



## ***Memo***

---

To: Board of Directors  
From: Jordan Dietz, General Manager  
Date: July 20, 2021  
Subject: Paid-Time and Comp-Time Off

In the regular meeting of the Board on May 18, 2021, it was requested that staff bring detail on the current Paid-time off (PTO) and Comp-time (CTO) policies. Items brought to the June meeting were briefly discussed, but more detail was requested.

Included in this meeting is the current language from the District's Personnel Manual relating to leave accrual and time off, as well as details on current accrual levels by all staff of both PTO and CTO, which includes the financial impact to the District.

---

---

*This Page Intentionally Left Blank*

---

## II. ADMINISTRATIVE POLICIES

### **The District**

The Crestline Village Water District is a county water district formed and governed pursuant to the County Water District Law, which is found in Division 12 of the California Water Code (Sections 30000 et seq.)

The District was formed in February 1954.

The District is governed by a Board of Directors elected at-large from within the District boundaries. Strategic management starts at the Board of Directors level. They are responsible for investment policies and governing policies. They have no role in the day-to-day operation of the District. The Board of Directors is responsible for hiring the General Manager. The General Manager is responsible for managing productivity of capital, of people, and of physical resources.

The specific objectives of the District include:

- to convey, supply, store and otherwise make use of water for the purposes authorized by Division 12 of the Water Code of the State of California;
- to represent the interests and necessities of the citizens of the District in all areas of water concern;
- to encourage a spirit of friendliness and cooperation between the District and its water users;
- to maintain the highest possible professional and efficient standards in all operations;
- to establish an effective image in the eyes of the public and business associates; and
- to support the District's Mission Statement: To provide our community with a reliable water system that delivers high quality water for its health and safety needs.

You, as a District employee, are the most important link in making sure the objectives are met. How well the District measures up to the expectations of the public depends upon the job performance of each employee. A lasting impression may result from a single contact with one employee; thus, we all share the responsibility for contributing to good public relations.

### **Employee Responsibilities**

As indicated in the prior section, the success of our District is due in large measure to the confidence and good will of our public. To foster this atmosphere, employees are expected to:

- be professional in attitude and action;
- deal honestly and fairly with the public and fellow employees;
- handle requests and complaints promptly, courteously, and patiently;
- take a personal interest in the services provided, giving full value for all services provided; and
- exercise initiative and improve job knowledge and skills so as to better serve the needs of the District.

## **Equal Employment Opportunity**

It is the policy of the District to provide equal employment opportunity for all persons in all aspects of employment, including but not limited to: recruitment, hiring, promotion, transfer, training, compensation, benefits, working conditions, reduction-in-force, and rehire. Such equality shall be based on job-related knowledge, skills, performance, education, experience, and other job-related qualifications, and shall be without regard to race, religion, color, national origin, ancestry, sex, disability, age, marital status, sexual orientation, gender identity, genetic information or medical condition, as those terms are defined by applicable law. By federal requirement, I-9 forms must be completed, proving an applicant's identity and eligibility to work in the United States.

## **Conflict of Interest**

All employees are expected to work for the best interests of the District at all times. Every employee has an obligation to avoid any activity, agreement, business investment or interest, or other situation which could be construed as a conflict with the District's best interests or as an interference with the employee's duty to serve the District to the best of the employee's ability.

If a District employee discovers that he or she has a financial interest in any activity that would stand to benefit from action of the District which may confer benefit to that individual staff member as distinguished from the general public, said individual should discuss the matter with the General Manager.

Employees are not specifically prohibited from holding outside employment while being employed with the District, although such dual employment is discouraged. Employees should be guided by the following principles in this matter: such employment must not interfere with the effective performance of the District assignment; and such employment must not be with an organization that could constitute a potential conflict of interest.

## **Employee Relations**

The District is an attractive organization to work for, and recognizes certain obligations to its employees:

- to provide safe, healthful working conditions;
- to maintain a safety program and encourage safety practices in all areas;
- to recognize individual merit and to provide opportunities for professional and individual development; and
- to communicate with employees regarding District functions and activities.

