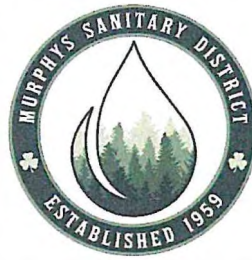


MURPHYS SANITARY DISTRICT

"Dedicated to providing a safe wastewater collection and treatment service at fair and reasonable rates for the community of Murphys, preserving and protecting our environment for future generations."

Regular Board Meeting
Friday October 18, 2024
10:00 a.m.



MSD District Office
15 Ernest Street, Suite A
Murphys, CA 95247

AGENDA

Board meetings are open to the public and the following alternative is available for those who wish to participate in the meeting virtually:

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 224 696 725 156

Passcode: dWqD66

Dial in by phone

[+1 872-242-9031,334365445#](#) United States, Chicago

[Find a local number](#)

Phone conference ID: 334 365 445#

CALL MEETING TO ORDER\ PLEDGE OF ALLEGIANCE

1. **Roll Call**
2. **Agenda Changes/Agenda Approval**
3. **Public Comment** *(Limit 5 minutes per person) on items not appearing on agenda. At this time, members of the public may address the Board on any non-agendized item. The public is encouraged to work through staff to place items on the agenda for Board consideration. No action can be taken on matters not listed on the agenda.*
4. **Consent Agenda** - *The following items are expected to be routine non-controversial. Items will be acted upon by the Board at one time without discussion. Any Board member, staff member, or interested party may request that any item be removed for later discussion.*
 - a) Regular Meeting Minutes-September 12, 2024
 - b) Financial Reports-Ending September 30, 2024

2023/2024 BOARD OF DIRECTORS

Paige McMath-Jue, President | Steve Gonzales, Vice President | Marty Meller, Secretary

Joseph Fontana, Treasurer | Bruce Miller, Parliamentarian

www.murphyssd.org

5. New Business

*The Board may consider the items below and take action at this meeting. Public comment is allowed on each individual agenda item listed below, and such comment will be considered in advance of each Board action. *Indicates Staff Report*

- a) Grant Writing-Speaker Emily Dondero-Discussion/Action
- b) Adoption of Resolution 2024-09 Approving Employee Handbook-Discussion/Action*

6. Unfinished Business

Items tabled or carried forward from a previous meeting to be considered on this agenda. Public comment is allowed on each individual agenda item listed below, and such comment will be considered in advance of each Board action.

- a) Church Street Project-Discussion/Update Only
- b) Rate Study -Discussion/Update Only

7. Committee Reports

Informational reports on committee meetings. Committees may recommend a future item be placed on the next meeting agenda for Board action.

- a) Finance Committee-Director Fontana
 - October 2024 Meeting Summaries
 - Investment Presentation

8. Staff Reports

Brief reports of information on matters of general interest. No action will be taken by the Board during Staff Reports.

- a) Administration Report
- b) Operations Report

9. Future Agenda Items/Director Comments

Board members and/or staff can comment on district business or request a future item be placed on the next meeting agenda. No action will be taken by the Board.

10. **Next Regular/Special Meeting:** Regular Meeting November 14, 2024, 10:00 a.m.

11. ADJOURN TO CLOSED SESSION

Public Employee Performance Evaluation (Government Code Section 54957)

- Title: Operations Manager
- Title: Administration Manager

12. RETURN FROM CLOSED SESSION

- Reportable Action in Closed Session

13. Adjournment

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the **Murphys Sanitary District at 209-728-3094**. Notification in advance of the meeting will enable MSD to make reasonable arrangements to ensure accessibility to this meeting. Any documents that are made available to the Board before or at the meeting, not privileged or otherwise protected from disclosure, and related to agenda items, will be made available at MSD for review by the public.

2023/2024 BOARD OF DIRECTORS

Paige McMath-Jue, President | Steve Gonzales, Vice President | Marty Mollera, Secretary

Joseph Fontana, Treasurer | Bruce Miller, Parliamentarian

www.murphyssd.org

Murphys Sanitary District



MINUTES – Regular Board Meeting
 Thursday, September 12, 2024
 15 Ernest St Ste. A
 Murphys, Ca 9524

CALL MEETING TO ORDER – 10:00 a.m.

PLEDGE OF ALLEGIANCE

1. Roll Call

Directors Present

Director Fontana; Director Gonzales; Director Meller; Director Fontana; Director Miller & President McMath-Jue

Staff Present

K. Fillmore, Admin. Manager (Absent w/notice); D. Murphy, Operations Manager; & A. Milliken, Accounting Clerk

Public Present

Patrick Scott, Blackwater Engineering & Nick Rivera, Jamestown Sanitary

2. Agenda Changes – None

3. Public Comment - None

4. Consent Agenda

- a) Regular Meeting Minutes-August 8, 2024
- b) Financial Reports-Ending August 31, 2024

Motion: *Director Fontana & Director S, Gonzales motion to accept the Consent Agenda as presented; Regular Board Meeting Minutes August 8, 2024 and Financial Reports – Ending August 31, 2024:*

Ayes: Directors Fontana, Gonzales, Miller, Meller & President McMath-Ju
Nays: None
Abstain: None
Absent: None

2023/2024 BOARD OF DIRECTORS

Paige McMath-Jue, President | Steve Gonzales, Vice President | Marty Meller, Secretary
Joseph Fontana, Treasurer | Bruce Miller, Parliamentarian

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5. New Business

a) Clean Water State Revolving Loan

Motion: Director Miller & Director Fontana motion to apply for the CWSRF Loan in the amount of \$5,000,000.00 for a thirty-year term at 1.7%.

Ayes: Directors Gonzales, Meller, Fontana, Miller & President McMath-Jue

Nays: None

Abstain: None

Absent: None

b) Grant Writer Services – Discussion, Staff directed to continue seeking Grant Writers options.

6. Unfinished Business

a) Church Street Project – Information only, no action.

b) Rate Study – Information only, no action – Staff directed to clarify notification procedures for all customers.

7. Committee Reports

a) Finance Committee

- August 27, 2024, Meeting Summary-Director Fontana & Director Miller Report, discussion

.. Finance Committee request to schedule a whiteboard presentation for the next Regular Board Meeting.

8. Staff Reports

a) Administration Report – Report included w/Board Packet; Recommendation to be transparent with VANCO Customers in communicating with MSD when signing up with AllPaid to avoid double payments.

b) Operations Report – Report included w/Board Packet; Walk through w/Finance Auditor & Cal OES Meeting

9. Future Agenda Items/Director Comments – Clarify notification procedures to customers regarding Rate Study; White Board Presentation from Finance Committee; Director Gonzales will consider staying on as a Board Member, further discussion needed.

10. Next Regular Board Meeting: October 10, 2024 , 10:00 a.m.

11. Adjournment: 10:09 a.m.

Respectfully;

Director Marty Meller, Secretary

Amy R Milliken, Clerk of the Board

2023/2024 BOARD OF DIRECTORS

Paige McMath-Jue, President | Steve Gonzales, Vice President | Marty Meller, Secretary

Joseph Fontana, Treasurer | Bruce Miller, Parliamentarian

www.murphyssd.org

**Murphys Sanitary Distict
Fund Balance Summary**

September 30, 2024

	Rates	
El Dorado Savings Bank	.02%	240,914.14
Cash Drawer		200.00
District Investments		
CA Class Equipment R&R	5.25%	412,192.34
CA Class Discretionary	5.25%	676,180.56
CA Class Capital Improvement	5.25%	200,192.48
LAIF	4.30%	58,891.45
UBS T-Bill #1 01/09/2025	5.13%	200,000.00
UBS T-Bill #3 01/30/2025	4.79%	200,000.00
UBS CD 06/24/2025	5.30%	44,000.00
UBS CD 06/04/2025	5.40%	224,000.00
UBS CD 11/15/2024	5.80%	200,000.00
Total Investments		2,215,456.83
 Balance Ending September 30, 2024		 2,456,570.97

9:32 AM

10/11/24

Murphys Sanitary District
Budget vs. Actual- YTD Performance
July through September 2024

	Jul - Sep 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Billing	229,295.80	915,404.00	-686,108.20	25.0%
Misc Income	43,958.96	252,700.00	-208,741.04	17.4%
Total Income	273,254.76	1,168,104.00	-894,849.24	23.4%
Gross Profit	273,254.76	1,168,104.00	-894,849.24	23.4%
Expense				
Wages	102,360.43	421,920.00	-319,559.57	24.3%
Employee Benefits	58,280.65	247,712.00	-189,431.35	23.5%
PR Taxes	8,332.13	35,000.00	-26,667.87	23.8%
WORKERS' COMPENSATION	11,025.67	11,250.00	-224.33	98.0%
OPERATIONS - Maint & Repairs	1,112.68	14,500.00	-13,387.32	7.7%
OPERATIONS - Supplies	18,230.86	50,850.00	-32,619.14	35.9%
OPERATIONS - Utilities	12,816.74	99,000.00	-86,183.26	12.9%
OPERATIONS - Other	5,144.11	33,700.00	-28,555.89	15.3%
ADMINISTRATIVE - Rents - Leases	720.00	720.00	0.00	100.0%
ADMINISTRATIVE - Supplies	7,092.40	14,160.00	-7,067.60	50.1%
ADMINISTRATIVE - Utilities	1,746.49	8,050.00	-6,303.51	21.7%
ADMINISTRATIVE - Other	4,278.52	19,100.00	-14,821.48	22.4%
ADMINISTRATIVE - Insurance	39,588.38	40,000.00	-411.62	99.0%
ADMINISTRATIVE - Professional	5,980.75	66,730.00	-60,749.25	9.0%
ADMINISTRATIVE - License-Permit	0.00	41,000.00	-41,000.00	0.0%
ADMINISTRATIVE - Advertising	0.00	2,500.00	-2,500.00	0.0%
ADMINISTRATIVE - Debt Service	0.00	43,671.00	-43,671.00	0.0%
Total Expense	276,709.81	1,149,863.00	-873,153.19	24.1%
Net Ordinary Income	-3,455.05	18,241.00	-21,696.05	-18.9%
Net Income	-3,455.05	18,241.00	-21,696.05	-18.9%

8:38 AM
 10/14/24
 Cash Basis

Murphys Sanitary District
Profit & Loss Budget vs. Actual-Reserve Performance
July 2024 through June 2025

	<u>Jul '24 - Jun 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Income				
CAPITAL INCOME	10,000.00	18,241.00	-8,241.00	54.8%
Total Other Income	10,000.00	18,241.00	-8,241.00	54.8%
Other Expense				
CAPITAL EXPENDITURES	36,852.70	586,500.00	-549,647.30	6.3%
Total Other Expense	36,852.70	586,500.00	-549,647.30	6.3%
Net Other Income	-26,852.70	-568,259.00	541,406.30	4.7%
Net Income	-26,852.70	-568,259.00	541,406.30	4.7%

