Procedures below.

Internal Complaint Procedure

WESA's complaint procedure provides for an immediate, thorough, objective, and confidential investigation of any claim of unlawful or prohibited harassment and/or retaliation, appropriate disciplinary action against one found to have engaged in prohibited harassment and/or retaliation, and appropriate remedies for any victim of harassment and/or retaliation. A claim of harassment may exist even if the employee has not suffered an adverse employment action.

If you believe you have been harassed and/or retaliated on the job, or if you are aware of the harassment and/or retaliation of others, you must provide a written or verbal complaint to your manager or to any other manager with WESA or to the Director of Human Resources as soon as possible. You are not required to complain to any individual who is the one harassing and/or retaliating against you, nor do you have to complain directly to your immediate supervisor. Instead, as is mentioned above, you may report harassment and/or retaliation to any other member of management, including but not limited to the Director of Human Resources. Your complaint should be as detailed as possible, including the names of individuals involved, the names of any witnesses, direct quotations when language is relevant, and any documentary evidence (notes, pictures, cartoons, and etcetera).

WESA will maintain confidentiality to the extent possible. Any supervisor or manager who is informed of a complaint of harassment and/or retaliation by an employee, or any other individual, must report said complaint to the Director of Human Resources immediately and must otherwise keep the matter confidential. The Director of Human Resources must also keep the matter confidential and not disclose the matter to any person who is not involved in the investigation or

does not have legitimate work-related reasons for knowing of the complaint. Any supervisor, manager, or member of Human Resources who fails to comply with this paragraph will be subject to disciplinary action, up to and including termination of employment.

All incidents of prohibited harassment and/or retaliation that are reported will be subject to an impartial, fair, timely and thorough investigation by either the Director of Human Resources or an outside investigator, depending on the circumstances. The Director of Human Resources will not investigate a complaint made against them, or a complaint wherein the Director of Human Resources is a witness or the complainant. The investigation will provide all parties appropriate due process and will reach reasonable conclusions based on the evidence collected. WESA will document the timely, thorough, and objective investigation of the harassment and/or retaliation allegations to ensure reasonable progress is being made in the investigation. WESA will inform the employee who initiated the complaint of the progress of the investigation upon request of that employee.

Corrective Action

At the conclusion of the timely investigation, if it is determined that prohibited harassment and/or retaliation has occurred, WESA will take immediate and effective remedial action commensurate with the circumstances. Corrective action may include, for example: training, referral to counseling, or disciplinary action including but not limited to verbal or written warning, suspension, transfer, demotion, and termination of employment, depending on the circumstances. With regard to acts of harassment by clients or vendors, corrective action will be taken after consultation with the appropriate management personnel.

The employee who initiated the complaint will be notified when the investigation has been completed and will be informed of the general outcome of the investigation, i.e., whether the complaint has been substantiated or unsubstantiated. However, the employee is not entitled to know the corrective action, if any, imposed on the accused harasser as that information is protected by the accused harasser's right to privacy. Appropriate action will be taken to ensure the employee who has been found to have been harassed and/or retaliated against will not be harassed and/or retaliated against in the future, including but not limited to redistribution of this policy, training, transfer, etc.

External Complaint Procedure

In addition to WESA's internal complaint procedure, employees who believe that they have been unlawfully harassed and/or retaliated against may file a complaint with the federal Equal Employment Opportunity Commission (EEOC), and/or the California Department of Fair Employment and Housing (DFEH).

For more information, contact the Human Resources Department. Contact information for the DFEH can be obtained at www.dfeh.ca.gov. Contact information for the EEOC can be obtained at www.eeoc.gov.

F. Smoke-Free Workplace

In keeping with the Authority's intent to provide a safe and healthful work environment, smoking of any kind (vaping included) is prohibited in all District buildings, vehicles, and within 20 feet of all exits and windows. This policy applies equally to all applicants, employees, customers, and visitors.

G. Drug and Alcohol-Free Workplace

It is the policy of WESA to maintain a safe drug and alcohol-free workplace. WESA is committed to complying with the Drug Free Workplace Act of 1988 and with the OMNIBUS Transportation Employee Testing Act of 1991 (OTETA), and all applicable legally valid rules and regulations adopted there under. It is the purpose of WESA, in adopting this policy, to protect the public and its employees from accidents, injuries, and risks to public health and safety from misuse of drugs or alcohol in the workplace. WESA's drug and alcohol policies, which may include drug testing to the extent allowed under applicable law, are located in the WESA Administrative Code. They are section 1280, the "US Department of Transportation (DOT) Substance Abuse and Drug and Alcohol Testing Policy, and Section 1250, the "Drug and Alcohol Policy."

H. Violence-Free Workplace

WESA is committed to preventing workplace violence and maintaining a safe working environment. All threats of violence in the workplace, both direct and indirect, must be reported as soon as possible to your immediate supervisor, department head or Human Resources. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public if the threat is made in or regarding the workplace. When reporting a threat of violence, be timely and as specific and detailed as possible.

I. Outside Employment

All outside business, enterprise, consulting work, or employment for compensation by WESA staff must be pre-approved by the General Manager. WESA employees are prohibited from performing consulting work for or providing any other services or goods to any person(s) or entities doing business with EVMWD/WESA. Employees are prohibited from engaging in any employment, activity, or enterprise for compensation that is inconsistent, incompatible, in conflict with, or inimical to their duties as WESA employees or with their duties, functions, or responsibilities to EVMWD/WESA. Any employee engaging in such activities may be subject to disciplinary action, up to and including termination. Non-compensated outside employment or non-compensated work performed for a charitable organization is permitted and need not be pre-approved by the General Manager. Annual disclosure is required by all Authority employees. To obtain the Request for Approval of Outside Employment, Consulting Work and/or Business Activity form, you may refer to the WESA SharePoint site or contact the Human Resources Department.

J. Employee Grievances or Concerns

WESA encourages employees who may be experiencing work performance problems, employee-supervisory concerns, peer disturbances, or other concerns to bring them to the attention of their respective managers, the Human Resources Department, or their department heads if their manager is involved in the situation or does not respond to the complaint in a reasonable length of time.

