

# **Oceano Community Services District**

## Policies and Procedures Manual

## TABLE OF CONTENTS

	<u>Page</u>
INTRODUCTORY STATEMENT .....	1
RIGHT TO REVISE .....	2
GENERAL POLICIES .....	3
AT-WILL EMPLOYMENT .....	4
EMPLOYER/EMPLOYEE EXPECTATIONS .....	5
CUSTOMER SERVICE .....	7
ETHICAL STANDARDS .....	9
UNLAWFUL HARASSMENT .....	11
UNLAWFUL DISCRIMINATION .....	12
EQUAL EMPLOYMENT OPPORTUNITY .....	13
EMPLOYMENT POLICIES .....	15
REQUESTING AND RECRUITING PERSONNEL .....	16
DRUG AND ALCOHOL POLICY AND TESTING PROGRAM .....	17
TEMPORARY EMPLOYMENT .....	18
EMPLOYEE CLASSIFICATION .....	19
NEPOTISM .....	21
DISCIPLINE .....	22
VIOLENCE IN THE WORKPLACE .....	28

SEPARATION FROM EMPLOYMENT .....	29
TERMINATING EMPLOYMENT .....	30
PAYROLL AND TIMEKEEPING .....	31
TIMEKEEPING REQUIREMENTS .....	32
WORK SCHEDULES .....	33
PAYMENT OF WAGES .....	34
EMPLOYEE BENEFITS .....	35
GROUP INSURANCE .....	36
STATE UNEMPLOYMENT INSURANCE .....	37
WORKERS' COMPENSATION INSURANCE .....	38
STATE DISABILITY INSURANCE .....	39
RETIREMENT .....	40
LEAVE OF ABSENCE POLICIES .....	41
PREGNANCY DISABILITY LEAVE .....	42
BEREAVEMENT LEAVE .....	44
JURY DUTY .....	45
LEGALLY REQUIRED LEAVES OF ABSENCE .....	46
PERSONAL LEAVE OF ABSENCE .....	47
HOLIDAYS .....	48
VACATION .....	49
SICK LEAVE .....	51

EMPLOYEE RESPONSIBILITIES .....	52
PUNCTUALITY AND ATTENDANCE .....	53
PROHIBITED CONDUCT .....	54
CONFLICTS OF INTEREST .....	56
OUTSIDE EMPLOYMENT OR BUSINESS ACTIVITY .....	58
USE OF ELECTRONIC EQUIPMENT .....	59
EMPLOYEE REFERENCES .....	61
CONFIDENTIALITY .....	62
NO SOLICITATION OF CUSTOMERS OR EMPLOYEES .....	63
DRESS CODE .....	64
PROHIBITED USE OF CELL PHONE WHILE DRIVING .....	65
 ATTACHMENTS .....	 66
ATTACHMENT A - POLICY AGAINST HARASSMENT .....	67
ATTACHMENT B - DISCRIMINATION COMPLAINT PROCEDURE ...	69
ATTACHMENT C - DRUG AND ALCOHOL POLICY .....	72
ATTACHMENT D - BENEFIT & RETIREMENT PLAN .....	75

## **INTRODUCTORY STATEMENT**

Welcome! As an employee of the OCEANO COMMUNITY SERVICES DISTRICT ("OCSD" or "District"), you are an important member of a team effort. We hope that you will find your position with OCSD rewarding, challenging, and productive.

Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look to you and the other employees to contribute to the success of the District.

This employee handbook is intended to explain the terms and conditions of employment with OCSD. Written employment contracts between OCSD and some individuals may supersede some of the provisions of this manual.

This manual summarizes the policies and practices in effect at the time of publication. This handbook supersedes all previously issued handbooks, manuals, policy or benefit statements, or memoranda that are inconsistent with the policies described here. The General Manager will answer any questions you may have, and provide you with additional information if requested.

## **RIGHT TO REVISE**

This handbook contains the employment policies and practices of OCSD in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

OCSD reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other documents, **except for the policy of at-will employment.** However, any such changes must be in writing and must be signed by the General Manager, and either the President of the OCSD Board of Directors or a member of the Personnel Committee of the Board of Directors.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies and procedures. No oral statements or representations can in any way alter the provisions of this handbook.

This handbook sets forth the entire agreement between you and OCSD as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Employment with OCSD is "at-will." This means that employment may be terminated at any time, for any reason or no reason.

# **GENERAL POLICIES**

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

**AT-WILL EMPLOYMENT**

OCSD's employment policy is "at-will." This means that neither you nor OCSD is committed to continuing the employment relationship for any specific term. Rather, the employment relationship will continue at will. Either side may terminate the relationship at any time, with or without cause, with or without notice, and for any reason.

Specifically, OCSD reserves the right to demote, transfer, change job duties, and change compensation at any time with or without notice and with or without cause in its sole discretion. In deciding to work for OCSD, or continuing to work for OCSD, you must understand and accept these terms of employment.



<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

## **EMPLOYER/EMPLOYEE EXPECTATIONS**

Civility and mutual respect between all employees are intrinsic to the successful operation and functioning of the District. They also contribute to the maintenance of a safe and productive workplace. The District strives to foster open dialogue and a free exchange of ideas among all employees. This policy serves to meet that goal by setting forth some basic expectations regarding employment with the District.

### **Employee Expectations**

All employees have the right to expect:

- Courteous treatment from fellow District employees and officials
- Equality of treatment under the same policies, rules, and regulations established for all employees
- Opportunity to obtain redress of grievances without jeopardizing their employment
- Participation in any lawful employee organization of their own choosing for the purpose of representation on matters within the scope of representation
- Equal opportunity for career advancement and organizational mobility as positions become available, to realize their full potential

### **OCSD Expectations**

OCSD, as a condition of employment, expects to receive from the employee:

- Initiative and a conscientious effort to perform productive work

- Cooperative, positive, responsive and courteous relations with fellow employees, supervisors, and the public
- A continuous effort to strive for greater knowledge and skill on the job in order to maintain performance at a high level
- Compliance with all rules of conduct, practices, procedures, and ordinances established by OCSD
- Public loyalty to and support of the official policies of the District
- Responsible work habits demonstrated by:
  - Being flexible and adaptable to change
  - Keeping informed on developments and matters affecting job performance
  - Dependability, promptness, reliable attendance and performing required duties competently
  - Accepting constructive suggestions and criticism
  - Neat, clean, and appropriate grooming and attire

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

**CUSTOMER SERVICE**

Because the District exists to promote the general health and welfare of the community, District employees have responsibilities greater than their counterparts in private industry. OCSD employees are in the "public eye," and employment with the District carries an obligation of personal integrity and conduct that serves to establish public respect, confidence and trust.

Employees represent Oceano and the quality of District service is judged through their appearance and demeanor. The residents of Oceano and Halcyon have the right to expect that OCSD employees will provide services in an efficient, complete and courteous manner. Employees must be "public relations" conscious and service oriented. It is intended that the rules and procedures which follow will assist employees in maintaining high ethical standards and proper job performance, and in avoiding potential conflicts of interest both in fact and appearance.

**Customer Contact**

OCSD employees represent the spirit, goals, policies, and philosophy of the District. Customers expect a prompt, courteous, and professional response to every inquiry and request. Direct incoming calls to the appropriate person and make sure the call is received. All correspondence and documents must be neatly prepared and error-free.

Never regard a customer's question or concern as an interruption or an annoyance. Employees must promptly respond to inquiries from customers, whether in person or by telephone, promptly and professionally.

Remember, when customers are dissatisfied, or appear angry, they are probably not angry with you, but just frustrated with the situation.

- Listen to their concerns
- Stay focused on addressing those concerns
- Maintain a positive and helpful attitude
- Show a desire to help the customer in obtaining assistance

Never argue with a customer. An employee that is unable to help a customer should ask another employee for assistance. When an employee encounters an uncomfortable situation that he/she does not feel capable of handling, the General Manager should be called immediately.

Failure of an employee to comply with any of the standards set forth in this policy shall be the basis for disciplinary or other appropriate action.

### **Customer Complaints**

The District's complaint procedure consists of four stages: (1) receipt of complaint; (2) referral or assignment for investigation and correction; (3) follow-up; (4) notification to complainant regarding corrective action.

It is OCSD policy that no matter how trivial or irrational the complaint may seem, the employee shall handle the situation in a courteous and helpful manner even when the citizen may be discourteous.

