

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

RESOLUTION 1-11 

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

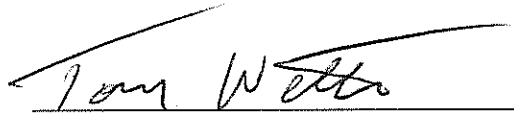
WHEREAS, the District has a Board approved Personnel Policy Manual; and

WHEREAS, it has been deemed necessary to update the current manual.

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.

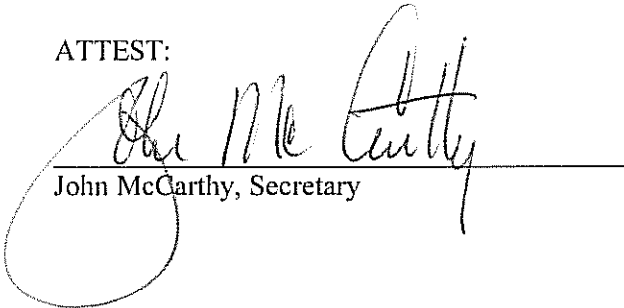
I hereby certify that the forgoing is a full, true and correct copy of Resolution 1-11 duly passed and adopted by the Board of Directors of the Lake Shastina Community Services District, Siskiyou County, California, at a meeting thereof duly held on the 16th day of March 2011, by the following vote:

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



Tom Wetter, President

ATTEST:



John McCarthy, Secretary

Lake Shastina Community Services District Personnel Policy

Approved: 05/21/04

Revised: 3/16/11

1002.50 Pension The LSCSD uses Associated Pension Consultants to administer the Money Purchase Pension Plan for the Police Department Officer eligible employees. The primary contact is Dennis-Cargile Bob deMontigny. (Revised 3/16/11) Their address and phone number is:

P.O. Box 1282
Chico, CA 95927
Tel: 530-343-4233
Fax: 530-343-5078

1002.60 The LSCSD uses California Public Employee Retirement Systems to administer the Retirement Plan for all other Administrative and Public Works eligible employees. The primary contact is Laurie Ball, Employer Representative. (Revised 3/16/11) Their address and phone number is:

Lincoln Plaza, 400 P Street
P.O. Box 942709
Sacramento, CA 942709
Tel: 916-658-1268
Fax: 916-326-3005

1002.70 401(k) Profit Sharing Retirement Plan The LSCSD uses Associated Pension Consultants Edward-Jones to administer the 401(k) Plan for Police Department employees and LSCSD CalPERS employees eligible prior to September 2008. Revised 09/08/08 The LSCSD uses Edward Jones to direct investments for the 401(k) Plan. (Revised 3/16/11) Their address and phone number is:

206 S. Mt. Shasta Blvd. Suite A
Mt. Shasta, CA 96067
Tel: 530-926-0682
Fax: 888-799-2283

1002.80 457(b) Deferred Compensation Program The LSCSD uses CalPERS to administer the deferred compensation program for all regular CalPERS employees, except police. Revised 09/17/08. Their address and phone number is:

CalPERS 457 Program
Attn: Plan Administrator
P.O. Box 2647
Lewiston, ME 04241
Tel: 800-696-3907

Lake Shastina Community Services District Personnel Policy

Approved: 05/21/04

Revised: 3/16/11

- 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 are not eligible for fringe benefits or holiday pay. CalPERS benefits will commence and Social Security will cease upon 1000 hours of work.
- 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. (Revised 3/16/11) ~~The currently approved part time employee positions are as follows:~~
- ~~**1005.41** One (1) part-time Janitorial Services Worker~~
- 1005.50** The position of "Fire Chief" does not fall in any of the above categories. ~~The Fire Chief is selected by the members of the Volunteer Fire Department~~ will be selected by the Community Services District Board, upon recommendation from the General Manager and in consultation with the members of the Fire Department. The stipend, if any, shall be established by the District Board of Directors. (Revised 3/16/11)

POLICY TITLE: Vacation
POLICY NUMBER: 1020 (Revised 6/16/10)

1020.10 This policy shall apply to regular and probationary employees in all classifications.

1020.20 ~~Revised 8/18/09~~ Revised 3/16/11

1020.21 Regular employees with less than five years of continuous employment with the District and less than 160 hours of accrued vacation shall accrue vacation at the rate of .0385 hours for each hour of the first 80 hours of compensated time per pay period. Maximum accrual is 160 hours.

1020.22 Regular employees with more than five and less than ten years of continuous employment with the District and less than 240 hours of accrued vacation shall accrue vacation at the rate of .0577 hours for each hour of the first 80 hours of compensated time per pay period. Maximum accrual is 240 hours.

1020.23 Regular employees with more than ten years of continuous employment with the District and less than 320 hours of accrued vacation shall accrue vacation at the rate of .0769 hours for each hour of the first 80 hours of compensated time per pay period. Maximum accrual is 320 hours.

1020.30 Employees who have completed twelve (12) months in regular status may take their vacation time all at once, or gradually. No vacation may be taken until the employee has completed at least twelve (12) months in regular employee status unless approved by the General Manager.

1020.40 Vacation taken before it is credited may only be granted by the General Manager. If an approved District holiday falls during an employee's vacation, vacation shall not be counted.

1020.50 At termination of employment for any reason, the District shall compensate a regular employee for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination. NOTE: Though accruing at the above monthly rates, vacation time will be computed to the nearest tenth of an hour of the final day of work or fraction thereof.

1020.60 Vacation may be authorized on a request basis at any time. Previously prescheduled vacation shall take precedence. To pre-schedule vacation a request shall be submitted to the Chief of Police (Police Officers), General Manager (Public Works Employees) or the General Manager (Administration Office Employees) for approval. All department heads will submit their requests to the General Manager for approval. The General Manager will submit request to the board for approval. Vacations shall be assigned on a seniority basis when conflicts occur. Efforts shall be made to distribute requests for days surrounding holidays and other popular times regardless of seniority.