WESA defines a grievance as any dispute concerning the interpretation or application of the Employer-Employee Organization Relations Resolution #1039, an applicable MOU between the Authority and a recognized employee organization, or of written rules or regulations governing personnel practices or working conditions. Disciplinary actions are not included in the definition of a grievance and the Authority's grievance procedure. Grievances may be filed per the

grievance procedure, as defined in your Memorandum of Understanding, or contact Human Resources for additional information.

K. Memorandum of Understanding

The Memorandum of Understanding is entered into between the Water Employee Services Authority and the individual bargaining units. The Memorandum of Understanding is distributed at new employee orientation or upon ratification of a new agreement. A copy is also available on the Authority website or the WESA SharePoint Site.

Employee Association (EA)

The Employee Association consists of office and field staff in a non-supervisory position. Upon hire to the Authority, employees covered by the Employee Association Memorandum of Understanding have the right to become dues-paying members of the Association or pay an agency fee for representation. Employees also have the right to refuse to become members of this Association. New employees represented by this Association will be provided an authorization form for the purpose of payroll deductions for dues.

Management Team Association (MTA)

The Management Team Association consists of Management, Supervisory, and some designated positions. Employees covered by the Management Team Association Memorandum of Understanding have the right to become members and remain members in good standing throughout the term of the memorandum. Employees also have the right to refuse to become members of this Association. New employees represented by this Association will be provided an authorization form for the purpose of payroll deductions for dues.

Executive/Confidential (Unrepresented)

The Executive/Confidential staff consists of Management and Authority positions that may have access to confidential information relating to the Authority's administration, employer-employee relations, or to matters pertaining to the evaluations of employees. The Executive/Confidential staff may generally operate under the terms and conditions of employment set forth in the Memorandum of Understanding of the Management Team Association.

L. Employment Reference Checks

All inquiries regarding a current or former employee must be referred to the Human Resources Department. Should you receive a written request for a reference, you must refer the request to Human Resources for response. You may not issue a reference letter to any current or former employee without the permission of the Director of Human Resources. Under no circumstances should you release any information about any current or former WESA employee over the telephone. All telephone inquiries regarding any current or former WESA employee must be referred to the Human Resources Department.

In response to an outside request for information regarding a current or former WESA employee, Human Resources will verify only an employee's name, dates of employment, and job title. No other data regarding any current or former WESA employee will be released unless the employee authorizes WESA to release such information in writing, or WESA is required by law to furnish any information.

If, however, you are contacted to give a personal reference regarding a current or former WESA employee, you are permitted to do so and should emphasize to the inquirer that the reference is personal only, and not on behalf of WESA.

Failure to follow these directions may be cause for corrective action up to and including termination.

M. Telephone Calls

WESA understands that you may need to speak with your family or tend to non-business activities at times, but requests cooperation in keeping personal calls to reasonable levels. Please note, all phone calls made or received using WESA telephones should be considered public information and subject to surveillance. Any confidential calls should be conducted elsewhere as employees do not have a right to privacy in communications made using WESA telephones. All communication can be disclosed to law enforcement or other third parties without prior consent of the sender and/or receiver.

IV. Safety

A. Injury & Illness Prevention Program

WESA greatly values the safety and health of all of its employees and is committed to providing a safe and healthful workplace. This will be accomplished through the establishment, implementation, and maintenance of an effective Injury & Illness Prevention Program (IIPP). The IIPP applies to all WESA staff, designates the responsibilities of each WESA employee, describes the system of employee communication with regards to the IIPP, lists the IIPP training program, and presents the written procedures. The complete policy is located in Section 01 of the Authority's Safety Manual, which is distributed at new employee orientation and can be obtained from the WESA SharePoint Site or by requesting the information from the Safety Officer.

B. Emergency Response

WESA strives to be prepared in the event of a natural disaster such as fire, flood, earthquake, or other natural or man-made disasters should occur. As a public employee, you may be called upon to assist during emergencies. All WESA employees are considered 'emergency responders' and have this noted on the back of their employee Identification Card to help emergency services identify you. Should an emergency occur, someone from Human Resources or Safety will contact you with instructions on when to report to the District. For more information, please review the California Public Employee Disaster Service Workers brochure at: http://www.clpccd.org/emmerinfo/documents/dsw_brochure.pdf.

C. Safety Issues

In order to keep WESA a safe place to work, the Authority must meet all the requirements of Occupational Safety and Health Administration (OSHA) and California Occupational Safety and Health Administration (Cal/OSHA). WESA strives to provide a workplace that is free from recognized hazards that could potentially result in an injury or fatality. It is required that all personnel injuries and accidents, including vehicle accidents, be reported to your supervisor and

the Safety Officer immediately. Attendance at safety and tailgate meetings is mandatory for many positions.

D. Security Program

The security and protection of WESA facilities, property, and employees is of the utmost importance. An effective security program has been established to ensure a safe and secure working environment for our employees and to protect the material assets of the Authority.

Each employee has a responsibility to follow security regulations, be alert to situations that could pose a security risk, and to immediately notify their supervisor for assistance when appropriate. Violations of security regulations and policies may be cause for corrective action.

E. Ergonomics

WESA encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines. It is our intention to reduce exposure to ergonomic hazards through modifications to equipment and process and employee training. Any necessary reasonable adjustments to minimize workplace repetitive motion injuries will be considered and made. If you require any adjustments or have any concerns or questions about ergonomics, be sure to discuss the matter with your manager or the Safety Officer.

F. Employee Use of WESA Vehicles

Authority vehicles shall be used only for the purposes of Authority business and not for personal business or pleasure. Transportation in WESA vehicles of persons other than directors, employees, agents of the Authority, or authorized guests is prohibited. Prior to vehicle operation employees shall conduct a vehicle inspection using the Authority-provided checklist in each vehicle. Each employee having the custody of an Authority vehicle shall exercise due caution and prudence in the operation of said vehicle to minimize the risk of damage to or loss of a vehicle. For further clarification of policies regarding safe and approved vehicle use, please refer to the appropriate section of the Authority Safety Manual.