### **III. PERSONNEL PROCEDURES**

#### **Hiring**

Selection for employment is made on the basis of merit and after careful consideration of each individual's knowledge, skills, and other qualifications for the position to be filled. The General Manager has full hiring and firing authority. The District gives no guarantee or contract, either expressed or implied, of continued employment with the District.

#### **Employee Records**

In order to facilitate the maintenance of adequate records and to comply with legal requirements, all employees must complete a standardized application form. In addition, each employee must submit a W4 (employee withholding certificate), a print-out of the current California driver's license, an I-9 (eligibility to

work in the United States), and other such forms as may be required by law and as required for insurance coverage.

Employees must notify the District office immediately of any changes in:

- |   |  |   |                       |
|---|--|---|-----------------------|
| ☐ | legal name   | ☐ | insurance beneficiary |
| ☐ | address  | ☐ | driver's license      |
| ☐ | telephone number   | ☐ | arrests               |
| ☐ | marital or registered domestic partner status information the District | ☐ | any                   |
| ☐ | dependents   |   | should be aware of    |

Employee files shall be kept in a centralized location, and shall be considered confidential; however, each employee may see his or her individual file at reasonable intervals during business hours.

### **Probationary Periods**

The first six months of employment with the District are considered to be a probationary period. The General Manager, in his sole discretion, may extend the probationary period up to an additional six months. (Any such extension shall be in writing.) During this time, the employee will be able to evaluate his or her continued interest in the position, and the supervisor will be able to evaluate the employee's capabilities, performance, and future potential.

The District reserves the right to terminate a probationary employee at any time without advance notice and without right of appeal or grievance.

### **Performance Evaluation**

Performance evaluations will be conducted as soon as practicable prior to an employee's completion of the probationary period, and annually thereafter. At that time, the employee will receive a copy of a written performance appraisal form that has been completed by his or her immediate supervisor. A copy of the form will also be included in the employee's personnel file.

This method will provide each employee with an opportunity to note major accomplishments and progress, as well as performance problems.

### **Work Schedule**

Except as otherwise arranged by the General Manager, District employees normally work a 40 hour workweek, which begins on Friday at 11:30 AM and ends on the following Friday at 11:29 AM. Normal work hours are from 7:30 AM to 4:30 PM, Monday through Friday. (Work schedules are assigned based on the needs of the District and may be changed at any time.) Employees assigned to a "9/80" schedule work 9 hours per day Monday through Thursday and 8 hours every other Friday. Break periods include a one hour lunch break and mid-morning and mid-afternoon breaks of 10 minutes each. District office hours are from 7:30 AM to 4:30 PM, Monday through Friday.

### **Overtime Compensation**

Because the needs of the District's public are of paramount importance, it is recognized that overtime work may, on occasion, be required of any employee. When possible, advance notification of these mandatory assignments will be provided. Overtime work must generally receive prior authorization by the General Manager or his designated representative. Approval for overtime work involving emergency calls and necessary system maintenance in the field must be obtained on the following normal work day. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Hours worked and paid holiday time in excess of 40 hours per week, or hours worked on a paid

holiday shall be paid at the rate of time and one-half (1.5 times the normal rate). In addition, Employees assigned to a 5-day per week, 8-hour per day schedule are paid overtime for hours worked in excess of 8 per day. Employees assigned to a 9/80 schedule are paid overtime for hours worked in excess of 9 on their 9-hour day and paid overtime for hours worked in excess of 8 per day on their 8-hour day. Paid time off ("PTO") and accrued compensatory time off hours are not considered hours worked. Only employees who are defined as non-exempt under the federal wage and hour laws will be eligible for overtime pay (the General Manager, Office Manager, Field Supervisor are exempt and not eligible for overtime).

Failure to work scheduled overtime or overtime worked without prior authorization from the General Manager or his designated representative may result in disciplinary action, up to and including possible discharge.