1020.70 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, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used.

1020.80 Probationary employees shall not accrue vacation time during the probationary period. However, if a probationary employee becomes a regular employee of the District, after twelve (12) months of employment with the District, the period which the employee occupied probationary status shall be included in calculating his/ her entitlement to vacation with pay.

1020.90 Vacations are provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee. As such, pay in lieu of vacation time is not allowed unless approved by the General Manager due to extenuating circumstances.

POLICY TITLE: Holiday Benefit
POLICY NUMBER: 1030

1030.10 This policy shall apply to all regular employees.

1030.20 The following days shall be recognized and observed as paid holidays:

- 1030.201** New Years Day;
- 1030.202** Martin Luther King, Jr. Birthday;
- 1030.203** President's Day;
- 1030.204** Memorial Day;
- 1030.205** Independence Day;
- 1030.206** Labor Day;
- 1030.207** Columbus Day;
- 1030.208** Veterans Day;
- 1030.209** Thanksgiving Day;
- 1030.210** Friday after Thanksgiving;
- 1030.211** ½ day - Christmas Eve Day;
- 1030.212** Christmas Day;
- 1030.213** Floating Holiday
- 1030.214** Employee's Birthday

1030.30 All regular work shall be suspended and employees shall receive one (1) day's pay for each of the holidays listed above. An employee is eligible for any paid holiday if he/she works the day before and the day after said holiday. Eligibility is also granted if the employee was on vacation, sick leave, compensatory time, or had notified the General Manager and received permission to be absent from work on that specific day or days. Employees in a non-pay status are not eligible for holiday pay.

1030.40 Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday.

1030.50 Holidays occurring within the employee's normal work-week schedule are to be compensated for at straight time for the number of hours scheduled. ~~Holiday compensation for regular employees scheduled to work less than forty (40) hours per week shall be computed based on the average number of hours worked per week. (Revised 3/16/11)~~

1030.60 When an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall not be charged against said leave with pay.

1030.70 If any employee, except police, works on any of the holidays listed above, he/she shall, in addition to his/her holiday pay, be paid for all hours worked at the rate of time and one-half (1.5) times his/her regular rate of pay, or as otherwise specified under Policy #1010, "Hours of Work and Overtime." Police Officers will be paid for holidays worked at 1 time his/her regular rate of pay.

1030.80 The Floating Holiday is booked at the time of hire and rebooked Jan. 1 of each year. This holiday is required to be used within the calendar year or will be lost.

1030.90 The Birthday Holiday is booked on the employee's first birthday following the hiring date and rebooked on the employee's birthday each following year. ~~This holiday is required to be used within 90 days of accrual or will be lost.~~ at the time of hire and rebooked Jan. 1 of each year. This holiday is required to be used within the calendar year or will be lost. (Revised 3/16/11)

POLICY TITLE: Uniforms Protective Clothing and Dress Code
POLICY NUMBER: 1080 (Revised 3/16/11)

1080.10 This policy shall apply to all regular and probationary employees, all temporary and part-time employees, all fire fighting employees, volunteer or paid, and customers using the front window in the administration office.

1080.20 Regular Public Works employees are provided uniforms by lease consisting of 5 pairs of jeans (employee to be responsible for laundering), one pair of work boots (up to \$150) per year, and short sleeve shirts with collars and CSD identification. ~~They are periodically turned in and cleaned and replaced. Boots are not part of uniform coverage, but are recommended for wear, especially during road maintenance activities.~~ Part-time and temporary Public Works employees are not provided uniforms, however, are expected to wear clothing appropriate with the work they are performing. Cleaning of personal clothing is not covered by the District.

1080.30 All Police employees are required to wear regulation uniforms. The District has the option of authorizing reimbursements to qualifying employees upon proof of purchase or, arranging with local retailers to supply all qualifying employees with a specific product that meets the needs and/or safety requirements, and bill the District for the total cost of all products purchased. Police are responsible for the cleaning of their own uniforms.

1080.40 Volunteer as well as paid fire fighters shall be provided all uniforms and equipment necessary to perform their jobs. Cleaning of uniforms is reimbursed by the district.

1080.50 When an employee for whom said uniforms, clothing, shoes, etc., were purchased or reimbursed is terminated for any reason prior to completing three (3) continuous months of service after said purchase, a portion of the cost of said items shall be retained from his/her final payment. That portion retained shall be a percentage of the total cost of said items equal to 100% less the ratio of the amount of time worked to three (3) continuous months of regular work.

1080.60 ~~When a uniform has been damaged as a result of work related activity, the uniform shall be replaced or the cost of replacement reimbursed by the district. (Removed 3/16/11)~~

1080.70 Employees and volunteers working in the administration building are expected to come to work looking neat and clean and dressed in good taste. Administrative employees are also required to be neat and clean and to dress appropriately. Management requests the following dress to be excluded from the work place:

- Blue jeans (colored jeans are okay as long as they are not faded and in good condition)
- Shorts
- Short dresses (more than 2 inches above the knee)
- Plain t-shirts (such as men style t-shirts)
- Midriffs and/or halter tops (tank tops are acceptable if in good taste)
- Sweat shirts and/or sweat pants

1080.80 ~~There shall be a sign placed in the front window stating "SHOES AND SHIRT REQUIRED." The purpose of this sign is to discourage Public Works, Contractors and other persons using the front desk from coming into the Administration Office dressed inappropriately. (Removed 3/16/11)~~

