



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

RESOLUTION 15-14

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT APPROVING UPDATES TO PERSONNEL POLICY MANUAL.


WHEREAS, the District has a Board approved Personnel Policy Manual; and

WHEREAS, it has been deemed necessary to update the Personnel Policy Manual from time to time.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby approves the updates to the Personnel Policy Manual, per Exhibit A. The updated Personnel Policy Manual to be distributed to all current and new employees.

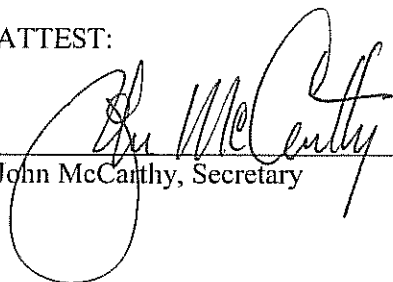
I hereby certify that the forgoing is a full, true and correct copy of Resolution 15-14 duly passed and adopted by the Board of Directors of the Lake Shastina Community Services District, Siskiyou County, California, at a meeting thereof duly held on the 20th day of August, 2014, by the following vote:

AYES: Directors Cupp, Mitchell, Moller and Wetter
NOES: None
ABSENT: Director Roths



Corinne Moller, President

ATTEST:



John McCarthy, Secretary

POLICY TITLE: Employee Status
POLICY NUMBER: 1005 (Revised ~~12/18/13~~ 7/16/14)

1005.10 A "Regular" employee is one who has been hired to fill a regular position in any job classification, has completed his/her probationary period and works on a regular **full-time** basis in excess of 30 hours per week. Regular employees are eligible for benefits. The currently approved regular **full-time** employee positions are as follows: (revised 7/16/14)

1005.11 Department of Public Safety (revised 5/15/13)

One (1) Chief of Public Safety, POST Certified (revised 5/15/13)

Two (2) full-time Police Officers, POST Certified

~~One (1) part-time Police Officer, POST Certified (revised 5/15/13)~~

~~One (1) full-time combination Community Services Officer (not POST Certified) / Clerk~~

~~One (1) part-time Administrative Fire Captain (not POST Certified) (revised 5/15/13)~~

~~Two (2) part-time Seasonal Fire Fighters (not POST Certified) (revised 5/15/13)~~

1005.12 Public Works Department (revised 6/16/10)

One (1) Public Works Supervisor

One (1) Wastewater Leadman

One (1) Water Leadman

Five (5) Maintenance Worker Personnel (revised 5/15/13)

1005.13 Administration / Accounting Department

One (1) Administrator / General Manager

One (1) Senior Accounting Clerk (revised 04/21/10)

One (1) Administrative Secretary

One (1) Accounts Receivable Clerk

One (1) Accounts Payable Clerk

One (1) CCR Compliance Officer – Position funded by LSPOA

~~One (1) Administrative Office Assistant (part-time) (revised 12/18/13)~~

1005.20 A "Probationary" employee is one who has been hired to fill a regular or part-time position in any job classification and has less than twelve (12) continuous months of service with the District. Upon completion of twelve (12) months of continuous service with the District in said classification, and upon the General Manager's decision to retain said employee, said employee shall be granted regular or part-time employee status. Probationary employees may be dismissed without cause and without appeal by the hiring authority. ~~Regular Probationary employees are eligible for fringe benefits. Part-time Probationary employees are not eligible for fringe benefits.~~

1005.20.10 (added 9/19/07) Prior to the expiration of the original or extended term of probationary status of any employee, probationary employee status may be extended by the General Manager, in the General Manager's discretion, upon written notice to the employee.