Murphys Sanitary District Expense Disbursement Report September 2024

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Sep 24	09/05/2024	ACH	QuickBooks Payroll Service	Created by Payroll Service on 09/04/2024	-12,026.96
	09/04/2024	ACH	CalPERS	Retirement Contributions	-3,320.11
	09/19/2024	ACH	QuickBooks Payroll Service	Created by Payroll Service on 09/18/2024	-11,126.55
	09/20/2024	ACH	CalPERS	Retirement Contributions	-3,162.19
	09/20/2024	ACH	QuickBooks Payroll Service	Created by Payroll Service on 09/19/2024	-117.97
	09/24/2024	ACH	SDRMA	Health Insurance	-10,367.04
	09/27/2024	ACH	Vanco Services	VANCO Returned Acct#TAR0003	-60.00
	09/09/2024	ACH	Vanco Services	Monthly Vanco Service Fees	-123.25
	09/10/2024	ACH	CalPERS	GASB Account Fee	-700.00
	09/24/2024	ACH	El Dorado Savings Bank	Domestic Wire Fee	-30.00
	09/09/2024	E-pay	EDD	925 0399 4 QB Tracking # 1945727814	-836.52
	09/09/2024	E-pay	EFTPS Federal Taxes	94-1569552 QB Tracking # 1946278814	-3,776.08
	09/18/2024	E-pay	EDD	925 0399 4 QB Tracking # 1009310010	-675.31
	09/18/2024	E-pay	EFTPS Federal Taxes	94-1569552 QB Tracking # 1009332010	-3,281.98
	09/19/2024	E-pay	EDD	925 0399 4 QB Tracking # 1037191010	-1.42
	09/19/2024	E-pay	EFTPS Federal Taxes	94-1569552 QB Tracking # 1037203010	-19.80
	09/03/2024	11362	RIC0006	RIC0006 Sold Partial Month Refund	-4.00
	09/04/2024	11363	Mountain Oasis Water	Drinking Water	-147.05
	09/04/2024	11364	Northstar Chemical	Chemicals	-2,440.61
	09/04/2024	11365	TS-IRWMA	Annual Membership - 2024-2025	-200.00
	09/04/2024	11366	Weco Industries, LLC	Equipment/Supplies.	-1,325.34
	09/04/2024	11367	Weco Industries, LLC	Equipment/Supplies.	-1,500.01
	09/04/2024	11368	Desiree McDaniel	Notary -Acct#'s SAN0007/SAN0008 & SAN0009/SA	-30.00
	09/06/2024	11369	Fontana., Joseph	Stipend-Finance Committee	-45.63
	09/06/2024	11370	Miller, Lloyd B	Stipend-Finance Committee	-45.62
	09/05/2024	11371	Alpha	Research & Monitoring	-723.00
	09/05/2024	11372	Hansford Economic Consulting LLC	Rate Study	-1,617.50
	09/06/2024	11373	Cal Waste Management	Trash/Waste	-194.53
	09/09/2024	11374	Calaveras Lumber	Materials	-148.83
	09/09/2024	11375	Modesto Welding Products	Argon/Co2 Rental	-16.00
	09/09/2024	11376	Mother Lode Answering Service	Answering Service	-334.00
	09/09/2024	11377	The Red Store	Misc Treatment Supplies	-49.97
	09/17/2024	11378	Vestis	Uniforms-Laundry Service	-222.32
	09/18/2024	11379	PGE-Emerald Creek Pump Station	Emerald Creek - Electric	-334.11
	09/18/2024	11380	PGE-Office	Office - Electric	-203.63
	09/20/2024	11381	Gonzales, Steven M	Stipend-Board Meeting	-91.25
	09/20/2024	11382	Miller, Lloyd B	Stipend-Board Meeting	-91.25
	09/18/2024	11383	US Bank	Business Card	-2,686.77
	09/19/2024	11384	CALNET	Murphys Grade - Alarm Access	-30.52
	09/23/2024	11385	UPUD	26 Emerald CT -M	-79.12
	09/23/2024	11386	UPUD	15 Ernest St - M	-85.74
	09/23/2024	11387	Vestis	Uniforms-Laundry Service	-55.58
	09/23/2024	11388	UPUD	735 Six Mile Rd - M	-136.98
	09/23/2024	11389	UPUD	735 Six Mile Rd	-217.24
	09/24/2024	11390	Carbon Copy	Office Copy Machine	-21.00
	09/24/2024	11391	Comcast- Emerald Creek	Alarm Access-Emerald Creek	-111.14
	09/24/2024	11392	Comcast Business	Office - Phone/Internet	-196.83
	09/24/2024	11393	Carbon Copy	Copy Machine - Six Mile	-13.14
	09/24/2024	11394	Carbon Copy	Copy Machine - Ink Refill Cartridges	-402.60

Sep 24

Murphys Sanitary District
Credit Card Transactions by Account
September 1 - September 30, 2024

Type	Date	Name	Memo	Paid Amount	Balance
US Bank Credit Card					1,042.94
Credit Card ...	09/03/2024	Amazon	Trash Bags/Coffee Cups	53.91	1,096.85
Credit Card ...	09/04/2024	CVS	Operation supplies	19.92	1,116.77
Credit Card ...	09/05/2024	Microsoft	Software subscription Administration	66.00	1,182.77
Credit Card ...	09/05/2024	Microsoft	Software subscription Operations	66.00	1,248.77
Credit Card ...	09/06/2024	Intuit	Annual Payroll Annual Subscription	1,103.00	2,351.77
Credit Card ...	09/06/2024	Amazon	Clorox; Storage Storage Bags	46.86	2,398.63
Check	09/18/2024	US Bank	Business Card	-2,686.77	-288.14
Credit Card ...	09/21/2024	AT & T Wireless	Wireless Service	288.14	0.00
Total US Bank Credit Card				-1,042.94	0.00
TOTAL				-1,042.94	0.00



Grant Writing Services and Assistance

Freedom Energy Corporation provides services to agencies to assist with grant applications, management and project management. Freedom Energy Corporation provides the professional, administrative, supervisorial, and managerial services to meet agencies grant needs.

Services Include:

- Develop a comprehensive understanding of Capital Improvement Plans, critical infrastructure needs, budgets and budgetary constraints
- Participate in strategic planning, project prioritization, short- and long-term maintenance goals, and identify grant funding opportunities that could help agency achieve these goals
- Participate in group, informative discussions that will help achieve funding needs. Take lead in communication with potential grant agencies
- Become familiar with the grant funding opportunities, grant applications, grant reporting, and grants management process needs or requests
- Complete grant applications, execute them, complete reports, and meet grant close-out requirements
- Serve as project manager on projects assigned
- provide presentations to Board of Directors or attend relevant events if needed
- Other duties as assigned

Fee and Compensation:

Freedom Energy Corporation's fee is based on time spent on consulting services. Consultant shall be paid at a rate of ninety-five dollars (\$95.00) per hour for the term of the contract. Freedom Energy Corporation will produce and sign a Consulting Agreement with agencies before work begins.



STAFF REPORT

DATE: October 18, 2024
TO: Members of the Board
FROM: Kristina Fillmore, Administration Manager
SUBJECT: Adoption of Resolution 2024-09-Employee Handbook

Recommended Action:

Staff recommends the Board adopt the entirety of Murphys Sanitary District Employee Handbook Revision October 8, 2024.

Summary:

The Employee handbook has undergone a thorough legal review process, updates to policies and procedures, as well as alignment with current federal and state laws.

This revision also clarifies long-standing expectations. The board has previously reviewed the proposed redline changes during special meetings, and the handbook has received approval from the District's public employee legal counsel.

The Murphys Sanitary District Board has the right to revise policies and procedures in handbook as deemed necessary.

Once approved, handbooks will be reviewed with employees and an acknowledgment will be on file.

Fiscal Impact: N/A

RESOLUTION NO. 2024-09

**Resolution of the Board of Directors of Murphys Sanitary
District Adopting the Employee Handbook
Revision October 8, 2024**

Whereas on August 11, 2022 the Board of Directors of Murphys Sanitary District approved the Employee Handbook; and

Whereas the Board of Directors of Murphys Sanitary District desires to replace the Employee Handbook to conform to state and federal requirements and to clarify long standing expectations; and

Whereas the Board of Directors of Murphys Sanitary District finds it beneficial to provide employees with a comprehensive guide of the personnel policies and procedures of the District; and

THEREFORE, BE IT RESOLVED as follows:

- 1. Adoption of the New Employee Handbook dated October 8, 2024:** The Murphys Sanitary District Employee Handbook dated October 8, 2024, a copy of which is attached is hereby adopted. The employee handbook shall replace all Murphys Sanitary District personnel policies and procedures in effect prior to the effective date of this resolution.
- 2. Effective Date:** This resolution and Employee Handbook shall be effective immediately.
- 3. Right to Revise:** The District retains the right to amend, adjust, remove, or append any policies, procedures, work regulations, or benefits outline in this handbook or in any other documentation, except for the policy of at will employment. Such modifications must be documented and must be approved by the Board.

Adopted on the motion of director _____, seconded by director _____

PASSED AND ADOPTED THIS 18TH day of October 2024 by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

President, Board of Directors of Murphys Sanitary District

Attest:

Clerk, Board of Directors of Murphys Sanitary District



Employee Handbook
Murphys Sanitary District

Legal Review: July 12, 2024

Final Revision: October 8, 2024

Proposed to Board for Approval October 18, 2024

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GENERAL EMPLOYMENT POLICIES

MURPHYS SANITARY DISTRICT EMPLOYEE HANDBOOK

101 EQUAL EMPLOYMENT OPPORTUNITY

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

The District is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in District operations and prohibits unlawful discrimination by any employee of the District, including managers, directors, and co-workers. To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the District will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires accommodation to perform the essential functions of the job should contact District Management and request such accommodation. The individual with the disability should specify what accommodation they need needs to perform the job. The District then will conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform their job. The District will identify accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the District will make the accommodation.

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

If District Management or the District determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. 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. Appropriate action will also be taken to deter any future discrimination. The District will not retaliate against you for filing a complaint and will not

MURPHYS SANITARY DISTRICT EMPLOYEE HANDBOOK

Your complaint will be kept as confidential as possible. You will not be penalized for reporting a harassment problem. If you would feel more comfortable discussing the situation with a female District representative, advise your Department Manager or the President of the Board of Directors.

Harassment of our employees in connection with their work by non-employees may also be a violation of this policy. Any employee who observes any harassment of an employee by a non-employee should report such harassment to their Department Manager or the President of the Board. Appropriate action will be taken.

Any employee who believes they are a victim of unlawful harassment, abusive conduct, or discrimination on any prohibited basis, or who has observed such conduct, or believes they are subject to retaliation may file a complaint without fear of reprisal or embarrassment.

If the District determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the District to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination. A District representative will advise all parties concerned of the results of the investigation.

The District encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. Information is available at www.eeoc.gov and www.dfeh.ca.gov.