POLICY TITLE: Out-of-Pocket Expense Reimbursement

POLICY NUMBER: 1100

- 1100.10** When an employee, Board Member, or Agent (volunteer) is authorized to use his/her personal vehicle in the performance of District work, or attend training, or meetings associated with the business of the District, he/she shall be reimbursed for the cost of out-of-pocket expenses.
- 1100.20** Use of Personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available and safely operational. When necessary, Community Services District employees, board members or agents shall be reimbursed for use of personal automobile for business purposes when prior authorization has been obtained from management. Said reimbursement shall be at the standard rate set by IRS at the time for per-mile deductions, provided a claim is submitted showing the date, miles traveled and business purpose of each trip
- 1100.30** Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work.
- 1100.40** Proof of adequate insurance covering collision, personal injury and property damage shall be required by the District of any employee using a personal vehicle in the performance of District work. A Proof of Insurance Form must be filled out prior to driving vehicle for District business. Refer to Exhibit A.
- 1100.50** Community Services District employees, board members or agents shall be reimbursed for per diem expenses including meals, lodging, parking, tolls, and other documented expenses when prior approval has been obtained from the General Manager or the Board of Directors for the business trip and not to exceed the yearly P.O.S.T. Rate for meals and lodging and the yearly update IRS allowance for personal vehicle mileage.
- A. Meals:
- | | |
|-----------|----------------------------------|
| Breakfast | Must leave before 6:00 AM |
| Lunch | Must leave before 11:00 AM |
| Dinner | Must arrive (home) after 7:00 PM |
- B. Lodging: Actual cost for authorized lodging when prior approval has been obtained and reservations are made in the name of the Community Services District for the attendee. Whenever possible, it is desired that the attendee lodge at the conference's recommended location at the "conference rate" that is offered by the host, in order to better network with other attendees and fellow constituents. ~~If the "conference rate" exceeds the recommended P.O.S.T. rate, the "conference rate" shall be reviewed before the trip and if approved, shall be reimbursed. Refer to Exhibit B. (Revised 3/16/11)~~
- C. In ALL cases, receipts shall be obtained and submitted for all expenses with a signed Request for Reimbursement available from the Accounts Payable Department within 30 days of expense. Receipts shall be submitted to General Manager for approval prior to payment. Reimbursement requests from the General Manager shall be reviewed and approved by two members of the Board of Directors prior to payment.

Exhibit B

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Out-of-Pocket Reimbursement Schedule

(Revised 6/16/10)

- 1) Mileage when using private vehicle shall be reimbursed at the approved IRS rate for that time period. IRS mileage rates are available online at www.irs.gov by searching "key word" mileage rates.

Use IRS mileage rate for current year

- 2) Parking fees shall be at reimbursed at the actual rate and requires proper receipt
- 3) Lodging shall be obtained at the conference facility at the "conference rate" whenever possible. If lodging is not available at the conference facility, lodging will be reimbursed for actual expense up to and not exceeding \$90/night without with prior authorization. (Revised 3/16/11) If there is no conference rate, lodging expense exceeding the stated maximum shall be approved in advance by General Manager, or one board member.
- 4) Reimbursement for meals and incidentals will follow the current State recommended P.O.S.T. rate guidelines, which are derived from the State of California DPA (www.dpa.ca.gov/jobinfo/statetravel) website and shall be for the actual expense up to the total allowed per day as follows:

Breakfast	6.00
Lunch	10.00
Dinner	18.00
Incidentals	<u>6.00</u>
Total daily expense allowable	\$40.00

Note: Proper receipts and a formal "Request for Reimbursement" form are required for recovery of any Out-of-Pocket expense by employees, Board members or Agents.

POLICY TITLE: Health and Welfare Benefits

POLICY NUMBER: 1110 (Revised 3/16/11)

1110.10 Medical Expense Insurance. ~~Accident, health, hospital~~ Medical, dental and vision insurance to cover non-occupational injuries and sickness for regular employees in all job classifications, and their dependents, shall be provided by the District. Life Insurance is not available for employees through the employer, unless included in the basic medical policy provided. Insurance premiums coverage will be paid by employer continue for a non-working, disabled employee until pay status terminates, but not less than three months. Insurance premiums coverage shall be paid continue while employee is on paid sick leave. Employee will be given notice 30 days prior to the termination of employer paid benefits so the employee can elect to continue to make payments through COBRA coverage if he or she so desires.

1110.11 The premiums may be shared. The scope of coverage, worker eligibility, insurance provider, and the payment of premiums is subject to periodic review and revision by the Board of Directors.

1110.12 Coverage to be provided for regular full time employees and may be extended to employee's spouse and their dependents.

1110.13 Medical Insurance coverage shall commence for "new hire" eligible employees on the first day of the month following the month of their employment. For eligible employees already employed but not covered, they may opt to join coverage at the open enrollment period of prior to January 1 or July 1.

1110.14 An employee eligible to receive medical benefits may elect to receive a cash payment "in-lieu" of medical insurance with evidence of other coverage when hired or may elect to change to this option on January 1st of every year. The district shall pay the employee 1/3 of the District's cost of the monthly medical premium based on the Employee + 1 coverage then currently provided. Pursuant to insurance provider's requirements, if the number of employees which may exercise this option is limited, this option may be provided on a seniority basis. However, in the event an employee with less seniority is receiving this cash payment option, they may not be superseded by one who is more senior and decides they want to participate and there are no openings available. (For example, if 75% of eligible employees must be covered under our plan, only 25% of eligible employees could opt for the cash in lieu of program.)

1110.20 Workers' Compensation Insurance. All District employees, volunteers while working for the District or on District premises, and Board members for the LSCSD, LSPOA, and the ECC committee of the LSPOA will be insured against injuries received while on the job as required by State law.

1110.30 Retirement Plans. Upon achieving full-time status, all police officers, shall be enrolled in the District's ~~Company~~ Money Purchase Pension Plan. All regular employees may elect to participate in the District's 401(K) Profit Sharing Retirement Plan. All regular employees, except Police Officers, will be included in CalPERS Retirement Plan and may elect to participate in CalPERS 457(b) Deferred Compensation Program.

