

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
Finance/Policy Committee Meeting**

Chair: *Gary Sipperley*
Co-Chair: *Eileen Mannix*

**THCSD CONFERENCE ROOM
22912 VANTAGE POINTE DR., TWAIN HARTE
September 4, 2024 1:30 p.m.**

NOTICE: Public May Attend this Meeting In-Person.

The meeting will be accessible via ZOOM for anyone that chooses to participate virtually:

- Videoconference Link: <https://us02web.zoom.us/j/89603460024>
- Meeting ID: 896 0346 0024
- Telephone: (669) 900-6833

AGENDA

- 1. Discuss development of investment strategies in accordance with District Policy #3015 – Investment Policy.**
- 2. Discuss/evaluate financial services provided by Regional Government Services.**
- 3. Annual review of Policy 2002 - Discrimination.**
- 4. Review Policy 2041 – Early Return to Work Program.**
- 5. Review Policy 2080 – Classification of Personnel.**
- 6. Review Policy 2110 – Dental Benefits.**
- 7. Review Policy 2111 – Health and Welfare Benefits.**
- 8. Annual review of Policy 3030 - Injury Illness Prevention Program.**
- 9. Adjourn.**

HOW TO VIRTUALLY PARTICIPATE IN THIS THIS MEETING

The public can virtually observe and participate in a meeting as follows:

- **Computer:** Join the videoconference by clicking the videoconference link located at the top of this agenda or on our website. You may be prompted to enter your name and email. Your email will remain private and you may enter “anonymous” for your name.
- **Smart Phone/Tablet:** Join the videoconference by clicking the videoconference link located at the top of this agenda OR log in through the Zoom mobile app and enter the Meeting ID# and Password found at the top of this agenda. You may be prompted to enter your name and email. Your email will remain private and you may enter “anonymous” for your name.
- **Telephone:** Listen to the meeting by calling Zoom at (4669) 900-6833. Enter the Meeting ID# listed at the top of this agenda, followed by the pound (#) key.

* NOTE: your personal video will be disabled and your microphone will be automatically muted.

SUBMITTING PUBLIC COMMENT

The public will have an opportunity to comment before and during the meeting as follows:

- **Before the Meeting:**
 - Email comments to ksilva@twainhartecsd.com, write “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments.
 - Mail comments to THCSD Board Secretary: P.O. Box 649, Twain Harte, CA 95383
- **During the Meeting:**
 - Computer/Tablet/Smartphone: Click the “Raise Hand” icon and the host will unmute your audio when it is time to receive public comment. If you would rather make a comment in writing, you may click on the “Q&A” icon and type your comment. You may need to tap your screen or click on “View Participants” to make icons visible.



- Telephone: Press *9 if to notify the host that you have a comment. The host will unmute you during the public comment period and invite you to share comments.
- In-Person: Raise your hand and the Board Chairperson will call on you.

* NOTE: If you wish to speak on an item on the agenda, you are welcome to do so during consideration of the agenda item itself. If you wish to speak on a matter that does not appear on the agenda, you may do so during the Public Comment period. Persons speaking during the Public Comment will be limited to five minutes or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board. Except as otherwise provided by law, no action or discussion shall be taken/conducted on any item not appearing on the agenda. Public comments must be addressed to the board as a whole through the President. Comments to individuals or staff are not permitted.

MEETING ETIQUETTE

Attendees shall make every effort not to disrupt the meeting. Cell phones must be silenced or set in a mode that will not disturb District business during the meeting.

ACCESSIBILITY

Board meetings are accessible to people with disabilities. In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the District office 48 hours prior to the meeting at (209) 586-3172.

WRITTEN MEETING MATERIALS

If written materials relating to items on this Agenda are distributed to Board members prior to the meeting, such materials will be made available for public inspection on the District's website:

www.twainhartecsd.com

INVESTMENT COMPARISONS

Compare Rates of Return

Month	LAIF	5 Star Money Market	CA CLASS	CA CLASS Difference
February	4.122	4.122	5.439	1.317
March	4.232	4.232	5.421	1.189
April	4.272	4.272	5.403	1.131
May	4.332	4.332	5.394	1.062
June	4.48	4.48	5.401	0.921
July	4.516	4.516	5.421	0.905

Average CA CLASS Rate Difference **1.087**

Estimated Annual Additional Return per \$100,000 \$ 1,087.00

Estimated Annual Additional Return per \$1,000,000 \$ 10,870.00

Compare Actual Returns - LAIF vs. CA CLASS

2024 Quarter 2 - 4/15/24-7/15/24

Invested in LAIF - 4/15/24 - 7/15/24 \$ 1,822,886.33

LAIF Return - based on actual statement \$ 20,564.35

CA CLASS Return - based on daily interest rates \$ 24,857.03

CA CLASS Additional Return **\$ 4,292.68**

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Investment Policy
POLICY NUMBER: 3015
ADOPTED: October 10, 2013
AMENDED: 1/9/14, 12/10/15, 11/13/19
LAST AMENDED: January 12, 2022

3015.10 INTRODUCTION

The purpose of this written Investment Policy is to establish the guidelines for the prudent investment of Twain Harte Community Services District funds. The objectives of this Policy are safety, liquidity, yield, and compliance with state and federal laws and policies.

District funds are to be managed with a high degree of care and prudence. Though all investments contain a degree of risk, the proper concern for prudence, maintenance of high level of ethical standards, and proper delegation of authority reduces the potential for any realized loss.

3015.20 AUTHORITY

The investment program shall be operated in conformance with federal, state, and other legal requirements including, but not limited to, California Government Code sections 16429.1, 53600, 53601, 53607, 53635, 53638, and 53646. As provided for by Government code, the Board of Directors delegates the authority to manage the investment program to the District Treasurer. All investment portfolio decisions made by the Treasurer shall require the endorsement of the Finance Committee & General Manager. In the event of an emergency only the General Manager's endorsement shall be required. Under no circumstances is the Treasurer permitted to make an investment that is not specifically authorized by law (see Figure 1) and this policy. The treasurer may invest up to 10% of funds in securities that have a term remaining maturity in excess of five years and up to 20% of funds with Board approval.

The Treasurer may retain the services of a qualified independent investment consultant, with a fee-only arrangement (e.g., percentage of assets under management, hourly fee, or fee per service), to perform the roles and responsibilities set forth in Attachment A.

3015.30 SCOPE

The District investment portfolio shall consist of surplus money in the District's treasury not required for the immediate necessities of the District.

3015.40 OBJECTIVES

This policy is a conservative policy guided by three principles of public fund management. In specific order of importance, the three principles are:

1. **Safety of Principal** - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
2. **Liquidity** - The investment portfolio shall remain sufficiently liquid to meet all operating requirements. This shall be accomplished by structuring the investment portfolio so that investments mature concurrent with cash needs.
3. **Yield** - Investments shall be undertaken to produce an acceptable rate of return after first consideration for principal and liquidity.

3015.50 STANDARDS OF CARE

3015.51 Prudence - Investments will be made with the same standard of care that persons of prudence, discretion and intelligence exercise when managing their own affairs, not for speculation, but for investment with particular consideration for safety of capital as well as probable income derived.

3015.52 Conflicts of Interest - Officers and employees involved in the investment process shall perform his/her duties under this Investment Policy in accordance with the provisions of Section 1126 of the Government Code as well as any other state law referred to in this policy.

3015.60 SAFEKEEPING

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited prior to the release of funds. Securities will be held in accordance with the provisions of Section 53601 of the Government Code.

3015.70 DIVERSIFICATION

Investments will be diversified to avoid losses that may be associated with any one investment.

3015.80 REPORTING REQUIREMENTS

Each quarter that an investment program is in place, the Treasurer shall prepare and submit a report of investment transactions to the Board of Directors. This report will be sufficiently detailed to provide information for investment evaluation.

3015.90 PERFORMANCE REVIEW

An annual appraisal of the investment portfolio shall be conducted to evaluate the effectiveness of the District's investment program once the program is implemented.

The purpose of this review, in addition to evaluation of performance, is to provide the platform for changes and improvements to the portfolio.

3015.100 APPROVAL OF INVESTMENT POLICY

The investment policy shall be formally approved and adopted by the Board and reviewed annually in January coinciding with the annual performance review and the start of new law passed through the previous State Legislative Cycle. Consideration should be given to any changes in statute or investment strategies that may impact this policy. If the District is not engaged in an investment program, the Board may choose to review this policy once prior to program implementation instead of performing an annual review.

.ATTACHMENT A

Investment Consultant/Advisor Role & Responsibilities

I. AUTHORIZED INVESTMENT CONSULTANT

The Investment Consultant must be registered with either State or Federal securities regulators pursuant to the Investment Advisers Act of 1940. The Investment Consultant will provide a copy of the ADV Form Part II for the Investment Consultant and his or her company to the District during the annual investment performance review, and will disclose whether the Investment Consultant has an ownership or other interest in any of the investment options being reviewed or recommended by the Investment Consultant. The Investment Consultant will immediately notify the District of any Securities and Exchange Commission or other regulatory investigations into its actions related to the type of services provided to the District or of any felony conviction.

II. INVESTMENT CONSULTANT RESPONSIBILITIES

The primary responsibility of the Investment Consultant is to inform and advise the District on various investment related issues with respect to the oversight of and potential enhancements to the portfolio. Such services include:

- A. Assisting the District with determining an appropriate process for constructing the structure of the investment menu.
- B. Providing timely, accurate, and unbiased quarterly reports evaluating return, risk and characteristics (where available) of each of the funds compared to appropriate indexes and/or peer group universes.
- C. Apprising the District of changes with regard to its funds in an appropriate time frame given the significance of the information.
- D. Conducting a fund review at the request of the District when, for example, noteworthy changes or significant under-performance occurs.
- E. Assisting the District in the search and replacement of existing funds when a review so merits this change.
- F. Ensuring the District's investments do not violate State or Federal law or anything set forth in Figure 1.

The Investment consultant has no discretionary control or authority over the Plan and its assets. However, in its role as an advisor to the District, the Investment Consultant acknowledges a limited fiduciary role with respect to the investment advice provided to the District.

FIGURE 1

ALLOWABLE INVESTMENT INSTRUMENTS PER STATE GOVERNMENT CODE (AS OF JANUARY 1, 2021)^a APPLICABLE TO ALL LOCAL AGENCIES^b

See "Table of Notes for Figure 1" on the next page for footnotes related to this figure.

INVESTMENT TYPE	MAXIMUM MATURITY ^c	MAXIMUM SPECIFIED % OF PORTFOLIO ^d	MINIMUM QUALITY REQUIREMENTS	GOV'T CODE SECTIONS
Local Agency Bonds	5 years	None	None	53601(a)
U.S. Treasury Obligations	5 years	None	None	53601(b)
State Obligations— CA And Others	5 years	None	None	53601(c) 53601(d)
CA Local Agency Obligations	5 years	None	None	53601(e)
U.S Agency Obligations	5 years	None	None	53601(f)
Bankers' Acceptances	180 days	40% ^e	None	53601(g)
Commercial Paper—Non-Pooled Funds ^f (under \$100,000,000 of investments)	270 days or less	25% of the agency's money ^g	Highest letter and number rating by an NRSRO ^h	53601(h)(2)(c)
Commercial Paper—Non-Pooled Funds (min. \$100,000,000 of investments)	270 days or less	40% of the agency's money ^g	Highest letter and number rating by an NRSRO ^h	53601(h)(2)(c)
Commercial Paper— Pooled Funds ⁱ	270 days or less	40% of the agency's money ^g	Highest letter and number rating by an NRSRO ^h	53635(a)(1)
Negotiable Certificates of Deposit	5 years	30% ^j	None	53601(i)
Non-negotiable Certificates of Deposit	5 years	None	None	53630 et seq.
Placement Service Deposits	5 years	50% ^k	None	53601.8 and 53635.8
Placement Service Certificates of Deposit	5 years	50% ^k	None	53601.8 and 53635.8
Repurchase Agreements	1 year	None	None	53601(j)
Reverse Repurchase Agreements and Securities Lending Agreements	92 days ^l	20% of the base value of the portfolio	None ^m	53601(j)
Medium-Term Notes ⁿ	5 years or less	30%	"A" rating category or its equivalent or better	53601(k)
Mutual Funds And Money Market Mutual Funds	N/A	20%	Multiple ^{o,p}	53601(l) and 53601.6(b)
Collateralized Bank Deposits ^q	5 years	None	None	53630 et seq. and 53601(n)
Mortgage Pass-Through and Asset-Backed Securities	5 years or less	20%	"AA" rating category or its equivalent or better	53601(o)
County Pooled Investment Funds	N/A	None	None	27133
Joint Powers Authority Pool	N/A	None	Multiple ^o	53601(p)
Local Agency Investment Fund (LAIF)	N/A	None	None	16429.1
Voluntary Investment Program Fund ^r	N/A	None	None	16340
Supranational Obligations ^s	5 years or less	30%	"AA" rating category or its equivalent or better	53601(q)
Public Bank Obligations	5 years	None	None	53601(r), 53635(c) and 57603

FROM CA LOCAL AGENCY INVESTMENT GUIDELINES

TABLE OF NOTES FOR FIGURE 1

- ^a Sources: Sections 16340, 16429.1, 27133, 53601, 53601.6, 53601.8, 53630 et seq., 53635, 53635.8, and 57603.
- ^b Municipal Utilities Districts have the authority under the Public Utilities Code Section 12871 to invest in certain securities not addressed here.
- ^c Section 53601 provides that the maximum term of any investment authorized under this section, unless otherwise stated, is five years. However, the legislative body may grant express authority to make investments either specifically or as a part of an investment program approved by the legislative body that exceeds this five year remaining maturity limit. Such approval must be issued no less than three months prior to the purchase of any security exceeding the five-year maturity limit.
- ^d Percentages apply to all portfolio investments regardless of source of funds. For instance, cash from a reverse repurchase agreement would be subject to the restrictions.
- ^e No more than 30 percent of the agency's money may be in bankers' acceptances of any one commercial bank.
- ^f Includes agencies defined as a city, a district, or other local agency that do not pool money in deposits or investment with other local agencies, other than local agencies that have the same governing body.
- ^g Local agencies, other than counties or a city and county, may purchase no more than 10 percent of the outstanding commercial paper and medium-term notes of any single issuer.
- ^h Issuing corporation must be organized and operating within the U.S., have assets in excess of \$500 million, and debt other than commercial paper must be in a rating category of "A" or its equivalent or higher by a nationally recognized statistical rating organization, or the issuing corporation must be organized within the U.S. as a special purpose corporation, trust, or LLC, have program wide credit enhancements, and have commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical rating agency.
- ⁱ Includes agencies defined as a county, a city and county, or other local agency that pools money in deposits or investments with other local agencies, including local agencies that have the same governing body. Local agencies that pool exclusively with other local agencies that have the same governing body must adhere to the limits set forth in Section 53601(h)(2)(C).
- ^j No more than 30 percent of the agency's money may be in negotiable certificates of deposit that are authorized under Section 53601(i).
- ^k Effective January 1, 2020, no more than 50 percent of the agency's money may be invested in deposits, including certificates of deposit, through a placement service as authorized under 53601.8 (excludes negotiable certificates of deposit authorized under Section 53601(i)). On January 1, 2026, the maximum percentage of the portfolio reverts back to 30 percent. Investments made pursuant to 53635.8 remain subject to a maximum of 30 percent of the portfolio.
- ^l Reverse repurchase agreements or securities lending agreements may exceed the 92-day term if the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity dates of the same security.
- ^m Reverse repurchase agreements must be made with primary dealers of the Federal Reserve Bank of New York or with a nationally or state chartered bank that has a significant relationship with the local agency. The local agency must have held the securities used for the agreements for at least 30 days.
- ⁿ "Medium-term notes" are defined in Section 53601 as "all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States."
- ^o No more than 10 percent invested in any one mutual fund. This limitation does not apply to money market mutual funds.
- ^p A mutual fund must receive the highest ranking by not less than two nationally recognized rating agencies or the fund must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Sections 53601 and 53635.
- ^q A money market mutual fund must receive the highest ranking by not less than two nationally recognized statistical rating organizations or retain an investment advisor registered with the SEC or exempt from registration and who has not less than five years' experience investing in money market instruments with assets under management in excess of \$500 million.
- ^r Investments in notes, bonds, or other obligations under Section 53601(n) require that collateral be placed into the custody of a trust company or the trust department of a bank that is not affiliated with the issuer of the secured obligation, among other specific collateral requirements.
- ^s A joint powers authority pool must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Section 53601, subdivisions (a) to (o).
- ^t Local entities can deposit between \$200 million and \$10 billion into the Voluntary Investment Program Fund, upon approval by their governing bodies. Deposits in the fund will be invested in the Pooled Money Investment Account.
- ^u Only those obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), and Inter-American Development Bank (IADB), with a maximum remaining maturity of five years or less.

