

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

Chair: *Eileen Mannix*

Co-Chair: *Charlotte Bohlman*

**THCS D CONFERENCE ROOM
22912 VANTAGE POINTE DR., TWAIN HARTE
May 3, 2023 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/82021561234>
- Meeting ID: 820 2156 1234
- Telephone: (669) 900-6833

AGENDA

- 1. Review/discuss draft Fiscal Year 2023-24 Administration Fund Budget and overall Budget.**
- 2. Discuss proposed salary schedule revision to add a part-time Utility Maintenance position.**
- 3. Review Policy #2010 – Employee Compensation, Hours of Work, and Overtime.**
- 4. Review Policy #2040 – Sick Leave.**
- 5. Review Policy #2042 – Catastrophic Leave.**
- 6. Review Policy #2083 – Training and Travel Authorization and Expense Reimbursement Policy.**
- 7. 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

Twain Harte Community Services District
2023/2024 ANNUAL BUDGET

	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	FY 22-23	Requested	% Diff	FY 22-23	Requested	% Diff	FY 22-23	Requested	% Diff	FY 22-23	Requested	% Diff	FY 22-23	Requested	% Diff	PROJECTED
Revenue																
Service Charges	\$ 1,470,863	\$ 1,476,315	0%	\$ 1,137,942	\$ 1,137,942	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,614,257
Fees	18,180	17,980	-1%	14,820	13,580	-8%	-	-	0%	7,100	7,100	0%	-	-	0%	38,660
Taxes & Assessments	39,292	40,078	2%	-	-	0%	1,278,501	1,311,127	3%	146,699	151,365	3%	-	-	0%	1,502,569
Grants & Donations	1,555,650	1,345,000	-14%	-	490,000	490000%	286,726	289,275	1%	2,746,065	2,416,065	-12%	1,200	-	-100%	4,540,340
Other Revenue	47,800	48,000	0%	7,100	20,000	182%	168,898	35,340	-79%	111,292	3,500	-97%	1,000	1,000	0%	107,840
Total Program Revenue	\$ 3,131,785	\$ 2,927,372	-7%	\$ 1,159,862	\$ 1,661,522	43%	\$ 1,734,125	\$ 1,635,742	-6%	\$ 3,011,156	\$ 2,578,030	-14%	\$ 2,200	\$ 1,000	-55%	\$ 8,803,666
Admin Revenue Allocation	1,034	470	-55%	550	250	-55%	396	180	-55%	220	100	-55%	(2,200)	(1,000)	-55%	-
GRAND TOTAL REVENUE	\$ 3,132,819	\$ 2,927,842	-7%	\$ 1,160,412	\$ 1,661,772	43%	\$ 1,734,521	\$ 1,635,922	-6%	\$ 3,011,376	\$ 2,578,130	-14%	\$ -	\$ -	0%	\$ 8,803,666
Operating Expenses																
Salaries	\$ 331,618	\$ 342,134	3%	\$ 183,109	\$ 191,412	5%	\$ 624,733	\$ 612,972	-2%	\$ 5,214	\$ 26,373	406%	\$ 429,933	\$ 450,405	5%	\$ 1,623,296
Benefits	179,157	191,734	7%	98,967	106,333	7%	288,214	310,863	8%	3,022	6,522	116%	218,196	231,818	6%	847,270
Equip, Auto, Maint, & Repairs	183,470	156,500	-15%	79,900	68,700	-14%	102,900	118,000	15%	41,930	14,850	-65%	16,800	13,000	-23%	371,050
Materials & Supplies	43,300	51,400	19%	5,900	6,000	2%	10,000	10,300	3%	1,500	1,500	0%	3,950	3,950	0%	73,150
Outside Services	305,550	160,550	-47%	30,550	30,350	-1%	27,950	23,500	-16%	4,500	4,500	0%	27,550	28,750	4%	247,650
Other (Utilities, Prop/Liab Ins, TUD)	229,615	247,100	8%	537,885	618,400	15%	108,500	105,900	-2%	53,100	28,000	-47%	72,900	77,650	7%	1,077,050
Debt Service	188,614	110,684	-41%	16,976	16,958	0%	-	-	0%	-	-	0%	-	-	0%	127,641
Total Program Expenses	\$ 1,461,323	\$ 1,260,101	-14%	\$ 953,287	\$ 1,038,153	9%	\$ 1,162,297	\$ 1,181,535	2%	\$ 109,266	\$ 81,745	-25%	\$ 769,329	\$ 805,573	5%	\$ 4,367,107
Administrative Cost Allocation	361,585	378,619	5%	192,332	201,393	5%	138,479	145,003	5%	76,933	80,557	5%	(769,329)	(805,573)	5%	-
GRAND TOTAL OPERATING EXPENSES	\$ 1,822,908	\$ 1,638,720	-10%	\$ 1,145,619	\$ 1,239,546	8%	\$ 1,300,776	\$ 1,326,538	2%	\$ 186,199	\$ 162,302	-13%	\$ -	\$ -	0%	\$ 4,367,106
TOTAL OPERATING BALANCE	\$ 1,309,911	\$ 1,289,122		\$ 14,793	\$ 422,226		\$ 433,744	\$ 309,384		\$ 2,825,177	\$ 2,415,828		\$ -	\$ -		
Capital Expenses																
Capital Outlay	1,855,400	1,913,500	3%	224,300	777,500	247%	731,682	380,000	-48%	2,794,800	2,466,000	-12%	-	-	0%	5,537,000
Adminstrative Capital Allocation	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-
Total Capital Expenses	\$ 1,855,400	\$ 1,913,500	3%	\$ 224,300	\$ 777,500	247%	\$ 731,682	\$ 380,000	-48%	\$ 2,794,800	\$ 2,466,000	-12%	\$ -	\$ -		\$ 5,537,000
GRAND TOTAL EXPENSES	\$ 3,678,308	\$ 3,552,220	-3%	\$ 1,369,919	\$ 2,017,046	47%	\$ 2,032,458	\$ 1,706,538	-16%	\$ 2,980,999	\$ 2,628,302	-12%	\$ -	\$ -	0%	\$ 9,904,106
Transfer To/(From) Reserve	\$ (545,489)	\$ (624,378)		\$ (209,507)	\$ (355,274)		\$ (297,938)	\$ (70,616)		\$ 30,377	\$ (50,172)		\$ -	\$ -		\$ (1,100,440)