103 AT-WILL EMPLOYMENT STATUS

The District personnel are employed on an at-will basis. You are free to terminate your employment with the District at any time, with or without notice of a reason, and the District has a right to terminate your employment at any time, with or without notice or reason. Although the District may choose to terminate employment for cause, cause is not required. This is called at-will employment. Identification or description of various rules, procedures or benefits in this Handbook does not alter the at-will nature of your employment.

No one other than the President of the Board of Directors or their designee has the authority to offer employment to you on any other terms or to enter into an agreement for employment for a specified period, or to make any agreements or representations contrary to our at-will employment policy. In addition, any such agreement must be in writing, and signed by the President of the Board of Directors or their designee. Our District's at-will employment policy may be changed only in writing, signed by the President of the Board of Directors, and signed by you.

MURPHYS SANITARY DISTRICT EMPLOYEE HANDBOOK

105 ACCOMMODATIONS FOR DISABILITY

The employment related provisions of the Fair Employment and Housing Act (“FEHA”) and the Americans with Disabilities Act (“ADA”) apply to all employees and job applicants seeking employment with the District. Under the ADA, a qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the position in which the individual is employed.

The District will attempt to provide reasonable accommodation for known physical or mental disabilities if a job applicant or employee is otherwise qualified, unless undue hardship related to the necessity of business operations would result, in accordance with federal or state law. An applicant or employee who requires accommodation to perform the essential functions of the job should inform District Management, or his or her supervisor, to request an evaluation of such an accommodation. The District will participate in the interactive process with the employee to determine whether or not reasonable accommodation, which does not present undue hardship to the District, exists.

106 EMPLOYEE INFORMATION AND DATA

It shall be the policy of the District to maintain accurate personal contact information for each employee and Director of the District. All such information shall be maintained confidential to the extent allowed by law. It is important that employees promptly notify District of any changes to their personal information including:

- Name
- Home and Mailing Address
- Home and Cell Phone/Telephone Numbers
- Names, Phone Numbers, and Status of Spouse and Dependents
- Change of Emergency Contact Information
- Marital or Registered Domestic Partner Status
- Change of Military Status
- Payroll Deductions
- Benefit Plan Beneficiary

Employees are responsible for immediately notifying management in the event of a name, address or other vital information change as required by this policy or any other District policy/procedure.

The District shall not be responsible in the event of the failure of an employee to provide this information in a timely manner which results in a loss of benefits or services by the employee or dependents.

Each employee is also responsible for providing the District with records concerning any licenses or certificates required in the performance of his or her job, as well as any documents showing that education or training relevant to employment has been completed.

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- a) A concise statement of the grievance including specific reference to any law, policy, rule, regulation, and/or instruction deemed to be violated, misapplied, or misinterpreted.
- b) The circumstances involved.
- c) The decision rendered by the immediate supervisor at Level I, if any.
- d) The dates when: (i) the grievance was first discussed with the immediate supervisor; (ii) the Level I response was issued, and (iii) the employee submitted the grievance to Level II; and
- e) The specific remedy sought.
- f) The dates when: (i) the grievance was first discussed with the immediate supervisor; (ii) the Level I response was issued, and (iii) the employee submitted the grievance to Level II; and
- g) The specific remedy sought.

District Management shall communicate his or her decision within ten (10) calendar days after receiving the grievance. Decisions will be made in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest. If District Management does not respond within the time limits, the grievant may appeal to the next level. Time limits for appeal shall begin the day following receipt of District Management written decision. Within the above time limits, either party may request a personal conference with the other. If a personal conference is requested, District Management shall have ten (10) calendar days from the date of the conference to issue his or her decision.

3. Level III, Board of Directors. In the event the grievant is not satisfied with District Management decision at Level II, the grievant may appeal the decision in writing on a form provided by the District (attached hereto as Appendix "A") to the District Board of Directors within five (5) days. The statement shall include a copy of the original grievance; a copy of the written decision by District Management; and a clear, concise statement of the reasons for the appeal to Level III.
4. The District Board of Directors shall, as soon as possible, schedule a hearing in closed session to formally receive the written grievance and the answers thereto at each step and to hear evidence regarding the issue or issues. The Board's decision shall be announced in open session immediately after the closed session in which it was made, unless the employee requests the grievance be kept confidential.

Basic Rules.

If an employee does not present the grievance or does not appeal the decision rendered regarding the grievance within the time limits specified above, the grievance shall be considered resolved and no further appeal will be allowed. By agreement in writing, the parties may extend any and all-time limitations specified above. A copy of all

formal grievance decisions shall be placed in the employee's permanent personnel file. Expungement of Written Reprimands: A written reprimand may be expunged upon sustained corrective behavior, as determined by District

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- b) "Illegal or Improper Activity" means an activity by a member of the Board of Directors, an employee, or a volunteer of the District that is undertaken in the performance of that person's duties that is either: (1) a violation of any state or federal law or regulation including, but not limited to, corruption, malfeasance, bribery, theft of property, fraud, coercion, conversion, abuse of property or willful omission to perform a duty; or (2) violates District policies, is economically wasteful, or involves gross misconduct, incompetency, or inefficiency. Illegal or Improper Activity includes alleged financial, accounting or audit improprieties and alleged ethical violations by employees or Board members
- c) "Protected Disclosure" means a good faith communication from an employee or Board member of the District to law enforcement agencies that discloses information that may be evidence of Illegal or Improper Activity.
- d) "Retaliation" means an employee or director using or attempting to use his or her official authority or influence over an employee to intimidate, threaten, or coerce any employee to interfere with the rights of employees to freely report Illegal or Improper Activity to the District or a law enforcement agency. Retaliation includes, but is not limited to, promising to confer, or conferring any benefit; affecting or threatening to affect any reprisal; or taking or directing others to take, recommend, or approve any personnel action against an employee making a Protected Disclosure including, but not limited to, demotion, transfer, assignment, performance evaluation, suspension, or other disciplinary action including termination.

Encouragement of reporting of illegal or improper activity: Murphys Sanitary District encourages employees and members of the Board to file complaints or reports about Illegal Orders or Illegal or Improper Activity or alleged Retaliation with the District Management. All such complaints shall include specific facts supporting any allegation of Illegal or Improper Activity, or Retaliation, as defined by this policy. Complaints of Illegal or Improper Activity or Retaliation may be made anonymously, but such anonymity may impede the ability of the District to conduct a thorough investigation. If the District Management is alleged to be involved in the complaint or report, then such complaint shall be filed with the President of the Board of Directors. If the President of the Board is also alleged to be involved in the complaint, then the complaint or report shall be filed with the Districts General Counsel.

Other allegations with respect to which the District has existing complaint, grievance or appeal procedures as specified in the Districts policies should be addressed pursuant to those procedures, such as issues of alleged discrimination or harassment which are processed by the District's human resources department.

This policy is not intended to provide a procedure for the filing of employee or Board member complaints regarding any employment issues other than whistleblowing activities and protection of employees from Retaliation for making Protected Disclosures.

Investigations of Allegations of Illegal or Improper Activity: District Management may request that a person submitting a complaint alleging Illegal or Improper Activity provide his or her name and contact information and provide the names and contact information for any persons who could help substantiate the claim. However, this

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Disclosure, District Management shall consider whether the taking or failing to take any personnel action with respect to an employee who has complained of Retaliation is justified on the basis of evidence separate and apart from the fact that the person has made a Protected Disclosure, such as inadequate job performance. If the evidence in the investigation reveals that a Protected Disclosure was a contributing factor in the alleged Retaliation against a former or current employee, the burden of proof shall be on the supervisor or other employee imposing the discipline to demonstrate by clear and convincing evidence that the alleged personnel action would have occurred for legitimate, independent reasons even if the complaining employee had not engaged in Protected Disclosures of Illegal or Improper Activity.

The investigation report of the alleged Retaliation prepared by the District Management shall include a written decision as to whether this policy has been violated. If the investigation report concludes that this policy has not been violated and the complaining employee disagrees with the determination of District Management, the complaining employee may appeal in writing the decision to the Board of Directors. That appeal must be filed within ten (10) business days of receipt of the investigation report and decision of the Department Manager.

If an appeal is filed, the Board of Directors shall conduct a hearing of the complaining employee's appeal and hear and receive all evidence submitted by the complaining employee. In hearing the appeal, the Board may take evidence, and hear testimony from the complaining employee and other witnesses. The Board shall consider whether an activity protected by this policy was a contributing factor in the alleged Retaliation against the complaining employee and if the alleged retaliatory action could have occurred for legitimate, independent business reasons even if the complaining employee had not made Protected Disclosures. The Board shall render a final decision in writing to the complaining employee within thirty (30) days after completing the hearing which concludes whether Retaliation prohibited by this policy has occurred or not. If the Board finds that the provisions of this policy have been violated, it shall order that any personnel action taken against the complaining employee be reversed and that a memorandum be placed in the employee's personnel file indicating the results of the decision of the Board of Directors on appeal.

A complaining employee shall be required to exhaust his or her administrative remedies by filing an appeal with the Board of Directors regarding any alleged violation of this policy before being entitled to commence a civil action in the Superior Court.

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200 NEW HIRES / INTRODUCTORY PERIOD

The first 90 days of continuous employment at the District is considered an introductory period. Completion of the introductory period does not entitle you to remain employed by the District for any definite period. The District may waive this trial period for a new hire if the employee has worked for the District in any capacity for over 90 days and upon the recommendation of District Management.

201 REGULAR FULL-TIME EMPLOYEES

Regular full-time employees are those who are scheduled for and do work 32 hours per week or more. Following the completion of the introductory period, regular full-time employees are eligible for the employee benefits described in this handbook.

202 PART-TIME EMPLOYEES

Part-time employees are those who are scheduled for and do work fewer than 32 hours per week. Following the completion of the introductory period, part-time employees are eligible for the benefits outlined in sick pay, paid holidays and vacation pay.

203 PRE-EMPLOYMENT PHYSICAL EXAMINATIONS AND DRUG TESTING

04/03/2018

All individuals who are offered full time, extra-hire, temporary or part-time employment may be required to submit to a physical abilities assessment related to the functions of the specific job hired for at District expense. The examining physician will be provided a description of the job involved to assist in the determination of the individual's fitness level to work. In addition, all individuals who are offered positions that qualify as safety-sensitive shall be required to submit to a drug test, at the District's expense. At the present time, all operations positions and all positions that require driving a motor vehicle in connection with District employment qualify as safety sensitive.

Employment is contingent upon a health care provider certifying that the individual is physically capable to perform the type of fulfilling the job requirements. For safety-sensitive positions, employment is contingent upon the employee favorably passing a drug test. Failure to cooperate with either the examination or drug testing will result in the revocation of a conditional job offer. Re-testing of an individual who was previously employed as an extra-hire, part-time or full-time basis may be required if more than three (3) months have lapsed since the individual's last day of work for the District.

Appointments with a medical facility responsible for conducting examinations and controlled substance testing shall be arranged by the District on the individual's behalf. Upon the individual's arrival at the facility

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LEAVES OF ABSENCE

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neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. The District makes no guarantees of reinstatement where it becomes an undue hardship on the District to keep the position open, and your return will depend on your qualifications for existing openings.