1110.31 Money Purchase Pension Plan. Police Officers who are at least 21 years of age are eligible to participate in the Money Purchase Pension Plan. Employees are eligible to receive the funds in the Money Purchase Pension Plan upon retirement; normally the first of month coincident with or following attainment of age 60, and completion of 5 years of participation. The District will contribute an amount equal to 6% of the employee's current rate of straight time compensation. The employee is 100% vested in year 5 and 0% vested until year 5. Vesting is determined on a fiscal year basis starting each July 1. An employee is considered to have worked in a year and can count that year for vesting purposes if he/she has worked for at least 1000 hours. Upon termination for any reason, a fully vested employee will be paid a lump sum the next fiscal year ending June 30th following termination.

1110.32 401(K) Profit Sharing Retirement Plan – (Elective). All Regular ~~police department employees and LSCSD employees eligible prior to September 2008~~ employees may elect to participate in a cash or deferred profit sharing plan as authorized under IRS Code sections 401(a), 401(k), 402(g) and other code sections of their own choosing. Each new ~~police department~~ employee is responsible for setting up a plan with the Investment company defined in policy #1002.70, and providing the necessary paper work for payroll deductions to the Payroll Clerk. The plan year shall be for a 12-month period beginning July 1st and ending on June 30th of each year. Upon termination for any reason, payment will be made to the employee

no later than 90 days after receiving written request from the employee. An employee may elect to withdraw funds at any time with approval from the ~~through their~~ investment company. Such withdrawals may include tax penalties.

1110.33 CalPERS Retirement Plan . All Regular, ~~temporary and part-time~~ employees, except police, will be included in the CalPERS Retirement Plan by contributing 7%. Employer will contribute the percentage required by CalPERS for the 2% @ 55 program. This program is in place of Social Security program through the IRS. CalPERS will commence and Social Security will cease upon hire for all Regular employees and part-time employees that work in excess of 20 hours per week. CalPERS will commence and Social Security will cease upon 1000 hours worked for all temporary employees and part-time employees that work less than 20 hours per week.

1110.34 CalPERS 457(b) Deferred Compensation Program – (Elective). All CalPERS employees may elect to participate in a deferred compensation plan as authorized under IRS Code sections 457(b). Each new employee is responsible for managing their investments with CalPERS defined in policy #1002.80, and providing the completed paper work for payroll deductions to the Payroll Clerk. Upon termination for any reason, payment will be made by CalPERS to the employee no later than 90 days after receiving written request from the employee.

1150.33 Effective Date. An employee's merit increase shall take place on the first day of the pay period in which his/her merit advancement date falls. The General Manager may delay authorizing the merit advancement up to ninety (90) days beyond the employee's merit advancement date without affecting the normal merit advancement date. In case of such a delay, the employee's merit advancement shall be effective the first day of the pay period following the General Manager's authorization. If authorization for a merit advancement is delayed beyond ninety (90) days from the employee's merit advancement date, the employee shall not be eligible for a merit increase until his/her next normal merit advancement date.

1150.40 Promotion. ~~Employees promoted to a position with a higher salary range may be paid either at the minimum rate of the new range or at the nearest higher rate that the employee would otherwise be entitled to on the date the promotion is effective, whichever is greater, provided that an employee promoted to a salary range in excess of one (1) range above his/her former range shall receive no less than one (1) range increase, at the same step, in rate. (Removed 3/16/11)~~

1150.50 Cost of Living Adjustments. Cost of living adjustments shall be made to each regular employee's current level of compensation, as well as the salary ranges for each job classification and only if monies are available in the budget. The cost of living adjustments are made on the first Saturday of July of the year that the trigger has been met on January 1st. The trigger is a four (4) % increase since the last cost of living adjustment. The adjustment is ninety (90%) after calculation of the percentage of the CPI increase. (CPI to be used is the Bureau of Labor Statistics, U.S. Government Consumers Price Index "All U.S. Cities" Dec. value.) Use the following calculation:

Take the current Dec. value of the CPI Index .

Subtract the Dec. value of the CPI index the last time the trigger was met.

Divide the result by the CPI index the last time the trigger was met.

Multiply the result by .9 and convert to %.

If the value is greater than 4, then apply the total % value from the step above to all current regular employees salaries and all salary ranges on the first Saturday of July.

1150.51 Salary Surveys. It is the goal of the district to stay competitive within the county. Therefore, every five years (years ending with a 0 or 5), a salary survey may be made in January using salaries for comparable job descriptions from comparable agencies within Siskiyou County. If the salaries in effect by the district do not fall within the upper 50% range of comparable salaries, additional adjustments to bring them into the upper 50% range shall be made on the first Saturday of July. (Note: Only applies if monies are available in the budget).

1150.60 Pay Periods. The salaries and wages of all District employees shall be paid bi-weekly on alternate Thursdays. In the event a payday falls on one of the holidays listed in Policy 1030, "Holidays", the immediately previous working day shall become the payday.

1150.70 Check Availability. Checks may only be distributed to employees, unless an alternate designee has been authorized by the employee in writing. Automatic deposit is available and may be started by completing an automatic deposit form.

1150.80 Salary Range Scale. The salary range scale for all regular employee positions is kept on file at the accounting office. This scale may change every five years depending on salary and wages survey updates upon board approval.

POLICY TITLE: Performance Evaluation

POLICY NUMBER: 1170 (Revised 6/16/10) (Revised 3/16/11)

- 1170.10 All District employees may be given a performance evaluation annually. Every employee may be reviewed at least once a year and the review is to be retained in the departmental personnel file after all required signatures have been obtained. Performance evaluations will be used to determine merit increases. See policy 1150, "Compensation".

- 1170.20 The Boards of Directors of the Lake Shastina CSD and POA shall each appoint a member to conduct the performance evaluation of the General Manager. The CSD board shall appoint an evaluation committee to serve as the supervisor of the General Manager to review and sign performance evaluations of personnel reviewed by the General Manager. The General Manager, or designee, shall conduct performance evaluations of the Administration Staff, Public Works Supervisor, Lead Maintenance Worker(s), the Chief of Police, and the Fire Chief. Each department head shall conduct performance evaluations for their respective employees. The General Manager shall review and sign each performance evaluation performed by department heads. These evaluations shall be scheduled for each employee prior to the merit advancement date. The General Manager and department heads shall contact directors from other boards for input prior to the evaluation, when evaluations are to be performed for employees contracted to work for those boards.