Twain Harte Community Services District

2023-2024 ANNUAL BUDGET

ADMIN - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	23/24 Requested	\$	%	
Other Revenue					
Grant Revenue	\$ 1,200		\$ (1,200)	-100%	
Miscellaneous Revenue	1,000	1,000	-	0%	
Interest Revenue			-	0%	
Lease Revenue			-	0%	
Sale of Assets			-	0%	
Other			-	0%	
TOTAL OTHER REVENUE	\$ 2,200	\$ 1,000	\$ (1,200)	-55%	
GRAND TOTAL REVENUE	\$ 2,200	\$ 1,000	\$ (1,200)	-55%	

Twain Harte Community Services District

2023-2024 ANNUAL BUDGET

ADMIN - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	23/24 Requested	\$	%	

Salaries - 51XXX					
Regular Time	\$ 412,128	\$ 431,421	19,293	5%	Union negotiated increases and new maintenance employee
Overtime			0	0%	
Uniform Allowance	45	104	59	130%	
Sick Leave/Vacation Pay	8,880	10,000	1,120	13%	
Director Stipends	8,880	8,880	0	0%	
TOTAL SALARIES	\$ 429,933	\$ 450,405	\$ 20,471	5%	

Benefits - 52XXX					
Health & Vision Insurance	\$ 73,228	\$ 78,502	\$ 5,274	7%	Anticipated rate increase
HRA Reimbursement	26,238	26,238	0	0%	
Retirement	80,129	86,760	6,632	8%	New employee, Rate and salary increases
FICA	27,328	28,365	1,037	4%	New employee and salary increases
Medicare	6,493	6,801	308	5%	
Workers Comp	3,500	3,860	360	10%	
Unemployment Ins/ETT	1,281	1,292	11	1%	
TOTAL BENEFITS	\$ 218,196	\$ 231,818	\$ 13,623	6%	

Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 1,800	\$ 1,800	\$ -	0%	
Facilities Maintenance & Repair	4,000	4,000	0	0%	
Janitorial/Cleaning Services	4,300	500	(3,800)	-88%	Duties will be completed by new maint employee
Fuel	2,200	2,200	0	0%	
Equipment Under \$5,000	4,500	4,500	0	0%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 16,800	\$ 13,000	\$ (3,800)	-23%	

Materials & Supplies - 54XXX					
Office Supplies	\$ 2,300	\$ 2,300	\$ -	0%	
Postage	1,500	1,500	0	0%	
Janitorial Supplies	150	150	0	0%	
TOTAL MATERIALS & SUPPLIES	\$ 3,950	\$ 3,950	\$ -	0%	