1005.30 A "Temporary" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The duration of the work assignment of a temporary employee generally ranges from one (1) day to a maximum of one (1) year of continuous service. A period of more than one (1) year may be required in special circumstances with the approval of the General Manager. Temporary employees, **working 30 hours per week or less**, are not eligible for **fringe** benefits or holiday pay. CalPERS benefits will commence and Social Security will cease upon 1000 hours of work for qualifying Miscellaneous employees. **If a qualifying Miscellaneous employee is a previous CalPERS member, then CalPERS will commence upon hire.** (revised ~~5/15/13~~ 7/16/14)

1005.40 A "Part-time" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The part-time employee works whenever the District's work load increases to a level that regular employees cannot accommodate it. He/she also works standby as discussed in Policy #1010, "Hours of Work and Overtime." Part-time employees are not eligible for fringe benefits or holiday pay. CalPERS benefits will commence and Social Security will cease upon hire if employee is hired to work a

minimum of 20 hours per week. If employee is hired to work less than 20 hours per week, CalPERS benefits will commence and Social Security will cease upon 1000 hours of work. **If a qualifying Miscellaneous employee is a previous CalPERS member, then CalPERS will commence upon hire. The currently approved regular part-time employee positions are as follows: (revised ~~3/16/11~~ 7/16/14)**

1005.41 Department of Public Safety

One (1) part-time Police Officer, POST Certified

One (1) part-time combination Community Services Officer (not POST Certified) / Clerk

One (1) part-time Administrative Fire Captain (not POST Certified)

Two (2) part-time Seasonal Fire Fighters (not POST Certified), annually if approved by the Board

1005.43 Administration / Accounting Department

One (1) Administrative Office Assistant (part-time)

1005.50 (Removed 5/15/13)

DRAFT



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Regular Meeting
Wednesday, August 20, 2014 – 5:00 p.m.
Administration Building

MINUTES

CALL TO ORDER AND ROLL CALL: called to order at 4:03 p.m.

LSCSD Board Roll Call: Cupp Mitchell Moller Roths Wetter

PUBLIC COMMENTS BEFORE CLOSED SESSION: None

CLOSED SESSION: called to order at 4:04 p.m.

Also present: GM McCarthy and District Counsel Randall Harr; District Counsel Dan Smith by conference call.

1. A. Conference with Legal Counsel: Existing Litigation (Gov. Code Section 54956.9)
APN: 109-090-170, DECO Industries LLC v. LSCSD et al.:

B. Personnel (Gov. Code Section 54957): General Manager Contract

Motion by Dir. Wetter second by Dir. Cupp to adjourn to Open Session at 5:05 p.m. and continue Closed Session after Open Session is adjourned.

Ayes: Directors Cupp, Mitchell, Moller and Wetter

Noes: None

Absent: Director Roths

REGULAR MEETING: called to order at 5:07 p.m.

Also present: GM McCarthy, SAC Nelle, GPS Wilson, AA Charvez

There were approximately 9 people in the audience.

PLEDGE OF ALLEGIANCE: Pres. Moller led the Pledge of Allegiance.

PUBLIC COMMENTS: Lorene Miller (CSD Board Member candidates' forum)

CONSENT CALENDAR: (All items accepted/approved by the Board unless otherwise noted.)

2. A. Approval of Minutes: Regular Meeting July 16, 2014
- B. Ratification of Disbursements: July 1 to July 31, 2014
- C. Budget Comparison: FY 2014/2015 YTD
- D. LAIF Quarterly Report
- E. Approval of Transfer of LAIF Funds to CSD Operating Account

With no objection by the Board, Pres. Moller moved to approve Consent Calendar.

Ayes: Directors Cupp, Mitchell, Moller and Wetter

Noes: None

Absent: Director Roths

DISCUSSION / ACTION ITEMS:

3. Department of Public Safety Monthly Report: CPS Wilson updated the Board on Fire and Police activities.
 - A. Update on fires
4. Department of Public Safety: acceptance of Volunteer Fire Assistance Program Grant Funding (approval by Resolution): Chief Wilson gave an overview of VFA program grant to purchase firefighter turnout pants, coats, boots, helmets and gloves. The Board discussed.

Motion by Dir. Cupp second by Dir. Wetter to adopt Resolution No. 12-14 to accept the 2014 Volunteer Fire Assistance Grant (grant funds \$13,300, District matching funds \$13,300.)