California workers' compensation laws govern work-related injuries and illnesses. California pregnancy disability laws govern leaves taken because of pregnancy, childbirth, and related medical conditions. An extended medical leave of absence runs concurrently to all other leave. The employee is responsible for providing medical certification of the need for medical leave on an ongoing basis, directly to the District. The employee will be required to provide the District confirmation of their ability to perform the functions of the job with or without accommodation upon their return from medical leave.

302 FAMILY AND MEDICAL LEAVE

Under the federal Family Medical Leave Act ("FMLA") and California Family Rights Act ("CFRA"), an unpaid leave of absence may be granted to employees who: (1) have worked for the District for at least 12 months (need not be consecutive), and (2) have worked a minimum of 1,250 hours in the 12 months preceding the leave. All leaves under this policy are referred to as a "Medical or Family Care LOA." Unless stated otherwise, the maximum allowable time for any Medical or Family Care LOA under this policy is 12 weeks per a rolling 12-month period. When permitted by applicable law, a Medical or Family Care LOA may count against an employee's entitlement under both FMLA and CFRA concurrently.

A Medical or Family Care LOA may be taken for the following reasons:

- For the employee's own serious health condition (excluding pregnancy, childbirth, or related medical conditions) that makes the employee unable to work at all or unable to perform anyone (1) or more of the essential functions of the position of that employee (both FMLA and CFRA);
- For the employee's own serious health condition relating to pregnancy, childbirth, or related medical conditions (FMLA only);
- Baby bonding with a newborn of the employee or child newly placed with the employee by adoption or foster care placement (both FMLA and CFRA);
- To care for the employee's spouse, child, or parent with a serious health condition (both FMLA and CFRA);
- To care for the employee's domestic partner, grandparent, grandchild, parent-in-law, sibling, or designated person, with a serious health condition. For purposes of this policy, a "designated person" means any individual related to the employee by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests the leave, however, the employee shall be limited to one designated person per 12-month period for purposes of CFRA leave (CFRA only); or

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prevents the covered family member/designated person from participating in school or other daily activities. The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are distinct from the FMLA definition of “serious health condition.”

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one (1) visit and a regimen of continuing treatment, or incapacity due to pregnancy (under FMLA only), or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Certification of Need for Medical or Family Care LOA

The District may require an attending health care provider’s certification of the employee or covered family member’s/designated person’s serious health condition. The District may also require recertification supporting the need for leave upon expiration of the prior certification. In any case in which the District has reason to doubt the validity of any medical certification provided to support an employee’s request to take Medical or Family Care LOA because of the employee’s own serious health condition, the District may require the opinion of a second and third health care provider consistent with state and federal law.

Military Qualifying Exigency Leave

Eligible employees under FMLA and CFRA may be provided up to 12 weeks of leave in a rolling 12 month period when the employee has a qualifying exigency arising out of the fact that a spouse, child, or parent (both FMLA and CFRA), or domestic partner or parent-in-law (CFRA only), is on covered active duty or call to active duty status in the National Guard or Reserves or Armed Forces. “Qualifying exigency” is defined by law as: (1) short-notice deployment, (2) military events and related activities, (3) childcare and school activities, (4) financial and legal arrangements, (5) counseling, (6) rest and recuperation, (7) post-deployment activities, (8) parental care, and (9) additional activities where the District and employee agree to the leave. Time off for Military Qualifying Exigency Leave counts towards the 12-week maximum allowable time for Medical or Family Care LOA under FMLA and/or CFRA, as applicable.

Military Caregiver Leave

Pursuant to the FMLA only (not CFRA), eligible employees may be provided up to 26 weeks (one-half year) of leave during a single 12-month period to care for a covered service member. A covered servicemember is the employee’s spouse, son, daughter, parent, or next of kin (meaning “nearest blood relative” or person “specially designated”) who is a current member of the armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retirement list, for a serious injury or illness, and includes veterans who were members of the Armed Forces, National Guard or Reserves, any time during the past five (5) years, who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness, and

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operations. In addition, the basic minimum duration of intermittent bonding leave is two (2) weeks, however, the District will grant a request for such leave of less than two (2) weeks' duration on two (2) occasions.

Returning to Work from Medical or Family Care LOA

Employees returning to work upon conclusion of the Medical or Family Care LOA will be returned to their original position or to an equivalent position with equivalent pay and benefits, provided such job would have been available had the employee not taken the leave. Prior to returning to work, where the leave of absence is for the employee's own serious health condition, the employee must provide the District with certification from the attending health care provider indicating the employee is able to resume the employee's work.

Failure to return to work from a Medical or Family Care LOA on the designated date may be interpreted as the employee's voluntary resignation. If the employee returns to work outside of the legally allotted time for such a leave without a valid excuse, the employee will only be reinstated if there is an available open position which they are qualified to fill.

FMLA/CFRA Protections

Use of any of the leaves permitted by the FMLA and the CFRA cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

It is unlawful for employers to interfere with, restrain, or deny the exercise of any right provided under the FMLA or the CFRA or to discharge or discriminate against any person for opposing any practice made unlawful by either law or for involvement in any proceeding under or relating to the FMLA or the CFRA. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides for greater family or medical leave rights.

If employees believe that they have been aggrieved, they may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

304 PREGNANCY DISABILITY LEAVE

If you are pregnant, have a related medical condition, or are recovering from childbirth, please review this policy. Any employee planning to take pregnancy disability leave (PDL) should advise District Management as early as possible. Please make an appointment with the District Management to discuss the following conditions:

- The length of pregnancy disability leave will be determined by the advice of your physician, but employees disabled by pregnancy may take up to four months of leave per pregnancy (the working days you normally would work in one-third of a year or 17 1/3 weeks). Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period for actual disability caused by your pregnancy, childbirth, or related medical condition. This includes leave for severe

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If you are on PDL and are not eligible for continued paid medical benefit coverage or if paid coverage ceases after 12 workweeks, you may continue to group health insurance coverage through the District in conjunction with Cobra guidelines by making monthly payments to the District for the amount of the relevant premium. Contact District Management for further information.

304.01 LACTATION ACCOMMODATION POLICY

The District recognizes the need to promote a work environment that is supportive of breastfeeding employees who wish to continue nursing their infant children when they return to work. This policy establishes guidelines for promoting a breastfeeding friendly work environment and supporting lactating employees. The District will provide an environment that will enable employees to express their milk in a private, appropriate space. Such space will meet the requirements of the California Labor Code including a surface to place a breast pump and personal items, a place to sit, and access to electricity. Lactating employees will also be provided with access to a sink with running water, and access to a refrigerator for storing breast milk.

An employee may request accommodation for reasonable lactation breaks by informing personnel manager and her supervisor in writing (preferably by electronic mail). The supervisor and the employee will discuss an appropriate break schedule for lactation. The lactation break time will, if possible, run concurrently with the employee's regular paid break time already provided. Any time in excess of a normal lunch or paid break time will not be paid as permitted by applicable law. The District will respond, in writing, if lactation space or additional break time, as described in this policy, cannot be provided.

Harassment of and/or discrimination against lactating employees is prohibited. It is also prohibited to retaliate against lactating employees who request time to express breast milk at work. If you are aware of any harassment of and/or discrimination against a lactating employee, please immediately report it to District management. Any incident of discrimination or harassment of a lactating employee will be addressed in accordance with the District policies and procedures and in accordance with state law.

If the employee feels that the employee's rights have been violated, the employee has the right to file a complaint with the Labor Commissioner.

305 MILITARY LEAVE

Employees who wish to serve in the military and take military leave should contact the Administration Manager for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

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rape crisis center, or victim services organization or agency as a result of the crime or abuse; to obtain psychological counseling or mental health services related to an experience of crime or abuse; or to participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation; or (3) As otherwise permitted by applicable law.

For purposes of this policy, “family member” means any of the following: (1) a child, which means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis, regardless of age or dependency status; (2) a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; (3) a spouse; (4) a registered domestic partner; (5) a grandparent; (6) a grandchild; (7) a sibling; and (8) a designated person. For purposes of this policy, a “designated person” means a person identified by the employee at the time the employee requests paid sick leave, however, an employee shall be limited to one designated person per 12-month period for paid sick leave.

Employees may use sick leave in minimum increments of two (2) hours. If the absence extends beyond two (2) hours, the actual time absent will be deducted from the employee’s paid sick leave bank.

If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification to their supervisor. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable. Employees using paid sick leave will not be responsible for finding a colleague to cover their missed work time.

For non-exempt employees, sick leave will be calculated based on the regular rate of pay for the work week in which the employee uses sick leave. For exempt employees, sick leave will be paid at the rate being earned at the time the sick leave is taken.

Sick leave benefits will be integrated with benefits provided under State Disability Insurance, if any. In no event shall the combination of disability benefits, plus sick leave benefits, exceed regular earnings.

Unused sick leave will not be paid out upon termination. Employees falsifying the need for paid sick leave are subject to disciplinary action up to and including termination of employment.

308 VACATION

Vacations are a provided benefit 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.

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If an employee has taken one (1) consecutive week of vacation in the preceding twelve (12) months, then one (1) week of pay in lieu of vacation may be granted.

309 VOLUNTEER CIVIL SERVICE PERSONNEL

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. You are also eligible for unpaid leave for required training. If you are an official volunteer firefighter, please alert District Management that you may have to take time off for emergency duty.

310 BEREAVEMENT LEAVE

Upon the death of a covered family member, employees who have been employed for at least 30 days with the District are eligible to take up to five (5) days of paid bereavement leave. The leave must be completed within three (3) months of the date of death and does not have to be taken on consecutive days.

Bereavement leave beyond five (5) days per year is unpaid, except that an employee may use any accrued, unused vacation or sick leave during the unpaid portion of the leave.

A "covered family member," for purposes of this policy, includes the employee's spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law.

The District may require, within 30 days of the first day of the employee's bereavement leave, that the employee provide documentation of the death of the covered family member for whom the leave is taken. Documentation may include, but is not limited to, a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. The District shall maintain the confidentiality of an employee requesting leave under this policy, including that any documentation provided by the employee shall be maintained as confidential and shall not be disclosed except to Human Resources, or District Management, as necessary, or as required by law. The bereavement leave provided in this policy is separate and distinct from any rights provided pursuant to the CFRA.

The District shall not retaliate in any way against an employee for use of bereavement leave or for exercising their rights pursuant to this policy and applicable law. Employees should provide notice of their need to take bereavement leave as soon as practical to the Personnel Manager.

311 JURY DUTY AND WITNESS LEAVE

The District encourages employees to serve on jury duty or subpoenaed as a witness duty. Regular employees who have successfully completed their introductory periods will receive full pay up to 10 days of jury duty. You should notify District Management of the need for time off as soon as a notice or summons from the court is

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This leave is unpaid by the District, but an employee may use any accrued vacation or paid sick leave for such time off.