G. Cellular Phone Safety

If your job requires you to keep your cell phone turned on while driving on WESA business, you must adhere to current federal, state, and local provisions. Currently, the law indicates [that drivers are prohibited from operating a cell phone while driving unless: (1) the cell phone is designed to allow voice-operated and hands-free operation, and it is used in that manner while driving; (2) the device is mounted on the windshield or affixed to a dashboard or center console in a manner that does not hinder the driver's view of the road; and (3) the driver's hand is used to activate or deactivate a function of the cell phone with the motion of a single swipe or tap of the driver's finger.] (California Vehicle Code § 23123.5.)

H. Parking

WESA employees must park in the employee parking lot, located on the north side of Chaney Street and directly east of the main building. Designated management and executive positions will park in the executive parking lot, located off Treleven. A key card is required to enter all EVMWD parking lots.

I. Threatening Situations

If you witness, receive information, or have reasonable suspicion that the Authority, its employees or any facilities are target of any violence, damage, or threat, please notify your supervisor, Human Resources, or the Safety Officer immediately, and if appropriate, call 9-1-1.

J. Visitors

All visitors of WESA must check into the reception area and sign in. If the person is authorized to enter the facilities, they will be issued a visitor badge to wear visibly during their visit and will return it to the reception area upon conclusion of their business. Visitors are not permitted to enter secured areas of District facilities unescorted. Employees are to meet all visitors at the reception area and escort them to the designated meeting area. Under no circumstance are visitors permitted to enter or remain in areas of the facility beyond the reception area or restrooms unescorted by a WESA employee. Employees must escort all visitors back to the reception area once business has concluded.

V. Compensation

A. Pay Periods and Paydays

All workweek wages and any other compensation will be paid on a bi-weekly basis. Payday is Wednesday following the end of a pay period. To obtain a copy of the Payroll calendar, visit the District Documents section of the WESA SharePoint Site. WESA employees generally work a 9/80 work schedule. However, the General Manager, or his designee, may approve an alternative workweek when requested by an employee. Please see your Memorandum of Understanding or refer to the Flexible Schedule Policy for additional information regarding regular shift workweeks and alternative workweeks.

B. Hours of Work

Employee work hours are established by Authority management and are subject to change based upon the needs of WESA and with a minimum of two (2) weeks' notice to employees. Generally, administrative and office employees work 7:30 am to 5:30 pm each day, with a one (1) hour unpaid lunch, and flex every other Friday (working 7:30 am to 4:30 pm on their non-flex day), though some may work different schedules based on departmental needs. Operations staff generally work 7:00 am to 4:30 pm each day, with a half (½) hour unpaid lunch, and flex every other Friday (working 7:00 am to 3:30 pm on their non-flex day), though some may work different schedules based on departmental needs.

C. Meal and Rest Periods

Unless otherwise assigned, a thirty (30) minute unpaid meal period is to be taken before the sixth (6th) hour of work. When an employee is required by their supervisor to work more than six (6) consecutive hours without a meal period, the employee is to be paid for their normally assigned meal period in addition to hours worked. If the meal period is interrupted or shortened at the direction of management or supervision, the employee is to be credited as paid work time for the time lost during the meal period.

A paid rest period of no more than fifteen (15) minutes is permitted for every four (4) hours of work. The rest period should be as near the middle of that time as possible. Neither meal periods nor rest periods can be used to arrive late to the beginning of a shift or leave a shift early, and rest periods cannot be used to extend a meal period.

D. Overtime

All work authorized in excess of forty (40) hours per workweek is considered overtime work. Approved overtime will be paid as follows:

- Hours worked in excess of twelve (12) hours in a workday will be paid at two (2) times the employee's regular rate of pay (double time rate).
- Hours worked in excess of eight (8) hours on the employee's seventh (7th) consecutive workday in a workweek will be paid at two (2) times the employee's regular rate of pay (double time rate).
- Hours worked in excess of forty (40) hours in a workweek, not including hours paid at the employee's double time rate, will be paid at one and one-half (1 ½) times the employee's regular rate of pay (overtime rate).
- Holiday Pay and 16/20 Off-work hours will count as hours worked for the calculation of overtime.

E. Payroll Deductions

Payroll deductions are either mandatory or voluntary. The mandatory deductions are Federal and State income tax, State Disability Insurance (SDI), PERS retirement, Medicare and any court ordered garnishments or levies. Voluntary deductions include credit union, additional life, flexible spending accounts, etc.

F. Garnishments

A garnishment is a court order requiring WESA to remit part of an employee's wages to a third party in payment of a just debt. Because garnishments involve WESA in its employee's private financial affairs, it is requested that you handle your finances appropriately.

G. Timekeeping

Accurately recording time worked is the responsibility of each employee. Federal and state laws require WESA to keep accurate record of time worked by employees in order to calculate employee pay and benefits. Employees are required to record their total hours worked when they complete their work for the day. Timesheets must be entered into the Global Human Resources (GHR) system at the end of your shift and submitted to your supervisor for verification and approval at the end of each pay period. Upon approval, the timesheet is electronically sent to Human Resources for processing. Falsification of time records may result in discipline up to and including termination.

H. Direct Deposit

WESA offers the convenience of automatically depositing your paycheck into a personal account through our Direct Deposit program. You may add accounts for direct deposit and make changes to your accounts through GHR or contact Human Resources.

I. Changing Employee Information

Your current address and phone number are essential for many purposes. These changes should be noted in Employee Space in GHR as soon as possible. You are solely responsible to notify WESA of changes in your personal status including, but not limited to:

- Name and/or marital status
- Address and/or telephone number
- Tax payroll deductions
- Emergency contact information

J. Errors and Adjustments

Should an employee be underpaid for any reason, such error shall be corrected immediately following its discovery and paid on the following pay period.

Should an employee be overpaid for any reason, reimbursement to WESA by the employee for said error shall be made by an agreed upon payroll deduction schedule not to exceed twelve (12) months. All arrangements for reimbursement of an overpayment shall be made in writing and signed by the employee. Should you have any questions, please contact Human Resources.