### **Compensatory Time Off**

In lieu of cash payment for overtime worked, an employee, with the General Manager's or his designated representative's prior approval, may accrue compensatory time off at the rate of time and one-half. All supervisory employees who are defined as exempt under the federal wage and hour laws may accrue compensatory time off for any worked time in excess of 8 hours per day, 40 hours per week, or on a paid holiday at the rate of straight time. (Supervisory Employees assigned to a 9/80 schedule will only receive compensatory time off for hours worked in excess of 9 per day on the day they are scheduled 9 hours.) The maximum accrual of compensatory time off is 80 hours at the end of any pay period. Any hours in excess of the maximum accrual will be automatically paid to the employee.

The employee must schedule the use of accrued compensatory time off with his/her supervisor. Employees will be granted the time off unless it would be an undue hardship on the District.

### **On-Call**

Employees who are directly involved with the water system operations in the field are required to be "Oncall" after their probationary period is completed, unless the General Manager or his designated representative approves and requires On-call duty prior to the completion of the employee's probationary period. On-call is for emergency calls after normal business hours and on week-ends. An updated Oncall rotation sheet will be posted as required.

There will be one field maintenance employee On-call 24 hours a day at all times. The On-call week begins at 8:00 AM on Wednesday and continues for seven (7) full days until 8:00 AM on Wednesday of the following week. On-call personnel are required to: (1) leave a telephone number where they can be reached or carry a communicating device; and (2) be able to be in the Water District area responding to duty within one-half hour after receiving a call.

The District will provide a communicating device for use by On-call personnel. All supervisors and field employees are required to have a wired telephone connected to a telephone service provided by a telephone company that provides dial-tone to the employee's residence (also known as a "land line", but not VOIP or similar services). Supervisors and field employees may also be required to have mobile telephones as deemed necessary by the General Manager. The District will provide a monthly Telephone Allowance that covers the monthly charges for having any required telephone service. This allowance will be adjusted by the General Manager from time to time as necessary.

Compensation for being On-call will be \$50.00 per day, paid on a full day basis, for the On-call employee (or his/her substitute). Actual time spent responding to emergency calls and performing system maintenance in the field will be paid at the appropriate hourly rate.

Duties of On-call employee include, but are not limited to:

1. Responsible for operating the complete system, keeping a system log, as well as responding to customer service calls, flushing, leak repairs and other required work.

crestline village



WATER DISTRICT

#### **IV. EMPLOYEE BENEFITS**

##### **Paid Time Off**

Paid Time Off (PTO) provides employees with more flexibility to use their time off to meet personal needs, while recognizing the individual employee's responsibility in managing their paid time off.

Employees will accumulate a specified amount of PTO each pay period, and they are allowed to determine how they will use it, for vacation, illness, attendance to ill "family members," school activities, medical/dental appointments, personal business or emergencies. PTO may be used for the diagnosis, care or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member. "Family member" is defined as: a child (whether biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis) regardless of the age of the child or dependency status, a parent (whether biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child), a spouse, a registered domestic partner, a grandparent, a grandchild, and a sibling. The District will also approve of the use of an employee's accrued PTO if the employee is a victim of domestic violence, sexual assault or stalking. The amount of time earned will depend on each employee's length of service with the District.

PTO does not replace the District holiday schedule; the District will continue to have compensated holidays each year.

##### **Eligibility**

Employees are eligible to participate in the PTO program if they are a regular full-time employee scheduled to work at least 40 hours per week. Regular part-time employees working an average of 20 hours or more per week will accrue PTO on a prorated basis, depending on the number of hours worked.

Employees will only be able to use accrued PTO upon the completion of 90 days of employment.

### **Leave Accrual**

The amount of PTO accrued each year is based on each employee's length of service and accrues according to the Accrual Schedule for Regular Full-Time Employees chart below. PTO is accrued each pay period. PTO is not accrued while an employee is on an unpaid leave of absence (including time out on non-industrial injury and workers compensation leaves unless the employee is utilizing PTO).