Within the context of established department procedures, the following guidelines should be observed in receiving and handling complaints by citizens:

- Listen attentively and do not interrupt
- Write down all pertinent information including the name, address and phone number for follow-up and reply
- Follow up to obtain response or resolution
- When in doubt contact the General Manager

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

## **ETHICAL STANDARDS**

Employees of OCSD are required to discharge the duties and responsibilities of their positions with professional impartiality, regardless of personal considerations, and recognizing that the public interest, as articulated by OCSD policy, is their primary concern. The conduct of employees in their official capacity must be beyond reproach. Their conduct shall be such that when viewed by the reasonable person, it is a credit to the integrity of OCSD.

To meet this above stated requirement, employees must:

- Respect and comply with the rules, ordinances and statutes establishing standards of ethical conduct, both on and off the job
- Refrain from disclosing, promulgating, or validating information concerning OCSD government or other employees and officials which is false, confidential, protected by rights of privacy or common courtesy, or disruptive to the work environment, without official authorization
- Be responsive, efficient, courteous, and impartial in the performance of their job, assuring fair and equal treatment of all persons, claims and transactions coming before them in their official capacities
- Work in full cooperation with other District employees in promoting the public welfare, recognizing that private interest (of an individual employee or anyone associated therewith) must always be subordinate to the public interest
- Make decisions in full compliance with the law and the policies promulgated by the District Board of Directors, and subordinate personal views to official policy while acting in an official capacity

- Never accept or engage in employment or activities that may appear to be, or are, incompatible with public duties, whether on or off duty. Employees of OCSD should not become involved or affiliated with any agency or entity that receives funds from the District, either directly or indirectly, where that association or affiliation may create a conflict of interest, or an appearance of a conflict of interest or impropriety
- Refuse to represent private interests in any matter in which the District is a party, or in which the employee's official position with the District is, or may be, a consideration in or influence the decision of such agency on the matter before it
- Disclose all financial interests which may constitute a conflict of interest with official duties, and disclose the nature and extent of personal interests in any business entity engaging in any transaction with the District to the extent required under the District's conflict of interest resolution
- Refuse to accept gifts, favors, services or promise of future benefit from any person or entity doing business with the District, such as, but not limited to, vendors, contractors, developers, agents, attorneys or others where such gift, favor, service or promise has any substantial monetary value or could compromise independence of judgment or action as a public official or employee, and disclose any offer of gift, favor, service or promise to the General Manager
- Not act in any manner, whether or not specifically prohibited by rule, practice or procedure, which could be construed by an objective, reasonable person to result in or create the appearance of:
  - Using public office for personal gain
  - Giving preferential treatment or partiality to any person or group
  - Willfully impeding governmental responsiveness, efficiency or effectiveness
  - Making a governmental decision outside the established, official OCSD procedures or beyond the authority of the employee

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

**UNLAWFUL HARASSMENT**

OCSD is committed to providing a work environment free of unlawful harassment. Consistent with this expectation, OCSD has adopted a policy which prohibits harassment because of sex (which includes sexual harassment, gender harassment and harassment due to pregnancy, childbirth or related medical conditions) and harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state, or local law, ordinance or regulation.

OCSD also prohibits harassment based on the perception that anyone has any of the above characteristics, or is associated with a person who has or is perceived as having any of the above characteristics.

**All such harassment is unlawful.**

Please refer to Attachment A of this handbook for the complete wording of this policy.

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

## **UNLAWFUL DISCRIMINATION**

Employees of the District have the right to expect equality of treatment without regard to race, religion, creed, color, national origin, ancestry, disability, age, marital status, gender or sexual orientation, or any other protected class of persons designated by law. It shall be a violation of this policy for any District employee to engage in discriminatory conduct or harassment against a fellow employee or member of the public on the basis of a person's protected class status.

In order to effectuate this policy, the District has established a Discrimination Complaint Procedure which allows District employees to seek redress of what they may perceive to be discriminatory conduct or harassment.

Please refer to Attachment B of this handbook for the complete wording of this policy.



<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

## **EQUAL EMPLOYMENT OPPORTUNITY**

OCSD is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. District policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

OCSD is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in District operations and prohibits unlawful discrimination by any employee of the District, including supervisors and coworkers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, OCSD will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the General Manager and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The District then will conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform his or her job. The District will identify possible accommodations, if any, that will help eliminate the limitation. If the

accommodation is reasonable and will not impose an undue hardship, the District will make the accommodation.

If you believe you have been subjected to any form of unlawful discrimination, submit a written complaint to the General Manager or a Director. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the General Manager or a Director. The District will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If OCSD determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. OCSD will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your coworkers.

## **EMPLOYMENT POLICIES**

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

## **REQUESTING AND RECRUITING PERSONNEL**

The District shall make every effort to provide the means by which interested and qualified applicants shall be made aware of vacancies within the District. This process shall occur without regard to race, religion, color, national origin, ancestry, age, disability, medical condition, marital status, sex or sexual orientation.

The General Manager shall administer and coordinate the recruitment process. An announcement (bulletin) shall be published and distributed for each vacancy.

OCSD vacancy announcements shall be posted in the lobby and on the website, and in such other places as the General Manager may designate. All advertising shall state that the District is an "Equal Opportunity Employer."

Completed applications must be received by OCSD no later than the time and date indicated on the vacancy announcement.

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

## **DRUG AND ALCOHOL POLICY AND TESTING PROGRAM**

It is OCSD policy to provide employees and the public with a working environment that is free from the use and abuse of controlled substances and the abuse of alcohol. OCSD employees are expected to be in such mental and physical condition as will permit them to perform their assigned tasks in a professional and competent manner. An inability to meet these standards will result in disciplinary action up to and including termination. Consistent with this expectation, OCSD has adopted a policy that all employees must report to work completely free from the presence of drugs and the effects of alcohol, and remain free from the presence of drugs and the effects of alcohol while at work.

OCSD personnel whose performance or behavior while on OCSD property, customer property, or elsewhere during the workday gives rise to a reasonable suspicion that the individual is under the influence of a controlled substance will be required to undergo an immediate drug test at a lab selected by OCSD. Factors giving rise to reasonable suspicion include but are not limited to sudden changes in work performance; violation of an OCSD safety rule, policy or procedure; involvement in an accident; discovery or presence of substances or paraphernalia in an employee's possession or near the employee's workplace; the employee's appearance, or behavior and/or speech that gives the observer the suspicion that the employee may have used a controlled substance.

Please refer to Attachment C of this handbook for the complete wording of this policy.

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

**TEMPORARY EMPLOYMENT**

The first ninety days of continuous employment at the District is considered temporary employment. The temporary employment period is a basis for determining the eligibility of an employee for regular employment. A temporary employee is subject completely to the evaluation of the appointing authority as to competence and fitness. A temporary employee is not entitled to any benefits, sick or leave time, or paid holidays.

**Extension of Temporary Employment**

The temporary employment period may be extended, at supervisor's discretion, for a period not to exceed six months. If extended, such action must be taken prior to the end of the current temporary employment period.

Any extended period of absence from duty for two consecutive calendar weeks, for any reason except scheduled vacations, shall automatically cause the temporary employment period to be extended for a period equal to the number of days absent. The employee shall be advised of the extended temporary employment by the General Manager upon his/her return to regular duty or assignment.

Unless action is taken by the General Manager or his/her authorized representative, to terminate, demote, or request extension of the temporary employment period prior to the end of a temporary employment period, the temporary employee shall become a regular employee on the first working day following completion of the temporary employment period.

To accommodate circumstances not prescribed in this Policy, exceptions to the temporary employment period may be made in the discretion of the General Manager.

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

## **EMPLOYEE CLASSIFICATION**

### **Full-Time Employees**

Regular full-time employees are those who are scheduled for and do work 40 hours per week. Regular full-time employees are eligible for employee benefits in accordance with the descriptions and policies set forth in this handbook.

### **Part-Time Employees**

Part-time employees are those who are scheduled for and do work fewer than 40 hours per week, but not fewer than 20 hours per week. Part-time employees are eligible for the benefits as described in this handbook.

### **Temporary Employees**

Temporary employees are those employed for short-term assignments and all employees within the first ninety days of employment. Short-term assignments generally are periods of three or fewer months; however, such assignments may be for longer periods or may be extended as necessary. Temporary employees are not eligible for employee benefits except those mandated by applicable law.