K. Performance Evaluations

WESA maintains a policy of evaluating your job performance as a means of measuring the efficiency and effectiveness of operations and providing you with meaningful information about your work. Effective performance evaluations also aid in making personnel decisions related to such areas as training, promotion, job assignments, retention, and long-range planning. The process is intended to be participatory in nature, involving you and your immediate supervisor.

The process is designed to be as objective as possible, focusing on overall performance in relation to job responsibilities and individual goals. Performance evaluations are required annually and due 30 days after your anniversary date (the anniversary of your original date of hire). A merit increase may be given, based on performance, upon the completion of the annual performance evaluation and at the recommendation of the employee's immediate supervisor or department manager, subject to approval of the General Manager. Employees must achieve an overall evaluation score of Satisfactory/Competent or better to be eligible for a merit increase.

Merit increases are determined based on performance of job duties within your classification as follows:

- Satisfactory/Competent Evaluation Rating-2.5% (1 step) merit increase will be recommended
- Exceed Satisfactory Standards Evaluation Rating-5% (2 step) merit increase will be recommended
- Exceptional Evaluation Rating – 5% (2 step) merit increase with a one-time, lump sum payment of 2.5% of the employee's annual compensation will be recommended

- Superior/Role Model Evaluation Rating- 5% (2 step) merit increase with a one-time, lump sum payment of 3% of the employee's annual compensation will be recommended

For an employee who has attained the highest step within their classification range, if the overall rating of the annual performance evaluation is rated and exceeds standards or higher, a one-time lump sum payment of 2.5% of the employee's current annual salary will be paid to the employee, subject to the approval of the General Manager.

Your immediate supervisor or department head will provide counsel regarding any deficiencies in performance. Counseling and coaching are designed to encourage performance which meets satisfactory standards. Merit increases will not be given to an employee who has attained the highest step within their classification range.

VI. Employee Benefits

The Authority has developed a broad, comprehensive set of employee benefit programs to supplement your regular wages. WESA is continually investigating opportunities to improve its benefits as budget limitations permit.

A. Program Eligibility and Enrollment

For all employees hired prior to January 1, 2012, the Authority provides medical, dental, vision insurance on the first of the month following a 30-day waiting period, to all eligible employees and their dependents and contributes 95% of the cost of such insurance. Employees hired after January 1, 2012, and MTA and Confidential/Executive employees hired after January 1, 2013, will be provided medical, dental, vision insurance, to all eligible employees and their dependents and the Authority contributes 90% of the cost of such insurance. Life, accidental death and dismemberment, and long-term disability are also provided to all eligible employees with the same waiting period, and the Authority contributes 100% of the cost of such insurance. Co-pays, deductibles and other fees are the responsibility of the employee. Enrollment forms must be submitted to the Human Resources Department within 15 days of hire, along with documentation of dependent eligibility on all benefit plans such as birth certificate, marriage license, or other identifying paperwork. Insurance programs are renewed annually during an "open enrollment" period held each fall for changes effective for the next calendar year.

Eligible dependents are defined as the following:

- Spouse;
- Children to their 26th birthday, including children placed in the home for adoption;
- Unmarried children who were enrolled before age 26 and are incapable of self-sustaining employment due to physical or mental condition. A physician must certify in writing within 60 days this condition and it is subject to carrier approval;
- Children eligible for coverage as a result of a valid qualified medical child support order; and
- Those designated according to the law.

Employees who are enrolled in another group health plan may, upon providing proof of coverage acceptable to the Authority, choose to accept a monthly payment of \$306.00 in lieu of medical insurance. Employees hired after January 1, 2012, and MTA and Confidential/Executive employees hired after January 1, 2013, who choose to opt out of the

Authority's medical plan choose to accept a monthly payment of \$250.00 in lieu of medical insurance. All employees and eligible dependents must enroll in the vision plan, regardless of any other coverage they may have. Please contact Human Resources for acceptable documentation and reimbursement information.

B. Change in Family or Employment Status

If an employee has a change in family or employment status, benefit changes are allowed for 30 days after the qualifying event. **Employees must provide documentation of dependent eligibility or ineligibility on all benefit plans such as birth certificate, marriage license, or divorce decree.**

Change in family or employment status is defined as:

- A change in legal marital status;
- An employee adds a dependent child through birth, adoption, or change in custody;
- An employee's spouse or dependent is deceased;
- An employee's spouse has a change of employment status that affects benefits coverage;
- An employee changes from an eligible for benefits status to an ineligible status, or vice versa; or
- An employee's dependent changes from an eligible for benefits status to an ineligible status, or vice versa.

Failure to notify Human Resources of changes in eligibility status may result in loss of COBRA rights. Contact Human Resources to make the appropriate changes.

C. Medical Insurance

The Authority offers a Preferred Provider Option (PPO) plan through Anthem Blue Cross of California. This plan provides prescription benefits and chiropractic benefits. Additionally, a Kaiser Health Maintenance Organization (HMO) plan is offered. This plan also provides chiropractic benefits. Co-pays, deductibles and other fees are the responsibility of the employee. The plans are administered by the Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA). An HMO plan is also offered through Cigna. Co-pays, deductibles, and other fees are the responsibility of the employee. These plans are available to all employees and their dependents.

D. Dental Insurance

Cypress Ancillary Benefits provides dental coverage for all full-time employees and their dependents. Co-pays, deductibles and other fees are the responsibility of the employee.

E. Vision Insurance

Vision insurance is provided by Vision Service Plan to employees and their eligible dependents. Co-pays, deductibles and other fees are the responsibility of the employee. The plan is administered by the Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA).

F. COBRA

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) was enacted to protect employees and their eligible family members by allowing them to continue their group health insurance under the employer's plan at affordable group rates. Employees (and their eligible dependents) are notified upon hire of their rights under this law and it is the employee's responsibility to notify Human Resources of any qualifying event within 60 days of the event. For more detailed information regarding COBRA and eligibility guidelines, contact Human Resources.