- 1170.30 Performance evaluations shall be in writing for all employees using the procedures and forms provided in Exhibit A for the General Manager and Department Heads, and Exhibit B for non-management staff. These evaluations shall provide recognition for effective performance and also identify areas, which need improvement.

- 1170.40 Each performance evaluation shall be signed by the evaluator and the evaluators' supervisor (if applicable) and shall be discussed with and signed by the employee.

- 1170.50 Unscheduled performance evaluations may be made at the discretion of the General Manager or his/her designated representative.

Exhibit A
**Management Performance Evaluation
Procedure and Form**

The following performance evaluation criteria shall be used for management personnel.

A rating of 1, 2, or 3 is required in each area. 1 indicates a problem, 2 indicates acceptable performance, and 3 indicates his/her performance is above standards. Each rating should require justification by the rater, even if it's just a "meets standard".

The following ten criteria shall be rated for each employee:

I. Performance Control—How well does the supervisor / manager control the performance of his/her subordinates.

II. Budget/Cost Control/Personnel Deployment—Does the manager / supervisor have the ability to effectively utilize resources? Does he/she overspend, not spend enough, make effective use of personnel, etc.?

III. Facilities and Equipment Management—How well does he/she take care of the structures and assigned equipment, including subordinates' equipment. Does he/she treat the facilities and equipment like he owns them?

IV. Internal and Public Relations—How well does he/she get along with subordinates, supervisors, co-workers, and the public at large.

V. Safety—Is he/she concerned for the safety of his subordinates? Does he/she do the necessary things to ensure safety? Does he/she pay attention to OSHA/CAL OSHA requirements?

VI. Staff Work—Is his/her staff work meet requirement standards? Does he/she include his/her subordinates in the staff work? What quality assurances are included etc.? Are assignments completed in a timely manner, etc.?

VII. Employee Development—Does he/she develop his subordinates through mentoring, training? Is he/she training his/her replacement?

VIII. Problem Solving—Is the manager a proactive problem solver or does he/she just let things blow up in his/her face.

IX. Projects/Special Assignment—Is this part of his/her job? If it is, does he/she work at it? Is he/she willing to accept new projects? How does he/she work outside the exact specifications of his/her job?

X. Objectives—Does the manager set and monitor goals and objectives for areas of responsibilities? Does he/she hold his/her subordinates accountable for their goals and objectives? Are they measurable/attainable?

Management Performance Evaluation

Name: _____ Hire Date: _____
 Classification: _____ Current Date: _____
 Assignment: _____ Date Employee Assumed _____
 _____ Current Position: _____
 Date of Last Review: _____ Review Period: _____

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1. Every employee may be reviewed at least once a year and the review is to be retained in the departmental personnel file after all required signatures have been obtained.
 2. The rating shall be based on performance over the period since the last formal review.
 3. Every rating factor should be assessed. A detailed description of the reason for the rating is essential for the employee's full understanding and for the accuracy of the review process, and for effective supervision.
 4. Performance should always be measured against the full expectation of the position. The evaluation/rating should be as objective as possible. To accomplish its purpose, it is important that the supervisor clearly communicate performance expectations to the employee at all times.
 5. List the appropriate performance standards headings for the employee's classification on the evaluation form; list comments, reason for rating, proposed action, and rate:

1. Below standard 2. Meets standard 3. Exceeds standard

SECTION I - DUTIES

Description of Major Duties:

SECTION 2 – PERFORMANCE EVALUATION

- I. *Performance Control* Rating: _____

- II. *Budget Preparation/Cost Control/Personnel Deployment* Rating: _____

- III. *Facilities and Equipment Management* Rating: _____

- IV. *Internal and Public Relations* Rating: _____

- V. *Safety* Rating: _____

- VI. *Staff Work* Rating: _____

- VII. *Employee Development* Rating: _____

- VIII. *Problem Solving* Rating: _____

- IX. *Projects/Special Assignments* Rating: _____

- X. *Objectives* Rating: _____

SECTION 3 – PERFORMANCE SUMMARY

MAJOR ACCOMPLISHMENTS:

AREAS REQUIRING IMPROVEMENT/PLAN FOR IMPROVEMENT:

HAVING RATED EACH PERFORMANCE STANDARD, NOW PROVIDE A RATING WHICH BEST DESCRIBES THIS EMPLOYEE'S OVERALL PERFORMANCE:

RATER'S SIGNATURE: _____ DATE: _____

RATER'S SUPERVISOR SIGNATURE: _____ DATE: _____

RATER'S COMMENTS:

EMPLOYEE COMMENTS:

EMPLOYEE SIGNATURE: _____ DATE: _____

Exhibit B
Non-Management Performance Evaluation
Procedure and Form

The following performance evaluation criteria shall be used for non-management personnel.

A rating of 1, 2, or 3 is required in each area. 1 indicates a problem, 2 indicates acceptable performance, and 3 indicates his/her performance is above standards. Each rating should require justification by the rater, even if it's just a "meets standard".

The following eight criteria shall be rated for each employee:

I. Performance Control—Is the employee generally available for work in the proper uniform (if applicable), and on time for hours and days he/she is scheduled to work?

II. Facilities and Equipment Management—Does the employee take care of the structures and assigned equipment? Does he/she treat the facilities and equipment like he/she owns them?

III. Internal and Public Relations—How well does he/she get along with co-workers, supervisor, and the public at large?

IV. Safety—Does the employee practice safe work habits and watch out for the safety of others?

V. Work Assignments—Does the employee perform quality work? Are assignments completed accurately and in a timely manner, etc. Does the employee easily grasp and take responsibility for objectives of assigned tasks?