### **Permanent Employees**

Permanent employees are those full- or part-time employees who have successfully completed the temporary employment period.

### **Inactive Status**

Employees who are on any type of leave of absence, work-related or non-work-related, that exceeds any protected state or federal leave of absence will be placed on inactive status.

### **Bridging of Time**

OCSD will give credit to employees previously employed by the District, provided the break in service does not exceed 365 days. The break in service time will be deducted from the employee's original service date for purposes of the following:

- Seniority date
- Vacation accrual
- Sick leave accrual

### **Job Duties**

Regardless of the employee classification, and at all times while employed by OCSD, the job responsibilities associated with any job, and assigned to any employee, may change at any time. From time to time, any employee may be asked to work on special projects, or to assist with other work necessary or important to the operation of the District. The employee's cooperation and assistance in performing such additional work is expected.

The District reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.



<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
--	--	--

<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>
---	-------------------------	----------------------

## **NEPOTISM**

Relatives of District Directors or employees shall not be employed in any position in which the employment of such relative has the potential for adversely impacting the safety, security, morale or efficiency of supervision or function of other employees, or in which there may be created an actual or potential conflict of interest or the appearance of a conflict of interest.

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

## **DISCIPLINE**

Employees engaging in unacceptable behavior on or off the job, or unsatisfactory work performance shall be subject to discipline. Disciplinary action should be corrective in nature, progressive where possible, and in compliance with due process rights. This policy shall not alter the employer-employee relationship between OCSD and at-will employees.

Discipline shall be for cause and shall include the following: oral and written warnings, suspension, demotion and discharge.

### **Causes for Disciplinary Action**

Causes for disciplinary action include but are not limited to:

- Disregard of provisions specified in this Manual
- Violation of any rules, regulations, policies and practices specified in this Manual
- Conviction of any felony, or conviction of any misdemeanor involving turpitude, or violation of any statute, law or official regulation, rule or order, or commission of any act which compromises the public trust necessary for employment with the District, or which is of such a nature that it causes discredit to the District or the person's employment
- Insubordination, or insubordinate conduct
- Retaliation against any other District employee or member of the public who reports, discloses, divulges or otherwise brings to the attention of appropriate authority any facts or information relative to alleged violation of any law, ordinance, or the policies and procedures of the District, occurring on the job or related thereto

- Carelessness or negligence that:
  - endangers or threatens the health or safety of any person
  - unnecessarily damages or exposes to damage any public or private property
  - compromises the quantity or quality of the District's service
- Incompetence or inefficiency in the performance of duties, or lack of full performance in job duties
- Excessive or unauthorized absences or tardiness, or being away from the work area without prior authorization
- Sleeping during working hours, except as authorized, or other inexcusable neglect of duty
- Discourteous, uncooperative, offensive or harassing conduct, verbal or physical, towards fellow employees, supervisors or the public during working hours or on District premises
- Being under the influence of, or possession, consumption or use of any illegal controlled substance while on duty or off duty
- Habitual or intemperate use of alcohol, drugs or narcotics (whether or not by prescription), which may negatively impact or impair the employee's ability to perform the job, or being under the influence of, or possession of alcohol on District-owned property, in any District-owned vehicle, or on any job site
- Unauthorized possession of or use of weapons on District property, during working hours, or while acting in the capacity of an OCSD employee
- Soliciting or accepting, in the course of employment, directly or indirectly for the employee's personal use, any gift, gratuity, favor, promise of future benefit, discount not available to all public employees, entertainment, loan, or

other things of value, from any person or entity doing business with the District, such as, but not limited to, vendors, contractors, developers, agents, attorneys or others. If an individual employee or a department receives a perishable gift (such as food, flowers, etc.), such perishable gift shall be shared with all employees. In no event shall an individual employee restrict access to such perishable gifts to other employees. All non-perishable gifts, except those of insignificant value (such as small commemorative items like paperweights, pins, pens, etc.) of under approximately \$10.00, shall be returned to the donor unless the employee or department receives the General Manager's authorization to keep the gift for the benefit of OCSD

- Misuse, unauthorized use or removal of District-owned material, equipment or property
- Multiple garnishments, levies, or liens against an employee's salary. Levies may be cause for disciplinary suspension, transfer, demotion or discharge for an employee assigned to perform financial, auditing or cash-handling tasks, or when the underlying reason for the levy is indicative of off-duty conduct inconsistent with the employee's public agency employment
- Knowingly making false statements or attempting any deception or fraud in obtaining employment, promotion, Worker's Compensation benefits, or in reporting time worked (time card fraud), or in reporting the employee's ability or inability to work, or in obtaining or attempting to obtain any other benefit
- Making any false, incomplete or misleading statement or attempting any deception in response to questioning during any investigation into allegations of wrongdoing by any District employee; or failing to cooperate in any investigation or proceeding resulting from a complaint filed by any employee or member of the public alleging wrongdoing by any employee of OCSD. Failure to cooperate shall include failing to disclose the existence of facts or documents within the person's knowledge or possession, or destroying documents or other things relevant to the investigation or proceeding, or failing to make oneself available to testify at any hearing or proceeding which is conducted during business hours of the District, or

refusing to answer questions posed while being questioned during any investigation or while testifying in any proceeding, or otherwise attempting to hinder, frustrate, or obstruct any investigation or proceeding being conducted by the District. An employee being questioned about his or her knowledge relative to any allegation of violating this provision may request a representative of his or her choosing present during such questioning

- Engaging in outside employment while receiving Worker's Compensation or sick leave benefits, unless approved by the General Manager
- Engaging in any outside employment or enterprise that may be incompatible with the employee's District employment or detrimental to the efficiency of their OCS D work
- Advocating, or being a member of any organization which advocates the overthrow of the Government of the United States or of the State of California by force or violence or other unlawful means
- Improper political activity
  - No employee shall participate in any political activity during his or her working hours
  - No employee shall participate in any political activity while in a District uniform
  - No employee shall permit the entry of any person in a District facility or office for the purpose of soliciting or receiving political funds or contributions, nor shall any officer or employee enter any District facility for the purpose of soliciting or receiving political funds or contributions
  - No employee shall use his official influence or position to coerce or pressure political action
  - No employee shall knowingly solicit or receive political funds or contributions, whether directly or indirectly, from other officers or employees of the District or from persons on the employment lists of the District; provided, however, that no officer or employee shall be prohibited from such

activity within or upon non-District premises and during non-working hours on a ballot measure affecting the pay, working hours or working conditions of OCSD offices and employees

- Other failure of good behavior either during or outside of duty hours which is of such nature that it causes discredit to OCSD or the person's employment.
- Willful disobedience of or failure to follow established procedures, or the instructions and orders of a supervisor.
- Unauthorized release of confidential, sensitive or personnel information that may be obtained by employees in the course of employment.

### **Progressive Discipline**

An **Oral Warning** with written documentation is used to inform the employee that an oral disciplinary warning is being issued, what specific action or behavior is undesirable, what specific improvement is expected, and what may be expected if correction is not made. It is usually given by the employee's immediate supervisor. It should be given constructively and in confidence.

A **Written Warning** is a more formal disciplinary action, usually following a meeting with the employee regarding the alleged wrongdoing. Where applicable, the written warning shall be prepared by the General Manager and should indicate the following:

- That the document constitutes a written notice of discipline
- The behavior or violation of rules or procedures for which the discipline is given, and the specific improvement expected
- A statement of any prior discipline given the employee
- An indication, in general terms, of further action to be taken if there is a continuation of the unsatisfactory behavior or performance

- An indication that the employee received a copy of the written notice of discipline and whether the discipline was discussed with the employee
- The right of a permanent employee to grieve the discipline

A **Demotion** is involuntary movement of an employee from a position in one classification to a different position in another classification having a lower salary schedule, and is typically applicable for employees who are unable to maintain satisfactory work performance in their job. Demotion during probation is a failure of the probationary work test period and is not a disciplinary action requiring due process procedures or recourse to the grievance process.

A **Discharge** is a termination of employment for disciplinary reasons.