G. Life Insurance

The Authority provides a life insurance policy for all employees equal to two (2) times the employee's annual salary with a maximum of \$200,000. This insurance is provided by Lincoln Financial Group and the premiums are paid in full by WESA. The Authority also provides a \$1,000 life insurance policy per eligible dependent. A Life Insurance booklet is available on the WESA SharePoint Site, or additional information may be obtained from Human Resources.

H. Accidental Death and Dismemberment Insurance

The benefit is provided to all Authority employees in the event of an accident or death and is equal to the Life policy amount. This insurance is provided by Lincoln Financial Group and the premiums are paid in full by WESA.

I. Long-Term Disability Insurance

LTD provides 60% of monthly pay up to \$7,500 in the event of a qualifying disability following a 90-day waiting period. The benefit is based on salary and classification. This insurance is provided by Lincoln Financial Group and the premiums are paid in full by WESA. An LTD booklet is available on the WESA SharePoint Site, or additional information may be obtained from Human Resources.

J. Workers' Compensation Insurance

The California Workers' Compensation Law requires all employers to provide employees with Worker's Compensation Insurance. This coverage guarantees prompt payment of benefits to employees who are injured on the job or who incur job related illness. This coverage provides medical, surgical, and hospital treatment in addition to payment for loss of earnings that may result from a work-related injury. Compensation payments begin from the first day of your hospitalization, or after the third day following the injury if you are not hospitalized.

The cost of this coverage is completely paid for by WESA. Accrued, but unused sick leave or vacation may be used for the three-day waiting period, and to bring the employee's compensation up to, but not greater than, the employee's regular gross pay.

A fact booklet regarding Workers' Compensation benefits is available from Human Resources. If you are injured while working, you must immediately report such injuries to your manager or the Safety Officer, regardless of how minor the injury might be. If you have any questions regarding Workers' Compensation, review the Workers' Compensation Leave Policy & Procedure, or contact Human Resources or the Safety Officer.

K. Employee Assistance Program

The Employee Assistance Program (EAP) provides confidential services with professional consultants. The EAP can help you address difficulties related to family and relationships, substance abuse, legal and financial concerns, and stress and emotional problems, while helping you to develop an action plan that offers real solutions to your problems. The program is available to all employees and eligible dependents. The program is provided by Anthem and may offer additional coverage for related services. This program may be required for certain disciplinary remediation activities. The phone number and website are located in the back of this booklet. Additional information can be obtained from the WESA SharePoint site, the Human Resources Information Center, or should you have additional questions you may contact Human Resources directly.

L. Public Employees' Retirement System (PERS)

All employees are members of the California Public Employees' Retirement System (PERS). At this time, the Authority contributes the Employer share of an eligible employee's base salary towards the employee's retirement. This amount changes annually based on PERS actuarial and investment accounting. The Authority currently provides a 2.7% at 55 benefit for Classic Members. Classic Members pay the full 8% of the employee share of the PERS contribution. PERS defines whether or not an employee meets the definition of Classic or New. New Members will be provided a 2% at 62 benefit, and their contribution is determined by CalPERS. The current contribution amount for New Members is 7.25%.

WESA employees do not contribute to Social Security. Employees become vested after completion of five years of public service, be it with WESA or another public employer who participated in CalPERS. Vesting means funds may be left on deposit for future retirement. Should you leave WESA and wish to withdraw your contributions, you may request a refund from CalPERS. The employer contributions are only paid upon retirement.

Employees nearing retirement are urged to avail themselves of the retirement pre-counseling and planning available to them by CalPERS. CalPERS requires at least 90 days' notice in advance of planned retirement (as does Social Security for any previous services). However, WESA strongly urges employees anticipating retirement to make their inquiries at least six (6) months to one (1) year in advance to avoid any unnecessary delays. Additional information resources can be found on the WESA SharePoint Site. The contact information for CalPERS is located at the back of this Handbook or you may contact Human Resources for additional information.

M. Deferred Compensation Plans

The Deferred Compensation (457b) Program, a voluntary payroll tax deferral plan, offers a choice of three companies with a wide variety of services: CalPERS, Lincoln Financial and Nationwide. Contributions are made by payroll deduction. Please note: The Authority does not contribute to these plans. There are special catch-up provisions for employees who meet certain criteria who would like to contribute additional amounts, up to a specific amount as designated by the IRS. Please contact Human Resources for annual limits and additional information. Enrollment and change forms are available on the WESA SharePoint, and company phone numbers and website information are located in the back of this handbook.

N. Section 125-Flexible Spending Accounts

Employees may set aside pre-tax contributions to pay for eligible health care and dependent care expenses. The plan is provided through iSolved Benefit Services. Payments or reimbursements of any eligible expenses are administered directly from iSolved Benefit Services, either by using a debit card issued directly from your FSA account, which pays eligible expenses, or by filing a claim online for expenses incurred. The contact information for iSolved is located at the back of this handbook or you may contact Human Resources for annual limits and additional information.

O. Retiree Health Savings Plan

The Authority has entered into agreements with each bargaining unit regarding contributions to a retiree health savings (RHS) plan. The Authority provides a basic contribution match based on an employee's years of service at WESA. The RHS plans are administered by ICMA-RC. For further information, please refer to your applicable Memorandum of Understanding, or contact an association representative.

P. Additional Life Insurance

Employees may purchase additional life insurance for themselves and their eligible dependents through Lincoln Financial Group. For an application, contact Human Resources.

Q. Educational Assistance Program

The Authority provides up to \$5,500 per calendar year of educational assistance to all eligible Management Team Association employees (this would also apply to Executive/Confidential employees) and \$5,000 per calendar year of educational assistance to all eligible Employee Association employees. Refer to your Memorandum of Understanding for requirements and guidelines. Forms are available on the WESA SharePoint Site.

R. Education Bonus

A one-time education bonus will be authorized for employees who obtain college degrees above the minimum requirements as contained in the employee's job description. The bonus amount is as follows:

High School required and AA/AS degree achieved--\$1,500.00

AA/AS required and BA/BS degree achieved--\$3,000.00

BA/BS required and master's degree achieved--\$4,500.00

Employees must pass probation and must obtain the degree while employed with WESA to be eligible for bonus. Please review your applicable MOU or contact Human Resources for complete details.