VI. Employee Development—Does he/she seek to improve him/herself through education and/or taking on additional responsibilities?

VII. Problem Solving—Is the employee a proactive problem solver or does he/she just let things blow up in his/her face?

VIII. Projects/Special Assignments—Is this part of his/her job? If it is, does he/she work at it? Is he/she willing to accept new projects? How does he/she work outside the exact specifications of his/her job?

Non-Management Performance Evaluation

Name: _____ Hire Date: _____
 Classification: _____ Current Date: _____
 Assignment: _____ Date Employee Assumed _____
 _____ Current Position: _____
 Date of Last Review: _____ Review Period: _____

1. Every employee may be reviewed at least once a year and the review is to be retained in the departmental personnel file after all required signatures have been obtained.
2. The rating shall be based on performance over the period since the last formal review.
3. Every rating factor should be assessed. A detailed description of the reason for the rating is essential for the employee's full understanding and for the accuracy of the review process, and for effective supervision.
4. Performance should always be measured against the full expectation of the position. The evaluation/rating should be as objective as possible. To accomplish its purpose, it is important that the supervisor clearly communicate performance expectations to the employee at all times.
5. List the appropriate performance standards headings for the employees classification on the evaluation form; list comments, reason for rating, proposed action, and rate:

1. Below standard 2. Meets standard 3. Exceeds standard

SECTION 1 DUTIES

Description of Major Duties:

SECTION 2 – PERFORMANCE EVALUATION

- ~~I. Performance Control~~ Rating:

- ~~II. Facilities and Equipment Management~~ Rating:

- ~~III. Internal and Public Relations~~ Rating:

- ~~IV. Safety~~ Rating:

- ~~V. Work Assignments~~ Rating:

- ~~VI. Employee Development~~ Rating:

- ~~VII. Problem Solving~~ Rating:

- ~~VIII. Projects/Special Assignments~~ Rating:

SECTION 3—PERFORMANCE SUMMARY

MAJOR ACCOMPLISHMENTS:

AREAS REQUIRING IMPROVEMENT/PLAN FOR IMPROVEMENT:

HAVING RATED EACH PERFORMANCE STANDARD, NOW PROVIDE A RATING WHICH BEST DESCRIBES THIS EMPLOYEE'S OVERALL PERFORMANCE:

RATER'S SIGNATURE: _____ DATE: _____

RATER'S SUPERVISOR'S SIGNATURE: _____ DATE: _____

RATER'S COMMENTS:

EMPLOYEE COMMENTS:

EMPLOYEE SIGNATURE: _____ DATE: _____

POLICY TITLE: Harassment

POLICY NUMBER: 1215

- 1215.10** The Lake Shastina Community Services District is committed to providing a work environment for its employees that is free of harassment. The District prohibits sexual harassment (~~see section 1215~~) 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. This policy applies to all persons involved in the operation of the District and prohibits harassment by any employee of the District - supervisors and co-workers. (Revised 3/16/11)
- 1215.20** 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 protected basis is prohibited, including but not limited to, the following behavior:
- 1215.21** Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments,
- 1215.22** Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures,
- 1215.23** Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis; and,
- 1215.24** Retaliation for having reported or threatened to report harassment.
- 1215.30** If any employee of the District believes that they have been harassed, they should provide a written complaint to their supervisor, or the General Manager as soon as possible after the incident. Their complaint should include details of the incident(s), name(s) of the individual(s) involved, together with the name(s) of any witness(es). Staff receiving harassment complaints will refer them immediately to the General Manager or the President of the Board of Directors (in the event the complaint involves the General Manager) who will undertake an immediate, thorough and objective investigation of the harassment allegation(s).
- 1215.40** If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment will be subjected to appropriate disciplinary action, up to and including termination.
- 1215.41** Whatever action is taken against the harasser will be made known to the employee lodging the complaint, and appropriate action will be taken to remedy any loss to the employee resulting from the harassment. Retaliation by management or co-workers against anyone filing a complaint will not be permitted or tolerated.
- 1215.50** Employees are encouraged to immediately report any incident of harassment so that complaints can be quickly and fairly resolved.

Exhibit A

CONFIDENTIALITY AGREEMENT

(Revised 3/16/11)

AGREEMENT and acknowledgement between Lake Shastina Community Services District and _____ (Undersigned).

(PLEASE PRINT NAME)

Whereas, the Lake Shastina Community Services District agrees to furnish the Undersigned access to certain confidential information relating to the affairs of the District solely for purposes of: Personnel and Personnel Matters, Payroll, Legal Matters regarding lawsuits or potential lawsuits, Addresses, Telephone Numbers and other business issues.

Whereas, the Undersigned agrees to review, examine, inspect or obtain such information only for the purposes described above, and to otherwise hold such information confidential and secret pursuant to the terms of this agreement.

BE IT KNOWN, that the District has or shall furnish to the Undersigned certain confidential information, ~~described on the attached list~~ and may further allow suppliers, customers, employees, or representatives of the District, to disclose information to the Undersigned, all on the following conditions:

1. The Undersigned agrees to hold all confidential or proprietary information or trade secrets ("information") in trust and confidence and agrees that it shall be used only for the contemplated purpose, and shall not be used for any other purpose or disclosed to any third party under any circumstances whatsoever.
2. No copies may be made or retained of any written information supplied.
3. At the conclusion of our discussions, or upon demand by the District, all information, including written notes, photographs, or memoranda shall be promptly returned to the District. The Undersigned shall retain no copies or written documentation relating thereto.
4. This information shall not be disclosed to any employee, consultant or third party unless said party agrees to execute and be bound by the terms of this agreement, and disclosure by the District is first approved.
5. It is understood that the Undersigned shall have no obligation with respect to any information known by the Undersigned or as may be generally known within the industry prior to the date of this agreement, or that shall become common knowledge within the industry thereafter.
6. The Undersigned acknowledges the information disclosed herein is proprietary or trade secrets and in the event of any breach, the District shall be entitled to injunctive relief as a cumulative and not necessarily successive or exclusive remedy to a claim for monetary damages.
7. This agreement shall be binding upon and inure to the benefit of the parties, their successors and assigns.
8. This constitutes the entire agreement.