A **Suspension** pending investigation is the removal of an employee from duty for a specified period of time. Suspensions pending investigation are not disciplinary in nature and are typically with pay; suspensions following a disciplinary procedure which are utilized as a disciplinary measure are typically without pay. The following procedures shall be followed:

- A written notice of discipline shall be prepared by the General Manager following due process requirements and procedures defined in this Manual
- A suspension shall be effective on the scheduled workday(s) determined by the department
- In circumstances requiring immediate action, any supervisor of the employee's department may suspend an employee from duty until an investigation can be made and subsequent disciplinary action determined by the General Manager

The employee's direct supervisor and the General Manager should be present during all disciplinary actions.

Nothing in this policy alters, modifies or overrides the policy of at-will employment.

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

**VIOLENCE IN THE WORKPLACE**

OCSD has zero tolerance for workplace violence. All forms of violence in the workplace are prohibited, and its occurrence will lead to discipline, up to and including termination.

Compliance with this anti-violence policy is a condition of employment and will be evaluated, together with other aspects of an employee's performance. Due to the importance of this policy, employees who violate any of its terms, who engage in or contribute to violent behavior, or who threaten others with violence will be subject to disciplinary action, including immediate termination.



<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
--	--	--

<b>EFFECTIVE DATE:</b> June 27, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>
---	-------------------------	----------------------

## **MEDIA POLICY**

All media contacts should be directed to and/or originate from the General Manager. If the General Manager position is unfilled or the General Manager is unavailable all media contacts should be directed to and/or originate from the President of the Board of Directors or his/her representative.

## **SEPARATION FROM EMPLOYMENT**

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

## **TERMINATING EMPLOYMENT**

### **Voluntary Resignation**

Voluntary resignation results when an employee voluntarily quits his or her employment at OCSD, or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, his or her supervisor. All District-owned property, including vehicles, keys, uniforms, identification badges, and credit cards, must be returned immediately upon termination of employment.

### **Reductions in Force**

Under some circumstances, OCSD may need to restructure or reduce its workforce. If restructuring operations or reducing the number of employees becomes necessary, OCSD will attempt to provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, OCSD will take into account, among other things, operation and requirements, the skill, productivity, ability, and past performance of those involved, and also, when feasible, the employee's length of service.

### **Involuntary Termination and Progressive Discipline**

Violation of OCSD policies and rules may warrant disciplinary action. OCSD has established a system of progressive discipline that includes verbal warnings, written warnings, and suspension. The system is not formal and OCSD may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, termination of employment.

Nothing in this policy alters, modifies or overrides the policy of at-will employment.

## **PAYROLL AND TIMEKEEPING**

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

### **TIMEKEEPING REQUIREMENTS**

All non-exempt employees are required to record time worked for payroll purposes. Employees must record their own time at the start and at the end of each work period, including before and after the meal break. Employees also must record their time whenever they leave the building for any reason other than OCSD business. Any handwritten marks or changes on the timecard must be initialed by the General Manager. Filling in another employee's timecard, or altering a timecard is not permissible and is subject to disciplinary action.

Any errors on a timecard must be reported immediately to the General Manager.

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

**WORK SCHEDULES**

OCSD is normally open for business with the public between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. The General Manager will assign individual work schedules. All employees are expected to be at their desks, workstations, or work locations at the start of their scheduled shifts, ready to work.

Exchanging work schedules with other employees is discouraged. However, the General Manager may authorize an exchange if necessary, and upon adequate notice of the request to do so. Work schedule exchanges will not be approved for the mere convenience of an employee or if the exchange interferes with normal operations or results in excessive overtime. No work schedule exchanges may be made without the General Manger's prior approval.

The workweek begins at 12:01 a.m. Sunday and ends at midnight on Saturday.

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

**PAYMENT OF WAGES**

All employees of OCSD are paid, via direct deposit, every other Friday for work performed during the previous two-week pay period. If a regular payday falls on a holiday, employees will be paid on the last day worked before the holiday.

OCSD utilizes automatic payroll deposit for employees. Employees should carefully monitor their payroll deposit statements for the first two pay periods to ensure that the transactions are being conducted and recorded correctly.

## **EMPLOYEE BENEFITS**

OCSD has established a number of employee benefit programs for its eligible employees. This handbook provides brief summaries of the key features of the benefits programs but does not restate all of the features of these benefit programs. OCSD retains the sole discretion to determine issues of eligibility or interpretation of the terms and provision of all District benefit programs. You can refer to the applicable plan documents to obtain further information regarding the particular employee benefit programs. A Benefits Summary is attached as Attachment D.

While it is the intention of the OCSD to continue these benefits, OCSD reserves the right to cancel or change the benefits it offers its employees.

The benefits offered by OCSD are governed by the Plan Document of each plan in effect at that time. Should a conflict exist between the provisions of this Manual and the Plan Document, the Plan Document will prevail.

If you have questions or need further information about any employee benefit you should refer to the Plan Document, which can be obtained from the General Manager.



<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

**GROUP INSURANCE**

All full-time permanent employees are eligible for OCSD’s insurance program, which currently includes health, vision, dental, life, long-term disability, and accidental death insurance, as of the first day of the month following the date the employee becomes a permanent employee.

Option for continued health insurance coverage under the COBRA Act is available for up to eighteen months in the event of an employee’s separation from employment with OCSD (except where termination results from gross misconduct). The cost of the coverage is the responsibility of the employee. An employee will be notified of his/her rights for continued health coverage in the event of separation of employment. It is the employee’s obligation to notify OCSD if an event occurs that would enable the employee’s spouse and/or dependent child to exercise their COBRA rights.

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
--	--	--

<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>
---	-------------------------	----------------------

### **STATE UNEMPLOYMENT INSURANCE**

OCSD pays the entire cost of unemployment insurance. Its purpose is to provide temporary income for workers when, through no fault of their own, they have lost their jobs. Each employee must have earned a certain amount in covered employment and be willing and able to work in order to receive unemployment benefits.

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

**WORKERS' COMPENSATION INSURANCE**

To provide for payment of an employee's medical expenses and for partial salary continuation in the event of a work-related accident or illness, employees are covered by workers' compensation insurance. The amount of the benefits payable and the duration of payment depend upon the nature of the injury or illness.

If an employee is injured or becomes ill on the job, the employee must immediately report such injury or illness to the General Manager. This ensures OCSD can assist the employee in obtaining appropriate medical treatment. An employee's failure to follow this procedure may result in the failure to file the appropriate workers' compensation report in accordance with the law, which may in turn jeopardize an employee's right to benefits in connection with the injury or illness.

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

## **STATE DISABILITY INSURANCE**

Employees who suffer a non-work related illness or injury may be entitled to State Disability Insurance (SDI). SDI benefits are paid by the state and are financed from mandatory payroll tax deductions from all employees' wages. The mandatory payroll tax deductions are taken out of your salary and deducted from your paycheck.

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

**RETIREMENT**

OCSD participates in the PERS retirement program and provides benefits in accordance with applicable PERS policies and procedures, which may be changed from time to time. A summary of the current PERS retirement program is included in Attachment D. Complete details and provisions of the PERS retirement plan can be obtained from the General Manager.

## **LEAVE OF ABSENCE POLICIES**

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

## **PREGNANCY DISABILITY LEAVE**

OCSD will grant an unpaid pregnancy disability leave to employees disabled on the account of their pregnancy, childbirth, or related medical conditions.

Eligible employees may take up to a maximum of 4 months (88 workdays) leave. Part-time employees are entitled to leave on a pro rata basis. Duration of the leave will be determined by the advice of the employee's physician, up to a maximum leave of four months. Leave does not need to be taken on one continuous period of time and may be taken intermittently, as needed under the advice of a health care professional.

Leave under the pregnancy disability policy may run concurrently with the FMLA of 1993 (but not under California Family Right's Act of 1991). If the employee needs a longer leave due to medical complications, the employee should notify the General Manager as soon as possible.

To be eligible for a pregnancy disability leave of absence, the employee must be a female employee.

Any female employee planning to take Pregnancy Disability Leave should inform the General Manager as early as possible. The employee must advise when she expects her leave will begin and how long it will likely last.

Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide the General Manager with a certification from a health care provider. The certification indicating disability must contain:

- The date on which the employee became disabled due to pregnancy;
- The probable duration of the period or periods of disability; and

- A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself or others, or the successful completion of her pregnancy.

If the employee is requesting a temporary transfer of work assignments or positions, the health care provider must supply a recommendation explaining the need for the request. Requests for transfers of job duties will be reasonably accommodated if possible. However, the transferred employee will receive the pay that accompanies the temporary job, as is the case with any other temporary transfer due to temporary health reasons.