Reasonable Accommodation

The District will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault, or stalking, for the employees' safety while at work. A reasonable accommodation may include the implementation of safety measures, such as a transfer, reassignment, modified schedule, changed work telephone, changed work station or installed lock; assistance in documenting domestic violence, sexual assault, stalking, or other crime that occurs in the workplace; an implemented safety procedure; or another adjustment to the employee's job duties and position.

To request accommodation under this policy, an employee should contact the Human Resources Manager. The District will engage in an interactive process with the employee to identify accommodations, if any, that are effective and will make reasonable accommodations unless an undue hardship will result.

The District will make reasonable efforts to maintain the confidentiality of any employee accommodation and will not tell co-workers or anyone else about requests for accommodation unless it is necessary to provide the employee with the accommodation.

No Retaliation or Harassment

The District will not treat an employee differently or terminate the employee's employment for any of the following reasons:

- An employee is a victim of domestic violence, sexual assault, or stalking.
- An employee requested leave time to seek assistance under this policy.
- An employee asked for assistance or changes in the workplace to ensure safety at work.

314 EMPLOYEE PAID LEAVE DONATION

This policy shall apply to all regular full-time employees of the District. The purpose of this policy is to allow employees to receive donations of paid leave hours from their fellow employees. Donations are appropriate when there is a specific serious health need which mandates ongoing treatment, care of the affected employee or a member of the employees' immediate family that requires the employee to take a leave of absence which qualifies for FMLA/CFRA (except baby bonding) or any other medical related leave of absence. It is not the intent of this policy to allow the donation of hours to employees who have abused their sick leave benefits. Employees are at all times expected to use sick leave in a frugal and judicious manner.

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- **Stillbirth:** May be a stillbirth resulting from your pregnancy, the pregnancy of your current spouse or domestic partner, or another individual if you would have been a parent of a child born as a result of the pregnancy.
- **Unsuccessful assisted reproduction:** An unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (i.e., artificial insemination or an embryo transfer, including gamete and embryo donation). Assisted reproduction does not include reproduction through sexual intercourse. This event applies to you, your current spouse or domestic partner, or another individual, if you would have been a parent of a child born as a result of the pregnancy.

The days of reproductive leave do not need to be taken consecutively, however, you must complete your reproductive loss leave within three months of your reproductive loss event, or, if prior to or immediately following your reproductive loss event, you are on or choose to go on leave under California's pregnancy disability law, the California Family Rights Act, or any other leave provided by state or federal law, then you may complete your reproductive loss leave within three months of the end of the other leave, at which time any remaining unused reproductive loss leave will expire.

Reproductive loss leave is unpaid; however, you may choose to use previously accrued paid leave time available to you.

Any information provided to the District related to this leave will be maintained as confidential and will not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

316 TIME OFF FOR VOTING

If you do not have sufficient time outside of working hours to vote in an official statewide election, you may take off enough working time to vote, including up to two hours off without loss of pay. This time should be taken at the beginning or the end of the regular working shift, whichever allows for more free time for voting and the least time off work. If you know or have reason to believe that time off will be necessary to be able to vote on election day, you must give your supervisor at least two working days' notice.

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400 HOLIDAYS

Murphys Sanitary District observes the following paid holidays:

- January 1 (New Year's Day)
- Martin Luther King Jr.'s Birthday
- Presidents' Day
- Memorial Day
- Juneteenth
- July 4th (Independence Day)
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

All regular work for all employees shall be suspended, and eligible employees shall receive one day's pay for each of the holidays listed above. Eligible employees will be paid their regularly scheduled workday rate. Whenever a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on a Sunday, the following Monday shall be observed as the holiday. However, the District may close on another day or grant compensating time off instead of closing. Holiday observance will be announced in advance. To be eligible for holiday pay, employees must be regularly scheduled to work on the day on which the holiday is observed and must work your regularly scheduled working days immediately preceding and immediately following the holiday unless an absence on either day is approved in advance by your Department Manager.

If the employee is required to work on a paid scheduled holiday you will receive time and one half (1 ½) pay.

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401.01 DISTRICT-PROVIDED PHYSICIAN

The District provides medical treatment for work-related injuries through Special District Risk Management Authority, (SDRMA). See all legally mandated employment posting notices located at your designated workplace. For after hours, employees may seek treatment at Mark Twain St. Joseph's Center in San Andreas and at Angels Camp Medical Clinic during normal business hours. The law requires the District to notify the workers' compensation insurance company of any concerns of false or fraudulent claims.

401.02 WORKERS' COMPENSATION AND FMLA/CFRA

Employees who are ill or injured as a result of a work-related incident, and who are eligible for family and medical leave under state and federal law Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), will be placed on FMLA/CFRA during the time they are disabled and not released to return to work. The leave under these laws runs concurrently, and eligible employees will be on FMLA/CFRA for a maximum of 12 weeks in a 12-month period roll forward period.

401.03 PAID SICK LEAVE AND WORKERS' COMPENSATION BENEFITS

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If you have accrued and unused sick leave, the additional absences from work will be paid with the use of sick leave. If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may choose to substitute vacation/paid time off for further absences from worked, related to your illness or injury.

402 TRAVEL EXPENSE AND MILEAGE

Employees will be reimbursed for eligible expenses including but not limited to transportation, meals, lodging and communications while on District business.

Requests for reimbursements for eligible expenses must be accomplished by receipts, a mileage sheet, and/or itemized expense sheet, signed by the requesting employee. (See Appendix A)

All requests for reimbursement of expenses must be approved by District Management. Requests for reimbursement for expenses shall be made according to the following schedule:

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404 RETIREMENT PLAN

All regular full time and new hire employees, hired at full time status, must join the retirement plan. The District contracts with the CA Public Employees Retirement System (CalPERS) for retirement benefits. The District pays the employer retirement contribution and employee pays the employee retirement contribution in accordance with rates established annually by CalPERS Board of Administration. The District may from time to time modify its CalPERS contract to provide additional benefits. Any modification must be in accordance with PERS and contract amendments.

405 HEALTH INSURANCE BENEFITS

The District is committed to providing comprehensive benefit packages to all eligible employees, encompassing health, dental, vision, and life insurance. The extent of medical insurance coverage is contingent upon the contractual agreements between Medical Insurance Provider and the District with the definition of dependents established by the insurance provider. Monthly premium contributions to cover eligible employees and their dependents will be fully subsidized by the District at 100%. The scope of Medical Insurance will undergo annual evaluation and potential adjustments by the District's Board of Directors.

Updates: 11/11/17; 02/14/19; 05/11/23

405.01 STATE DISABILITY INSURANCE

Employees who contribute through payroll tax to California's state disability insurance programs may participate in the Public Employee's Retirement System if eligible. Disability insurance is mandated by the California Unemployment Insurance Code and administered by the Employment Development Department.

Disability insurance becomes applicable when an employee is unable to work due to a non-occupational illness or injury not caused by employment at the District. An additional tax contributes to the state's Paid Family Leave program and provides partial wage replacement for absences related to care of a family member, or bonding with a new child. Specific rules and regulations governing disability are available from the Employment Development Department. For more information, please visit www.edd.ca.gov.

405.02 STATE UNEMPLOYMENT COMPENSATION

The District is considered a reimbursable employer and is permitted by law to be billed and pay for UI benefits for eligible claimants. Unemployment insurance benefit provides temporary payments to individuals who are unemployed through no fault of their own and meet all eligibility requirements. Claims are based on wages earned from past employers. For more information, please visit www.edd.ca.gov.

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MANAGEMENT

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values your observations, and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

Suggestions for improving the District are always welcome. You may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. . You may discuss any such issue with District Management at any time. If you have specific suggestions, please feel free to share them. Remember that the District cannot address any situation if it does not have knowledge.

503 NAMES AND ADDRESSES

The District is required by law to keep current all employees' names and addresses. Employees are responsible for notifying the District in the event of a name or address change.

504 EMPLOYMENT OF RELATIVES

Relatives of employees may be eligible for employment with the District only if individuals involved do not work in a direct supervisory relationship, or in job positions in which a conflict of interest could arise. The District defines "relatives" as spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives.

Present employees who marry or become registered domestic partners will be permitted to continue working in the job position held only if they do not work in a direct supervisory relationship with one another or in job positions involving conflict of interest.

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600 ACCESS TO DISTRICT OFFICE / OFF-DUTY USE OF FACILITIES

Any member of the public may enter the District Office at any time during regular business hours. Any member of the public may attend any Regular Meeting, Special Meeting or Emergency Meeting of the District held at the District Office, or any location that has been designated on the District's formal agenda. Access beyond the foyer/front office area shall be off limits to any member of the public unless granted by District personnel. Should any member of the public fail to comply with the guidelines, they may be subject to arrest pursuant to California Penal Code Section 602 and other governmental regulations.

Employees are prohibited from remaining on District premises or making use of District facilities while not on duty. Employees are expressly prohibited from using District facilities, District property, or District equipment for personal use.

601 ELECTRONIC MEDIA USE

The District uses various forms of electronic communication including, but not limited to computers, e-mail, telephones, internet, cell phones, radios, and/or PDAs. All electronic communications, including all software, databases, hardware, and digital files, remain the sole property of the District and will be utilized only for District business, only by District personnel, and are not for any personal use. Electronic communication and media may not be utilized in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal, against District policy, or not in the best interest of the District.

Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline and/or immediate termination. Employees may not install personal software on District computer systems.

All electronic information created by any employee using any means of electronic communication is the property of Murphys Sanitary District and remains the property of Murphys Sanitary District. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the District's ownership of the electronic information. The District will override all personal passwords if necessary for any reason.

The District reserves the right to access and review electronic files, messages, mail, and other digital archives, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of District policy or any law occurs.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by District management.

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604 PERSONAL USE OF DISTRICT CELL PHONE

Employees who are issued a District cell phone are permitted to utilize the device for personal matters exclusively in the event of an emergency. Any other form of personal use is prohibited.

605 PROHIBITED USE OF DISTRICT CELL PHONE WHILE DRIVING

If your job requires that you keep your cell phone or radio turned on while you are driving, you must use a hands-free device and safely pull off the road before conducting District business. Under no circumstances should employees place phone calls while operating a motor vehicle while driving on District business and/or District time.

606 PARKING

Employees must park in permissible public areas in the vicinity of the District property. Employees may not use parking areas specifically designated for customers, vendors, District vehicles, or reserved for managers. The District is not responsible for any loss or damage to employee vehicles or contents while parked on District property.

607 HOUSEKEEPING

All employees are expected to keep their work areas clean and organized. People using common areas such as lunchrooms, locker rooms, and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

608 EMPLOYER PROPERTY / VEHICLES, EQUIPMENT AND MATERIALS

The District shall supply all tools, equipment and safety devices that are necessary to operate and maintain all District facilities including the administration office. It is the responsibility of District Management to remove any broken or unsafe tools or equipment. Employees shall report to and obtain authorization from their District Management regarding replacement or repair of any item.