REGIONAL GOVERNMENT SERVICES (RGS)

Services Expense Summary

FY 23-24

Budget \$ **35,000.00**

Month	Cost
March	\$ 150.00
April	\$ 1,418.00
May	\$ 3,255.00
June	\$ 4,080.00
	<hr/> <hr/>
	\$ 8,903.00

Budget Remaining \$ 26,097.00

FY 24-25

Budget \$ **70,000.00**

Month	Cost
July	\$ 3,626.00
	<hr/> <hr/>
	\$ 3,626.00

Budget Remaining \$ 66,374.00

FY 24-25 PROJECTED

Avg Monthly Cost \$ **3,653.67**

May-July Only

FY 24-25 Cost \$ **43,844.00**

Remaining Budget \$ **26,156.00**

RGS TASKS TO DATE

Bank Reconciliations

Journal Entries

Budget Adjustments and Entry

Depreciation Schedule Adjustments

Compensated Absence Calculations

Fuel, Interest and other Allocations

Year End Closing Activities

Auditor Interface

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Discrimination
POLICY NUMBER: 2002
ADOPTED: March 21, 2006
AMENDED: 9/11/2014, 9/9/2020
LAST AMENDED: November 12, 2020
LAST REVIEWED: September 13, 2023

2002.10 There shall be no discrimination in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leave, and any disciplinary or grievance action for the following:

- Age (40 and over)
- Ancestry, National Origin
- Disability, mental and physical
- Genetic Information
- Gender Identity, Gender Expression
- Marital Status
- Medical Condition
- Military and Veteran Status
- Race, Color
- Religion, Creed
- Sex, Gender (including pregnancy, childbirth, breastfeeding or related medical conditions.)
- Sexual Orientation

2002.20 Protections against discrimination and harassment shall extend to unpaid interns and volunteers. There shall be no discrimination against unpaid interns or volunteers in regards to selection, termination, training and treatment for any of the reasons listed above or other protections provided by law. Furthermore, unpaid interns, volunteers, and persons providing services pursuant to a contract shall not be subjected to harassment in the workplace for any of the reasons listed above or other protections provided by law.

2002.30 All employees are protected from illegal conduct from any workplace source, including third parties who are in the workplace.

2002.40 There shall be no discrimination, for any of the reasons stated above or provided by law, in any actions taken by the District in dealing with our customers or the general public.

2002.50 To ensure that this policy is protecting the rights of all employees against discrimination, this policy shall be reviewed annually by the Board of Directors in a regular meeting. All employees should be reminded of the Board's consideration of the policy and encouraged to submit written or verbal comments as to its effectiveness.

2002.60 To ensure that employees understand these protections and mandated procedures, a copy of this policy will be provided to employees upon hire and an updated electronic copy will be posted in a location accessible to all employees. New employees and unpaid interns shall acknowledge receipt of the policy in writing and shall be required to undergo training within six months of starting their employment or volunteer internship. Seasonal or temporary employees employed less than six months shall undergo training within 30 days of starting their employment.

2002.70 Reporting Complaints: There are several avenues of reporting a confidential complaint other than to a direct supervisor, the different avenues of reporting include:

- Report to direct supervisor.
- Report to your supervisor's supervisor.
- Report to General Manager.
- If the complaint is in regards to General Manager, report to the President of the Board of Directors.

2002.80 Response to Reported Complaints: Every reported incident of discrimination will be documented, tracked and promptly investigated by qualified personnel or a District representative with the cooperation of the employee and/or the public member reporting the discrimination. This policy requires anyone who receives a complaint of misconduct to report the complaint to the General Manager. If the complaint is in regards to the General Manager, the recipient of the complaint can report to the President of the Board of Directors. Confidentiality of all persons involved in the incident shall be maintained. Employees will not be exposed to retaliation as a result of the making a complaint or participating in any workplace investigation. The results of any investigation of alleged discrimination shall promptly be communicated to the employee or public member. Where charges of discrimination by an employee are substantiated, appropriate corrective action will be taken. Appropriate action might range from counseling to termination.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

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LAST AMENDED: November 12, 2020
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2002.10 PURPOSE

The purpose of this policy is to ensure that there ~~There~~ shall be no discrimination in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leave, and any disciplinary or grievance action for the following:

- Age (40 and over)
- Ancestry, National Origin
- Color
- Disability, ~~(~~mental and physical)
- Genetic Information
- Gender (including gender identity or, gender expression)
- Marital Status
- Medical Condition
- Military ~~and~~ Veteran Status
- Pregnancy/Childbirth (breastfeeding or related medical conditions)
- Race, ~~Color~~
- Religion, Creed
- Reproductive Health Decision-making
- Sex, Gender (including pregnancy, childbirth, breastfeeding or related medical conditions.)
- Sexual Orientation
- Any other basis protected by federal, state or local law, ordinance or regulation.

2002.20 Unpaid Interns, Volunteers and Service Providers

Protections against discrimination and harassment shall extend to unpaid interns and volunteers. There shall be no discrimination against unpaid interns or volunteers in regards to selection, termination, training and treatment for any of the reasons listed above or other protections provided by law. Furthermore, unpaid interns, volunteers, and persons providing services pursuant to a contract shall not be subjected to harassment in the workplace for any of the reasons listed above or other protections provided by law.

2002.30 Third Parties

All employees are protected from illegal conduct from any workplace source, including third parties who are in the workplace.

2002.40 Customers

There shall be no discrimination, for any of the reasons stated above or provided by law, in any actions taken by the District in dealing with our customers or the general public.

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~~To ensure that this policy is protecting the rights of all employees against discrimination, this policy shall be reviewed annually by the Board of Directors in a regular meeting. All employees should be reminded of the Board's consideration of the policy and encouraged to submit written or verbal comments as to its effectiveness.~~

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~~To ensure that employees understand these protections and mandated procedures, a copy of this policy will be provided to employees upon hire and an updated electronic copy will be posted in a location accessible to all employees. New employees and unpaid interns shall acknowledge receipt of the policy in writing and shall be required to undergo training within six months of starting their employment or volunteer internship. Seasonal or temporary employees employed less than six months shall undergo training within 30 days of starting their employment.~~

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There are several avenues of reporting a confidential complaint other than to a direct supervisor, the different avenues of reporting include:

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2002.6080 Response to Reported Complaints

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2002.70 Employee Information

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2002.80 Annual Review

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TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

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AMENDED: **9/11/2014, 9/9/2020**
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The purpose of this policy is to ensure that there shall be no discrimination in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leave, and any disciplinary or grievance action for the following:

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- Color
- Disability (mental and physical)
- Genetic Information
- Gender (including gender identity or gender expression)
- Marital Status
- Medical Condition
- Military/Veteran Status
- Pregnancy/Childbirth (breastfeeding or related medical conditions)
- Race
- Religion, Creed
- Reproductive Health Decision-making
- Sex, Gender (including pregnancy, childbirth, breastfeeding or related medical conditions.)
- Sexual Orientation
- Any other basis protected by federal, state or local law, ordinance or regulation.

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To ensure that employees understand these protections and mandated procedures, a copy of this policy will be provided to employees upon hire and an updated electronic copy will be posted in a location accessible to all employees. New employees and unpaid interns shall acknowledge receipt of the policy in writing and shall be required to undergo training within six months of starting their employment or volunteer internship. Seasonal or temporary employees employed less than six months shall undergo training within 30 days of starting their employment.

2002.80 Annual Review

To ensure that this policy is protecting the rights of all employees against discrimination, this policy shall be reviewed annually by the Board of Directors in a regular meeting. All employees should be reminded of the Board's consideration of the policy and encouraged to submit written or verbal comments as to its effectiveness.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Early Return to Work Program
POLICY NUMBER: 2041
ADOPTED: March 21, 2006
AMENDED:

2041.10 Purpose

The purpose of the Early Return to Work or Transitional Work Program is to provide temporary modified or transitional work for employees with job related injuries or illnesses who are unable to perform the duties of their regular work due to such work related illness or injury as soon as the treating physician deems it medically feasible. The program is designed to assist employees in the transition from disability back to full recovery while continuing to be a productive part of the work group. Such early return to work or transitional work programs can reduce workers' compensation benefit costs and premiums since indemnity payments to the injured employee for time lost from work can be reduced. Such programs also boost employee morale, motivate employees to return to regular duties in a shorter period of time and avoid litigation. An effective early return to work or transitional work program can also eliminate the need for costly vocational rehabilitation services.

2041.20 The District recognizes the need to provide temporary transitional work to employees who are unable to perform regular job duties due to work related illness or injury as soon as the treating physician deems it medically feasible. This policy is designated to help implement the District's responsibilities to provide reasonable accommodation to persons with disabilities pursuant to the American with Disabilities Act.

2041.30 The Early Return to Work or Transitional Work Program consists of the following elements:

2041.31 An identification of modified or transitional work assignments which are available to injured employees.

2041.32 Advice to each injured employee and his/her physician regarding the operation of the Early Return to Work or Transitional Work Program.

2041.33 A medical determination by the injured employee's physician that the modified duties available to the injured employee are consistent with the injured

employee's physical limitations as determined by the physician.

2041.34 A written agreement by the injured employee to participate in the Early Return to Work or Transitional Work Program.

2041.35 The District recognizes the need to provide temporary transitional work to employees who are unable to perform regular duties due to work related injuries or illness as soon as their treating physician deems it medically feasible. Due to the limited amount of transitional work available, injured employees will be assigned to the program on a "first come-first served" basis if their work related medical restrictions allow eligibility for the job positions available. This program is designed to be available to industrially injured employees for no longer than ninety (90) days after the date of the employee's injury.

2041.36 This district will identify transitional work duties through the following process:

2041.36.1 The first priority will be to return the employee to the same job, if possible, based on their medical restrictions. Determine which job functions can be modified by examining whether the job can be done for fewer hours, whether the worker can use a stool, chair or other appliances to perform job tasks, whether temporary modifications can be made to the work site, whether physical stresses can be reduced or eliminated by having the employee lift less weight, reduce repetitions or move to a different work station, assign some of the job tasks to other workers, and identify activities in other jobs which can be reassigned to the modified duty employee such as filing and telephone answering, customer surveys, quality assurance, cleaning and light repair, etc.

2041.36.2 The second priority will be to assign alternative transitional duty in another department with physical tasks which are appropriate to the employee's level of disability.

2041.36.3 Identify special projects in the worker's department or other departments the performance of which are within the modified duty employee's physical restrictions.

2041.36.4 If necessary, return the injured worker to part-time or half-time work as appropriate.

2041.36.5 The District should compile a Transitional Duty Task Bank, which may be in the form attached hereto as Appendix 1, to specify modified duty tasks available to employees who wish to participate in the Early Return to Work or Transitional Work Program such as phone relief, customer service or assistance, inspection and reporting, light cleaning and maintenance, requiring the employee to participate in needed training, etc.

2041.40 Responsibility for Implementation of the Program

The General Manager shall be responsible for supervising the implementation and management of this program and follow-up with employees regarding the results of their participation in the program.

2041.50 Requirements for Participation

Employees participating in the Early Return to Work or Transitional Work Program must meet the following criteria:

2041.51 Each employee must have suffered a work related injury or illness, liability for which has been accepted by the District.

2041.52 The employee must have received from their treating physician a Return to Work Authorization slip which:

2041.52.1 Specifies the injured worker's work restrictions as a result of the work injury or illness.

2041.52.2 Acknowledges review of the work activities to be required of the injured employee through participation in the Early Return to Work or Transitional Work Program; and

2041.52.3 Provides medical authorization or clearance for the injured employee to participate in the temporary work activities specified for the injured employee.

2041.60 Procedure

2041.61 The Return to Work Program Coordinator will identify transitional work assignments available and formulate a Transitional Duty Task Bank (see Appendix 1).

2041.62 Employees should receive notification about the Early Return to Work of Transitional Work Program in their orientation. When an employee suffers an industrial injury, the employee should be notified of his/her responsibilities pursuant to the District's Early Return to Work or Transitional Work Program and should acknowledge his/her understanding of that policy (see Appendix 2).

2041.63 The Return to Work Program Coordinator should advise the injured employee's treating physician of the existence of the Early Return to Work or Transitional Work Program (see Appendix 3) and shall provide a job description specifying the physical activities required of the injured employee in his/her usual and

customary occupation together with a Return to Work Recommendations Form (see Appendix 4) for completion by the physician as a result of his physical examination of the injured worker.

District **2041.64** Use the doctor's completed Return to Work Recommendations Form (Appendix 4) to determine what kind of modified transitional work the doctor considers appropriate for the injured employee. A determination will then be made by the District as to whether or not an early return to work or transitional work assignment can be provided to the injured employee which will be consistent with the terms and conditions of the treating physician's work release specified in the Return to Work Recommendations Form (Appendix 4) and the modified or transitional work tasks available for assignment as set forth in the Transitional Duty Task Bank (Appendix 1).

2041.65 If modified transitional work activities are available for the employee, the Return to Work Coordinator shall complete the Early Return to Work or Transitional Work Program Job Description (Appendix 5) which details the specific physical activity requirements of the modified or transitional work assignment. The Early Return to Work or Transitional Work Program Job Description (Appendix 5) should be sent to the injured employee's treating physician together with a Return to Modified Work Authorization Form (Appendix 6) for the treating physician to complete indicating whether the injured employee is physically capable of participating in the proposed modified transitional work duties.

2041.66 If transitional or modified work duties are identified for the injured employee consistent with the treating physician's work restrictions and the treating physician approves the employee's return to modified transitional work by executing the Return to Modified Work Authorization Form (Appendix 6), then the District shall send a letter to the injured employee in the form attached as Appendix 7 informing the injured employee of the transitional work duties which should be signed by both the employee and his/her supervisor.

2041.67 Upon commencing his/her modified work assignment under the Early Return to Work or Transitional Work Program, a Modified Work Assignment Form shall be executed by the injured employee, the employee's supervisor and the General Manager or return to work coordinator of the District in the form attached as Appendix 8.

2041.68 Supervisors of an employee's transitional work activities will be expected to keep track of the hours worked by that employee and evaluate the work performance of such employees.

2041.69 The District retains the option to change the days off and the hours worked while an employee is engaged in the Early Return to Work or Transitional Work Program. Transitional Work Program participants are encouraged to schedule physical therapy or doctor's appointments around their work schedule to avoid loss of earning power.

2041.70 Procedure – Continued

2041.71 When an injured employee is released to participate in the Early Return to Work or Transitional Work Program, he/she does not have the option to substitute paid leave because he/she does not personally feel ready to perform the transitional work.