General Manager

Date

Undersigned

to the contents. The employee may, before the conclusion of the next regular working day, respond in writing to the contents of the letter of warning.

- 1260.40** All negative evaluations or letters of warning shall remain part of the employee's personnel file. Negative evaluation shall not be used by the General Manager in decisions to dismiss if the performance has improved or the action which merited a warning has not recurred, each/both for a period of at least one (1) year.
- 1260.50** Any disciplinary action which may result in suspension without pay shall be set forth in writing to the employee at least five (5) working days before the proposed effective date or dates. This notice shall be prepared by the General Manager after consultation with the District Counsel and shall contain the following:
- 1260.51** A description of the proposed action and its effective date or dates, and the ordinance, regulation, or rule violated;
- 1260.52** A statement of the acts or omissions upon which the action is based;
- 1260.53** A statement that a copy of the materials upon which the action is based is attached or available for inspection upon request;
- 1260.54** A statement advising the employee of the right to request a hearing as provided in section 1250.50 of Policy section 1250, "Separation from District Service Employment." (Revised 3/16/11)
- 1260.55** A date by which time the employee must respond in writing if he/she wishes to contest the action.
- 1260.60** All notices of proposed action shall be personally served or be mailed by certified mail, return receipt requested, to the last known address of the employee.

POLICY TITLE: Job Description – Accounts Payable/Payroll Clerk
POLICY NUMBER: 1320 (Revised 3/16/11)

1320.10 General Job Description Under the direction of the General Manager and with a minimum of supervision:

Process time-sheets and prepare payroll, insure timely and accurate posting and maintenance of payroll related data including earned, accrued, and used leave benefits, comp time, and overtime bi-weekly.

Prepare purchase orders for and maintain inventory and accounting of office supplies and materials.

Prepare checks and inter-agency allocation for all invoices. Prepare inter-agency invoices for all regular and payroll expenses based upon inter-agency contracts.

Balance, evaluate, and summarize daily, weekly, monthly, quarterly, and yearly transactions of various accounts and ledgers and provide appropriate reports.

Assist in the processing of accounts receivable, types routine letters, and performs routine filing as required. Assist in researching and preparing schedules for payroll audits, special reports for annual CPA reviews and audits, and requests for data by various legal organizations.

Answer telephone, screen calls, and refer inquiries as appropriate.

Maintain employee records relating to health insurance and process statements, documents and correspondence relating thereto.

Provide insurance cross-billing.

Provides costs for jobs or job accounting under special reports.

Provide assistance to Senior Accounting Clerk regarding grant management and other projects as may be assigned.

Perform other duties as assigned.

1320.20 Prerequisite Qualifications He/she should possess a high school equivalent diploma, a basic knowledge of accounting principles, ability to accurately type at a minimum speed of 40 words per minute, and the ability to proficiently use, or quickly learn the latest versions of Microsoft Office software.

1320.25 Additional Desirable Qualifications Possession of a Notary Public certificate is desirable.

1320.30 Salary Range: Salary Range Scale available at the accounting office.

1320.40 Essential Job Physical Demands: Sitting; standing; stooping; bending; squatting; walking; driving vehicle; close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls. Operation of telephone, two-way radio, computer, copier, facsimile machine, printers, and other related business machines, and access file storage facilities.

1320.50 Marginal Job Physical Demands Occasional lifting and carrying up to 25 lbs.; pushing; and pulling.

1320.60 Environmental Demands:

Outside: Travels to do out-of-office business in a variety of weather conditions including, rain, snow and heat to +100 DEF.

Inside: Usually works indoors in temperature-controlled environment.

POLICY TITLE: Job Description – Volunteer Fire-Fighter

POLICY NUMBER: 1605

1605.10 General Job Description

Under direction of the Fire Chief, volunteer fire-fighters are responsible for responding to fires and medical emergencies, protecting life and property, participating in fire prevention programs, participating the defined fire-fighting training program, maintaining fire-fighting equipment and vehicles as well as service logs, operating various communications systems, office dispatching and reception, and preparing and writing reports,

Maintaining cordial relations with all persons entitled to the services of Lake Shastina fire department, and attempting to resolve all public and fire-fighter complaints. He/she shall encourage citizen participation in the affairs of Lake Shastina.

Effectively working as a member of a problem-solving team to resolve, within set time schedules, a variety of tasks in support of the Lake Shastina community.

1605.20 Prerequisite Qualifications. He/she must be a high school graduate or equivalent, possess a valid California Class C driver's license, and be of good moral character.

He/she must have knowledge of or be able to quickly learn modern fire-fighting methods and equipment operation and maintenance, accepted emergency medical service practices, emergency and disaster preparedness, fire investigation, hazardous materials management, our local roads and water system, model fire and building codes, and state and local fire codes and regulations.

1605.25 Additional Desirable Qualifications. Current Emergency Medical Technician Certificate and CPR Certification are very desirable. The ability to use or quickly learn business computer systems, Microsoft Office and other related business and training software.

1605.30 Salary Range. Volunteer fire-fighters do not receive pay. Lake Shastina CSD participates in the statewide Mutual Aid System. When the Lake Shastina fire-fighters respond to the Office of Emergency Services to fire emergencies, company officers and fire-fighters shall receive the amount agreed to by resolution of the CSD Board of Directors and identified in Policy #~~2150~~ #1150 "Compensation". (Revised 3/16/11)

1605.40 Essential Job Physical Demands: Sitting; standing; stooping; bending; squatting; walking; driving vehicles (cars and fire-fighting equipment); lifting and carrying up to 25 lbs., close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls. Operation of modern fire apparatus and fire-fighting equipment, medical equipment, telephone, two-way radio, computer, copier, facsimile machine, printers, and other related business machines, and access file storage facilities. They must be capable of passing a breathalyzer equipment fit test and the Lake Shastina fire fighters agility test.