S. Professional Dues & Memberships

WESA encourages employees to be active in the community and to participate in professional organizations or societies related to your position. As such, the Authority will contribute towards a professional organization's membership dues and monthly meeting expenses, with the approval of the General Manager and your department head, assuming that such expense has been properly budgeted.

T. Certification Fees

Any certifications that are required by an employee's current job description will be eligible for reimbursement by WESA. To obtain reimbursement, complete a Certification Reimbursement/Bonus Request available on the WESA SharePoint Site.

U. Certification Bonus

EA Employees:

A one-time payment of \$500.00 will be authorized for successful completion of each certification that is optional or above the employees' minimum requirement as contained in the employee's job description in effect as of January 1, 2011. Certificates must be recognized by the following agencies: CWEA or SWRCB. If an AWWA certificate is required in an employee's job description, the employee will be eligible for a \$500.00 payment if they receive a certification above the minimum job requirement. Employees must pass probation and have obtained the certification while employed with WESA.

MTA Employees:

A one-time payment of \$300.00 will be authorized for successful completion of each certification that is optional or above the employees' minimum requirement as contained in the employee's job description in effect as of January 1, 2023. Certifications must be job specific. Employees must pass probation and must obtain certificate while employed with WESA to be eligible for bonus. Certificates eligible for bonus must be included in the Certification Recognition Program and are subject to approval of the General Manager.

V. Bilingual Bonus

EA employees in designated classifications will be eligible for a one-time \$500.00 Spanish Language bonus, upon passing a WESA-verified verbal and written skills proficiency exam. Please see the EA Memorandum of Understanding for additional details and eligibility requirements.

W. Class "A" or Class "B" Driver's License Bonus Pay

Employee Association employees who are required in their job description to operate equipment requiring the possession of a class "A" or "B" commercial driver's license shall receive \$25 per month additional compensation.

X. Computer Purchase Loan Plan

Employees will be allowed an interest-free computer purchase loan up to \$2,500.00 per employee to purchase a computer or computer related items (\$250.00 minimum). Employees will have payroll deductions from their paychecks for up to a two (2) year period. Computer loans will be on an interest free basis. Employees who leave the Authority while still owing money on their loan will have the amount deducted from their final check. If additional money is owed the Authority, a bill will be provided to the employee. Tablet devices are eligible for the computer purchase plan. To apply for the Computer loan, complete and sign the Promissory Note and Authorization Form and the Payroll Deduction Form, both located on the WESA SharePoint, and submit to Human Resources for processing.

Y. Adopt-a-Family

The Adopt-A-Family program was created by WESA employees to assist families in the community who are in need during the holidays. The program was designed to facilitate payroll deductions so that money could be collected throughout the entire year to assist these families. Each year before Christmas, employees have a “wrap night” and wrap the gifts that have been purchased and deliver them to several families in the community. For more information or to obtain the payroll deduction form, please see the District Documents page of the WESA SharePoint.

VII. Leave Benefits & Accruals

The following information is provided for your review. Please refer to the applicable Memorandum of Understanding for detail of each of the following benefits. Part time employees accrue benefits on a prorated basis.

A. Vacation Leave

Vacation with pay is a benefit earned by employees and is made available by the employer for the recreation, health, and well-being of employees. Vacation is a benefit to be used as an opportunity to balance work and outside life and WESA encourages vacation use with proper notice to management. Employees shall be eligible to use accrued vacation time once they have been employed for six (6) months, with approval from their department head.

Vacation will accrue, based on months of active service, on a biweekly basis as follows:

<u>Months of Active Service</u>	<u>Accrual Rate Per Pay Period</u>	<u>Maximum Accrual (twice your annual accruals)</u>
1 st through 48 th month	3.08 hours	160.16 hours
49 th through 108 th month	4.62 hours	240.24 hours
109 th through 168 th month	6.16 hours	320.32 hours
169 th through 228 th month	6.47 hours	336.44 hours

229 or more months of
service

6.78 hours

352.56 hours

Please note: Employees may carry over their vacation accrual from one year to the next. However, they may not accrue more than twice their annual accruals. Once an employee reaches twice their annual accrual amount, they will stop accruing, and at that point, will need either to sell back or use their accrued vacation time before vacation will begin accruing again. For sell back provisions, please see Human Resources, or refer to your applicable MOU.

B. Sick Leave

Sick leave is defined to mean the absence of an employee from work because of the diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member; or to attend legal proceedings, or to obtain medical treatment, counseling, or other victims' services for domestic violence, sexual assault, or stalking.

Additionally, sick leave may be used for an employee who is a victim of domestic violence, sexual assault, or stalking.

A "family member" for these purposes is defined as a child (a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis), a parent (a biological, adoptive or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child), a spouse or registered domestic partner, a grandparent, grandchild, and sibling.

Employees shall accrue 3.70 hours per biweekly pay period at the employees' straight hourly rate. A record of all such leave accrued and used shall be kept by the Employer and made available to the employee. There is no maximum accrual for sick leave. Please refer to your applicable Memorandum of Understanding for additional details regarding sick leave.

C. Administrative Leave

Salaried exempt employees receive an allotment of paid administrative leave each fiscal year. Executives are provided 60 hours of paid administrative leave per fiscal year. Managers, Superintendents, exempt Supervisors, exempt Engineering staff, and exempt Professional staff are provided 44 hours of administrative leave per fiscal year. Administrative leave is not vacation time and as such is not eligible for sellback, or conversion to other forms of leave accrual. An exchange for a cash equivalent will not be made on any balance of hours remaining at the end of each fiscal year. If the allotted leave is not utilized in the fiscal year provided, the remaining balance will be forfeited at the end of each fiscal year.

Employees must pass probation in order to be eligible to receive administrative leave. Upon appointment to an exempt position from a non-exempt position after the start of the fiscal year, the leave accrual will be pro-rated.