2041.72 After thirty (30) days of participation in the Early Return to Work or Transitional Work Program, an injured employee's eligibility for such transitional work will be reviewed. Transitional work duties may be modified at that time. If an employee is not expected to return to regular work within sixty (60) to ninety (90) days, such an employee may be removed from the Early Return to Work or Transitional Work Program until an expected return to work date has been established by that employee's physician.

2041.73 Employees may be required to move from one transitional work assignment to another depending on the need, skills and availability of such work.

2041.74 Any workers' compensation temporary disability payments received by the injured employee will cease upon return to transitional work provided that the number of hours worked are the same as the employee's regularly scheduled hours. If full-time employees return to transitional work on a part-time basis by order of his/her treating physician, part-time earnings will be supplemented by workers' compensation benefits as mandated by the workers' compensation law.

2041.75 Notify the claims representative when the injured worker returns to transitional or modified work. Also notify the claims representative if the injured worker refuses the modified work or fails to report to work on the start date. Send a copy of the physician's Return to Work Recommendations Form (Appendix 4), the Early Return to Work or Transitional Work Program Job Description (Appendix 5), the Return to Modified Work Authorization Form from the physician (Appendix 6) and the offer of transitional work to the employee (Appendix 7) to the claims representative.

2041.80 Note

The employee can reject a job, but as long as the work offered is within the work restrictions prescribed by the employee's physician, the worker will no longer be entitled to workers' compensation temporary disability payments.

**THCS D EARLY RETURN TO WORK PROGRAM
APPENDIX 1 - TRANSITIONAL DUTY TASK BANK**

Thinking creatively, start your list of examples of transitional work.

- Begin with modifying the injured worker's usual customary job.
- Second, seek alternative transitional duty in another department.
- Additionally, identify special projects in your own or other departments.
- If necessary, return injured worker to part-time or half days.

1.

2.

3.

THCSD EARLY RETURN TO WORK PROGRAM
APPENDIX 2 – INJURED WORKER’S RESPONSIBILITIES

(On District Letterhead)

After your first appointment with a physician, bring the Return to Work Recommendations Record (or any other slip provided by the physician) to your supervisor. Work will be provided to you within your restriction, if any, whenever possible.

If you are not able to work at all after the first appointment, advise your supervisor. Once you are released to light duty, report to work immediately.

Once you are back at work, you are responsible for:

- ▶ Working within the physical limitations set by the physician at all times and performing only those temporary duties assigned to you by your supervisor.
- ▶ Letting your supervisor know if you are having any difficulties performing your assigned tasks or if you feel you can do more than is allowed.
- ▶ Telling your supervisor in advance if you find out you must miss work for a medical appointment – please make every effort to schedule your medical appointment outside your work schedule.
- ▶ Seeing that your supervisor knows of any changes in your work restrictions you learn from your doctor.

Please note, if you do not report to work (light duty or regular work) when you are released, you may not be eligible for temporary disability payments or wages.

All agency rules and company policies apply to employees who are performing light duty work.

I have read and understand my responsibilities in participating in the Early Return to Work program.

Date: _____ Employee Signature: _____

THCSD EARLY RETURN TO WORK PROGRAM
APPENDIX 3 – LETTER ADVISING PHYSICIAN OF PROGRAM

(On District Letterhead)

Medical Provider
Address
City, State, Zip

Re: Early Return to Work Program

Dear Doctor,

The Twain Harte Community Services District is committed to the return to work of its industrially injured/ill employees. We will provide restricted and alternative job opportunities to allow for healing on the job, in line with your medical restrictions.

Our injured/ill employees will be returned to temporary assignments which will not aggravate or stress the injured body part. This should prevent long term temporary disability with absences from work and lessen the loss of productivity for both the employer and employee.

You are authorized to treat our employees and fill out the attached Return to Work Recommendations Record. Sample job descriptions are attached for your review and individual job descriptions and a Return to Work Recommendation Record will be provided as workers are referred to you for treatment. The job descriptions should help to clarify the physical requirements of positions within the agency, allowing employees to return to regular duties more quickly.

Based on your Return to Work Recommendations Record, we will attempt to identify transitional work duties available for the employee within the physical restrictions you have imposed. We will prepare an Early Return to Work or Transitional Work Program job description for your review, and provide you with a Return to Modified Work Authorization form for you to indicate whether, in your opinion, the injured employee is capable of returning to work at the proposed modified transitional work duties.

This program has been created as a benefit to the injured worker from a financial and employment standpoint. If you have any questions regarding a certain aspect of the program or tasks on the list, please contact us or the claim administrator immediately. We would welcome your personal visit to the Agency to help illustrate our commitment to the program.

Thank you in advance for your support and cooperation.

Sincerely,

**THCS D EARLY RETURN TO WORK PROGRAM
APPENDIX 4 – RETURN TO WORK RECOMMENDATIONS**

Employee _____ Date of Injury _____

Claim Number _____ Diagnosis _____

Employer: _____ Physician Appointment Date: _____

Employee may return to work: Date _____ No Restrictions _____

May not return until _____

Employee may return to light duty on: Date _____

Permissible activity checked below: Employee may work _____ hours of an 8 hour shift.

Employee can stand/walk in 8 hours: ___ None ___ 1-4 Hours ___ 4-6 Hours

Employee can: ___ Sit Only ___ Stand Only ___ Alternate Sitting/Standing
___ No Bending ___ No Squatting ___ No Weight-Bearing
___ Right Leg ___ Left Leg ___ Limited Weight-Bearing

Lifting limited to:

___ 5-10 lbs. ___ 10-20 lbs. ___ 20-40 lbs. ___ 50 lbs.
Sedentary Light Light-Medium Medium

Lifting as indicated above can be performed during 8 hours:

___ Occasionally ___ Frequently ___ Continuously ___ No Overhead Reaching

Employee can use hands for repetitive:

___ Simple Grasping ___ Pushing & Pulling ___ Fine Detail Work
___ Limited to Use of One Arm and/or One Hand ___ Right ___ Left

Other: _____

Employee will be re-evaluated on _____ (date).

Anticipated return to regular duty _____ (date).

Date _____ Physician's Signature _____

PLEASE RETURN VIA FACSIMILE TO GENERAL MANAGER (209) 586-0424

THCS D EARLY RETURN TO WORK PROGRAM

APPENDIX 5 – JOB DESCRIPTION

Name: _____

Job Title: _____

Shift (*circle one*): Days Evenings Nights

Job Summary

PHYSICAL ACTIVITY REQUIREMENTS

Work Position:

- Standing** approx. 20% approx. 30% approx. 50% 70% or more
- Walking** approx. 20% approx. 30% approx. 50% 70% or more
- Sitting** approx. 20% approx. 30% approx. 50% 70% or more

Body Movements:

- None = 0
- Occasional = 0 to 1/4 work day
- Some = 1/4 to 1/2 work day
- Frequently = 1/4 to 3/4 work day
- Continuously = 3/4 to full work day

Lifting:

	0-20 lbs.	20-40 lbs.	40-60 lbs.	60-100 lbs.	more than 100 lbs.
None					
Occasional					
Some					
Frequently					
Continuously					

Push and/or Pull Loads:

--	--	--	--	--	--

	0-20 lbs.	20-40 lbs.	40-60 lbs.	60-100 lbs.	more than 100 lbs.
None					
Occasional					
Some					
Frequently					
Continuously					

Carrying:

	0-20 lbs.	20-40 lbs.	40-60 lbs.	60-100 lbs.	more than 100 lbs.
None					
Occasional					
Some					
Frequently					
Continuously					

- Bending:** None Occasional Some Frequent Continuous
- Kneeling/Squatting:** None Occasional Some Frequent Continuous
- Reaching Overhead/
Stretching:** None Occasional Some Frequent Continuous
- Climbing Stairs:** None Occasional Some Frequent Continuous
- Climbing Ladders:** None Occasional Some Frequent Continuous
- Crawling:** None Occasional Some Frequent Continuous
- Working on Rough and/or Uneven
Terrain:** None Occasional Some Frequent Continuous
- Handling/Dexterity:** None Occasional Some Frequent Continuous

**THCSD EARLY RETURN TO WORK PROGRAM
APPENDIX 6 – RETURN TO MODIFIED WORK AUTHORIZATION**

I have considered the Early Return to Work or Transitional Work Program Job Description and Physical Activity Requirements form in my medical examination and evaluation of this employee and his/her ability to perform the functions described therein. In my opinion the employee:

_____ is medically able to perform the job related functions of the modified transitional work assignment.

_____ is **not** medically able to perform the job related functions of the modified transitional work assignment.

_____ is medically able to perform with reasonable accommodations set forth below.

Comments and Recommendations:

(Give an evaluation of any conditions affecting applicant's ability to perform the job related functions and any recommendations concerning reasonable accommodations.)

Date: _____

(Signature of Examining Physician)

**THCSD EARLY RETURN TO WORK PROGRAM
APPENDIX 7 – LETTER TO EMPLOYEE, NOTICE OF RELEASE**

Date

Employee's Name
Address
City, State, Zip

Re: Modified Work

Dear

Dr. _____ has released you for modified work effective _____ . He/She was supplied with a modified duty restriction form. The following job description will meet the restrictions of the doctor.

Your modified work duties are:

This job will continue until you are released by your physician for regular duty or until further notice from this office.

You are to report to your supervisor on _____ at _____ .
You will work from _____ to _____ for a total of _____ hours per day. Your hourly wage will be _____ .

Failure to report for work as stated above will result in a termination of your temporary total benefits.

You are expected to work all available hours and will not be compensated for lost time which has not been approved by your physician.

_____ Supervisor	_____ Date
_____ Employee	_____ Date

**THCSD EARLY RETURN TO WORK PROGRAM
APPENDIX 8 - MODIFIED WORK ASSIGNMENT**

Employee Name: _____ Date: _____

Job Title: _____

I understand that I am temporarily assigned to: _____

My duties will include: _____

My pay for this work will be: _____ per _____

I also understand that the following limitations have been prescribed by the physician and I will not exceed these limitations: _____

Expected date of return to regular employment or reevaluation of my physical capabilities is:

Date

I understand that all rules and district policies apply to employees working in a modified or alternative position.

Signature of Employee

Date

Signature of Supervisor

Date

Signature of RTW Coordinator

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Early Return to Work Program

POLICY NUMBER: 2041

ADOPTED: March 21, 2006

AMENDED:

2041.10 PURPOSE

The purpose of the Early Return to Work or Transitional Work Program ([Program](#)) is to provide temporary modified or transitional work for employees with job-related injuries or illnesses who are unable to perform the duties of their regular work due to such work related illness or injury as soon as the treating physician deems it medically feasible. The program is designed to assist employees in the transition from disability back to full recovery while continuing to be a productive part of the work group. Such early return to work or transitional work programs can reduce workers' compensation benefit costs and premiums since indemnity payments to the injured employee for time lost from work can be reduced. Such programs also boost employee morale, motivate employees to return to regular duties in a shorter period of time and avoid litigation. An effective early return to work or transitional work program can also eliminate the need for costly vocational rehabilitation services.

~~2041.20~~ — ~~The District recognizes the need to provide temporary transitional work to employees who are unable to perform regular job duties due to work related illness or injury as soon as the treating physician deems it medically feasible.~~ This policy is designated to help implement the District's responsibilities to provide reasonable accommodation to persons with disabilities pursuant to the American with Disabilities Act.

2041.230 [Program Elements](#)

The ~~Early Return to Work or Transitional Work~~ Program consists of the following elements:

1. An identification of modified or transitional work assignments which are available to injured employees.
2. Advice to each injured employee and his/her physician regarding the operation of the ~~Early Return to Work or Transitional Work~~ Program.
3. A medical determination by the injured employee's physician that the modified duties available to the injured employee are consistent with the injured

employee's physical limitations as determined by the physician.

4. A written agreement by the injured employee to participate in the [Early Return to Work or Transitional Work](#) Program.
5. The District recognizes the need to provide temporary transitional work to employees who are unable to perform regular duties due to work related injuries or illness as soon as their treating physician deems it medically feasible. Due to the limited amount of transitional work available, injured employees will be assigned to the program on a "first come-first served" basis if their work-related medical restrictions allow eligibility for the job positions available. This [program](#) [Program](#) is designed to be available to industrially injured employees for no longer than ninety (90) days after the date of the employee's injury.
6. This ~~district-District~~ will identify transitional work duties through the following process:
 - A. The first priority will be to return the employee to the same job, if possible, based on their medical restrictions. Determine which job functions can be modified by examining whether the job can be done for fewer hours, whether the worker can use a stool, chair or other appliances to perform job tasks, whether temporary modifications can be made to the work site, whether physical stresses can be reduced or eliminated by having the employee lift less weight, reduce repetitions or move to a different work station, assign some of the job tasks to other workers, and identify activities in other jobs which can be reassigned to the modified duty employee such as filing and telephone answering, customer surveys, quality assurance, cleaning and light repair, etc.
 - B. The second priority will be to assign alternative transitional duty in another department with physical tasks which are appropriate to the employee's level of disability.
 - C. Identify special projects in the worker's department or other departments the performance of which are within the modified duty employee's physical restrictions.
 - D. If necessary, return the injured worker to part-time ~~or half time~~ work as appropriate.
 - E. The District should compile a Transitional Duty Task Bank, which may be in ~~the a~~ form [similar to that](#) attached hereto as Appendix 1, to specify modified duty tasks available to employees who wish to participate in the [Early Return to Work or Transitional Work](#) Program such as phone relief, customer service or assistance, inspection and reporting, light cleaning and maintenance, requiring the employee to participate in needed training, etc.

2041.4030 Responsibility for Implementation of the Program

The General Manager, or his/her designee, shall be the Program Coordinator, responsible for supervising the implementation and management of this Program and follow-up with employees regarding the results of their participation in the Program.

2041.5040 Requirements for Participation

Employees participating in the Early Return to Work or Transitional Work Program must meet the following criteria unless otherwise required by law:

1. Each employee must have suffered a work-related injury or illness, liability for which has been accepted by the District.
2. The employee must have received from their treating physician a Return to Work Authorization slip which:
 - A. Specifies the injured worker's work restrictions as a result of the work injury or illness.
 - B. Acknowledges review of the work activities to be required of the injured employee through participation in the Early Return to Work or Transitional Work Program; and
 - C. Provides medical authorization or clearance for the injured employee to participate in the temporary work activities specified for the injured employee.

2041.60 Procedure

The Program shall follow the following procedures:

1. The Return to Work Program Coordinator will identify transitional work assignments available and formulate a Transitional Duty Task Bank, similar to the form in (see Appendix 1).
2. Employees should receive notification about the Early Return to Work of Transitional Work Program in their orientation. When an employee suffers an industrial injury, the employee should be notified of his/her responsibilities pursuant to the District's Early Return to Work or Transitional Work Program and should acknowledge his/her understanding of that policy in a written form similar to (see Appendix 2).
3. The Return to Work Program Coordinator should advise the injured employee's treating physician of the existence of the Early Return to Work or Transitional Work Program in a manner similar to that shown in (see Appendix 3) and shall

Commented [GCD1]: This is the only revision I made to this policy. While this policy is aimed at assisting only those with industrial injuries, the Pregnancy Disability Leave (PDL) regulations also require the same light duty accommodations that are provided in the workplace apply to a pregnant employee seeking light duty. Probably not a common occurrence here, but I want to make sure and use this catch-all legal language to have the policy cover that scenario.

provide a job description specifying the physical activities required of the injured employee in his/her usual and customary occupation together with a Return to Work Recommendations Form, [similar to the one in \(see Appendix 4.\)](#) for completion by the physician as a result of his physical examination of the injured worker.