An employee will be required to use accrued sick leave during a Pregnancy Disability Leave.

If the employee taking Pregnancy Disability Leave is also eligible to take FMLA, OCSD will maintain group health insurance coverage for up to a maximum of 12 weeks per 12 month period. Any employee premium required for coverage during active employment must be made by the employee to maintain coverage during the leave. Failure to make the required employee contributions on time may result in loss of coverage.

Upon failure to return following the leave, the employee will be required to repay the premiums paid by OCSD during the leave.

If the employee taking Pregnancy Disability Leave is not eligible for FMLA, OCSD will not pay the employee's group health insurance premium. The employee has the option to continue her group health coverage through OCSD in conjunction with the Federal COBRA guidelines by making monthly payments for the amount of the applicable premium. For additional information regarding COBRA contact the General Manager.

Upon submission of a medical certification that the employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or to an equivalent position, if available. An employee returning from a Pregnancy Disability Leave has no greater right to reinstatement than if the employee had been continuously employed.

Employees who do not return as scheduled from Pregnancy Disability Leave will be considered to have voluntarily resigned their employment with OCSD.



<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

**BEREAVEMENT LEAVE**

A permanent, full-time employee may take up to a maximum of five consecutive scheduled workdays (40 hours) off in the event of the death of the employee's current spouse, registered domestic partner, child, parent, legal guardian, brother, sister, grandparent, or grandchild; or mother-, father-, sister-, brother-, son-, or daughter-in-law.

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

## **JURY DUTY**

OCSO encourages employees to fulfill their civic responsibilities by serving jury duty when required. Permanent employees will be granted time off if summoned to serve on a jury and will be paid their normally scheduled hours at their regular rate of pay. A maximum of 80 paid hours is given for County jury duty. U.S. Court duty is not limited.

Employees must show the jury duty summons to the General Manager as soon as possible so that arrangements can be made to accommodate the employee's absence. Employees are expected to report for work whenever the court schedule permits.

Permanent employees will receive holiday pay for recognized holidays that occur during jury duty service. OCSO will continue all employer paid benefits during the employee's absence for jury duty.

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

## **LEGALLY REQUIRED LEAVES OF ABSENCE**

OCSD will provide employees a leave of absence when required by law, including but not limited to military, military spouse leave, reserve duty, election day, appearance at certain legal proceedings, appearance by a parent at school when requested as provided for in the Education Code, time off for victims of domestic violence or sexual assault, alcohol and drug rehabilitation leave, or performance of emergency duty by a volunteer firefighter. OCSD will also attempt to make reasonable accommodation for an employee who requires time off to attend an adult literacy education program by providing unpaid time off unless it would cause undue hardship to do so.

Wherever possible, reasonable advance notice of the need to a legally required leave of absence shall be provided by the employee. This leave will be unpaid unless and to the extent the law requires payment of wages during the leave period. Employees do not accrue sick leave or vacation time while on an unpaid leave of absence.

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

**PERSONAL LEAVE OF ABSENCE**

This leave is only available when the circumstances of the need for leave are not covered by any other OCSD policy.

Personal leaves of absence may be granted only by approval of the General Manager, through a written request and shall be responded to in writing. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than two weeks. Approved personal absences of shorter duration are not normally treated as leaves, but rather as excused absences without pay. If the request for Personal Leave is a result of a non-work related illness/injury, the employee will be required to provide documentation of the inability to perform the essential duties of his/her position due to the illness/injury. Personal leaves of absences without pay may be granted for periods of up to six months. This leave will not be considered until all sick, vacation, and other leave available to the employee has been exhausted.

During an unpaid leave of absence under this policy the employee may elect to continue any existing health insurance benefits under COBRA, at the employee's expense.

Upon approval of a leave of absence request, the employee may have a comparable job upon his/her return, if available. OCSD will require certification by the employee's health care provider that the employee is fit to return to his/her job if the reason for a leave of absence was related to the employee's serious health condition.

Any employee who fails to report to work at the end of a Personal Leave of Absence is deemed to have voluntarily resigned, and is eligible for continued insurance coverage under COBRA.

Using time off under this policy for reasons other than that which it was granted can result in disciplinary action up to and including termination of employment. An employee may not engage in outside employment while absent from work at OCSD under this policy.

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

## **HOLIDAYS**

The following are established as paid assigned holidays for all permanent OCSD employees:

January 1 (New Year's Day)

Martin Luther King Day

President's Day

The last four hours of the working day on Good Friday

Memorial Day

July 4 (Independence Day)

Labor Day

Columbus Day

Veterans' Day

Thanksgiving Day

The Friday immediately following Thanksgiving Day

Christmas Eve

Christmas Day; and

The four regularly scheduled working hours immediately preceding New Year's Day.

In addition, all permanent OCSD employees have two floating holidays per year.

To be eligible for Holiday pay, an employee must be regularly scheduled to work on the day on which the holiday is observed and must work his/her regular scheduled working days immediately preceding and immediately following the holiday, unless an absence on either day is approved in advance by the General Manager.

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

## **VACATION**

Permanent full-time employees shall accrue vacation time on an annual basis in the following manner:

- From the date of employment through the fifth anniversary date of hire, at the rate of five-sixths of a working day per month of paid employment (10 working days)
- After the fifth anniversary date of hire through the tenth anniversary date of hire, at the rate of one and one-fourth working days per month of paid employment (15 working days)
- After the tenth anniversary date of hire, vacation time shall be accrued at the rate of one and two-thirds working days per month of paid employment (20 working days)

An employee shall not accrue more than the number of vacation days he/she is entitled to earn in two years of employment. After the maximum vacation accrual is reached, vacation time will no longer be accumulated. After the vacation accrual is below the maximum, vacation accrual will again start to accumulate.

If an employee leaves the District in good standing he/she shall be compensated for all accrued vacation not in excess of the maximum number of vacation days set forth above. Compensation shall be at a rate equivalent to his/her unweighted hourly salary.

Exempt employees shall earn an additional five (5) days per year of administrative leave, to be used subject to approval of the General Manager. Administrative leave shall not be accumulated and carried over from one calendar year to the next.

The District will not require an employee to take vacation time in lieu of sick leave or leave of absence during periods of illness. However, an employee may elect to take vacation time in case of extended illness when sick leave has been fully used.

No vacation accrues during a leave of absence. An employee is not permitted to borrow on future accrual of vacation benefits.

If a holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.

Part-time employees shall accrue vacation time on a pro rata basis for all purposes.

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

**SICK LEAVE**

Permanent full-time employees shall accrue one working day of sick leave with pay for each month of service, commencing from the time the employee becomes a permanent employee. Permanent part-time employees shall accrue sick leave with pay on a pro rata basis. Accrual of sick leave shall be limited to one hundred eighty (180) working days, or pro rata portion thereof.

Sick leave with pay shall only be granted in case of bona fide illness or disability, including disability resulting from pregnancy of the employee, or in the event of illness or death of a member of the employee's immediate family. The General Manager may, at his/her discretion, require evidence in the form of a physician's certificate or otherwise for the adequacy of the reason for any employee's absence during the time for which sick leave is utilized.

If an employee leaves the District in good standing, he/she shall be compensated for all accrued sick leave not in excess of 180 days.

Sick leave may be donated to another employee needing additional sick leave, in accordance with the policies and procedures set forth herein.



## **EMPLOYEE RESPONSIBILITIES**

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

## **PUNCTUALITY AND ATTENDANCE**

Employees of OCSD are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for fellow employees and the General Manager. When an employee is absent, his/her assigned work must be performed by others.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized District business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled work hours are disruptive and will not be tolerated.

An employee who is unable to report for work on any particular day must, under all but the extenuating circumstances, call the General Manager at least one hour before the time scheduled to begin working for that day. If the call is less than one hour before the scheduled time to begin work and the employee does not arrive in time for the assigned shift, the employee will be considered tardy for that day. In all cases of absence or tardiness, employees must provide the General Manager with an honest reason or explanation. Employees also must inform the General Manager of the expected duration of any absence. Excessive absenteeism or tardiness, whether excused or not, will not be tolerated.

If an employee fails to report for work without any notification to the General Manager and the absence continues for a period of three days, OCSD will consider the employee to have voluntarily abandoned or quit employment.