### **ACCRUAL SCHEDULE FOR REGULAR FULL-TIME EMPLOYEES**

<u>Years of Service</u>	<u>Days (8 Hour) Accrued Per Year</u>	<u>Hours Accrued per Bi-Weekly Pay Period</u>	<u>Maximum Accrual (Hours)</u>
1st through 5 <sup>th</sup>	22	6.77	352
6th through 10 <sup>th</sup>	27	8.31	432
11 +	32	9.85	512

There is a maximum amount of PTO time an employee can accumulate. This encourages the employee to use their PTO and allows the District to manage its financial obligations responsibly. Once an employee reaches his or her cap, he or she will not accumulate any more PTO until some of the accrued time is used. Once the balance goes below the maximum, an employee will begin accruing PTO again. Maximum accrual is equal to two times the annual PTO accrual.

If the General Manager or his designee determines that an employee is unable because of District needs to use his or her accrued PTO, the employee may be paid a portion of his or her accrued PTO.

### **Termination**

Upon termination, the employee will be paid for all accrued and unused PTO at his or her regular rate of pay at the time of termination.

### **Management and Use of Paid Time Off**

Employees are responsible for managing their PTO balances. It is important that each employee plan ahead for how they will use their PTO account. This means developing a plan for taking vacations, as well as doctor's appointments and personal business. It also means holding some time in "reserve" for the unexpected, such as emergencies and illnesses. The amount each employee reserves for illness should depend on his or her personal health and sick leave history.

Time off taken for certain leaves of absence, such as jury duty, as specified in the District's Personnel Manual, will not be charged against an employee's PTO account. The use of PTO can also be coordinated with the use of other leaves of absence, such as Bereavement or Family Care and Medical Leave. Employees may utilize up to one-half of their annual accrual of PTO to care for an ill child, parent, spouse or registered domestic partner.

All PTO will be paid at the employee's regular rate, except when compensation is received in accordance with the California Workers' Compensation Act or State disability benefits, the amount of any such compensation will be deducted from PTO received from the District.



## **Notice and Scheduling**

Except in the event of illness/injury or an emergency, PTO will be scheduled in advance for the mutual convenience of the employee and the District. If the need for PTO use is foreseeable, the employee must provide their immediate supervisor reasonable advance notification. This allows for the employee and the District to prepare for scheduled time off and assure staffing needs are met.

There may be occasions, such as sudden illness, when employees can not notify their supervisor significantly in advance. In those situations, employees will inform their supervisor of the circumstances as soon as possible, but in no case, later than the scheduled beginning of their work shift.

## **Recording Paid Time Off**

The District has a PTO tracking system to keep a record of PTO account balances and the amount of time taken off each pay period. This system requires that the used amount and reason for all time taken off from the regular work schedule be recorded on employee time sheets. The District is required to track absence for time off for illness, work related illness/injury, or the attendance of school related activities for legal compliance reasons.

The amount of leave time available will appear on the employee's paycheck stub.

## **Sick Leave for Temporary and Certain Part-Time Employees**

All part-time employees working less than 20 hours per week on average (those not eligible for PTO) and temporary employees are eligible for 24 hours or three (3) days' sick leave per year beginning July 1, 2015. These employees are entitled to use sick leave beginning on the 90<sup>th</sup> day of employment with the District. On July 1, 2016, and every July 1 of subsequent years, all employee sick leave balances will reset to 24 hours or three (3) days. Any unused sick leave will be forfeited on June 30 of each year and will not roll over to the next year. Employees may not cash out any accrued but unused sick time for any reason during employment at the District. Sick leave will not be paid out upon termination of employment.

Sick leave may be used for the diagnosis, care or treatment of an existing health condition of, or preventive care for, an employee or an employee's "family member." "Family member" is defined as: a child (whether biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis) regardless of the age of the child or dependency status, a parent (whether biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child), a spouse, a registered domestic partner, a grandparent, a grandchild, and a sibling. The District will also approve of the use of an employee's accrued paid sick time if the employee is a victim of domestic violence, sexual assault or stalking.