4. Use [a form similar to](#) the doctor's completed Return to Work Recommendations Form (Appendix 4) to determine what kind of modified transitional work the doctor considers appropriate for the injured employee. A determination will then be made by the District as to whether or not an early return to work or transitional work assignment can be provided to the injured employee which will be consistent with the terms and conditions of the treating physician's work release specified in the Return to Work Recommendations Form (Appendix 4) and the modified or transitional work tasks available for assignment as set forth in the Transitional Duty Task Bank (Appendix 1).
5. If modified transitional work activities are available for the employee, the [Return to Work Program](#) Coordinator shall complete the Early Return to Work or Transitional Work Program Job Description (Appendix 5) which details the specific physical activity requirements of the modified or transitional work assignment. The Early Return to Work or Transitional Work Program Job Description (Appendix 5) should be sent to the injured employee's treating physician together with a [form substantially similar to the](#) Return to Modified Work Authorization Form (Appendix 6) for the treating physician to complete indicating whether the injured employee is physically capable of participating in the proposed modified transitional work duties.
6. If transitional or modified work duties are identified for the injured employee consistent with the treating physician's work restrictions and the treating physician approves the employee's return to modified transitional work by executing the Return to Modified Work Authorization Form (Appendix 6), then the District shall send a letter to the injured employee in ~~the a~~ [form similar to the one](#) attached as Appendix 7, informing the injured employee of the transitional work duties which should be signed by both the employee and his/her supervisor.
7. Upon commencing his/her modified work assignment under the [Early Return to Work or Transitional Work](#) Program, a Modified Work Assignment Form shall be executed by the injured employee, the employee's supervisor and the General Manager or ~~return to work Program coordinator~~ [Coordinator. The Modified Work Assignment Form shall be similar to of the District in the form attached as](#) Appendix 8.
8. Supervisors of an employee's transitional work activities will be expected to keep track of the hours worked by that employee and evaluate the work performance of such employees.

9. The District retains the option to change the days off and the hours worked while an employee is engaged in the [Early Return to Work or Transitional Work Program](#). [Transitional Work](#) Program participants are encouraged to schedule physical therapy or doctor's appointments around their work schedule to avoid loss of earning power.
10. When an injured employee is released to participate in the [Early Return to Work or Transitional Work](#) Program, he/she does not have the option to substitute paid leave because he/she does not personally feel ready to perform the transitional work.
11. After thirty (30) days of participation in the [Early Return to Work or Transitional Work](#) Program, an injured employee's eligibility for such transitional work will be reviewed. Transitional work duties may be modified at that time. If an employee is not expected to return to regular work within sixty (60) to ninety (90) days, such an employee may be removed from the [Early Return to Work or Transitional Work](#) Program until an expected return to work date has been established by that employee's physician.
12. Employees may be required to move from one transitional work assignment to another depending on the need, skills and availability of such work.
13. Any workers' compensation temporary disability payments received by the injured employee will cease upon return to transitional work provided that the number — of hours worked are the same as the employee's regularly scheduled hours. If full-time employees return to transitional work on a part-time basis by order of his/her treating physician, part-time earnings will be supplemented by workers' compensation benefits as mandated by ~~the~~ workers' compensation law.
14. Notify the claims representative when the injured worker returns to transitional or modified work. Also notify the claims representative if the injured worker refuses the modified work or fails to report to work on the start date. Send a copy of the physician's Return to Work Recommendations Form (Appendix 4), the Early Return to Work or Transitional Work Program Job Description (Appendix 5), the Return to Modified Work Authorization Form from the physician (Appendix 6) and the offer of transitional work to the employee (Appendix 7) to the claims representative.

2041.870 [Note Program Rejection](#)

The employee can reject a job, but as long as the work offered is within the work restrictions prescribed by the employee's physician, the worker will no longer be entitled to workers' compensation temporary disability payments.

APPENDIX 1
TRANSITIONAL DUTY TASK BANK

Thinking creatively, start your list of examples of transitional work.

- Begin with modifying the injured worker's usual customary job.
- Second, seek alternative transitional duty in another department.
- Additionally, identify special projects in your own or other departments.
- If necessary, return injured worker to part-time or half days.

1.

2.

3.

APPENDIX 2
INJURED WORKER'S RESPONSIBILITIES

(On District Letterhead)

After your first appointment with a physician, bring the Return to Work Recommendations Record (or any other slip provided by the physician) to your supervisor. Work will be provided to you within your restriction, if any, whenever possible.

If you are not able to work at all after the first appointment, advise your supervisor. Once you are released to light duty, report to work immediately.

Once you are back at work, you are responsible for:

- Working within the physical limitations set by the physician at all times and performing only those temporary duties assigned to you by your supervisor.
- Letting your supervisor know if you are having any difficulties performing your assigned tasks or if you feel you can do more than is allowed.
- Telling your supervisor in advance if you find out you must miss work for a medical appointment – please make every effort to schedule your medical appointment outside your work schedule.
- Seeing that your supervisor knows of any changes in your work restrictions you learn from your doctor.

Please note, if you do not report to work (light duty or regular work) when you are released, you may not be eligible for temporary disability payments or wages.

All agency rules and company policies apply to employees who are performing light duty work.

I have read and understand my responsibilities in participating in the Early Return to Work program.

Date: _____ Employee

Signature: _____

APPENDIX 3
LETTER ADVISING PHYSICIAN OF PROGRAM

(On District Letterhead)

Medical Provider
Address
City, State, Zip

Re: Early Return to Work Program

Dear Doctor:

The Twain Harte Community Services District is committed to the return to work of its industrially injured/ill employees. We will provide restricted and alternative job opportunities to allow for healing on the job, in line with your medical restrictions.

Our injured/ill employees will be returned to temporary assignments which will not aggravate or stress the injured body part. This should prevent long term temporary disability with absences from work and lessen the loss of productivity for both the employer and employee.

You are authorized to treat our employees and fill out the attached Return to Work Recommendations Record. Sample job descriptions are attached for your review and individual job descriptions and a Return to Work Recommendation Record will be provided as workers are referred to you for treatment. The job descriptions should help to clarify the physical requirements of positions within the agency, allowing employees to return to regular duties more quickly.

Based on your Return to Work Recommendations Record, we will attempt to identify transitional work duties available for the employee within the physical restrictions you have imposed. We will prepare an Early Return to Work or Transitional Work Program job description for your review, and provide you with a Return to Modified Work Authorization form for you to indicate whether, in your opinion, the injured employee is capable of returning to work at the proposed modified transitional work duties.

This program has been created as a benefit to the injured worker from a financial and employment standpoint. If you have any questions regarding a certain aspect of the program or tasks on the list, please contact us or the claim administrator immediately. We would welcome your personal visit to the Agency to help illustrate our commitment to the program.

Thank you in advance for your support and cooperation.

Sincerely,

**APPENDIX 4
RETURN TO WORK RECOMMENDATIONS**

Employee _____
Employer: _____
Claim Number _____ Date of Injury _____
Diagnosis _____
Physician Appointment Date: _____

Employee may return to work:

Date _____ No Restrictions _____ May not return until _____
Employee may return to light duty on: Date _____

Permissible activity checked below:

Employee may work _____ hours per day.
Employee can stand/walk in 8 hours: ___ None ___ 1-4 Hours ___ 4-6 Hours

Employee can:

___ Sit Only ___ Stand Only ___ Alternate Sitting/Standing
___ No Bending ___ No Squatting ___ No Weight-Bearing
___ Right Leg ___ Left Leg ___ Limited Weight-Bearing

Lifting limited to:

___ 5-10 lbs. ___ 10-20 lbs. ___ 20-40 lbs. ___ 50 lbs.
Sedentary Light Light-Medium Medium

Lifting as indicated above can be performed during 8 hours:

___ Occasionally ___ Frequently ___ Continuously
___ No Overhead Reaching

Employee can use hands for repetitive:

___ Simple Grasping ___ Pushing & Pulling ___ Fine Detail Work
___ Limited to Use of One Arm and/or One Hand ___ Right ___ Left

Other: _____

Employee will be re-evaluated on _____ (date).

Anticipated return to regular duty _____ (date).

Physician's Signature _____ Date _____

PLEASE RETURN VIA FACSIMILE TO GENERAL MANAGER (209) 586-0424

**APPENDIX 5
JOB DESCRIPTION**

Name: _____

Job Title: _____

Shift (*circle one*): Days Evenings Nights

Job Summary:

PHYSICAL ACTIVITY REQUIREMENTS

Work Position:

Standing approx. 20% approx. 30% approx. 50% 70% or more

Walking approx. 20% approx. 30% approx. 50% 70% or more

Sitting approx. 20% approx. 30% approx. 50% 70% or more

Body Movements:

- None = 0
- Occasional = 0 to 1/4 work day
- Some = 1/4 to 1/2 work day
- Frequently = 1/4 to 3/4 work day
- Continuously = 3/4 to full work day

Lifting:

	0-20 lbs.	20-40 lbs.	40-60 lbs.	60-100 lbs.	100+ lbs.
None					
Occasional					
Some					
Frequently					
Continuously					

Push and/or Pull Loads:

	0-20 lbs.	20-40 lbs.	40-60 lbs.	60-100 lbs.	100+ lbs.
None					
Occasional					
Some					
Frequently					
Continuously					

Carrying:

	0-20 lbs.	20-40 lbs.	40-60 lbs.	60-100 lbs.	100+ lbs.
None					
Occasional					
Some					
Frequently					
Continuously					

Bending:

None Occasional Some Frequent Continuous

Kneeling/Squatting:

None Occasional Some Frequent Continuous

Reaching Overhead/Stretching:

None Occasional Some Frequent Continuous

Climbing Stairs:

None Occasional Some Frequent Continuous

Climbing Ladders:

None Occasional Some Frequent Continuous

Crawling:

None Occasional Some Frequent Continuous

Working on Rough and/or Uneven Terrain:

None Occasional Some Frequent Continuous

Handling/Dexterity:

None Occasional Some Frequent Continuous

APPENDIX 6
RETURN TO MODIFIED WORK AUTHORIZATION

I have considered the Early Return to Work or Transitional Work Program Job Description and Physical Activity Requirements form in my medical examination and evaluation of this employee and his/her ability to perform the functions described therein. In my opinion the employee:

- _____ is medically able to perform the job related functions of the modified transitional work assignment.

- _____ is **not** medically able to perform the job related functions of the modified transitional work assignment.

- _____ is medically able to perform with reasonable accommodations set forth below.

Comments and Recommendations:

(Give an evaluation of any conditions affecting applicant's ability to perform the job related functions and any recommendations concerning reasonable accommodations.)

Date: _____

(Signature of Examining Physician)

**APPENDIX 7
LETTER TO EMPLOYEE, NOTICE OF RELEASE**

Date

Employee's Name
Address
City, State, Zip

Re: Modified Work

Dear

Dr. _____ has released you for modified work effective _____ . He/She was supplied with a modified duty restriction form. The following job description will meet the restrictions of the doctor.

Your modified work duties are:

This job will continue until you are released by your physician for regular duty or until further notice from this office.

You are to report to your supervisor on _____ at _____.
You will work from _____ to _____ for a total of _____ hours per day. Your hourly wage will be _____.

Failure to report for work as stated above will result in a termination of your temporary total benefits.

You are expected to work all available hours and will not be compensated for lost time which has not been approved by your physician.

Supervisor

Date

Employee

Date

**APPENDIX 8
MODIFIED WORK ASSIGNMENT**

Employee Name: _____ Date: _____

Job Title: _____

I understand that I am temporarily assigned to: _____

My duties will include:

My pay for this work will be: _____ per _____

I also understand that the following limitations have been prescribed by the physician and I will not exceed these limitations:

Expected date of return to regular employment or reevaluation of my physical capabilities is:

Date

I understand that all rules and district policies apply to employees working in a modified or alternative position.

Signature of Employee

Date

Signature of Supervisor

Date

Signature of RTW Coordinator

Date

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Early Return to Work Program

POLICY NUMBER: 2041

ADOPTED: March 21, 2006

AMENDED:

2041.10 PURPOSE

The purpose of the Early Return to Work or Transitional Work Program (Program) is to provide temporary modified or transitional work for employees with job-related injuries or illnesses who are unable to perform the duties of their regular work due to such work related illness or injury as soon as the treating physician deems it medically feasible. The program is designed to assist employees in the transition from disability back to full recovery while continuing to be a productive part of the work group. Such early return to work or transitional work programs can reduce workers' compensation benefit costs and premiums since indemnity payments to the injured employee for time lost from work can be reduced. Such programs also boost employee morale, motivate employees to return to regular duties in a shorter period of time and avoid litigation. An effective early return to work or transitional work program can also eliminate the need for costly vocational rehabilitation services.

This policy is designated to help implement the District's responsibilities to provide reasonable accommodation to persons with disabilities pursuant to the American with Disabilities Act.

2041.20 Program Elements

The Program consists of the following elements:

1. An identification of modified or transitional work assignments which are available to injured employees.
2. Advice to each injured employee and his/her physician regarding the operation of the Program.
3. A medical determination by the injured employee's physician that the modified duties available to the injured employee are consistent with the injured employee's physical limitations as determined by the physician.
4. A written agreement by the injured employee to participate in the Program.

5. The District recognizes the need to provide temporary transitional work to employees who are unable to perform regular duties due to work related injuries or illness as soon as their treating physician deems it medically feasible. Due to the limited amount of transitional work available, injured employees will be assigned to the program on a “first come-first served” basis if their work-related medical restrictions allow eligibility for the job positions available. This Program is designed to be available to industrially injured employees for no longer than ninety (90) days after the date of the employee’s injury.
6. This District will identify transitional work duties through the following process:
 - A. The first priority will be to return the employee to the same job, if possible, based on their medical restrictions. Determine which job functions can be modified by examining whether the job can be done for fewer hours, whether the worker can use a stool, chair or other appliances to perform job tasks, whether temporary modifications can be made to the work site, whether physical stresses can be reduced or eliminated by having the employee lift less weight, reduce repetitions or move to a different work station, assign some of the job tasks to other workers, and identify activities in other jobs which can be reassigned to the modified duty employee such as filing and telephone answering, customer surveys, quality assurance, cleaning and light repair, etc.
 - B. The second priority will be to assign alternative transitional duty in another department with physical tasks which are appropriate to the employee’s level of disability.
 - C. Identify special projects in the worker’s department or other departments the performance of which are within the modified duty employee’s physical restrictions.
 - D. If necessary, return the injured worker to part-time work as appropriate.
 - E. The District should compile a Transitional Duty Task Bank, which may be in a form similar to that attached hereto as Appendix 1, to specify modified duty tasks available to employees who wish to participate in the Program such as phone relief, customer service or assistance, inspection and reporting, light cleaning and maintenance, requiring the employee to participate in needed training, etc.

2041.30 Responsibility for Implementation of the Program

The General Manager, or his/her designee, shall be the Program Coordinator, responsible for supervising the implementation and management of this Program and follow-up with employees regarding the results of their participation in the Program.

2041.40 Requirements for Participation

Employees participating in the Early Return to Work or Transitional Work Program must meet the following criteria unless otherwise required by law:

1. Each employee must have suffered a work-related injury or illness, liability for which has been accepted by the District.
2. The employee must have received from their treating physician a Return to Work Authorization slip which:
 - A. Specifies the injured worker's work restrictions as a result of the work injury or illness.
 - B. Acknowledges review of the work activities to be required of the injured employee through participation in the Program; and
 - C. Provides medical authorization or clearance for the injured employee to participate in the temporary work activities specified for the injured employee.