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

## **PROHIBITED CONDUCT**

The following conduct is prohibited and will not be tolerated by OCSD. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and District operations also are prohibited, and subject to disciplinary action, including immediate termination for cause.

- Falsifying employment records, employment information, or other District records
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either his/her own or another employee's
- Theft and deliberate or careless damage or destruction of any District property, or the property of any employee or customer
- Removing or borrowing District property without prior authorization
- Unauthorized use of District equipment, time, materials, or facilities
- Provoking a fight, fighting, or engaging in horseplay or practical jokes during working hours or on District property
- Carrying firearms or any other dangerous weapons on District premises at any time
- Engaging in criminal conduct whether or not related to job performance
- Causing, creating, or participating in a disruption of any kind during working hours on District property

- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor, General Manager or Director
- Using abusive language at any time on District premises
- Failing to notify the General Manager when unable to report to work
- Unreported absence of three consecutive scheduled workdays
- Failing to obtain permission to leave work for any reason during normal working hours
- Failing to observe working schedules, including rest and lunch periods
- Failing to provide a physician's certificate when requested or required to do so
- Sleeping or malingering on the job
- Making or accepting personal telephone calls of more than three minutes in duration during working hours, except in cases of emergency
- Working overtime without authorization or refusing to work assigned overtime
- Wearing disturbing, unprofessional or inappropriate styles of dress or hair while working
- Violating a safety, health, or security policy, rule, or procedure
- Committing a fraudulent act or a breach of trust under any circumstances
- Committing of or involvement in any act of unlawful harassment of another individual

Nothing in this policy modifies, alters, or overrides the policy of at-will employment.

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

## **CONFLICTS OF INTEREST**

State and City laws define conflicts of interest for "designated employees" holding certain positions. Because the nature of District employment requires public trust, it is necessary that all OCSD employees maintain high standards of honesty, integrity and impartiality, and avoid conflicts of interest or situations that would lead persons to believe there may be misconduct or a conflict by an employee. As a general rule, no employee shall engage in any transactions or have any personal or financial interest, direct or indirect which would lead an objective, reasonable person to believe that independence of judgment or action in the performance of official duties would be impaired.

The following are examples of conduct which OCSD deems to be conflicts of interest and as such are prohibited:

- Engaging in private employment or rendering services for private interests when incompatible with the proper discharge of official duties or gives the appearance that independence of judgment or actions in the performance of official duties would be impaired
- Without legal authorization, using official influence or insignia of office, or disclosing information, either confidential or not generally known or readily available to the public, concerning the property, government or business of the District for the purpose of furthering or influencing any private interest
- Appearing on behalf of or attempting to influence any agency, committee or official body of the District for the benefit of any private interest except for appearances by the employee as a member of the general public for self-representation on matters related solely to his or her personal interests

- Knowingly participate in any District decision which could affect his or her personal or financial interests. Upon learning of a possible conflict pursuant to this paragraph, the employee must make such facts known to the General Manager

- Soliciting or accepting, in the course of employment, directly or indirectly for the employee's personal use, any gift, gratuity, favor, promise of future benefit, discount not available to all public employees, entertainment, loan, or other things of value, from any person or entity doing business with the District, such as, but not limited to, vendors, contractors, developers, agents, attorneys or others

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

## **OUTSIDE EMPLOYMENT OR BUSINESS ACTIVITY**

District employees may be employed by, own or manage a business, or render services for personal profit provided that such employment does not affect the efficient performance of their job, and is not incompatible with District employment. No employee shall engage in such activity if it interferes or conflicts with his/her official duties or reduces the employee's efficiency while on duty.

Outside employment is not permitted if it:

- Is of such a nature that it may be reasonably construed by the public to be an official act of the District
- Involves the use of District facilities, equipment, insignia, uniforms, supplies or resources of any kind, except where specifically permitted by law
- Involves the use of information known to the employee as a result of District employment and not generally available to the public
- Might be reasonably construed by the public to be a conflict of interest
- Is conducted during the employee's working hours or may impede the employee's efficiency while on duty
- Involves the provision of services normally performed by the employee to another public agency such that if a request for those services were made to the District, the District would provide those services either as a matter of professional reciprocity or on a cost reimbursement basis

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

## **USE OF ELECTRONIC EQUIPMENT**

Electronic equipment belonging to the District, including personal computers, laptops, wireless devices, computer systems, networks, servers, wireless networks and systems, software and applications, memory storage devices, personal digital assistants and hand-held computers, cellular or satellite telephones and any other electronic equipment are business tools to be used for conducting the District's business only. Such equipment shall be used in accordance with generally accepted business practices and this policy.

Employees must be specifically authorized by the District to use the internet, intranet, or any other electronic media while at work, utilizing District owned equipment, while on District property, or while accessing the District's network system, servers, databases, or computers directly or remotely.

Any and all electronic information, communications, data, files, documents, folders or any other form of electronic information which is transmitted to, through or from any electronic device owned by the District, or is transmitted to, through or from any District employee while at work or on District business, or is in or on any District owned property or vehicle, is owned by and belongs to the District, which has a proprietary interest in such electronic information and no employee shall either directly or indirectly profit or gain personally therefrom.

Inasmuch as employees are prohibited from using the District's electronic equipment for personal business, no employee shall expect nor receive any right to privacy relative to the use of the information transmitted by or through, or the contents stored upon, any electronic device owned by the District. The District reserves the right to monitor electronic communications accomplished through District-owned equipment or while accessing the District's network, servers, or computers. Personal passwords may be used for the purposes of security, but the use of a personal password does not affect the District's ownership of the electronic information. OCSD will override all personal passwords if necessary for any reason.



District employees must observe the legal protection provided by copyright and license to programs and data.

District employees must respect the privacy of other users including information on, copies of, or modification of files, data, or passwords.

When employees participate in social networking sites, web logs ("blogs"), or video or photographic share sites from a District computer or equipment, or from their personal computer or electronic equipment, and there is any information that identifies the person as an OCSD employee, or they join or connect with sites for professional District business purposes from their own personal social networking sites, all the rules and regulations pertaining to the person as an employee of OCSD are in full force and effect.

Employees who post information on the internet, blogs, and social networking sites are reminded of the proprietary nature of the District's logos, seals, emblems and markings and are prohibited from displaying such, or creating the appearance that any posting to the internet or mobile applications are official OCSD postings without prior written authorization from the General Manager.

Misuse of District electronic equipment may result in disciplinary action, including termination.

Employees who observe or are aware of a violation of this section have an obligation to immediately report any such violation to the General Manager.

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

### **EMPLOYEE REFERENCES**

All requests for references must be directed to the General Manager. No other employee is authorized to release references for current or former employees.

OCSD discloses only the dates of employment and the title of the last position held of former employees. If an employee authorizes the disclosure in writing, OCSD will also inform prospective employers of the amount of salary or wage the employee last earned.

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

**CONFIDENTIALITY**

Each employee is responsible for safeguarding the confidential information obtained during employment.

In the course of employment with OCSD, employees may have access to confidential information regarding OCSD, its suppliers, its customers, or other employees. Each employee has a responsibility to prevent revealing or divulging any such information unless it is necessary to do so in the performance of work duties.

Any breach of this policy will not be tolerated and legal action may be taken by OCSD.

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

**NO SOLICITATION OF CUSTOMERS OR EMPLOYEES**

The employee agrees that customer lists of OCSD for which the employee has or will have access to during the employee's employment are confidential and shall be solely the property of OCSD.

An employee shall neither directly nor indirectly solicit business as to products and services based on information from OCSD customer lists.

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

**DRESS CODE**

Employees are expected to wear clothing appropriate for the nature of OCSD business and the type of work performed. Clothing should be neat, clean and tasteful. Avoid clothing that can create a safety hazard.

Employees required to wear uniforms provided by OCSD must take care of their uniforms and report any wear or damage to the General Manager.

OCSD may from time to time or upon specifically designated days as may be determined by the General Manager observe a casual dress day. Employees who participate in a casual dress day still are expected to report to work properly groomed. Employees required to wear safety equipment or clothing still must do so on a casual dress day.

<b>OCEANO COMMUNITY SERVICES DISTRICT MANUAL OF PERSONNEL RULES, POLICIES AND PROCEDURES</b>		
<b>EFFECTIVE DATE:</b> June 13, 2012	<b>GENERAL MANAGER:</b>	<b>BOARD MEMBER:</b>

### **PROHIBITED USE OF CELL PHONE WHILE DRIVING**

Employees are prohibited from using cell phones while driving on District business and/or on District time. This policy applies not only to use of a cell phone for making or receiving telephone calls, but also to writing, sending or reading text-based communication on a wireless device or cell phone while driving.