Lockers, desks, computers, vehicles, and other District-owned items are District property and must be maintained according to District rules and regulations. They must be kept clean and are to be used only for work-related purposes, shall be limited to the business of the District, and shall not be used by an employee for personal use during or after working hours. The District vehicle may be taken home by the on-call employee if the employee lives within the District boundaries. Unauthorized persons shall not ride in District vehicles.

The District reserves the right to inspect all District property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence.

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EMPLOYEE CONDUCT

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703 DRUGFREE WORKPLACE AND TESTING

The District maintains a workplace free of drugs and alcohol and discourages drug and alcohol abuse by its employees. The District is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. While it is not the intent of the District to intrude into the private lives of its employees, involvement with substance abuse off the job can adversely impact job performance and safety. Use of these substances, whether on or off the job, can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to Murphys Sanitary District. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and members of the public. It also exposes the District to the risks of property loss or damage, or injury to other persons. Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance.

The following rules and standards of conduct apply to all employees either on District property or during working hours (including meals and rest periods). Behavior that violates District policy includes:

- Possession or use of an illegal or controlled substance or being under the influence of an illegal or controlled substance while on the job.
- Driving a District vehicle while under the influence of alcohol or any illegal or controlled substance; and
- Distribution, sale, or purchase of an illegal or controlled substance while on the job.

Violation of these rules and standards of conduct will not be tolerated. An employee who violates this policy is subject to discipline, up to and including immediate discharge, even for a first violation. To enforce this policy, the District reserves the right to conduct searches of District property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy. Where appropriate, the District also may bring the matter to the attention of appropriate law enforcement authorities.

Effect of Criminal Conviction:

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off District property will not be tolerated because such conduct, even though off duty, reflects adversely on the District. In addition, the District must keep people who sell or possess controlled substances off District premises in order to keep the controlled substances themselves off the premises. District employees are required to notify District Management in writing of any criminal drug statute of which they are convicted for a violation occurring outside the workplace not later than five (5) calendar days after such conviction.

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- Be subject to periodic testing without further reasonable cause.

Employees who are found to have brought drugs, alcohol or other non-prescription controlled substances onto District property or work sites and to have provided them to other employees shall be terminated without recourse to a rehabilitation program. Employees under suspicion of violation of any part of this policy will be suspended without pay until completion of the investigation and the appropriate personnel action has been determined.

Drug Testing: The District conducts drug testing of those who occupy safety sensitive positions in the following circumstances:

Circumstances Under Which Testing Will be Conducted.

Pre-employment. All initial offers of employment with the District for safety sensitive positions will be made contingent upon satisfactory completion by the applicant of a pre-employment physical examination which shall include a drug and alcohol screen (bodily fluid testing). Positive test results shall not bar reapplication at a later time. If an employee refuses or fails to cooperate with the administration of the drug and alcohol test, the refusal will be managed in the same manner as a positive test result.

For cause testing. If the District has a reasonable suspicion that a safety sensitive employee is (1) intoxicated or under the influence of drugs or alcohol or (2) has used drugs or alcohol on the District's premises or during working time, the employee may be directed to undergo immediate drug and/or alcohol testing at an independent licensed laboratory, to determine whether a violation of this policy has occurred. A reasonable suspicion may be based upon evidence of illegal substances or alcohol on or about the employee's person or in the employee's immediate vicinity, a pattern of unusual conduct or erratic behavior on the employee's part that suggests impairment or influence of illegal substances or alcohol, arrest or conviction of a drug-related offense or the identification of the employee as the focus of a criminal investigation involving illegal substances; information provided by a reliable and credible source that the employee is under the influence of illegal substance or alcohol, and/or evidence that the employee has tampered with a previous drug test. If an employee refuses or fails to cooperate with the administration of the drug and alcohol test, the refusal will be handled in the same manner as a positive test result.

- **Post-accident.** Any safety sensitive employee involved in an on-the-job accident or injury resulting in personal injury or property damage exceeding \$1,000 may be required to submit to an alcohol/drug test. "Involved in an on-the-job accident or injury" means not only the one who was injured, but also any employee who potentially contributed to the accident or injury in anyway. If an employee refuses or fails to cooperate with the administration of the drug and alcohol test, the refusal will be handled in the same manner as a positive test result

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Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized District business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must under all, but the most extenuating circumstances call District Management at least one hour before the time you are scheduled to begin working for that day. If you call less than one hour before your scheduled time to begin work and do not arrive in time for your assigned shift, you will be considered tardy for that day. In all cases of absence or tardiness, employees must provide District Management with an honest reason or explanation. Employees also must inform District Management of the expected duration of any absence. Excessive absenteeism or tardiness, whether excused or not, will not be tolerated. The District defines excessive absenteeism as more than three (3) days absence in a three (3) month period.

Failure by an employee to communicate directly with District Management when absent or tardy constitutes absence without leave and may result in disciplinary action. If you fail to report for work without any notification to your District Management and your absence continues for a period of three days, the District will consider that you have abandoned your employment.

705 PROHIBITED CONDUCT

The following conduct is prohibited and will not be tolerated by the District. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and District operations also may be prohibited.

- Insubordination of any kind, including but not limited to failure or refusal to obey the orders or instructions of a Department Manager or member of management, or the use of abusive or threatening language toward a Department Manager, member of management, member of the Board, or the general public.
- Theft, misappropriation of District property or funds, or failure to follow established rules regarding the handling of District funds.
- Willful or grossly negligent destruction of or damage to property belonging to the District, our customers, or other employees.
- Submission of deliberately false information in reports or other official documents such as timecards, employment application, purchase orders, contracts, etc.
- Possession of firearms or any other dangerous weapons on District premises at any time, unless

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- Failing to provide a physician's certificate when requested or required to do so.
- Making or accepting excessive personal telephone calls during working hours, except in cases of emergency.
- Unreported absence of three consecutive, scheduled workdays.
- Failing to notify your Department Manager when unable to report to work.
- Using unreasonably offensive or abusive language at any time on District premises or during scheduled work hours on off-site locations.
- Defacing documents on the District bulletin board.
- Wearing disturbing, unprofessional, or inappropriate styles of dress or hair while working, as determined exclusively by the District or any violation of the District's dress code.
- Participating in rough or boisterous play or practical jokes on District time or on District premises.
- Violating any safety, health, security or District policy, rule, or procedure, or failure to wear designated protective equipment.
- Committing a fraudulent act or a breach of trust under any circumstances relating to the District or its employees.
- Causing, creating, or participating in a disruption of any kind during working time.
- Engaging in criminal conduct whether or not related to job performance.

This statement of prohibited conduct does not alter the District's policy of at-will employment. Either you or the District remains free to terminate the employment relationship at any time, with or without reason or advance notice.

706 PROHIBITED CAMERA PHONE

Employees are not permitted to use personal cell phones that contain a camera in any area that Murphys Sanitary District has designated as secure.

707 OFF-DUTY CONDUCT

While the District does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the District's legitimate business interests. For this reason,

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Never place a telephone caller on hold for an extended period. Direct incoming calls to the appropriate person and make sure the call is received. Through your conduct, show your desire to assist the customer in obtaining the help he or she needs. If you are unable to help a customer, find someone who can.

All correspondence and documents, whether to customers or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business.

Never argue with a customer. If a problem develops, or if a customer remains dissatisfied, ask District Management to intervene.

710 CONFIDENTIALITY

Each employee is responsible for safeguarding the confidential information obtained during employment. In the course of your work, you may have access to confidential information regarding the District, its suppliers, its customers, or even fellow employees. You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be on a “need-to-know” basis and must be authorized by District Management. Any breach of this policy will not be tolerated, and legal action may be taken by the District.

711 CONDUCTING PERSONAL BUSINESS

Employees are to conduct only District business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours.

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800 PAYMENT OF WAGES

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

Paychecks are available by Friday 12pm by direct deposit. You may elect to receive a paper check. If you observe an error on your check, please report it immediately to District Management

801 WORK SCHEDULES

The District is normally open for business between the hours of 9 a.m. through 3 p.m., Monday through Friday; Field Crew, Monday through Friday 7:30 a.m. through 3:30 p.m. District Management will assign your individual work schedule. All employees are expected to be at their desks, workstations, or assigned work area at the start of their scheduled shifts, ready to work.

Exchanging work schedules with other employees is discouraged. However, if you need to exchange schedules, notify District Management, who may authorize an exchange if possible. Work schedule exchanges will not be approved for the mere convenience of an employee or if the exchange interferes with normal operations or results in excessive overtime.

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

802 TIMEKEEPING REQUIREMENTS

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

Any errors on your timecard should be reported immediately to District Management .

Employees are required to sign and submit time sheets to District Management.

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805 MEAL AND REST PERIODS

Employees are provided with a ½ hour unpaid meal period, to be taken in the middle of the workday. Employees are allowed a 15-minute rest period for every four hours of work or a major portion thereof. District Management will schedule your meals and rest periods.

You are expected to observe your assigned working hours and the time allowed for meals and rest periods. Do not leave the assigned work area during your rest period and do not take more than 15 minutes for each rest period. You may leave the premises during your meal period.

806 MAKEUP TIME

The District allows the use of makeup time when non-exempt employees need time off to tend to personal obligations. Makeup time worked will not be paid at an overtime rate.

Employees may take time off and then make up the time later in the same workweek or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek.

Makeup time requests must be submitted in writing to your District Manager for approval. Requests will be considered for approval based on the legitimate business needs of the District at the time the request is submitted. A separate written request is required for each occasion the employee requests makeup time. If you request time off that you will make up later in the week, you must submit your request at least 24 hours in advance of the desired time off. Your makeup time request must be approved in writing before you take the requested time off or work makeup time.

All makeup time must be worked in the same pay period as the time taken off. The District's seven-day workweek is Sunday through Saturday. Employees may not work more than 11 hours in a day or 40 hours in a workweek because of making up time that was or would be lost due to a personal obligation.

If you take time off and are unable to work the scheduled makeup time for any reason, the hours missed will be unpaid.

An employee's use of makeup time is completely voluntary. The District does not encourage, discourage, or solicit the use of makeup time.

807 EXPENSE ACCOUNTS

The District reimburses employees for business expenses in the next scheduled pay period, post submission of the receipts. Employees who have expense accounts or who have incurred business expenses must submit required receipts and the associated form to District Management within 30 days of the date of the receipt. Personal and/or vacation travel may be combined with business travel provided there is no additional cost to

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809 CALL-IN PAY

The District will pay a minimum of two hours of pay to employees who are required to report to work on a day other than their normally scheduled workday.

809.01 REPORTING TO WORK PAY

The District will pay employees for half of the regularly scheduled workday if employees report to work as scheduled but no work is available.

The District will not pay employees for reporting under the following circumstances:

- Interruption of work because of the failure of any or all public utilities; or
- Interruption of work because of natural causes or other circumstances beyond the District's power to control.

810 ON-CALL STATUS

Each Field Personnel will be required to be on call 24 hours per day every other week to address emergencies or service requests. In the event an employee is called out after an eight-hour workday or after plant check on weekends and holidays for any service calls, they will be compensated the applicable overtime rate.