2041.60 Procedure

The Program shall follow the following procedures:

1. The Program Coordinator will identify transitional work assignments available and formulate a Transitional Duty Task Bank, similar to the form in Appendix 1.
2. Employees should receive notification about the Program in their orientation. When an employee suffers an industrial injury, the employee should be notified of his/her responsibilities pursuant to the Program and should acknowledge his/her understanding of that policy in a written form similar to Appendix 2.
3. The Program Coordinator should advise the injured employee's treating physician of the existence of the Program in a manner similar to that shown in Appendix 3 and shall provide a job description specifying the physical activities required of the injured employee in his/her usual and customary occupation together with a Return to Work Recommendations Form, similar to the one in Appendix 4, for completion by the physician as a result of his physical examination of the injured worker.
4. Use a form similar to the doctor's completed Return to Work Recommendations Form (Appendix 4) to determine what kind of modified transitional work the doctor considers appropriate for the injured employee. A determination will then be made by the District as to whether or not an early return to work or transitional work assignment can be provided to the injured employee which will be consistent with the terms and conditions of the treating physician's work release specified in the Return to Work Recommendations Form (Appendix 4)

and the modified or transitional work tasks available for assignment as set forth in the Transitional Duty Task Bank (Appendix 1).

5. If modified transitional work activities are available for the employee, the Program Coordinator shall complete the Early Return to Work or Transitional Work Program Job Description (Appendix 5) which details the specific physical activity requirements of the modified or transitional work assignment. The Early Return to Work or Transitional Work Program Job Description (Appendix 5) should be sent to the injured employee's treating physician together with a form substantially similar to the Return to Modified Work Authorization Form (Appendix 6) for the treating physician to complete indicating whether the injured employee is physically capable of participating in the proposed modified transitional work duties.
6. If transitional or modified work duties are identified for the injured employee consistent with the treating physician's work restrictions and the treating physician approves the employee's return to modified transitional work by executing the Return to Modified Work Authorization Form (Appendix 6), then the District shall send a letter to the injured employee in a form similar to the one attached as Appendix 7, informing the injured employee of the transitional work duties which should be signed by both the employee and his/her supervisor.
7. Upon commencing his/her modified work assignment under the Program, a Modified Work Assignment Form shall be executed by the injured employee, the employee's supervisor and the General Manager or Program Coordinator. The Modified Work Assignment Form shall be similar to Appendix 8.
8. Supervisors of an employee's transitional work activities will be expected to keep track of the hours worked by that employee and evaluate the work performance of such employees.
9. The District retains the option to change the days off and the hours worked while an employee is engaged in the Program. Program participants are encouraged to schedule physical therapy or doctor's appointments around their work schedule to avoid loss of earning power.
10. When an injured employee is released to participate in the Program, he/she does not have the option to substitute paid leave because he/she does not personally feel ready to perform the transitional work.
11. After thirty (30) days of participation in the Program, an injured employee's eligibility for such transitional work will be reviewed. Transitional work duties may be modified at that time. If an employee is not expected to return to regular work within sixty (60) to ninety (90) days, such an employee may be removed from the Program until an expected return to work date has been established by that employee's physician.

12. Employees may be required to move from one transitional work assignment to another depending on the need, skills and availability of such work.
13. Any workers' compensation temporary disability payments received by the injured employee will cease upon return to transitional work provided that the number of hours worked are the same as the employee's regularly scheduled hours. If full-time employees return to transitional work on a part-time basis by order of his/her treating physician, part-time earnings will be supplemented by workers' compensation benefits as mandated by workers' compensation law.
14. Notify the claims representative when the injured worker returns to transitional or modified work. Also notify the claims representative if the injured worker refuses the modified work or fails to report to work on the start date. Send a copy of the physician's Return to Work Recommendations Form (Appendix 4), the Early Return to Work or Transitional Work Program Job Description (Appendix 5), the Return to Modified Work Authorization Form from the physician (Appendix 6) and the offer of transitional work to the employee (Appendix 7) to the claims representative.

2041.70 Program Rejection

The employee can reject a job, but as long as the work offered is within the work restrictions prescribed by the employee's physician, the worker will no longer be entitled to workers' compensation temporary disability payments.

APPENDIX 1
TRANSITIONAL DUTY TASK BANK

Thinking creatively, start your list of examples of transitional work.

- Begin with modifying the injured worker's usual customary job.
- Second, seek alternative transitional duty in another department.
- Additionally, identify special projects in your own or other departments.
- If necessary, return injured worker to part-time or half days.

1.

2.

3.

APPENDIX 2
INJURED WORKER'S RESPONSIBILITIES

(On District Letterhead)

After your first appointment with a physician, bring the Return to Work Recommendations Record (or any other slip provided by the physician) to your supervisor. Work will be provided to you within your restriction, if any, whenever possible.

If you are not able to work at all after the first appointment, advise your supervisor. Once you are released to light duty, report to work immediately.

Once you are back at work, you are responsible for:

- Working within the physical limitations set by the physician at all times and performing only those temporary duties assigned to you by your supervisor.
- Letting your supervisor know if you are having any difficulties performing your assigned tasks or if you feel you can do more than is allowed.
- Telling your supervisor in advance if you find out you must miss work for a medical appointment – please make every effort to schedule your medical appointment outside your work schedule.
- Seeing that your supervisor knows of any changes in your work restrictions you learn from your doctor.

Please note, if you do not report to work (light duty or regular work) when you are released, you may not be eligible for temporary disability payments or wages.

All agency rules and company policies apply to employees who are performing light duty work.

I have read and understand my responsibilities in participating in the Early Return to Work program.

Date: _____ Employee
Signature: _____

APPENDIX 3
LETTER ADVISING PHYSICIAN OF PROGRAM

(On District Letterhead)

Medical Provider
Address
City, State, Zip

Re: Early Return to Work Program

Dear Doctor:

The Twain Harte Community Services District is committed to the return to work of its industrially injured/ill employees. We will provide restricted and alternative job opportunities to allow for healing on the job, in line with your medical restrictions.

Our injured/ill employees will be returned to temporary assignments which will not aggravate or stress the injured body part. This should prevent long term temporary disability with absences from work and lessen the loss of productivity for both the employer and employee.

You are authorized to treat our employees and fill out the attached Return to Work Recommendations Record. Sample job descriptions are attached for your review and individual job descriptions and a Return to Work Recommendation Record will be provided as workers are referred to you for treatment. The job descriptions should help to clarify the physical requirements of positions within the agency, allowing employees to return to regular duties more quickly.

Based on your Return to Work Recommendations Record, we will attempt to identify transitional work duties available for the employee within the physical restrictions you have imposed. We will prepare an Early Return to Work or Transitional Work Program job description for your review, and provide you with a Return to Modified Work Authorization form for you to indicate whether, in your opinion, the injured employee is capable of returning to work at the proposed modified transitional work duties.

This program has been created as a benefit to the injured worker from a financial and employment standpoint. If you have any questions regarding a certain aspect of the program or tasks on the list, please contact us or the claim administrator immediately. We would welcome your personal visit to the Agency to help illustrate our commitment to the program.

Thank you in advance for your support and cooperation.

Sincerely,

APPENDIX 4
RETURN TO WORK RECOMMENDATIONS

Employee _____

Employer: _____

Claim Number _____ Date of Injury _____

Diagnosis _____

Physician Appointment Date: _____

Employee may return to work:

Date _____ No Restrictions _____ May not return until _____

Employee may return to light duty on: Date _____

Permissible activity checked below:

Employee may work _____ hours per day.

Employee can stand/walk in 8 hours: ___ None ___ 1-4 Hours ___ 4-6 Hours

Employee can:

___ Sit Only ___ Stand Only ___ Alternate Sitting/Standing

___ No Bending ___ No Squatting ___ No Weight-Bearing

___ Right Leg ___ Left Leg ___ Limited Weight-Bearing

Lifting limited to:

___ 5-10 lbs. ___ 10-20 lbs. ___ 20-40 lbs. ___ 50 lbs.
Sedentary Light Light-Medium Medium

Lifting as indicated above can be performed during 8 hours:

___ Occasionally ___ Frequently ___ Continuously

___ No Overhead Reaching

Employee can use hands for repetitive:

___ Simple Grasping ___ Pushing & Pulling ___ Fine Detail Work

___ Limited to Use of One Arm and/or One Hand ___ Right ___ Left

Other: _____

Employee will be re-evaluated on _____ (date).

Anticipated return to regular duty _____ (date).

Physician's Signature _____ Date _____

PLEASE RETURN VIA FACSIMILE TO GENERAL MANAGER (209) 586-0424

**APPENDIX 5
JOB DESCRIPTION**

Name: _____

Job Title: _____

Shift (*circle one*): Days Evenings Nights

Job Summary:

PHYSICAL ACTIVITY REQUIREMENTS

Work Position:

Standing approx. 20% approx. 30% approx. 50% 70% or more

Walking approx. 20% approx. 30% approx. 50% 70% or more

Sitting approx. 20% approx. 30% approx. 50% 70% or more

Body Movements:

None = 0
 Occasional = 0 to 1/4 work day
 Some = 1/4 to 1/2 work day
 Frequently = 1/4 to 3/4 work day
 Continuously = 3/4 to full work day

Lifting:

	0-20 lbs.	20-40 lbs.	40-60 lbs.	60-100 lbs.	100+ lbs.
None					
Occasional					
Some					
Frequently					
Continuously					

Push and/or Pull Loads:

	0-20 lbs.	20-40 lbs.	40-60 lbs.	60-100 lbs.	100+ lbs.
None					
Occasional					
Some					
Frequently					
Continuously					

Carrying:

	0-20 lbs.	20-40 lbs.	40-60 lbs.	60-100 lbs.	100+ lbs.
None					
Occasional					
Some					
Frequently					
Continuously					

Bending:

None Occasional Some Frequent Continuous

Kneeling/Squatting:

None Occasional Some Frequent Continuous

Reaching Overhead/Stretching:

None Occasional Some Frequent Continuous

Climbing Stairs:

None Occasional Some Frequent Continuous

Climbing Ladders:

None Occasional Some Frequent Continuous

Crawling:

None Occasional Some Frequent Continuous

Working on Rough and/or Uneven Terrain:

None Occasional Some Frequent Continuous

Handling/Dexterity:

None Occasional Some Frequent Continuous

APPENDIX 6

RETURN TO MODIFIED WORK AUTHORIZATION

I have considered the Early Return to Work or Transitional Work Program Job Description and Physical Activity Requirements form in my medical examination and evaluation of this employee and his/her ability to perform the functions described therein. In my opinion the employee:

_____ is medically able to perform the job related functions of the modified transitional work assignment.

_____ is **not** medically able to perform the job related functions of the modified transitional work assignment.

_____ is medically able to perform with reasonable accommodations set forth below.

Comments and Recommendations:

(Give an evaluation of any conditions affecting applicant's ability to perform the job related functions and any recommendations concerning reasonable accommodations.)

Date: _____

(Signature of Examining Physician)

APPENDIX 7
LETTER TO EMPLOYEE, NOTICE OF RELEASE

Date

Employee's Name

Address

City, State, Zip

Re: Modified Work

Dear

Dr. _____ has released you for modified work effective _____ . He/She was supplied with a modified duty restriction form. The following job description will meet the restrictions of the doctor.

Your modified work duties are:

This job will continue until you are released by your physician for regular duty or until further notice from this office.

You are to report to your supervisor on _____ at _____.
You will work from _____ to _____ for a total of _____ hours per day. Your hourly wage will be _____.

Failure to report for work as stated above will result in a termination of your temporary total benefits.

You are expected to work all available hours and will not be compensated for lost time which has not been approved by your physician.

Supervisor

Date

Employee

Date

APPENDIX 8
MODIFIED WORK ASSIGNMENT

Employee Name: _____ Date: _____

Job Title: _____

I understand that I am temporarily assigned to: _____

My duties will include:

My pay for this work will be: _____ per _____

I also understand that the following limitations have been prescribed by the physician and I will not exceed these limitations:

Expected date of return to regular employment or reevaluation of my physical capabilities is:

Date

I understand that all rules and district policies apply to employees working in a modified or alternative position.

Signature of Employee

Date

Signature of Supervisor

Date

Signature of RTW Coordinator

Date

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: **Classification of Personnel**
POLICY NUMBER: **2080**
ADOPTED: **December 13, 2007**
AMENDED: **December 10, 2009**

2080.10 Regular Full-Time Employees

A regular full-time employee has an established job classification, works a standard work week of forty (40) hours on a continuing basis over a full twelve (12) month year, has successfully completed the initial introductory period and is entitled to all employee benefits.

2080.20 Temporary or Seasonal

Temporary employees are defined as those employees holding jobs of limited duration arising out of special projects, abnormal workloads, emergencies or other temporary needs of the District and are hired for a term of employment of one (1) year or less, although they may work a standard work week of forty (40) hours per week during that period of time. Temporary or seasonal employees are paid hourly and are not entitled to employee benefits. The District may choose to contract with a temporary personnel service to fill the need for temporary or seasonal employees. An employee will not change from temporary or seasonal status to another status unless specifically informed of such change in writing by the General Manager.

2080.30 Regular Part-Time

A regular part-time employee has an established job classification, works less than forty (40) hours per week on a continuing basis and has completed the initial introductory period. A regular part-time employee gets paid on an hourly basis and may receive limited to full employee benefits. Shift (fire) personnel are excluded from this classification.

2080.40 Introductory Employees

An introductory employee is one who has been hired to fill a regular position in any job classification and has fewer than twelve (12) months of continuous service with the District. The purpose of the introductory period is to give the district the opportunity to determine the ability with which the employee performs his or her job, and to provide the employee with the opportunity to decide if he or she is satisfied with his or her position within the District.

Upon completion of twelve (12) months of continuous service with the District in said work classification and upon the General Manager's decision to retain said employee, said employee shall be granted status as either a regular full-time, regular part-time or temporary or seasonal employee. Completion of the introductory period, and subsequent appointment to the job classification, does not limit the District's ability to separate the employee "at-will" with or without cause and with or without notice.

2080.41 Statement of *At-Will* Employment Status

Employment at the District is employment *at-will*. Employment *at-will* may be terminated with or without cause and with or without notice at any time by the employee or the District. Nothing in the Employee Policies and Procedures or in any document or statement shall limit the right to terminate employment *at-will*. No manager, supervisor or employee of the District has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than *at-will*. Only the Board of Directors of the Twain Harte CSD has the authority to make any such agreement and then only in writing. *THCSD complete At-Will Policy is located in Policy 2000.*

2080.50 Independent Contractors and Consultants

An independent contractor or consultant is a person with special skills or services that are provided to the District by means of a written contract signed by the contractor and an authorized District representative. The contract shall fully describe the service to be provided, starting and ending dates of service, method of payment (percentage, stipend, hourly, monthly or annually), termination or cancellation of services and whatever other information is applicable or required by legal counsel. The contractor is not an employee of the District and is not entitled to employee benefits or payments. The contractor is responsible for reporting his income to the Internal Revenue Service and for paying any applicable taxes or fees. The contractor is also responsible for providing his/her own insurance, including workers' compensation insurance if he or she employs any helpers or assistants in the course of performing his/her independent contractor duties. An independent contractor or consultant will not change from independent status to employment status unless specifically informed of such change in writing by the General Manager.

2080.60 Exempt Employees

Exempt employees are exempt from overtime pay within the meaning of State and Federal Wage and Hour Laws and are not eligible to receive payment of overtime compensation. Exempt employees are engaged in work which is primarily intellectual, managerial and/or creative and which requires exercise of discretion, independent judgment and supervisory control over other employees. Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled, regardless of the number of hours worked in any work week. Exempt

employees have sufficient control over their time to establish a personal work schedule in coordination with their supervisor. Therefore, exempt employees are not entitled to overtime pay under any circumstances.