Ayes: Directors Cupp, Mitchell, Moller and Wetter

Noes: None

Absent: Director Roths

5. Consideration of COPS Grant (FY 2014/2015) Expenditure Plan (approval by Resolution): Chief Wilson gave an overview of COPS grant to fund one public safety officer and a half-time community service officer. The Board discussed.

Motion by Dir. Cupp second by Dir. Wetter to adopt Resolution No. 13-14, authorizing the General Manager to accept the State Citizens Option for Public Safety (COPS) for supplemental local law enforcement funds for Program FY 2014/2015, as outlined in Summary Report and Proposal from Chief Wilson.

Ayes: Directors Cupp, Mitchell, Moller and Wetter

Noes: None

Absent: Director Roths

6. Consideration of Facsimile Signature Agreement with Scott Valley Bank (approval by Resolution): GM McCarthy summarized the purpose of the proposed resolution. The Board discussed.

Motion by Dir. Cupp second by Dir. Mitchell to adopt Resolution No. 14-14 regarding authorization to enter into a Facsimile Signature Agreement with Scott Valley Bank.

Ayes: Directors Cupp, Mitchell, Moller and Wetter
Noes: None
Absent: Director Roths

7. Update to Personnel Policy: Employee Status, Policy Number 1005 (approval by Resolution): SAC Nelle reviewed the updates to the Policy. The Board discussed. Grammatical changes were made to Exhibit A (Sections 1005.30 and 1005.41).

Motion by Dir. Mitchell second by Dir. Cupp to adopt Resolution No. 15-14 approving an update to Personnel Policy Number 1005, Employee Status.

Ayes: Directors Cupp, Mitchell, Moller and Wetter
Noes: None
Absent: Director Roths

8. State Mandatory Water Conservation Restrictions: information / discussion / possible action: GM McCarthy gave an update on State mandated actions that the District is required to take regarding water conservation. The Board discussed and directed staff to proceed with an ordinance introduction and public hearing on September 17, 2014.

BOARD MEMBER COMMENTS: Dir. Wetter (National Night Out, Preparedness Meeting, Car Show), Dir. Cupp (College of the Siskiyous football game, Rancho Hills Community Association donation of \$1,000 toward additional Hoy Park tables/benches), Pres. Moller (CSD Election, suggested LSPOA sponsor a CSD Candidates Forum, DPS fee increase on future ballot, expanding community communications, opposition to SB 556 due to potential cost to the District).

ADJOURNMENT:

With no objections by the Board, Pres. Moller adjourned Open Session at 6:29 p.m. to continue Closed Session; the next regular meeting: September 17, 2014, 5:00 p.m. (Closed Session at 4:00 p.m.) at the Administration Building.

Board continued Closed Session at 6:30 p.m.

With no objections by the Board, Pres. Moller adjourned Closed Session and reported out to Open Session at 6:48 p.m.

REPORT ON CLOSED SESSION:

1. A. Conference with Legal Counsel: Existing Litigation (Gov. Code Section 54956.9)
APN: 109-090-170, DECO Industries LLC v. LSCSD et al.: Discussion by the Board with attorneys regarding DECO matter.

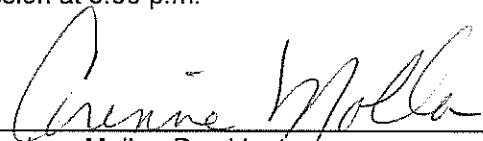
Motion by Dir. Wetter second by Dir. Mitchell to approve the attorneys' recommendation to dismiss the cross-complaint and pursue the appeal on the issues already ruled on by the court; the Board declined to meet with DECO at this late time since the Board's requests to meet early on were rejected by DECO.

Ayes: Directors Cupp, Mitchell, Moller and Wetter
Noes: None
Absent: Director Roths

B. Personnel (Gov. Code Section 54957): General Manager Contract: terms of employment were discussed; no action taken

With no objections by the Board, Pres. Moller adjourned Open Session at 6:50 p.m.

Approval Date: 9/17/14


Corinne Moller, President

ATTEST: 
John McCarthy, District Secretary