D. Holidays

The following twelve days are recognized as paid holidays each calendar year:

New Year's Day	Day after Thanksgiving
President's Day	Christmas Eve
Memorial Day	Christmas Day
Independence Day	Day after Christmas – (<i>in lieu of Martin Luther King Jr. Day</i>)
Labor Day	New Year's Eve
Veteran's Day	
Thanksgiving Day	

In addition to the recognized holidays, following twelve (12) months of employment, one floating holiday will be provided during each twelve (12) months of employment. The date must be requested in advance and the floating holiday cannot be used in such a way that it would create a premium pay situation. The floating holiday must be used within the period accrued and cannot be carried over to the next year. If an employee does not use their floating holiday prior to their next anniversary date, it will be paid out to them at their current hourly rate.

E. Bereavement Leave

In case of death in the immediate family of the employee or the employee's spouse (child, parent, brother, sister, brother-in-law, sister-in-law, grandparent, grandparent-in-law, grandchild) an employee shall be granted a leave of absence with pay not to exceed five (5) days. The General Manager may grant, at his discretion, bereavement leave to an employee in the event of death outside the immediate family where, in his opinion, circumstances warrant such leave. This leave is not to be charged against accrued sick leave or vacation time. At the request of the General Manager, verification of death (i.e., copy of death certificate, newspaper clipping, and funeral notice) shall be provided upon employee's return to work. Leave under this provision must be taken within three (3) months of death. This leave is a benefit in addition to sick leave, vacation, or any other paid time off.

F. Jury Duty

When an employee is required to be absent from work on their regularly scheduled workday in order to serve as a juror, he or she will be paid for those hours they were absent from work, at their regular base hourly rate, up to a maximum of twenty (20) workdays in a calendar year. To be eligible to receive jury pay, an employee must notify his or her supervisor no later than forty-eight (48) hours after receipt of notice to report for such jury duty. At that time, the employee will present the supervisor with the original summons for review. A photocopy of the summons will be forwarded to Human Resources. **Upon completion of jury duty service, a certificate of attendance is required and must be submitted to Human Resources.**

G. Personal Leave

Upon written agreement between the General Manager and an employee, a personal leave of absence without pay may be granted but shall not exceed ninety (90) consecutive calendar days. Such personal leave is a privilege, not a right. An employee's overall performance,

attendance record and length of employment will weigh heavily in the General Manager's decision. Personal leaves of absence do not include leaves under FMLA, CFRA, PDL, Workers' Compensation, or any other leave protected under state or federal regulations.

H. Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA)

Employees may be eligible for family leave in accordance with the Federal Family Medical Leave Act (hereinafter "FMLA") and the California Family Rights Act (hereinafter "CFRA"). In accordance with the CFRA, FMLA, and the Authority's Family Leave Policy, the Authority provides up to 12 workweeks of CFRA and/or FMLA leave in a 12-month period to any "eligible employee" who requests leave for any of the following: birth or adoption of a child by the employee or placement of a child in foster care with the employee; to care for a family member (child, parent, or spouse) who has a serious health condition; or for an employee's own serious health condition, which makes the employee unable to perform the essential functions of their position. Employees must, at the time of request, have worked at least 12 months (not necessarily consecutive months) and at least 1250 hours during the 12 months immediately prior to the leave period. Notice and certification requirements may apply depending on the reason for and duration of the leave. FMLA/CFRA leave is unpaid. CFRA and FMLA leave may also run concurrently with a leave of absence covered by workers' compensation or temporary disability benefits. To the maximum extent allowed by law, the Authority requires that sick leave and/or vacation be used to supplement such benefits to provide the equivalent of the employee's normal wages. Failure to provide proper notification can result in disciplinary action. For eligibility and guidelines, please contact Human Resources.

I. Pregnancy Disability Leave

Pregnancy Disability Leave is provided under the California Fair Employment and Housing Act. Under this leave, WESA provides unpaid leave of absence to employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related condition. The right to take a pregnancy disability leave is separate and distinct from the right to take family leave under CFRA. For more information, contact Human Resources.

J. Domestic Violence, Sexual Assault, Stalking Leave

Employees who are victims of domestic violence, sexual assault, or stalking and require time off will be provided reasonable unpaid leave and other reasonable accommodation to attend legal proceedings or obtain other needed relief. Notification should be provided as far in advance as practicable under the circumstances, and certification is required. For eligibility and guidelines, please contact Human Resources.

K. Crime Victim Leave

Employees who are victims of a felony crime or whose immediate family member, registered domestic partner, or child of registered domestic partner is a victim of a felony crime will be provided leave to attend judicial proceedings related to the crime. Reasonable advanced notice of the scheduled proceeding should be provided. For eligibility and guidelines, please contact Human Resources.

L. Organ Donor Leave

Employees who donate an organ or bone marrow to another person will be provided leave provisions. This leave is in addition to California Family Rights Act (CFRA)/Family and Medical Leave Act (FMLA) leave and does not run concurrently with either. For eligibility and guidelines, please contact Human Resources.

M. Military Leave

Employees who are members of a military unit and are required to report for active duty for the purpose of training will be granted leave in accordance with the Uniformed Services Employment and Re-Employment Rights Act (USERRA) and all other state and federal laws. The Authority will pay employees on training leave their regular wages. Employees who are called to active duty will be provided all the benefits required by applicable state or federal law without interruption. Advance notice of military service is requested, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable. For more detailed information, please refer to your Memorandum of Understanding.

N. School Activity Leave

An employee who is the parent, guardian, or grandparent with custody of children in kindergarten or grades 1-12, or attending a licensed day-care facility, may request up to 40 hours off per school year for the purpose of participating in school activities. This time off will be unpaid unless you choose to use accrued vacation or compensatory time off for this purpose. You will be limited to no more than 8 hours off for this purpose in any one calendar month. Upon request, WESA reserves the right to require documentation from the school or facility as proof that you participated in the school activity. This request must be made in writing, with as much advance notice as possible. For additional information, please contact Human Resources.

O. Time Off to Vote

WESA encourages employees to fulfill their civic responsibilities by participating in elections. Generally, an employee should be able to vote either before or after their regular work schedule. However, if you are unable to vote in an election because of a conflict with your work schedule, you will be granted up to two (2) hours of paid time off to vote. Such time should be at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from working, unless otherwise mutually agreed.