2080.70 The following positions are exempt:

2080.71 General Manager

2080.72 Operations Manager

2080.73 Finance Officer/ Secretary

2080.74 Fire Chief/Assistant Chief or Administrative Captain

2080.80 Non-Exempt Employees

The duties of these employees involve work within their described job classification and duties which are assigned and directed by a supervisor.

2080.81 The following positions are non-exempt:

2080.81.1 Administrative Assistant/Clerk

2080.81.2 Customer Service Representative

2080.81.3 Utility Maintenance/Meter Reader

2080.81.4 Utility Operator I & II

2080.81.5 Fire Department Captain (except Administrative)

2080.81.6 Fire Department Engineer

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Classification of Personnel
POLICY NUMBER: 2080
ADOPTED: December 13, 2007
AMENDED: 12/10/2009
LAST AMENDED: December 10, 2009

2080.10 PURPOSE

The purpose of this policy is to establish classifications of employees, especially as the classifications relate to pay and benefits.

2080.20 REGULAR FULL-TIME EMPLOYEES

A regular full-time employee has an established job classification, works a standard 40-hour work week ~~of forty (40) hours~~ on a continuing basis over a full twelve (12) months ~~year~~, has successfully completed the initial introductory period and is entitled to all employee benefits.

For Fire Division shift employees, a regular full-time employee has an established job classification, works a Kelly schedule (48 hours on, 96 hours off) on a continuing basis over a full twelve (12) month year, has successfully completed the initial introductory period and is entitled to all employee benefits.

2080.30 BENEFITED PART-TIME EMPLOYEES

A benefited part-time employee is a part-time employee that works 1,000 hours or more each fiscal year on a continuing basis over a full twelve (12) month year and has successfully completed the introductory period. These employees are entitled to employee benefits, except that benefited part-time employees must work a minimum Of 30 hours per week to be entitled to health, vision and dental benefits. Fire Division shift employees are excluded from this classification.

2080.40 NON-BENEFITED PART-TIME EMPLOYEES

A non-benefited part-time employee is a part-time employee that works less than 1,000 hours each fiscal year on a continuing basis over a full twelve (12) month year and has successfully completed the introductory period. These employees are not entitled to employee benefits.

2080.~~520~~ TEMPORARY, ~~OR~~ SEASONAL, OR RETIRED ANNUITANT EMPLOYEES

Temporary employees are defined as those employees holding jobs of limited duration arising out of special projects, abnormal workloads, emergencies or other temporary needs of the District and are hired for a term of employment of one (1) year or less, although they may work a standard work week (40 hours/week or 48 hours on, 96 hours off for Fire Division shift employees) ~~of forty (40) hours per week~~ during that period of time. Temporary or seasonal employees are paid hourly and are not entitled to employee benefits. The District may choose to contract with a temporary personnel service to fill the need for temporary or seasonal employees. An employee will not change from temporary or seasonal status to another status unless specifically informed ~~of such change~~ in writing by the General Manager.

A retired annuitant is a CalPERS retiree who is employed on a limited duration arising out of special projects, abnormal workloads, emergencies or other temporary needs of the District for no more than 960 hours in a fiscal year under specific terms and conditions as provided by law. Retired annuitants are not entitled to employee benefits.

~~2080.30 Regular Part-Time~~

~~A regular part-time employee has an established job classification, works less than forty (40) hours per week on a continuing basis and has completed the initial introductory period. A regular part-time employee gets paid on an hourly basis and may receive limited to full employee benefits. Shift (fire) personnel are excluded from this classification.~~

~~2080.40 Introductory Employees~~

~~An introductory employee is one who has been hired to fill a regular position in any job classification and has fewer than twelve (12) months of continuous service with the District. The purpose of the introductory period is to give the district the opportunity to determine the ability with which the employee performs his or her job, and to provide the employee with the opportunity to decide if he or she is satisfied with his or her position within the District.~~

~~— Upon completion of twelve (12) months of continuous service with the District in said work classification and upon the General Manager's decision to retain said employee, said employee shall be granted status as either a regular full-time, regular part-time or temporary or seasonal employee. Completion of the introductory period, and subsequent appointment to the job classification, does not limit the District's ability to separate the employee "at-will" with or without cause and with or without notice.~~

~~2080.41 Statement of At-Will Employment Status~~

~~Except as otherwise provided in an applicable memorandum of understanding or collective bargaining agreement, Employment at the District is employment at-will. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the District. Nothing in the Employee Policies and Procedures or in any document or statement shall limit the right to terminate employment at-will.~~

~~No manager, supervisor or employee of the District has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will. Only the Board of Directors of the Twain Harte CSD has the authority to make any such agreement and then only in writing. THCS D complete At-Will Policy is located in Policy 2000.~~

2080.650 INDEPENDENT CONTRACTORS AND CONSULTANTS

An independent contractor or consultant is a person with special skills or services that are provided to the District by means of a written contract signed by the contractor and an authorized District representative. The contract shall fully describe the service to be provided, starting and ending dates of service, method of payment (percentage, stipend, hourly, monthly or annually), termination or cancellation of services and whatever other information is applicable or required by legal counsel. The contractor is not an employee of the District and is not entitled to employee benefits or payments. [The designation of an independent contractor is made in accordance with applicable state and federal laws.](#) The contractor is responsible for reporting his income to the Internal Revenue Service and for paying any applicable taxes or fees. The contractor is also responsible for providing his/her own insurance, including workers' compensation insurance if he or she employs any helpers or assistants in the course of performing his/her independent contractor duties. An independent contractor or consultant will not change from independent status to employment status unless specifically informed of such change in writing by the General Manager.

2080.760 EXEMPT EMPLOYEES

Exempt employees are exempt from overtime pay within the meaning of [the Fair Labor Standards Act \(FLSA\) and State and Federal Wage and Hour Laws](#) and are not eligible to receive payment of overtime compensation. Exempt employees are engaged in work which is primarily intellectual, managerial and/or creative and which requires exercise of discretion, independent judgment and supervisory control over other employees. Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled, regardless of the number of hours worked in any work week. Exempt employees have sufficient control over their time to establish a personal work schedule in coordination with their supervisor. Therefore, exempt employees are not entitled to overtime pay under any circumstances.

[Exempt employees may be Regular Full-Time or Benefitted Part-Time Employees. All non-exempt employees shall be paid hourly, subject to FLSA and Sate Wage laws.](#)

~~**2080.70** The following positions are exempt:~~

~~**2080.71** General Manager~~

~~**2080.72** Operations Manager~~

~~**2080.73** Finance Officer/ Secretary~~

~~2080.74 Fire Chief/Assistant Chief or Administrative Captain~~

~~2080.80 Non-Exempt Employees~~

~~The duties of these employees involve work within their described job classification and duties which are assigned and directed by a supervisor.~~

~~2080.81 The following positions are non-exempt:~~

~~2080.81.1 Administrative Assistant/Clerk~~

~~2080.81.2 Customer Service Representative~~

~~2080.81.3 Utility Maintenance/Meter Reader~~

~~2080.81.4 Utility Operator I & II~~

~~2080.81.5 Fire Department Captain (except Administrative)~~

~~Fire Department Engineer~~

2080.80 INTRODUCTORY PERIOD

Employees hired or promoted into a Regular Full-Time, Benefited Part-Time or Non-Benefited Part-Time job classification shall be subject to an Introductory Period. The purpose of the Introductory Period is to give the District the opportunity to determine the ability with which the employee performs his or her job, and to provide the employee with the opportunity to decide if he/she is satisfied with his or her position.

2080.81 New Employees

An employee who has been newly hired to the District and has fewer than twelve (12) months or continuous service will be considered an introductory employee. Upon completion of twelve (12) months of continuous service in his/her work classification, and upon the General Manager's decision to retain said employee, the Introductory Period shall be deemed complete and said employee shall no longer be considered an introductory employee. Prior to completion of the Introductory Period, new employees are at-will and can be terminated by the Employer at any time with or without reason or right of appeal.

2080.82 Promoted Employees

An employee who has completed the new employee Introductory Period with the District, but has been promoted to fill a new job classification and has fewer than twelve (12) months of continuous service in said job classification is considered an introductory employee. Upon completion of twelve (12) months of continuous service in said job classification, and upon the General Manager's decision to retain said employee in said job classification, the Introductory Period shall be deemed complete and said employee shall no longer be considered an introductory

employee. Prior to completion of the Introductory Period for promoted employees, the District may demote employees to their previous job classification at any time with or without reason or with or without notification or right of appeal.

2080.83 Introductory Period Extension

The General Manager has discretion to extend the Introductory Period for up to six additional months for a maximum total of eighteen (18) months if any issues arise in the initial twelve (12) month Introductory Period that require further evaluation. Any such extension shall be in writing, issued prior to the end of the initial twelve months.

2080.90 AT-WILL EMPLOYMENT STATUS

Except as otherwise provided in an applicable memorandum of understanding or collective bargaining agreement, employment at the District is employment *at-will*. Employment *at-will* may be terminated with or without cause and with or without notice at any time by the employee or the District. Nothing in the District's Policies or in any document or statement shall limit the right to terminate employment *at-will*. No manager, supervisor or employee of the District has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than *at-will*. Only the Board of Directors of the Twain Harte CSD has the authority to make any such agreement and then only in writing.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Classification of Personnel
POLICY NUMBER: 2080
ADOPTED: December 13, 2007
AMENDED: 12/10/2009
LAST AMENDED: December 10, 2009

2080.10 PURPOSE

The purpose of this policy is to establish classifications of employees, especially as the classifications relate to pay and benefits.

2080.20 REGULAR FULL-TIME EMPLOYEES

A regular full-time employee has an established job classification, works a standard 40-hour work week on a continuing basis over a full twelve (12) months, has successfully completed the initial introductory period and is entitled to all employee benefits.

For Fire Division shift employees, a regular full-time employee has an established job classification, works a Kelly schedule (48 hours on, 96 hours off) on a continuing basis over a full twelve (12) month year, has successfully completed the initial introductory period and is entitled to all employee benefits.

2080.30 BENEFITED PART-TIME EMPLOYEES

A benefited part-time employee is a part-time employee that works 1,000 hours or more each fiscal year on a continuing basis over a full twelve (12) month year and has successfully completed the introductory period. These employees are entitled to employee benefits, except that benefited part-time employees must work a minimum of 30 hours per week to be entitled to health, vision and dental benefits. Fire Division shift employees are excluded from this classification.

2080.40 NON-BENEFITED PART-TIME EMPLOYEES

A non-benefited part-time employee is a part-time employee that works less than 1,000 hours each fiscal year on a continuing basis over a full twelve (12) month year and has successfully completed the introductory period. These employees are not entitled to employee benefits.

2080.50 TEMPORARY, SEASONAL, OR RETIRED ANNUITANT EMPLOYEES

Temporary employees are defined as those employees holding jobs of limited duration arising out of special projects, abnormal workloads, emergencies or other temporary

needs of the District and are hired for a term of employment of one (1) year or less, although they may work a standard work week (40 hours/week or 48 hours on, 96 hours off for Fire Division shift employees) during that period of time. Temporary or seasonal employees are paid hourly and are not entitled to employee benefits. The District may choose to contract with a temporary personnel service to fill the need for temporary or seasonal employees. An employee will not change from temporary or seasonal status to another status unless specifically informed in writing by the General Manager.

A retired annuitant is a CalPERS retiree who is employed on a limited duration arising out of special projects, abnormal workloads, emergencies or other temporary needs of the District for no more than 960 hours in a fiscal year under specific terms and conditions as provided by law. Retired annuitants are not entitled to employee benefits.

2080.60 INDEPENDENT CONTRACTORS AND CONSULTANTS

An independent contractor or consultant is a person with special skills or services that are provided to the District by means of a written contract signed by the contractor and an authorized District representative. The contract shall fully describe the service to be provided, starting and ending dates of service, method of payment (percentage, stipend, hourly, monthly or annually), termination or cancellation of services and whatever other information is applicable or required by legal counsel. The contractor is not an employee of the District and is not entitled to employee benefits or payments. The designation of an independent contractor is made in accordance with applicable state and federal laws. The contractor is responsible for reporting his income to the Internal Revenue Service and for paying any applicable taxes or fees. The contractor is also responsible for providing his/her own insurance, including workers' compensation insurance if he or she employs any helpers or assistants in the course of performing his/her independent contractor duties. An independent contractor or consultant will not change from independent status to employment status unless specifically informed of such change in writing by the General Manager.

2080.70 EXEMPT EMPLOYEES

Exempt employees are exempt from overtime pay within the meaning of the Fair Labor Standards Act (FLSA) and State Wage and Hour Laws and are not eligible to receive payment of overtime compensation. Exempt employees are engaged in work which is primarily intellectual, managerial and/or creative and which requires exercise of discretion, independent judgment and supervisory control over other employees. Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled, regardless of the number of hours worked in any work week. Exempt employees have sufficient control over their time to establish a personal work schedule in coordination with their supervisor. Therefore, exempt employees are not entitled to overtime pay under any circumstances.

Exempt employees may be Regular Full-Time or Benefitted Part-Time Employees. All non-exempt employees shall be paid hourly, subject to FLSA and Sate Wage laws.

2080.80 INTRODUCTORY PERIOD

Employees hired or promoted into a Regular Full-Time, Benefited Part-Time or Non-Benefited Part-Time job classification shall be subject to an Introductory Period. The purpose of the Introductory Period is to give the District the opportunity to determine the ability with which the employee performs his or her job, and to provide the employee with the opportunity to decide if he/she is satisfied with his or her position.

2080.81 New Employees

An employee who has been newly hired to the District and has fewer than twelve (12) months or continuous service will be considered an introductory employee. Upon completion of twelve (12) months of continuous service in his/her work classification, and upon the General Manager's decision to retain said employee, the Introductory Period shall be deemed complete and said employee shall no longer be considered an introductory employee. Prior to completion of the Introductory Period, new employees are at-will and can be terminated by the Employer at any time with or without reason or right of appeal.

2080.82 Promoted Employees

An employee who has completed the new employee Introductory Period with the District, but has been promoted to fill a new job classification and has fewer than twelve (12) months of continuous service in said job classification is considered an introductory employee. Upon completion of twelve (12) months of continuous service in said job classification, and upon the General Manager's decision to retain said employee in said job classification, the Introductory Period shall be deemed complete and said employee shall no longer be considered an introductory employee. Prior to completion of the Introductory Period for promoted employees, the District may demote employees to their previous job classification at any time with or without reason or with or without notification or right of appeal.

2080.83 Introductory Period Extension

The General Manager has discretion to extend the Introductory Period for up to six additional months for a maximum total of eighteen (18) months if any issues arise in the initial twelve (12) month Introductory Period that require further evaluation. Any such extension shall be in writing, issued prior to the end of the initial twelve months.

2080.90 AT-WILL EMPLOYMENT STATUS

Except as otherwise provided in an applicable memorandum of understanding or collective bargaining agreement, employment at the District is employment *at-will*. Employment *at-will* may be terminated with or without cause and with or without notice at any time by the employee or the District. Nothing in the District's Policies or in any document or statement shall limit the right to terminate employment *at-will*. No manager, supervisor or employee of the District has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than *at-will*. Only the Board of Directors of the Twain Harte CSD has the authority to make any such agreement and then only in writing.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Dental Benefits
POLICY NUMBER: 2110
ADOPTED: June 21, 2005
AMENDED: July 10, 2008

2110.50 The District shall provide a dental care benefit plan to all regular, non supplemental staff employees who work a minimum of 24 hours per week. As of the date of this policy, the District shall self-insure and manage said benefit and shall not utilize commercial insurance policies. The District's self-insurance policy shall cover the dental services shown in the Plan Provisions, Attachment A to this policy.