1605.50 Marginal Job Physical Demands Occasional running, lifting and carrying up to 100 lbs.; climbing ladders, pushing; and pulling.

1605.60 Environmental Demands:

Outside: Fights fires and performs training exercises out-of-office in a variety of weather conditions including rain and snow and is subjected to conditions of extreme heat. Respond to medical emergencies both indoors and outside.

Inside: Occasional training exercises indoors in temperature-controlled environment.

Fumes/Gases: Exposure to smoke and dust.

POLICY TITLE: Job Description – Fire Department EMT Trainer
POLICY NUMBER: 1610

1610.10 General Job Description

Under direction of the Fire Chief, the EMT Trainer is responsible for performing, administering, and keeping records for EMT and other related fire fighter training, as well as other volunteer fire fighter duties as described in Job Description 1605 2375. (Revised 3/16/11)

1610.20 Prerequisite Qualifications. He/she must be a high school graduate or equivalent, possess a valid California Class C driver's license, and be of good moral character.

He/she must have knowledge of or be able to quickly learn modern fire-fighting methods and equipment operation and maintenance, accepted emergency medical service practices, emergency and disaster preparedness, fire investigation, hazardous materials management, our local roads and water system, model fire and building codes, and state and local fire codes and regulations.

1610.25 Additional Desirable Qualifications. Current Emergency Medical Technician Certificate and CPR Certification are very desirable. The ability to use or quickly learn business computer systems, Microsoft Office and other related business and training software.

1610.30 Salary Range. The Fire Department EMT Trainer's salary is determined by contract.

1610.40 Essential Job Physical Demands: Sitting; standing; stooping; bending; squatting; walking; driving vehicles (cars and fire-fighting equipment); lifting and carrying up to 25 lbs., close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls. Operation of modern fire apparatus and fire-fighting equipment, medical equipment, telephone, two-way radio, computer, copier, facsimile machine, printers, and other related business machines, and access file storage facilities. He/she must be capable of passing a breathalyzer equipment fit test and the Lake Shastina fire fighters agility test.

1610.50 Marginal Job Physical Demands Occasional running, lifting and carrying up to 100 lbs.; climbing ladders, pushing; and pulling.

1610.60 Environmental Demands:

Outside: Fights fires and performs training exercises out-of-office in a variety of weather conditions including rain and snow and is subjected to conditions of extreme heat. Responds to medical emergencies both indoors and outside.

Inside: Occasional training exercises indoors in temperature-controlled environment.

Fumes/Gases: Exposure to smoke and dust.

Noise/Vibration: Operation of large fire trucks and noise associate with fires.

1610.70 Mental Requirements:

Reading: Ability to read manuals and instructions for operation and maintenance of equipment and computer software and hardware, letters, reports, memos, messages, etc.

Writing: Ability to write reports, memos, messages, and fill out information forms. Needs ability to use or quickly learn the latest versions of Microsoft Office software.

6. Preliminary FY 2011/2012 Budget Schedule: GM McCarthy updated the Board on the budget schedule.

7. Personnel Policy: minor modifications (approval by Resolution): The Board and staff discussed the modifications made to the Personnel Policy; all changes proposed are for clarification only, there are no changes to the Policy. The Board requested one minor change to item 1005.50.

Motion by Dir. Cupp second by Dir. Roths to approve Resolution 1-11, updates to the CSD Personnel Policy, with changes as noted.

Ayes: Directors Cupp, Roths and Wetter

Noes: None

Absent: Director Moller and Pavlic

8. Update of Trustees (by Resolution)
a. Money Purchase Pension Plan and Trust
b. 401(k) Profit Sharing Plan and Trust

Motion by Dir. Cupp second by Dir. Roths to approve Resolution 2-11, updating trustees of the District Money Purchase Pension Plan and Trust.

Ayes: Directors Cupp, Roths and Wetter

Noes: None

Absent: Director Moller and Pavlic

Motion by Dir. Cupp second by Dir. Roths to approve Resolution 3-11, updating trustees of the District 401(k) Profit Sharing Plan and Trust.

Ayes: Directors Cupp, Roths and Wetter

Noes: None

Absent: Director Moller and Pavlic

9. Siskiyou County Septage Disposal discussion: Pres. Wetter reported that the County received a State mandate to close the Septage Facility by the Montague Airport; a study was done to review alternatives. One of the alternatives is to construct a Septage Facility at the District wastewater ponds property. Supervisor Michael Kobseff, present at the meeting, requested the District send a letter to the County Board of Supervisors stating that the District is interested in pursuing discussion on this item. The Board discussed.

Motion by Dir. Cupp second by Dir. Roths to authorize the General Manager to send a letter to the County Board of Supervisors stating that the District is interested in having further discussions with the County on septage treatment.

Ayes: Directors Cupp, Roths and Wetter

Noes: None

Absent: Director Moller and Pavlic

BOARD MEMBER COMMENTS: Pres. Wetter (dam removal issue)

ADJOURNMENT:


Motion by Dir. Roths second by Dir. Cupp to adjourn meeting at 6:06 p.m. to Regular Meeting on April 20, 2011 at 5:00 p.m. (Closed Session at 4:00 p.m.)

Ayes: Directors Cupp, Roths and Wetter

Noes: None

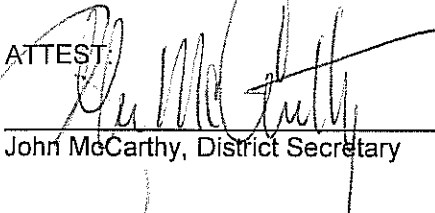
Absent: Director Moller and Pavlic

Approval Date: 4/20/11



Tom Wetter, President

ATTEST:



John McCarthy, District Secretary