VIII. Communication and Information Resources

A. SharePoint

The WESA SharePoint Site is a portal for the Authority, the District, and employee information. In addition, it is a launch pad for Intranet applications such as the GIS Explorer, Maximo, Help Desk, Interactive Web Response (IWR), Infor Portal, On Base, and various reporting systems. Some features of the intranet are:

- Infor Portal-employee and manager self-service, time entry, address changes, current employment information, printable check stubs, and more;
- Benefit Information-view benefit summaries, benefit comparisons, links to providers and more;

- Discount coupons for attractions and theme parks;
- Forms and Publications-Access all Authority forms, budget information, company newsletters, user guides, etc.;
- Weather Station-what's the weather like outside? Check the weather station link;
- Events Calendar-what's going on in the Authority;
- Payroll calendar and holiday schedule;
- Phonebook-staff directory, including pictures, phone numbers, and email addresses;
- Photo Gallery-view pictures of employee events;
- Search the library index;
- Browse departmental homepages to learn what other departments do or how they can help you; and
- Daily Water Production and Wastewater reports.

B. Employee Meetings

On occasion, meetings are scheduled to inform employees of various topics such as benefits, safety, or training. Employees must coordinate with their supervisor to ensure departmental coverage.

C. Bulletin Boards

The EVMWD main office and facilities contains an official bulletin board, which provides legally required postings, job announcements, and benefits information. Employees are encouraged to view the bulletin boards for important information. If you are unaware of the location of the bulletin board(s), please consult your supervisor or contact the Human Resources Department.

D. E-mail

Most employees of WESA have access to email, and it can be a fast, efficient method of communication within the Authority. Please consult with your supervisor and make yourself familiar with the Authority's policy on email before using it as a communication tool.

E. Dealing with the Media

All communications with the media shall be limited to the General Manager and/or the Community Affairs Supervisor. Please do not speak on behalf of the District or the Authority, unless authorized to do so by the General Manager. If you are approached by media representatives, refer them immediately to the Community Affairs Department.

F. Dealing with Customers

All employees are "Ambassadors" of the District when we interact with customers. Our goal is to provide satisfactory service in a friendly, courteous, and professional manner. If the customer needs additional information or service, please put them in direct contact with a Customer Service Representative.

IX. Separation from WESA

A. Resignation

When an employee decides to leave for any reason, the Authority requests a minimum of two weeks' notice of resignation, though when retiring, it is recommended that employees plan further than two weeks in advance. The Retirement/Resignation Notice form is accessible from the District Documents section of the WESA SharePoint or may be obtained by contacting Human Resources.

B. Cooperation with Investigations

During employment and after the termination of same, the employee agrees to remain available to WESA and its legal counsel, voluntarily upon WESA's request and without the necessity of a subpoena or court order, in connection with WESA's investigation, preparation, prosecution, and/or defense of any actual or potential legal proceeding, regulatory action, or internal matter. The employee agrees to cooperate with WESA to provide any information reasonably within their recollection and to provide truthful testimony as required.

C. Property Return Agreement

Upon separation from employment with WESA, each employee may complete a Property Return Agreement if they receive any WESA property. Property includes, but is not limited to, laptops, cell phones, equipment, keys, reports, proprietary information, and any other job-related materials. All WESA property must be returned prior to departure.

D. Exit Interview

The Human Resources Department is responsible for scheduling an exit interview with employees on their last day of employment and for arranging the return of WESA property.

E. Benefits

Medical, Dental, and Vision benefits end on the last day of the month of an employee's employment. Life and Long-Term Disability coverages require "active" employment; therefore, coverage for these benefits end on the last day worked.

COBRA notification will be provided during the exit interview or will be sent directly to the home address on file.

F. Final Paycheck

Employees will receive their final paycheck on the next regularly scheduled pay day or earlier if it is required by law. Unused accruals will be calculated and paid in accordance with WESA's accrual policies.

G. CalPERS

A separated employee will need to notify CalPERS directly regarding their options.

H. Deferred Compensation Plans

If the employee is enrolled in a deferred compensation program, complete the forms as necessary and follow given instructions. The employee should contact the plan carrier to ensure options are completely understood.

X. Important Phone Numbers and Websites

Water Employee Services Authority (WESA) (951) 894-8727	www.wesawater.com
Elsinore Valley Municipal Water District (EVMWD) (951) 674-3146	www.evmwd.com
Anthem Blue Cross (800) 999-3643	www.anthem.com
Cigna (800) 244-6224	www.cigna.com
Cypress Dental (800) 350-3989 Option 1	www.cypressadmin.com
Vision Service Plan (800) 877-7195	www.vsp.com
Lincoln Financial Group (800) 423-2765	www.lincolnfinancial.com reference ID: ELSIWATER
CalPERS Retirement (888) 225-7377	www.calpers.ca.gov
Employee Assistance Program (800) 999-7222	anthemEAP.com Register with: ACWAJPIA
Employment Development Department (EDD) and State Disability Insurance (SDI) (800) 480-3287	www.edd.ca.gov
CalPERS Public Retirement System (800) 720-7377	www.calpers.ca.gov
Internal Revenue Service (909) 388-8108	www.irs.gov
Franchise Tax Board (800) 852-5711	www.ftb.ca.gov

Social Security Administration

(800) 772-1213

www.ssa.gov

Altura Credit Union

(888) 883-7728

www.alturacu.com

Arrowhead Credit Union

(800) 743-7228

www.arrowheadcu.org

Navy Federal Credit Union

(888) 842-6328

www.navyfederal.org

iSolved

(800) 300-3838

www.isolvedbenefitsservices.com

Mission Square Retirement (RHS Plan Administrator)

EA Plan #: 801995

MTA Plan #: 801690

(800) 669-7400

www.missionsq.org/

CalPERS (457 Plan Administrator)

(888) 713-8244 ext. 1

www.voya.com

Nationwide (457 Plan Administrator)

(877) 677-3678

www.nationwide.com

Lincoln Financial Group (457 Plan Administrator)

(800) 585-5347

www.lfg.com