2110.51 A Dental Care Account shall be established and maintained for each eligible employee. The District will reimburse an employee from the account for expenses related to dental care (up to the limit set forth below), or will pay such expenses directly to the provider. Reimbursement or payment shall be authorized after submission by the employee of a receipt or invoice for dental care expenses.

2110.52 Reimbursements or payments from the Dental Care Account may not exceed the following amounts:

- \$1000.00 per unmarried employee with no dependents
- \$1,500 per married couple with no dependents
- \$2,000 per family

If dental care expenses exceed the above maximums, the employee will be responsible for the difference.

2110.53 The District will reimburse or pay dental care expenses, as specified above, for eligible employees and their dependents. The annual payment limitation set forth herein applies to all expenses incurred by the eligible employee and their dependents. Qualified dependents of an employee are detailed in Attachment A to this policy.

2110.54 Because Dental Care Account funds may be used only for expenses related to dental care as specified in 2110.51 above, unused funds will not be paid to employees upon termination of employment, nor will unused amounts accumulate from year to year.

ATTACHMENT A - PLAN PROVISIONS

Effective Date for Insurance: If an employee is in an eligible status, he /she will be eligible on the first day of employment with the District.

Dependents Eligibility Date: The dependent becomes eligible on the latest of (1) your eligibility date, (2) the date you acquire your first dependent, or (3) the date on which dependent's benefit is made available under this policy. A legally married spouse acquired while in this plan step, legally adopted and/or newborn children must be enrolled through the District office as soon as possible following marriage, adoption or birth.

Definition of Dependent: Dependent means only (1) your legally married spouse or registered domestic partner, or (2) your unmarried child, including a legally adopted child or any stepchild residing in your household, who (a) is less than 19 years of age, or (b) meets the Internal Revenue Code's definition of a dependent.

Termination of Benefit: Your benefit will terminate on the earliest of the following dates (1) the date this policy terminates, (2) the date on which the employee or dependent enter active military service, or (3) the date you cease to be in an eligible status under the policy.

DENTAL CARE BENEFITS

Each fiscal year this plan pays up to a maximum of:

- \$1000.00 per unmarried employee with no dependents
- \$1,500 per married couple with no dependents
- \$2,000 per family

Pre-Authorization: If your dentist anticipates that the dental work to be done is going to cost more than \$200, ask the dentist to request confirmation of available balance before work is started.

As a service to you and your dentist, District staff will confirm availability of funds and provide a commitment of the required balance. By knowing what will be paid before the charge is made, you won't be faced with surprise bills.

For dental care costing less than \$200, or for emergencies, statements should be sent to the District office as soon as practical after the dental work is completed.

Covered Dental Care Services: The following preventative care services are covered at 100% of UCR charges without a deductible:

Examinations: Pays all necessary procedures to assist the dentist in evaluating the existing condition of your teeth including diagnostic services and prophylaxis (cleaning) twice in any twelve consecutive months. This includes the cost of annual x-rays.

Dental Surgery: Pays for extractions and other dental surgery, including care before and after surgery. Pays for necessary care for injury to natural teeth.

Anesthesia: Pays the dentist when general anesthetic is required.

Periodontics: Pays for procedures necessary for treatment of disease of the gums and bones supporting the teeth.

Restorative Dentistry: Pays for amalgam, synthetic porcelain and plastic restorations and gold restorations and jackets where teeth cannot be restored with a filling material (crowns).

Prosthodontics: Crowns which are part of an abutment, bridges, partial or complete dentures, including adjustments and repairs.

Orthodontia: Charges for or incidental to orthodontia services.

Other Benefit Limitations: Charges not covered are:

Services that are covered by the employee's medical insurance.

Charges in connection with treatment to the teeth and gums for tumors.

Charges for services in connection with the treatment of Temporomandibular Joint Syndrome.

Coordination of Benefits: The standard coordination of benefits between other plans applies. The plan of the parent with the earliest birthdate in the year is primary for dependent children.

Your Dental Benefit is totally underwritten and funded by your employer.

Send all claims to: Twain Harte Community Services District
P.O. Box 649
Twain Harte, Ca 95383

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Health and Welfare Benefits
POLICY NUMBER: 2111
ADOPTED: August 16, 2005
AMENDED: April 8, 2010

2111.10 Medical Expense Insurance

Accident, health and hospital insurance to cover non-occupational injuries and sickness shall be provided by the District for all regular employees, as defined in Policy 2080, who work a regular schedule, including introductory employees, in all job classifications and their dependents. The scope of coverage and the payment of premiums are subject to availability and periodic review and revision by the Board of Directors.

2111.20 Workers' Compensation Insurance

All District employees will be insured against injuries received while on the job as required by state law.

2111.30 Vision Insurance

The District shall provide a vision care insurance plan to all regular employees, as defined in Policy 2080, who work a regular schedule, including probationary employees, in all job classifications and their dependents. The scope of coverage and the payment of premiums are subject to availability of coverage, periodic review and revision by the Board of Directors.

2111.40 Dental Care Benefit

The District shall provide a Dental Care benefit pursuant to Policy 2110.

2111.50 Disability Insurance

Each employee contributes to the State of California to provide disability insurance pursuant to the California Unemployment Insurance Code. Employee contributions are made through a payroll deduction.

2111.60 Deferred Compensation Plan

All regular employees, as defined in Policy 2080, who work a regular schedule, are eligible to participate in the District's deferred compensation plan.

2111.70 Unemployment Compensation

The District will pay unemployment compensation as required by the State on behalf of employees.

2111.80 Social Security

Coverage for employees is provided by the District pursuant to Title II of the Federal Social Security Act.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: ~~Health and Welfare~~Employee Health and Retirement Benefits
POLICY NUMBER: 2111
ADOPTED: December 13, 2007
AMENDED: 4/8/2010
LAST AMENDED: April 8, 2010

2111.10 PURPOSE

The purpose of this policy is to set forth the types of health and retirement benefits the District provides to its employees.

2111.20 ELIGIBILITY

Only Regular Full-Time and Benefited Part-Time employees (including introductory employees in those classifications) are eligible to receive the healthcare, dental, vision, and CalPERS retirement and supplemental retirement benefits described in this policy. All employees are eligible to receive the social security retirement and supplemental insurance benefits described in this policy.

2111.10 – 30 MEDICAL EXPENSE INSURANCE – HEALTHCARE / DENTAL / VISION BENEFITS

2111.31 Health Reimbursement Arrangement (HRA)

The District provides a Health Reimbursement Arrangement (HRA) to benefited employees and will contribute funds into each employee's HRA account at the beginning of each calendar year. HRA account funds can be used for specific healthcare, dental and vision expenses for the employee and the employee's spouse/dependents. HRA funds expire at the end of each calendar and do not rollover into the next year. The amount of funds contributed to each HRA account shall be established by the Board of Directors or an applicable memorandum of understanding or collective bargaining agreement.

2111.32 Health Insurance

The District provides Accident, health and hospital insurance to benefited employees and their spouses/dependents (including introductory employees in a benefited job classification) to cover non-occupational injuries and sickness. shall be provided by the District for all regular employees, as defined in Policy 2080, who work a regular schedule, including introductory employees, in all job classifications

THCSD 2111 Health and Welfare Benefits REV 2024-09-11THCSD-2111-Health and Welfare Benefits

and their dependents. The scope of coverage and the payment of premiums are subject to availability and periodic review and revision by the Board of Directors. shall be established by the Board or Directors or an applicable memorandum of understanding or collective bargaining agreement.

Employees shall be responsible for 10% of the total cost of their health insurance plan premium (including costs for spouse/dependents).

2111.33 Dental Insurance

The District does not provide dental insurance to benefited employees. Funds contributed to each employee's HRA account will be the only dental care benefit provided by the District.

2111.34 Vision Insurance

The District provides vision care insurance to all benefited employees and their spouse/dependents at no cost to the employee. The scope of coverage shall be established by the Board or Directors or an applicable memorandum of understanding or collective bargaining agreement.

2111.40 RETIREMENT BENEFITS - CALPERS

The District provides benefited employees with retirement benefits through California Public Employees Retirement System (CalPERS). Employees shall pay the full share of the CalPERS employee contribution unless otherwise agreed to in an applicable memorandum of understanding or collective bargaining agreement.

2111.41 Non-Fire Employee Retirement Plan

For employees hired before January 1, 2013 or for "Classic" members, as defined by CalPERS, the benefit plan shall be 3% @ 60. For employees hired after January 1, 2013, who are not "Classic" members, the benefit plan shall be 2% @ 62, as required by law under PEPRA.

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2111.42 Fire Employee Retirement Plan

For fire employees hired before January 1, 2013 or for "Classic" members, as defined by CalPERS, the benefit plan shall be 3% @ 55. For fire employees hired after January 1, 2013, who are not "Classic" members, the benefit plan shall be 2.7% @ 57, as required by law under PEPRA.

2111.50 RETIREMENT BENEFITS – SOCIAL SECURITY

The District provides social security coverage to all employees, pursuant to Title II of the Federal Social Security Act.

2111.50 SUPPLEMENTAL RETIREMENT BENEFITS

The District provides benefited employees an opportunity to supplement his/her retirement benefits through participation in its 457 Deferred Compensation Plan.

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2111.60 SUPPLEMENTAL INSURANCE BENEFITS

2111.61 Workers' Compensation Insurance

The District shall maintain workers' compensation insurance for all employees, as required by State law, to insure employees against work-related injuries/illnesses.

2111.62 Disability Insurance

~~2111.20 WORKERS' COMPENSATION INSURANCE~~ Each employee shall contribute to the State of California to provide disability insurance pursuant to the California Unemployment Insurance Code. Employee contributions are made through a payroll deduction.

2111.63 Unemployment Compensation

~~2111.20 WORKERS' COMPENSATION INSURANCE~~ The District will pay unemployment compensation as required by the State on behalf of employees.

2111.80 SOCIAL SECURITY

~~Coverage for employees is provided by the District pursuant to Title II of the Federal Social Security Act.~~

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Employee Health and Retirement Benefits
POLICY NUMBER: 2111
ADOPTED: December 13, 2007
AMENDED: 4/8/2010
LAST AMENDED: April 8, 2010

2111.10 PURPOSE

The purpose of this policy is to set forth the types of health and retirement benefits the District provides to its employees.

2111.20 ELIGIBILITY

Only Regular Full-Time and Benefited Part-Time employees (including introductory employees in those classifications) are eligible to receive the healthcare, dental, vision, and CalPERS retirement and supplemental retirement benefits described in this policy. All employees are eligible to receive the social security retirement and supplemental insurance benefits described in this policy.

2111.30 HEALTHCARE / DENTAL / VISION BENEFITS

2111.31 Health Reimbursement Arrangement (HRA)

The District provides a Health Reimbursement Arrangement (HRA) to benefited employees and will contribute funds into each employee's HRA account at the beginning of each calendar year. HRA account funds can be used for specific healthcare, dental and vision expenses for the employee and the employee's spouse/dependents. HRA funds expire at the end of each calendar and do not rollover into the next year. The amount of funds contributed to each HRA account shall be established by the Board of Directors or an applicable memorandum of understanding or collective bargaining agreement.

2111.32 Health Insurance

The District provides accident, health and hospital insurance to benefited employees and their spouses/dependents (including introductory employees in a benefitted job classification) to cover non-occupational injuries and sickness. Employees shall be responsible for 10% of the total cost of their health insurance plan premium (including costs for spouse/dependents). The scope of coverage shall be established by the Board or Directors or an applicable memorandum of understanding or collective bargaining agreement.

2111.33 Dental Insurance

The District does not provide dental insurance to benefited employees. Funds contributed to each employee's HRA account will be the only dental care benefit provided by the District.

2111.34 Vision Insurance

The District provides vision care insurance to all benefited employees and their spouse/dependents at no cost to the employee. The scope of coverage shall be established by the Board or Directors or an applicable memorandum of understanding or collective bargaining agreement.

2111.40 RETIREMENT BENEFITS - CALPERS

The District provides benefited employees with retirement benefits through California Public Employees Retirement System (CalPERS). Employees shall pay the full share of the CalPERS employee contribution unless otherwise agreed to in an applicable memorandum of understanding or collective bargaining agreement.

2111.41 Non-Fire Employee Retirement Plan

For employees hired before January 1, 2013 or for "Classic" members, as defined by CalPERS, the benefit plan shall be 3% @ 60. For employees hired after January 1, 2013, who are not "Classic" members, the benefit plan shall be 2% @ 62, as required by law under PEPRA.

2111.42 Fire Employee Retirement Plan

For fire employees hired before January 1, 2013 or for "Classic" members, as defined by CalPERS, the benefit plan shall be 3% @ 55. For fire employees hired after January 1, 2013, who are not "Classic" members, the benefit plan shall be 2.7% @ 57, as required by law under PEPRA.

2111.50 RETIREMENT BENEFITS – SOCIAL SECURITY

The District provides social security coverage to all employees, pursuant to Title II of the Federal Social Security Act.

2111.60 SUPPLEMENTAL RETIREMENT BENEFITS

The District provides benefited employees an opportunity to supplement his/her retirement benefits through participation in its 457 Deferred Compensation Plan.

2111.70 SUPPLEMENTAL INSURANCE BENEFITS

2111.71 Workers' Compensation Insurance

The District shall maintain workers' compensation insurance for all employees, as required by State law, to insure employees against work-related injuries/illnesses.

2111.72 Disability Insurance

Each employee shall contribute to the State of California to provide disability insurance pursuant to the California Unemployment Insurance Code. Employee contributions are made through a payroll deduction.

2111.73 Unemployment Compensation

The District will pay unemployment compensation as required by the State on behalf of employees.

TWAIN HARTE COMMUNITY SERVICES DISTRICT Policy and Procedure Manual

POLICY TITLE: Injury and Illness Prevention Program

POLICY NUMBER: 3030

ADOPTED: September 17, 1996

AMENDED: 7/8/2010, 5/9/2013, 9/10/2015, 10/12/2017, 9/15/2021

LAST AMENDED: September 15, 2021

LAST REVIEWED: September 13, 2023

3030.10 Safety Policy

3030.11 No function at Twain Harte Community Services 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.

3030.12 To achieve this goal, the District has adopted this *Injury & Illness Prevention Program* (IIPP). The IIPP is the responsibility of all employees as we work together to identify and eliminate conditions, practices, policies and procedures that compromise safety.

3030.13 To this end, each and every manager, supervisor and employee has the authority to take action to prevent mishaps. It takes positive and genuine effort to assure a safe work environment. The alternative is wasted money and wasted time due to occupational injuries and illnesses and their associated pain and suffering.

3030.14 Our expectations are that everyone will:

- A) Complete initial and ongoing safety training, including review of this IIPP.
- B) Do the right thing the first time.
- C) Seek to integrate safety into all tasks.
- D) Avoid taking short cuts.
- E) Take time to assure a safe workplace.
- F) Have a safe and healthy work experience here at the District.

3030.15 All employees shall review the IIPP and are expected to strive to achieve the District's ultimate goal of an injury-free workplace.

3030.20 Responsibilities

3030.21 Managers/Supervisors/Employees

Managers, supervisors, and employees 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. Managers and Supervisors are responsible for training all of their employees to perform their jobs properly and safely. Managers and Supervisors teach, demonstrate, observe and enforce compliance with established safety standards.

3030.22 IIPP Administrator

The IIPP Administrator is the General Manager or his/her designee. The IIPP Administrator has the responsibility for the implementation, maintenance, and update of this program.

3030.23 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.