If an employee's job requires him/her to keep his/her cell phone turned on while driving, he/she must use a hands-free device. Under no circumstances should employees place phone calls while driving on District business and/or on District time.

Violation of this policy is a violation of law, as well a violation of District policy.

## **ATTACHMENTS**

## **ATTACHMENT A - POLICY AGAINST HARASSMENT**

OCSD is committed to providing a work environment free of unlawful harassment. OCSD policy prohibits harassment because of sex (which includes sexual harassment, gender harassment and harassment due to pregnancy, childbirth or related medical conditions) and harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state, or local law, ordinance or regulation.

### **All such harassment is unlawful.**

The District's anti-harassment policy applies to all persons involved in the operation of OCSD and prohibits unlawful harassment by any employee of OCSD, including supervisors and co-workers. OCSD's policy also prohibits harassment of employees by non-employees.

OCSD will make every effort to maintain the confidentiality of reported violations of this policy. Certain disclosures are necessary as part of the investigation process, but will be on a need to know basis only.

This policy also applies to independent contractors working with OCSD. Any independent contractor who feels they have been subject to harassment in violation of this policy should immediately report the violation to the General Manager.

OCSD prohibits use of the computers, e-mail system, voice mail system, cell and video phones, video conferencing equipment or any other electronic media in ways which are offensive to others, or are otherwise discriminatory, harassing or obscene, or for any other purpose which is illegal, against company policy or not in the best interest of OCSD. For example, the display or transmission of sexually explicit images, jokes, messages, and cartoons is prohibited. Other such misuses of electronic media includes, but is not limited to/ ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment, discrimination or showing disrespect for others. Any such use of the computers, e-mail system, voice mail system, cell and video phones, video conferencing equipment or other electronic media will be considered a violation of OCSD's Policy Against Harassment.



If any employee believes that he or she is the victim of any type of harassment, including sexual harassment, that employee should immediately report the incident to the General Manager or to a Director. OCSD will promptly and clearly inform the employee of his or her rights to assistance and how to protect and preserve those rights.

OCSD will fully and effectively investigate any such report and will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is believed to have violated this prohibition against harassment. The complaining employee will be informed of the action taken. OCSD will also take action to protect the complaining employee and to prevent further harassment or retaliation. Finally, the complainant will be made whole, to the extent possible, for his or her losses.

OCSD clearly does not tolerate harassment on the basis of any of the categories discussed in this policy and will take appropriate disciplinary action whenever such harassment is demonstrated. Any individuals including co-workers and supervisors engaging in such conduct contrary to OCSD policy may be personally liable in any legal action brought against them.

OCSD does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, OCSD reserves the right not to provide a defense or pay damages assessed against an employee for conduct in violation of this policy.

OCSD encourages all employees to report any incidents of harassment forbidden by this policy so that complaints can be quickly and fairly resolved. The employee should also be aware the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment.

**If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed in the telephone book.**

## **ATTACHMENT B - DISCRIMINATION COMPLAINT PROCEDURE**

Employees of the District have the right to expect equality in treatment without regard to race, religion, creed, color, national origin, ancestry, disability, age, marital status, gender or sexual orientation, or any other protected class of persons designated by law. It shall be a violation of this policy for any District employee to engage in discriminatory conduct or harassment against a fellow employee or member of the public on the basis of a person's protected class status.

The Discrimination Complaint Procedure provides employees with an immediate mechanism by which their complaint will be evaluated. The procedures shall be utilized in the event that a complaint is brought by an employee alleging any of the following:

- Offensive conduct focused upon race, religion, creed, color, national origin, ancestry, disability, age, marital status, gender or sexual orientation, or any other protected class of persons designated by law
- Any other action which is alleged to be discriminatory and such alleged discrimination is based on race, religious creed, color, national origin, ancestry, disability, sex, age, or sexual orientation or any other protected class of persons designated by law.

Nothing in this procedure shall restrict the right of an employee to file a complaint with any state or federal agency responsible for the enforcement of anti-discrimination legislation.

Any employee who alleges discrimination may file a complaint with the General Manager or a Director. Such complaint shall be filed within (365) calendar days of the alleged discriminatory act, or in the event of an allegation of recurring acts of a similar nature within (365) calendar days of the most recently alleged occurrence, or within (365) calendar days from the time a complainant would be reasonably aware that the alleged discriminatory act had occurred. The General Manager or Director shall take the complaint by conducting an interview with the complainant. The complainant may be accompanied by a person of his/her choice.

### **Interview**

The complaint interview shall include the following questions:

- What happened?
- When and where did it happen?
- Who or what is the cause of the alleged discriminatory incident?
- Who witnessed the alleged incident?
- Do you know if this has happened to others? If so, to whom?
- What is the basis for your complaint (e.g. race, religious creed, color)
- How were you harmed by the alleged discrimination?
- What would you like to see done as a result of your complaint?
- Do you have additional comments?

An investigation shall be conducted by the General Manager or a Director in cooperation with all appropriate parties. The General Manager or Director conducting the investigation shall attempt to complete the investigation within (90) days of completion of the signed complaint

The investigation shall include, but not be limited to, the following subjects:

- Verification of the allegations
- Interviews of witnesses or other relevant individuals
- Interview of accused employees(s)
- Review of documentation on file in the complainant's department, and/or Human Resources Department, which might have a bearing on the complaint

If, during the course of the investigation, the information discloses that the Complaint is not one of discrimination within the purview of the procedure, the Discrimination Complaint Procedure will stop. The complainant will be informed and referred to another administrative procedure if appropriate.

If, during the course of the investigation, the complainant alleges adverse actions as a result of filing the original complaint, said allegations shall be investigated and, if sustained, incorporated into the original complaint.

If, during the course of the investigation, the complainant wishes to withdraw the complaint, a notation to that effect will be made on the written complaint. To assure that the withdrawal from the procedure is solely based upon the complainant's volition, the investigator shall conduct a brief interview, the results of which shall be written, signed by the employee, and filed. The General Manager or Director may proceed with the investigation as he/she so chooses.

## **ATTACHMENT C - DRUG AND ALCOHOL POLICY**

It is OCSD policy to provide employees and customers with a working environment that is free from the use and abuse of controlled substances and the abuse of alcohol. OCSD employees are expected to be in such mental and physical condition as will permit them to perform their assigned tasks in a professional and competent manner. An inability to meet these standards will result in disciplinary action up to and including immediate termination for cause. Consistent with this expectation, we have adopted a policy that all employees must report to work completely free from the presence of drugs and the effects of alcohol.

### **Controlled Substances**

Manufacturing, distributing, dispensing, possessing, ingesting or using for any purpose controlled substances, including narcotics or illegal drugs, and/or alcohol in the workplace, or being under the influence of drugs and/or alcohol while on duty is strictly prohibited.

The term *controlled substances* as used in this policy is defined to include legal and illegal drugs. The use or possession of legal drugs (i.e., those drugs for which a valid prescription is required before the drug may be used or possessed) is not prohibited by this policy unless that use or possession is inconsistent with the prescription or where no such prescription has been provided.

The term *illegal drugs* is defined to include all such drugs the manufacturing, distributing, dispensing, possessing, ingesting or using of which is prohibited by law and includes, but is not limited to marijuana, narcotics, hallucinogens, stimulants, depressants, and so-called designer drugs.

The term *workplace* as used here shall mean any OCSD premises or work site or customer's place of business, including OCSD or customer vehicles and public or private means of transportation while engaged in OCSD business.

OCSD personnel may not report to work or work while under the influence of controlled substances, nor may such personnel report to work under the influence of legal drugs for which no prescription has been issued or where the use of the legal drugs is inconsistent with a prescription.

As used in this policy, *under the influence* means the individual is affected by a controlled substance in a detectable manner.

Persons violating this policy regarding substance abuse will be subject to disciplinary action up to and including immediate termination for cause.

### **Medical Evaluation and Implementation**

All job applicants who are selected for employment must submit to a drug test upon acceptance of an offer of employment. Refusal to submit to a drug test; a positive confirmed drug test or two consecutive negative but diluted drug tests will be used as a basis for refusal to hire the applicant.