When electing to use paid sick time, the employee must use a minimum increment of two (2) hours. Paid sick leave available will be reflected on the employee's paycheck stub. Employees wishing to utilize paid sick leave must indicate it on their timecard.

If the need for paid sick leave is foreseeable, the employee must provide their immediate supervisor reasonable advance notification. If the need for paid sick leave is unforeseeable, the employee must provide notice of the need for leave as soon as practicable. In all cases, employees must call in no later than prior to the start of their work shift.

Employees who are rehired within one year from the date of their termination will have any unused sick leave reinstated.

---

---

*This Page Intentionally Left Blank*

---



Crestline Village Water District, CA

# Employee Leave Report - PTO

Range: 6/30/2021 - 6/30/2021

Employee #	Employee Name	Leave		Balance Forward	Earned	Taken	Adjustment	Balance	Available		Cost to District
		Accrual Date	Leave Code						Balance	Hourly Rate	
<b>Department: CVWD - CVWD Salary Employees</b>											
<a href="#">1065</a>	Office Manager	07/22/1998	PTO	328.05	0.00	0.00	0.00	328.05	328.05	61.64	20,221.00
<a href="#">1118</a>	General Manager	08/24/2009	PTO	34.30	0.00	0.00	0.00	34.30	34.30	65.63	2,251.11
<a href="#">1055</a>	Field Supervisor	08/23/1994	PTO	346.78	0.00	0.00	0.00	346.78	346.78	63.18	21,909.56
									709.13		44,381.67
<b>Department: CVWD - CVWD Servicemen</b>											
<a href="#">1119</a>	Serviceman	12/07/2020	PTO	74.28	0.00	0.00	0.00	74.28	74.28	30.18	2,241.77
<a href="#">1104</a>	Serviceman	05/12/2012	PTO	120.30	0.00	0.00	0.00	120.30	120.30	35.80	4,306.74
<a href="#">1091</a>	Serviceman	10/21/2006	PTO	260.72	0.00	0.00	0.00	260.72	260.72	39.52	10,303.65
<a href="#">1058</a>	Serviceman	08/17/1998	PTO	383.85	0.00	0.00	0.00	383.85	383.85	46.98	18,033.27
<a href="#">1115</a>	Serviceman	12/15/2017	PTO	49.69	0.00	0.00	0.00	49.69	49.69	34.93	1,735.67
<a href="#">1090</a>	Serviceman	06/03/2006	PTO	388.16	0.00	0.00	0.00	388.16	388.16	51.42	19,959.19
									1,277.00		56,580.30
<b>Department: CVWD - CVWD Office</b>											
<a href="#">1117</a>	Customer Service Rep	01/06/2020	PTO	158.51	0.00	0.00	0.00	158.51	158.51	28.72	4,552.41
<a href="#">1122</a>	Customer Service Rep	03/08/2021	PTO	51.16	0.00	0.00	0.00	51.16	51.16	26.69	1,365.46
<a href="#">1121</a>	Customer Service Rep	02/16/2021	PTO	37.43	0.00	0.00	0.00	37.43	37.43	26.69	999.01
<a href="#">1112</a>	Customer Service Rep	03/22/2018	PTO	23.45	0.00	0.00	0.00	23.45	23.45	38.58	904.70
									270.55		7,821.58
<b>Department: CVWD - CVWD Seasonal</b>											
<a href="#">1123</a>	Seasonal	07/01/2021	PT LEAVE	12.00	0.00	0.00	0.00	12.00	12.00	20.84	250.08
<a href="#">1124</a>	Seasonal	07/01/2021	PT LEAVE	4.00	0.00	0.00	0.00	4.00	4.00	17.53	70.12
									16.00		320.20
									2,272.68		109,103.74