Following a week of being on call beginning on Monday and ending on Sunday, employees will receive the following Friday off with pay and receive the additional on-call pay of \$300.00. This schedule must be adhered to. If for some reason this cannot be done District Management is to be notified immediately. No credit shall be given for time worked on this regularly scheduled day off, unless approved in advance by District Management.

District Management will assign operational and maintenance employees on a rotational basis to be on-call on a per week basis during hours not considered regular hours of work for District employees. When an employee is on-call, the employee shall be provided with a cellular telephone. The cellular telephone will provide notification by an afterhours answering service to the employee when an emergency repair/maintenance work situation occurs. Notification may also be issued verbally or by telephone by the Operations Manager or other responsible District employees, or member of the Board of Directors. The cellular telephone shall be kept in the employee's immediate possession during the entire on-call period of time.

When an employee is on-call, they are permitted to utilize their time-off work as desired. However, the employee must be able to respond to an emergency situation within the Districts service area within a 30-

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SAFETY AND HEALTH

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902 SECURITY/WORKPLACE VIOLENCE

The District has developed guidelines to help maintain a secure workplace. Be aware of people loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities observed to District Management. Secure your desk, office, or vehicle at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible. The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify your District Management when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

902.01 INJURY AND ILLNESS PREVENTION PLAN , SAFETY AND SECURITY (APPENDIX B)

The District is so critical as to require or justify a compromise of safety and health. We believe that everyone benefits from a safe and healthful work environment. We are committed to maintaining a safe workplace and to complying with applicable laws and regulations governing safety.

902.02 WORKPLACE VIOLENCE PREVENTION PLAN (APPENDIX C)

The District is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, and/or visitor, District policy is to establish, implement and maintain an effective plan required by SB533. The regulation requires the District to establish, implement, and maintain, at all times in all our facilities, a workplace violence prevention plan for the purpose of protecting employees and other personnel from aggressive and violent behavior.

902.03 PERIMETER SAFETY SIGNAGE

“No Trespassing” signs are to be installed on the entire perimeter fence surrounding the Wastewater Treatment Plant located at 735 Six Mile Road. These signs are to be of metal construction and are to be placed no more than five hundred feet apart.

902.04 GATE SIGNAGE

All gates accessing the Wastewater Treatment Plant perimeter fencing of the 735 Six Mile Road property shall have three signs attached stating as follows:

1. Sign shall read “NO TRESPASSING”

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903 RECREATIONAL ACTIVITIES AND PROGRAMS

The District or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

904 INCLEMENT WEATHER/NATURAL DISASTERS

In the event of severe weather or a natural disaster that prevents employees from safely traveling to and from work, the following leave policies will apply:

- **Inclement weather:** Conditions that excuse absence from work include snow or road closure. If weather conditions prevent you from safely traveling to work, you must notify District Management by phone if telephone service is functional, or by any other available means. Absences will be unpaid. Employees may elect to have absences deducted from accumulated vacation time when weather conditions prevent them from reaching the worksite.
- **Natural disasters:** In the event of a natural disaster such as earthquake, fire, or explosion the office will be closed if the building is damaged or highways leading to the office are damaged. For instructions on reporting to another location, contact District Management immediately, if possible. Absences due to natural disasters will be unpaid. Employees may elect to have absences deducted from accumulated vacation time when weather conditions prevent them from reaching the worksite.

905 ERGONOMICS

The District is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The District will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and employee training. The District encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

The District believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being and is essential to our business. We intend to provide appropriate resources to create a risk-free environment. If you have any questions about ergonomics, please contact the Administration Manager.

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1000 RESIGNATION

Voluntary termination results when an employee voluntarily resigns his or her employment at the District or fails to report to work for three (3) consecutively scheduled workdays without notice to, or approval by, District Management. To leave the District in good standing, an employee must file a written notice of resignation at least two weeks before the effective date of separation of employment. You are free to terminate your employment with the District at any time, with or without notice or a reason, and the District has a right to terminate your employment at any time, with or without notice or a reason. All District-owned property, including vehicles, keys, tools, and equipment, must be returned immediately upon termination of employment.

1001 REDUCTIONS IN FORCE

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

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

1002 DISCIPLINE

The District expects all of its employees to act in the best interests of the District and its customers and residents. It is the responsibility of all employees to observe all rules, guidelines, and operating procedures of the District. The District further expects that each of its employees will act in a polite and professional manner when dealing with members of the public and other employees. These General Rules of Conduct, along with the "Examples of Unacceptable Conduct" listed below, are not meant to be all-inclusive, but rather to provide illustrations of acceptable conduct versus problematic conduct.

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- Falsifying records
- Any act or failure to act during or outside of work hours, which is detrimental to the best interest of the District as determined by District Management or the Board.

1002.2 PRIOR TO DISCIPLINARY ACTION

Depending on the nature of the conduct or the performance deficiency, the District will give an employee an oral warning, which is corrective and is non-disciplinary in nature, prior to taking formal disciplinary action. An oral warning is encouraged but is not required before issuing formal disciplinary action. An oral warning is a communication to an employee that their performance or behavior must be improved and failure to do so may result in discipline. District Management may note the date, time, and content of oral warning, but no record of an oral warning shall be placed in the employee's personnel file unless subsequent disciplinary action is taken.

1002.3 TYPES OF DISCIPLINARY ACTION

Disciplinary action includes written warning, suspension, reduction in salary, demotion, or termination of employment. The description of each disciplinary action is outlined below:

- **Written Warning:** a formal written notice to an employee that further disciplinary action will be taken unless his or her performance or behavior improves. A copy of the written reprimand is given to the employee and the original is placed in the employee's personnel file. The employee must acknowledge receipt of the written warning by signing the letter at the time of presentation; this signature signifies only the receipt of the document; it does not signify the employee's agreement with the allegations.
- **Suspension:** the temporary removal of an employee from his or her duties without pay for disciplinary purposes for up to thirty (30) working days. Employees suspended from his or her employment with the District forfeit all rights, privileges, and salary with the exception of group health and life insurance benefits.
- **Reduction in Salary:** a decrease in salary paid to an employee for a specified period for disciplinary purposes.
- **Demotion:** the removal of an employee from one position to another position carrying a lower maximum rate of pay because of a disciplinary action.
- **Discharge:** the removal of an employee from District services, as provided for in these Guidelines.

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ATTACHMENTS & APPENDIXES

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APPENDIX A TRAVEL/MILEAGE REIMBURSEMENT AUTHORIZATION FORM

Policy Number 402

NAME: _____

DESCRIPTION: _____

TRAVEL DATES: _____

Mileage: _____ x _____ per mile = _____

(Current IRS allowance)

Meals*: Breakfast (up to \$20.00 per meal) _____

Lunch (up to \$25.00 per meal) _____

Dinner (up to \$30.00 per meal) _____

*Provide receipts

Other (specify and provide receipt) _____

Amount Due this Claim \$ _____

Statement of Insurance: Personal vehicles used for District business must carry valid liability insurance coverage. The undersigned, under penalty of perjury states the above claim and items as therein set out are true and correct:

Employee Signature: _____ Date _____

Managers Approval: _____

Date: _____

Submit this form to Accounts Payable

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RESPONSIBILITIES

1. Managers/Supervisors

Managers and supervisors have the responsibility of providing a safe place to work including plant facilities, equipment, standards and procedures, adequate supervision and recognition for a job done properly. They are responsible for training all their employees to perform their jobs properly and safely. They teach, demonstrate, observe, and enforce compliance with established safety standards.

2. IIPP Administrator

The IIPP Administrator has the responsibility for the implementation, maintenance, and update of this policy.

3. Employees

Employees have the responsibility of performing their tasks properly and safely. They are to assure themselves that they know how to do the job properly and ask for additional training or assistance when they feel there is a gap in their ability, knowledge, or training. They should never undertake any task, job, or operation unless they are able to perform it safely.

COMPLIANCE

1. Management Responsibility

Management is responsible for ensuring that organizational safety and health policies are clearly communicated and understood by employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

2. Employee Responsibility

All employees are responsible for using safe work practices, for following directives, policies, and procedures and for assisting in maintaining a safe work environment.

3. Performance Evaluations

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c. From time to time, written safety notifications are included with paychecks or are posted on organization bulletin boards.

d. Other methods of communicating pertinent to health and safety information are used as they are identified.

3. Safety Suggestions and Hazard Reporting

a. All employees are encouraged to inform their supervisors, or other management personnel of any matter which they perceive to be a workplace hazard, or a potential workplace hazard. They are also encouraged to report suggestions for safety improvement. This reporting can be done orally or preferably in writing. If done in writing, the notification may be given directly to the supervisor, the IIPP Administrator or other management personnel, or placed in a suggestion box.

b. If an employee wishes to report anonymously a hazard, safety suggestion, or other safety problem he or she can complete a Safety Suggestion Form, not filling in their name.

c. No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.

d. Management reviews all suggestions and hazard reports.

e. If employees provide their names regarding the notification, they are informed of what is being done.

f. The resolution will be communicated to employees in accordance with paragraph 2 under the subject of Communications.

HAZARD IDENTIFICATION & EVALUATION

Inspection of the workplace is the primary tool used to identify unsafe conditions and practices. While we encourage all employees to continuously identify and correct hazards and poor safety practices, certain situations require formal evaluation and documentation.

1. Safety Inspections

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The following incidents are reported orally, in person or by telephone, to the closest Area office of Cal-OSHA within 8 hours of occurrence:

- a. Fatalities
- b. In-patient hospitalization of three or more employees

The following information must be given:

- 1. Establishment name Location of incident Time of the incident Number of fatalities or hospitalized employees
- 2. Contact person
- 3. Phone number
- 4. Brief description of the incident

CORRECTION OF HAZARDS

When a hazard exists, it is corrected on a timely basis based on the severity of the hazard. If imminent danger exists to any employees, management, and supervisors, remove these employees from the danger at once, and personnel who are provided with the necessary safeguards and training correct the hazard. The correction process is based upon information obtained from employees, inspections, and investigations.

TRAINING

1. Orientation- New Employees

The Operations Manager or the Administration Manager conducts the initial orientation on general safety. Employees sign for all materials that are distributed.

The orientation includes a review of:

- a. The Injury & Illness Prevention Program (IIPP) All new hires are given a copy of the IIPP and those rules and regulations (Code of Safe Practices) that apply to their work environment.
- b. Emergency Action Plan (if applicable)
- c. Fire Prevention Plan (if applicable)

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Designed employees receive first aid, CPR, and/or blood borne pathogen training in accordance with the American Red Cross and/or American Heart Association requirements.

c. Defensive Driver Training

All employees who may drive on organization business receive defensive driver training no less than every four years. Driving on organization business includes driving organization vehicles as well as personal vehicles on organization business. Additional safe driving subjects are covered in safety meetings on an as-needed basis.

4. Retraining

Reasons for retraining include change of job assignment, change of operations or materials, observation of poor work habits, or update of training methods. Managers/supervisors/IIPP Administrator perform retraining:

- a. When an existing employee changes job functions.
- b. At least annually as a refresher program.