OCSD personnel whose performance or behavior while on OCSD property, customer property, or elsewhere during the workday gives rise to a reasonable suspicion that the individual is under the influence of a controlled substance will be required to undergo an immediate drug test at a lab selected by OCSD. Factors giving rise to reasonable suspicion include but are not limited to sudden changes in work performance; violation of an OCSD safety rule, policy or procedure; involvement in an accident; discovery or presence of substances or paraphernalia in an employee's possession or near the employee's workplace; the employee's appearance, or behavior and/or speech that gives the observer the suspicion that the employee may have used a controlled substance.

Consent to such tests as OCSD may request constitutes a condition of continued employment. The refusal to consent to a test will result in immediate termination for cause.

All information concerning who was tested and the test results shall be kept confidential. The head of the Personnel Committee of the OCSD Board will be designated to receive test results and will notify the General Manager on a need-to-know basis only. The employee has a right to know the results of the test.

The Director who received the results will contact any employee testing positive for the presence of a controlled substance or alcohol. The employee will be allowed to explain and present medical documentation to explain any permissible use of a drug. All such discussions between the employee and the Director will be kept confidential. No OCSD employee will be a party to, or have access to, matters discussed between the employee and the Director. If medically supportable reasons exist to explain the positive result, the Director will report the test result to OCSD as negative. Otherwise, the employee is subject to immediate termination for cause.

**Alcohol**

OCSD expects all personnel will maintain proper professional decorum at all times during the workday, on or off OCSD or customer property. Expressly prohibited under this policy are reporting to work or working while impaired from the use of alcohol. As used in this policy, *impaired from the use of alcohol* means a blood alcohol concentration (BAC) that is 0.04 or higher.

OCSD personnel whose performance or behavior while on OCSD property, customer property, or elsewhere during the workday gives rise to a reasonable suspicion that the individual is impaired from the use of alcohol will be required to undergo immediate testing at a lab selected by OCSD.

Personnel violating the policy-regarding abuse of alcohol will be subject to disciplinary action up to and including immediate termination for cause.

**Confidentiality**

The confidentiality of all records and information relating to investigations, results of drug/alcohol testing, refusal to test, and treatment will be maintained in accordance with all local, state and federal laws. Only those with a need to know will have access to such records and information. Those deemed to have a need to know may include management and first aid and safety personnel in emergency situations.

Employees, including management, who release confidential information to those without a need to know will be subject to disciplinary action, up to and including termination for cause.

ATTACHMENT D -- BENEFIT & RETIREMENT PLAN

Life, Long Term Disability and Accidental Death is fully funded for all permanent employees and an option for their dependents. Medical, Dental and Vision is also available for all permanent employees and their dependents up to the District's allowance. There is also a Flexible Spending Account that is funded every January. That amount varies from year to year. Any un-used monies in the Flexible Spending Account at the end of the calendar year are forfeited.

Oceano Community Services District participates in the CalPERS retirement plan based on the chart below

PERCENTAGE OF FINAL COMPENSATION

2025

Age	50	51	52	53	54	55	56	57	58	59	60	61	62	63+
Benefit Factor	1.426	1.522	1.628	1.742	1.866	2.000	2.052	2.104	2.156	2.210	2.262	2.314	2.366	2.418
Years of Service	Percentage of Final Compensation													
5	7.13	7.61	8.14	8.71	9.33	10.00	10.26	10.52	10.78	11.05	11.31	11.57	11.83	12.09
6	8.56	9.13	9.77	10.45	11.20	12.00	12.31	12.62	12.94	13.26	13.57	13.88	14.20	14.51
7	9.98	10.65	11.40	12.19	13.06	14.00	14.36	14.73	15.09	15.47	15.83	16.20	16.56	16.93
8	11.41	12.18	13.02	13.94	14.93	16.00	16.42	16.83	17.25	17.68	18.10	18.51	18.93	19.34
9	12.83	13.70	14.65	15.68	16.79	18.00	18.47	18.94	19.40	19.89	20.36	20.83	21.29	21.76
10	14.26	15.22	16.28	17.42	18.66	20.00	20.52	21.04	21.56	22.10	22.62	23.14	23.66	24.18
11	15.69	16.74	17.91	19.16	20.53	22.00	22.57	23.14	23.72	24.31	24.88	25.45	26.03	26.60
12	17.11	18.26	19.54	20.90	22.39	24.00	24.62	25.25	25.87	26.52	27.14	27.77	28.39	29.02
13	18.54	19.79	21.16	22.65	24.26	26.00	26.68	27.35	28.03	28.73	29.41	30.08	30.76	31.43
14	19.96	21.31	22.79	24.39	26.12	28.00	28.73	29.46	30.18	30.94	31.67	32.40	33.12	33.85
15	21.39	22.83	24.42	26.13	27.99	30.00	30.78	31.56	32.34	33.15	33.93	34.71	35.49	36.27
16	22.82	24.35	26.05	27.87	29.86	32.00	32.83	33.66	34.50	35.36	36.19	37.02	37.86	38.69
17	24.24	25.87	27.68	29.61	31.72	34.00	34.88	35.77	36.65	37.57	38.45	39.34	40.22	41.11
18	25.67	27.40	29.30	31.36	33.59	36.00	36.94	37.87	38.81	39.78	40.72	41.65	42.59	43.52
19	27.09	28.92	30.93	33.10	35.45	38.00	38.99	39.98	40.96	41.99	42.98	43.97	44.95	45.94
20	28.52	30.44	32.56	34.84	37.32	40.00	41.04	42.08	43.12	44.20	45.24	46.28	47.32	48.36
21	29.95	31.96	34.19	36.58	39.19	42.00	43.09	44.18	45.28	46.41	47.50	48.59	49.69	50.78
22	31.37	33.48	35.82	38.32	41.05	44.00	45.14	46.29	47.43	48.62	49.76	50.91	52.05	53.20
23	32.80	35.01	37.44	40.07	42.92	46.00	47.20	48.39	49.59	50.83	52.03	53.22	54.42	55.61
24	34.22	36.53	39.07	41.81	44.78	48.00	49.25	50.50	51.74	53.04	54.29	55.54	56.78	58.03
25	35.65	38.05	40.70	43.55	46.65	50.00	51.30	52.60	53.90	55.25	56.55	57.85	59.15	60.45
26	37.08	39.57	42.33	45.29	48.52	52.00	53.35	54.70	56.06	57.46	58.81	60.16	61.52	62.87
27	38.50	41.09	43.96	47.03	50.38	54.00	55.40	56.81	58.21	59.67	61.07	62.48	63.88	65.29
28	39.93	42.62	45.58	48.78	52.25	56.00	57.46	58.91	60.37	61.88	63.34	64.79	66.25	67.70
29	41.35	44.14	47.21	50.52	54.11	58.00	59.51	61.02	62.52	64.09	65.60	67.11	68.61	70.12
30	42.78	45.66	48.84	52.26	55.98	60.00	61.56	63.12	64.68	66.30	67.86	69.42	70.98	72.54
31	44.21	47.18	50.47	54.00	57.85	62.00	63.61	65.22	66.84	68.51	70.12	71.73	73.35	74.96
32	45.63	48.70	52.10	55.74	59.71	64.00	65.66	67.33	68.99	70.72	72.38	74.05	75.71	77.38
33	47.06	50.23	53.72	57.49	61.58	66.00	67.72	69.43	71.15	72.93	74.65	76.36	78.08	79.79
34	—	51.75	55.35	59.23	63.44	68.00	69.77	71.54	73.30	75.14	76.91	78.68	80.44	82.21
35	—	—	56.98	60.97	65.31	70.00	71.82	73.64	75.46	77.35	79.17	80.99	82.81	84.63
36	—	—	—	62.71	67.18	72.00	73.87	75.74	77.62	79.56	81.43	83.30	85.18	87.05
37	—	—	—	—	69.04	74.00	75.92	77.85	79.77	81.77	83.69	85.62	87.54	89.47
38	—	—	—	—	—	76.00	77.98	79.95	81.93	83.98	85.96	87.93	89.91	91.88
39	—	—	—	—	—	—	80.03	82.06	84.08	86.19	88.22	90.25	92.27	94.30
40	—	—	—	—	—	—	—	84.16	86.24	88.40	90.48	92.56	94.64	96.72