3030.30 Compliance

3030.31 Management Responsibility

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

3030.32 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.

3030.33 Performance Evaluations

As part of employees' regular performance reviews, they are evaluated on their compliance with safe work practices and on what they have done to ensure a safe workplace for their respective employees.

3030.34 Employee Recognition

Employees who make a significant contribution to the maintenance of a safe workplace, as determined by their supervisors, receive written acknowledgment that is maintained in the employees' personnel files.

3030.35 Employee Training

Employees who are unaware of correct safety and health procedures are trained or retrained.

3030.36 Employee Correction

Employees who fail to follow safe work practices and/or procedures, or who violate the District's rules or directives, are subject to disciplinary action, according to Policy 2150 and/or appropriate union Collective Bargaining Agreements.

3030.40 Communication

3030.41 Two-Way Communication

Management recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace.

3030.42 The District System of Communication

The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable.

- A) An orientation program is given to all new employees and includes a review of the *Injury & Illness Prevention Program* and a discussion of policy and procedures that the employee is expected to follow. This program is documented on the *New Employee Safety Orientation Checklist*.
- B) The District has safety meetings where safety is freely and openly discussed by all present. Such meetings are held monthly and all employees are expected to attend and are encouraged to participate in discussion. All such meetings are documented on the *Employee Meeting & Training Report Form*.
- C) From time to time, written safety notifications are provided directly to individual employees or are posted on District bulletin boards.
- D) Other methods of communicating pertinent health and safety information are used as they are identified.

3030.43 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, but preferably in writing on the *Identified Problem Report Form*. When done in writing, the notification may be given directly to the supervisor, the IIPP Administrator or other management personnel.
- B) If an employee wants to remain anonymous, an employee may

complete an *Identified Problem Report Form* anonymously by not filling in his/her name or signing the form.

- C) No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.
- D) Management reviews all submitted *Identified Problem Report Forms*.
- E) If employees provide their names in regards to the notification, they are informed of what is being done within 5 working days of receipt, and receive updates as applicable.
- F) The resolution is communicated to employees in accordance with **Section 3030.42** under the subject of Communications.

3030.50 Hazard Identification & Evaluation

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

3030.51 Safety Inspections

Documented internal safety inspections are conducted on a monthly basis. Hazards found are corrected on the spot or recommendations are submitted for future corrections. A member of management/supervision and at least one employee conduct the monthly tour. The goal is to have each employee have at least one opportunity per year to participate in a monthly inspection. Inspections are documented on the *Safety Inspection Form/Action Form*.

3030.52 Additional Inspections

Inspections are also conducted in accordance with Cal-OSHA requirements:

- A) Whenever new substances, processes, procedures or equipment present a new safety or health hazard.
- B) Whenever management/supervision become aware of a new or previously unrecognized hazard, either independently or by receipt of information from an employee.
- C) Whenever it is appropriate to conduct an unannounced inspection.

3030.53 Confined Space Inspections

All routine confined space inspections/entry shall be performed by trained and licensed contractors. District employees shall not perform confined space inspection/entry.

3030.60 Injury/Illness Investigation

3030.61 Investigation

All accidents resulting in injury or property damage, however slight, including

near misses or near hits, are investigated immediately to determine the primary and contributing causes within seven working days. This information is documented on the *Investigation Report* and analyzed to assist in obtaining corrective actions to prevent similar accidents from occurring in the future. The responsibility to see that this investigation is performed rests with the IIPP Administrator.

3030.62 Reporting

All facts, findings, and recommendations are documented on the *Investigation Report*. Management reviews *Investigation Reports* with a view towards determining adequacy of corrective action.

3030.70 Correction of Hazards

3030.71 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 supervision remove these employees from the danger at once, and personnel, who are provided with the necessary safeguards, correct the hazard. Documentation of hazard correction is completed on at least one of the following forms:

1. Identified Problem Report Form
2. Investigation Report Form
3. Safety Inspection Form/Action Plan

3030.80 Training

3030.81 Orientation - New Employees

The initial orientation on general safety is conducted within two days of employment. The orientation is documented on the *New Employee Safety Orientation Checklist*. This orientation includes:

- A) Review of the Twain Harte Community Services District:
 1. Injury & Illness Prevention Program
 2. Respiratory Protection Plan
 3. Exposure Control Plan
 4. Hazard Communication Program
 5. Personal Protective Equipment Requirements
 6. Emergency Action Plan
 7. Fire Prevention Plan
 8. Code of Safe Practices
 9. Occupational Injury & Illness Reporting Requirements
- B) Overview of how to prevent:
 1. Overexertion
 2. Strains and sprains

3. Slips, trips and falls
 4. Cuts and lacerations
 5. Electrical shock
 6. Driving accidents
 7. Other occupational injuries or illnesses identified via loss analyses and investigations
- C) At a minimum, all new hires are given a copy of the District's *Injury & Illness Prevention Program* and those rules, procedures and regulations that apply to their work environment. New employees sign and date their receipt of this information.

3030.82 Initial On-The-Job Training

3030.82.1 When an employee first starts to work, a manager/supervisor will train the employee in all aspects of safety for the purpose of educating the new employee on the hazards of the work environment and the safety procedures that are required to be used to mitigate those hazards.

3030.82.2 This training is done by using the "New Employee Training Checklist" which is signed by the supervisor and the employee when the training is completed, and then becomes a permanent part of the employee's personnel file. The "New Employee Training Checklist" is filled out during the employee's initial on-the-job training, and both the supervisor and employee sign and date the checklist.

3030.83 Specific District-wide Training

- A) First Aid, CPR, and/or Bloodborne Pathogen Training
1. Designated employees receive first-aid training in accordance with the Cal-OSHA requirement that there is always at least one person available to provide first aid.
 2. Some locations require all employees to be trained due to the small number of employees at the work site.
 3. Based upon available time, the Twain Harte CSD may also provide CPR training.
 4. Based upon potential exposures, bloodborne pathogen training may also be given.
- B) Emergency Preparedness
- This training includes the District's Emergency Action Plan structure and how each employee fits into that structure, i.e., what the employee is expected to do under specific circumstances such as fire, earthquake, medical emergency and bomb threat.
- C) Defensive Driver Driving

Besides discussions on defensive driving that are part of regular safety training meetings, the District strives to provide at least one formal defensive driving course every four years for those employees who drive District vehicles and/or their private vehicles on District business.

D) Ergonomics

Management provides ergonomic training to those employees who have to complete tasks that involve lifting, pushing, pulling and/or repetitive motion. At a minimum, employees receive training on proper lifting techniques, and if necessary, computer workstation set up.

3030.84 Retraining

- A) 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:
1. When an existing employee changes job functions.
 2. On at least an annual basis as a refresher program.
- B) Such training includes a review of those topics covered in the new employee orientation, other general workplace safety issues, job-specific hazards and/or hazardous materials, as applicable. All retraining is documented on the *New Employee Meeting & Training Report Form*.

3030.85 Specialized Training

- A) Managers and 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 and supervisors are also trained in the hazards and risks faced by the employees under their immediate direction.
- C) Managers/Supervisors/IIPP Administrator:
1. Determine safety-training needs.
 2. Implement new training programs.
 3. Evaluate the effectiveness of these programs.
- D) In addition, training is provided whenever:
1. New substances, processes, procedures or equipment pose a new hazard and there is a lack of skill or knowledge to deal

with the situation.

2. Management, supervision, or the IIPP Administrator becomes aware of a previously unrecognized hazard and there is a lack of skill or knowledge to deal with the hazard.
- E) All employees delivering or supervising live fire training at District facilities shall be in compliance with State Fire Training Instructor Standards and in compliance with National Fire Protection Association (NFPA) 1403.
 - F) All fire, water and sewer personnel shall be trained to use the extractor decontamination machine and shall comply with all sections of the Exposure Control Plan.

3030.90 Emergency Response Guidelines for Hostile or Violent Incidents

3030.91 Purpose of the Policy

To provide direction for the District Board of Directors and staff regarding responses to hostile or violent incidents, including possible armed intruders or related threats on District facilities or properties.

3030.92 Background

The potential for hostile or violent incidents on District facilities or operational locations always exists. In recent timeframes, incidents involving armed intruders have occurred with increasing frequency involving injuries and deaths at government institutions, offices and educational facilities. Often, an intruder is a person who is an ex-employee, customer or person known to the agency involved. The person often is upset at an event or person who works at the facility. However, armed intruders can be any variety of persons who have an anger situation affecting one or more staff members or other related persons to the District. Often, incidents involving armed intruders escalate to include multiple persons and potentially taking of hostages, including District customers. Threats of these types and risks are to be considered extreme emergencies and the safety and well-being of employees and/or customers is the highest priority.

3030.93 Response to an Incident

Any evidence of the exposure to a hostile or violent person or situation on District facilities or operating areas should be taken seriously for safety purposes. Any Director or staff employee observing or sensing that a violent or hostile situation is occurring, should consider taking precautionary and safety actions:

Any event resulting in awareness of a possible violent act, including possible gunfire, explosion, fighting, scuffling, could indicate an incident of violent potential. Any staff person observing such potential activities should take

steps to protect themselves and others in the District premises including but not limited to:

- A) Attempt to communicate the situation to everyone in the facility by means of telephone, paging, email and/or radio system, including basic information that a potential incident is occurring. If a perpetrator(s) is seen or known, information on the person(s) should be provided.
- B) Since different types and levels of workplace violence may require various responses, establishing basis information on the type of event is essential. Examples are:
 - 1. Gunfire - Awareness of gunfire in the facility should result in evacuation to the extent that is possible. If not possible, securing of rooms or offices and notification to others by phone or email is encouraged. Calling emergency resources via 911 is imperative, once safe to call. Remain in the most secure location possible until contacted by public safety personnel or a facility supervisor, etc.
 - 2. Explosion – An explosion could occur naturally or by violent intention. Awareness of an explosion or fire in the facility should result in immediate evacuation, in accordance with established procedures for fire. Response to a planned location is important to make known who is out of the facility.
 - 3. Physical or Bomb Threat – Awareness of a telephone or in person threat to facility or staff should be met with action to evacuate and clear staff from the threatened area. Calling 911 as soon as possible is imperative.
 - 4. Situations Involving Hostages – If a possible hostage incident is known, evacuation of the facility is paramount to safety of persons in the area. Contact 911 immediately.
 - 5. Irate Customer/Threat at Counter or Meeting – In cases where any person acts to threaten a staff person or customer at a District facility in a manner causing fear for safety, action to summon public safety personnel by 911 should be taken. In no way should steps be taken to challenge or subdue such a person, except in defense of life of self or immediate others at facility.
 - 6. In the event that a volatile situation occurs at a Board of Directors or other public meeting, the person chairing/hosting the meeting should take steps to control the situation or adjourn the meeting to abate the confrontation, if possible. In the event of a threatening or hostile situation, call 911 immediately and proceed with evacuation or other appropriate actions.

3030.94.1 Planning for Emergency Incidents

Steps should be taken to plan response capabilities for emergencies in addition to fires, earthquakes, etc. that may involve hostile situations. These include but are not limited to:

- A) Preparation of a facility evacuation plan from each room. Post the plan at each doorway and hallway exit. Have a safe area zone for staging established.
- B) Lock down procedures to secure the facility in a hostile or violent incident for both exterior and interior doors.
- C) Develop an emergency notice code for intercom, email and radio to facility and District staff. Use of a code is recommended.
- D) Develop a radio communication alert code to notify other District staff so they will not return to the facility during the incident until cleared to do so by public safety personnel.
- E) Training of all personnel in dealing with customers, employees and other persons in aggravated situations and how to identify and assess potential threats or volatile situations. All employees assigned or expected to serve at the front desk or counter shall receive such training regularly.

All employees and members of the Board of Directors shall receive training on response to violent or hostile incidents. In the event of a potential incident, notify a supervisor or the General Manager, as is possible, or call 911 when an active incident is occurring. If assessment of a possible threat is needed, the General Manager or ranking staff person shall be notified for considering validity of the threat or safety risk. Public safety agency shall be contacted by 911 whenever a perceived threat is considered valid.

3030.95 Actions for Violent or Armed Threat Situation

The existence or potential for an event involving a violent person or armed intruder at a District facility should be considered an emergency condition. Actions could include up to and all of:

- A) Notify your supervisor or General Manager and other staff immediately if a threat is received but not actively in process. If validated, contact public safety by calling 911 immediately.
- B) The General Manager or ranking staff member shall evaluate the situation and consider appropriate actions, including shutting down operations and evacuation and/or locking down the facility until public safety response abates the threat.
- C) Initiate notification to other facility staff of active threat by emergency code procedure. Evacuate the facility wherever possible. Secure money or computer equipment if time allows.

- D) Activate an alarm for notifying other staff or an alarm company if one is engaged by the District. A call contact would be included in procedure to double check for safety at the facility.
- E) Upon sighting an armed intruder, an alert to all employees should be made by page, email or radio.
- F) Secure your work area or evacuate, if safely possible. If not able to evacuate, find a safe hiding place and stay put until contacted by public safety personnel.
- G) Once outdoors after an evacuation, proceed to planned staging area to report in for identification. Inform public safety personnel of any information on the incident.
- H) Attempt to remain calm and assist others; wait for instructions from public safety or supervisory personnel.
- I) Do not attempt to look around to see what is happening. Evacuate whenever possible and with others in areas you see directly. Do not confront or attempt to apprehend a violent perpetrator unless directly attacked for self-defense. Do not assume someone already called 911; call them immediately.

3030.96 Post Event Actions

Following the clear announcement of ending of a violent or hostile person situation, contact public safety or supervisory personnel for instructions. Report any knowledge or firsthand observations of the incident. Contact your family and immediate friends so they will not take any actions to respond unnecessarily. Await direction as to return to work or other steps, dependent on level of the incident. If not able to do so, consult with your supervisor or notify the ranking person on-site.

An Emergency Response Coordinator shall evaluate and debrief any major incident to take needed steps to abate the conditions after the event and prepare as necessary for continued operations. Planning and actions to address conditions are expected and your input is important via your supervisor. There may be the potential to lock-down or close the facility for some time or corrective steps. If deemed needed, seek direction on what actions you should take to assist in procedure.

3030.100 Documentation, Plans and Records

3030.101 Documentation Forms and Plans

In addition to this IIPP, the following shall be maintained by the District to provide consistent document of IIPP implementation and to supplement the safety measures set forth herein:

- A) Documentation Forms: The following IIPP forms shall be used to

document implementation of the IIPP. The IIPP Administrator is authorized to revise these forms or add forms to better document IIPP implementation or fit the District's operations. Revision or addition of forms shall not require Policy revision or Board action.

1. Acknowledgement of Receipt of the General Code of Safe Practices
2. Acknowledgement of Receipt of the Injury & Illness Prevention Program
3. Employee Meeting & Training Report Form
4. Identified Problem Report
5. Investigation Report
6. New Employee Safety Orientation Checklist
7. Safety Inspection Form/Action Plan

B) Plans: The following plans shall be created and maintained to supplement the safety requirements of this IIPP. The IIPP Administrator is authorized to revise these plans or add plans to improve safety or fit the District's operations. Revision or addition of plans shall not require Policy revision or Board action.

1. Respiratory Protection Plan
2. Exposure Control Plan
3. Hazard Communication Program
4. Emergency Action Plan
5. Fire Prevention Plan
6. Code of Safe Practices
- 6.7. Workplace Violence Prevention Plan

3030.102 Record Keeping Summary

In coordination with other management, the IIPP Administrator is responsible for maintaining all documentation relating to the implementation of the IIPP. For the purpose of displaying a tracking history of occupational safety and health programs and activities, all documents are maintained in accordance with the District's Records Retention Policy.