Such training includes general workplace safety, job-specific hazards, and /or hazardous materials, as applicable.

5. Specialized Training

- a. Supervisors are trained in their responsibilities for the safety and health of their employees. Such training includes both safety management and technical subjects.
- b. Managers/supervisors IIPP Administrator:
 1. Determine safety-training needs
 2. Implement new training programs
 3. Evaluate the effectiveness of these programs

6. In addition, training is provided whenever:

- a) New substances, processes, procedures, or equipment pose a new hazard and there is a lack of skill or knowledge to deal with the situation.

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**APPENDIX C WORKPLACE VIOLENCE PREVENTION PLAN
UPDATED APRIL 11, 2024**

Type 3: Workplace violence against an employee by a present or former employee, supervisor, or manager

Type 4: Workplace violence committed in the workplace by someone who does not work there but has or is known to have had a personal relationship with an employee

In addition, MSD prohibits all *dangerous weapons* not used for fire suppression, accident and incident response, emergency medical services, the service of law enforcement, or security duties on all MSD property. Any employee or appointed or elected official in possession of prohibited dangerous weapons on MSD property is in violation of this policy and may be subject to disciplinary action up to and including dismissal. Any volunteer, contractor, client, or visitor in possession of prohibited dangerous weapons will be banned from the premises. *Dangerous weapons* include any instrument capable of inflicting death or serious bodily injury.

RESPONSIBILITY AND AUTHORITY

Workplace Violence Prevention Plan Administrator

District Management, or an assigned designee, is the designated WVP plan Administrator and has the authority and responsibility for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports. District Management will also be able to answer employee questions concerning this plan.

District Management, or an assigned designee, shall solicit feedback and input from employees and their authorized representatives in developing and implementing the WVP plan. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents.

District Management, or an assigned designee, shall coordinate the implementation of the workplace violence prevention plan, when applicable, to ensure those employers and their employees understand their respective roles as provided in the plan. These other employers and their staff shall be provided with training on MSD's WPV plan.

Employees are encouraged to inform their supervisor about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.

After the employee has reported their concerns about any threats of violence or workplace violence to District Management they will investigate the incident. District Management will then inform the employee of the results of their investigation and any corrective actions to be taken as part of the MSD's responsibility in complying with hazard correction measures outlined in the WVP plan.

Any employee who believes he or she has the potential of violent behavior is encouraged to use MSD's confidential Employee Assistance Program:

Employee training on workplace violence will include:

- This plan;
- Workplace violence risks that employees may encounter in their jobs;
- How to recognize the potential for violence and escalating behavior;
- Strategies to de-escalate behaviors and to avoid physical harm;
- MSD alerts, alarms, or systems that are in place to warn of emergencies;
- How to report incidents to law enforcement; and
- MSD'S Employee Assistance Program

PROCEDURES

Responding to Actual or Potential Workplace Violence Emergencies

In the event of an actual or potential workplace violence emergency, District Management will alert employees of the presence, location, and nature of the workplace violence through the following methods:

- Direct contact, phone call, or text message.

When any employee becomes aware of an actual or potential workplace violence emergency, they shall notify the management and colleagues through phone or text message.

The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Appendix B) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- Once a year;
- When the plan is implemented;
- When new, previously unidentified workplace violence/security hazards are recognized; and
- When workplace violence injuries or threats of injury occur.

HAZARD CORRECTION

Work practice controls will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

Work practice controls are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Provision of dedicated safety personnel (i.e. security guards);
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented, and dated.

POST-INCIDENT RESPONSE AND INVESTIGATION

District Management will use the Workplace Violent Incident Log (Attachment A) to assist in documenting incidents and investigations.

These procedures will occur following an incident:

- Provide immediate medical care or first aid;
- Identify all employees involved in the incident;
- Offer staff individual trauma counseling resources;
- Conduct a debriefing with all affected staff;
- Determine if corrective measures developed under this plan were effectively

<input type="checkbox"/> Waiting Room	<input type="checkbox"/> Restroom or Bathroom	<input type="checkbox"/> Parking Lot or Outside Building
<input type="checkbox"/> Personal Residence	<input type="checkbox"/> Breakroom	<input type="checkbox"/> Cafeteria
<input type="checkbox"/> Other:		

Type of Incident (check as many apply):

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal Threat or Harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual Threat, Harassment, or Assault	<input type="checkbox"/> Hit with an Object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal Attack	<input type="checkbox"/> Shot (or Attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of Physical Force	<input type="checkbox"/> Bomb Threat	<input type="checkbox"/> Hit with Fist
<input type="checkbox"/> Threat of Use of Weapon or Object	<input type="checkbox"/> Vandalism (of Victim's Property)	<input type="checkbox"/> Knifed (or Attempted)
<input type="checkbox"/> Assault With A Weapon or Object	<input type="checkbox"/> Vandalism (of Employer's Property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Robbery	<input type="checkbox"/> Other:	

Consequences of incident:

Medical care provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Law enforcement called? <input type="checkbox"/> Yes <input type="checkbox"/> No	Security contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did anyone provide assistance to conclude the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Days lost from work (if any) _____	
Actions taken by the employer to protect employees from a continuing threat. <input type="checkbox"/> Yes <input type="checkbox"/> No		

Completed by:

Name:	Title:	Date:
Telephone:	Email:	
Signature:	Telephone:	

		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

STEP 2: CONDUCT ASSESSMENT

Building Interior

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are clients and visitors clearly informed so they will not become frustrated?	

Buildings Exterior

Yes	No	Building Exterior	Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	
		Are all exterior walkways visible to security personnel?	

Parking Area

Yes	No	Parking Area	Comments:
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding places?	
		Is there enough lighting on the parking lot to see clearly?	

APPENDIX E SALARY SCHEDULE APPROVED 8/8/2024



MURPHYS SANITARY DISTRICT

DISTRICT WAGE SCALE
 EFFECTIVE: August 8, 2024
 Includes 5% step increase

JOB POSITION	STEP A	STEP B	STEP C	STEP D	STEP E
Customer Service Representative	\$ 21.22	\$ 22.28	\$ 23.40	\$ 24.56	\$ 25.79
Account Specialist/Clerk of the Board	\$ 26.82	\$ 28.16	\$ 29.57	\$ 31.05	\$ 32.60
Wastewater Treatment/Field Supervisor	\$ 40.17	\$ 42.18	\$ 44.29	\$ 46.50	\$ 48.83
Wastewater Operator G-I	\$ 27.36	\$ 28.73	\$ 30.16	\$ 31.67	\$ 33.26
Wastewater Operator G-II	\$ 30.29	\$ 31.80	\$ 33.39	\$ 35.06	\$ 36.82
Administration Manager	\$ 37.13	\$ 38.99	\$ 40.94	\$ 42.98	\$ 45.13
Operations Manager *	\$ 95,481.00	\$ 100,255.05	\$ 105,267.80	\$ 110,531.19	\$ 116,057.75
Board of Directors	\$ 100.00	Per Meeting			

*Board approved salary status for Operations Manager 5/2023

Longevity Incentive: 5 Years	\$ 1,200.00
10 years	\$ 3,000.00
15 years	\$ 4,500.00



Grant Writing Services and Assistance

Freedom Energy Corporation provides services to agencies to assist with grant applications, management and project management. Freedom Energy Corporation provides the professional, administrative, supervisorial, and managerial services to meet agencies grant needs.

Services Include:

- Develop a comprehensive understanding of Capital Improvement Plans, critical infrastructure needs, budgets and budgetary constraints
- Participate in strategic planning, project prioritization, short- and long-term maintenance goals, and identify grant funding opportunities that could help agency achieve these goals
- Participate in group, informative discussions that will help achieve funding needs. Take lead in communication with potential grant agencies
- Become familiar with the grant funding opportunities, grant applications, grant reporting, and grants management process needs or requests
- Complete grant applications, execute them, complete reports, and meet grant close-out requirements
- Serve as project manager on projects assigned
- provide presentations to Board of Directors or attend relevant events if needed
- Other duties as assigned

Fee and Compensation:

Freedom Energy Corporation's fee is based on time spent on consulting services. Consultant shall be paid at a rate of ninety-five dollars (\$95.00) per hour for the term of the contract. Freedom Energy Corporation will produce and sign a Consulting Agreement with agencies before work begins.

Finance Committee Meeting Summaries

The Finance Committee met on October 8, 2024 to discuss and review District's investments and spreadsheet. The committee agreed to meet with Richard Ebert, Financial Advisor with UBS Financial, to discuss future investments opportunities. There was also discussion of the future spreadsheet presentation to the board at the October 18, 2024 meeting. The discussion lead into looking and researching a line of credit for emergency purposes. A follow up meeting has been scheduled on October 15, 2024.



ADMINISTRATION REPORT

DATE: October 18, 2024
TO: Members of the Board
FROM: Kristina Fillmore, Administration Manager
SUBJECT: Administration Report

District Website

Updates regarding the rate study and the Church Street project have been published on the website. Status updates will be provided as new information becomes available.

California Department of Finance Audit

An exit interview for this audit is scheduled for October 16, 2024.

Annual CPA Audit - Brian Jolley CPA

The District's annual audit for fiscal year 2023/2024 is currently under review.

District Board Vacancy

The vacancy has been advertised on the website, including instructions for potential candidates. All applications must be submitted to the county elections department by November 1st. The Board of Supervisors will appoint the most qualified candidate.

CSDA Board Secretary Conference

District staff will be attending this year's conference.

Rate Study Informational Notice

An informational notice was mailed to ratepayers (owners of record and tenants) on October 1st.



Murphys Sanitary District STAFF REPORT

DATE: October 7th 2024
TO: Honorable Members of the Board
FROM: Dan Murphy, Chief Plant Operator
SUBJECT: Operational Staff Report

OPERATIONAL MONTHLY TOTALS AND SUMMARY: **SEPTEMBER 2024**

Water storage levels in Pond# 4	A reduction of nearly three feet elevation in September leaving roughly 21,248,000 gallons total in Pond 4 storage at the start of October. 3.5 feet lower elevation than October 1st 2023
PG&E Kilo Use	509kWhrs at WWTP 65kWhrs at IPS Totals are well within optimum pump functionality for the amount of discharge
Rain Fall at WWTF	No rain was recorded for September 2024 9/23 only .3" rain 1 day
CL2 Usage	1,147 gallons of liquid chlorine used for 12 days of Effluent pumping to KHS and 4 days of discharge to Spray fields
Plant influent gallons	3,616,600 gallons Under 10k gallons more than 9/23
Effluent gallons	4,648,650 total gallons treated and discharged 4,334,150 gallons to KHS during harvest 314,500 gallons to LAA spray fields
Ironstone Influent	179,600 gallons AVG
Hydro flushing lineal footage	>10,000 feet of Collection main lines were flushed and video inspected in September
Sewer Overflow Count	None
Spray Field Gallons Applied	314,500 gallons applied over 4 days to 3 alternating fields without run-off or ponding