Twain Harte Community Services District

2023-2024 ANNUAL BUDGET

ADMIN - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	23/24 Requested	\$	%	
Outside Services - 55XXX					
Auditing/Accounting Services	\$ 10,900	\$ 13,000	\$ 2,100	19%	Anticipated auditing fee increase
Legal Fees	7,700	8,500	800	10%	
IT Services	7,100	5,600	(1,500)	-21%	Reduction in one-time costs
Medical Exams	200		(200)	-100%	
Other Professional Services	\$ 1,650	\$ 1,650	0	0%	
TOTAL OUTSIDE SERVICES	\$ 27,550	\$ 28,750	\$ 1,200	4%	
Other - 56XXX					
Utilities	\$ 8,000	\$ 8,500	\$ 500	6%	
Phone/Communications	5,300	4,900	(400)	-8%	
Software Licenses & Maintenance	16,700	20,000	3,300	20%	Full year costs of accounting software upgrade
Property/Liability Insurance	12,300	14,500	2,200	18%	Anticipated rate increase
Dues & Memberships	3,700	5,000	1,300	35%	LAFCO increases
Licenses & Certifications	750	650	(100)	-13%	
Training, Conferences & Travel	21,750	22,900	1,150	5%	
Advertising & Public Education	1,000	1,000	0	0%	
Bank/Investment Fees	3,400	200	(3,200)	-94%	Change of bank
TOTAL OTHER	\$ 72,900	\$ 77,650	\$ 4,750	7%	
GRAND TOTAL EXPENSES	\$ 769,329	\$ 805,573	\$ 36,244	5%	
Admin Transfer Out	\$ (769,329)	\$ (805,573)	\$ 36,244		
GRAND TOTAL WITH TRANSFER	\$ -	\$ -			

New Maintenance Worker Position	BUDGET IMPACTS				
	Park	Water	Sewer	Fire	Admin
Park Landscaping	(\$10,280.00)				
Park Janitorial	(\$15,650.00)				
Water Plant Janitorial		(\$1,900.00)	(\$1,100.00)		
Office Janitorial	(\$380.00)	(\$1,786.00)	(\$950.00)	(\$684.00)	(\$3,800.00)
New Maintenance Worker Salary	\$21,047.48	\$5,080.89	\$2,718.45	\$944.38	\$1,936.43
New Maintenance Worker Benefits	\$3,301.38	\$796.96	\$426.40	\$148.13	\$303.74
Total Annual Impact	(\$1,961.14)	\$2,191.85	\$1,094.85	\$408.51	(\$1,559.84)

Maintenance Worker Labor/Salary Breakdown

Total Hours (24 hrs/wk)	1248 Hours
Total Salary (\$23.15/hr)	\$29,791.20
Total Benefits	\$4,672.86
Overall Annual Cost	\$34,464.06

Fund	Hours	Percent Share	Rounded Share	Notes
Admin	78.00	6.25%	6.50%	1.5 hrs/wk for admin office cleaning/maintenance
Park	875.33	70.14%	70.00%	21.5 hrs/wk for 8 months (spring/summer) & 7.5 hrs/wk for 4 months (winter)
Water	174.63	13.99%	14.00%	Water/Sewer - 10 hrs/wk 4 months (Winter) + 0.5 hr/wk all year for plant cleaning
Sewer	94.03	7.53%	7.50%	Water/Sewer - 10 hrs/wk 4 months (Winter) + 0.5 hr/wk all year for plant cleaning
Fire	26.00	2.08%	2.00%	0.5 hrs/wk all year for fire share of community center
	1248.00	100.00%	100.00%	

TWAIN HARTE COMMUNITY SERVICES DISTRICT
2022/2023 HOURLY SALARY SCHEDULE - Effective June 1, 2023

TITLE	Competence Salary Steps					Expertise Salary Steps**				
	1	2	3	4	5	6	7	8	9	
UNION POSITIONS										
Accounting/Administrative Assistant*	\$ 23.661	\$ 24.844	\$ 26.088	\$ 27.391	\$ 28.761	\$ 30.199	\$ 31.709	\$ 33.295	\$ 34.958	
Customer Services Representative#*	\$ 26.045	\$ 27.347	\$ 28.712	\$ 30.149	\$ 31.658	\$ 33.239	\$ 34.899	\$ 36.646	\$ 38.478	
Fire Captain^	\$ 24.038	\$ 25.242	\$ 26.503	\$ 27.829	\$ 29.218	\$ 30.680	\$ 32.215	\$ 33.827	\$ 35.518	
Seasonal Fire Engineer	\$ 17.000									
Fire Relief Captain^	\$ 18.333									
Utility Maintenance Worker	\$ 20.388	\$ 21.407	\$ 22.477	\$ 23.601	\$ 24.781	\$ 26.020	\$ 27.321	\$ 28.687	\$ 30.121	
Utility Operator I*	\$ 23.688	\$ 24.871	\$ 26.115	\$ 27.419	\$ 28.791	\$ 30.230	\$ 31.742	\$ 33.328	\$ 34.994	
Utility Operator II*	\$ 26.989	\$ 28.339	\$ 29.755	\$ 31.243	\$ 32.806	\$ 34.444	\$ 36.170	\$ 37.976	\$ 39.875	
Utility Operator III*	\$ 33.744	\$ 35.432	\$ 37.202	\$ 39.062	\$ 41.014	\$ 43.066	\$ 45.220	\$ 47.479	\$ 49.853	

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Employee Compensation, Hours of Work and Overtime
POLICY NUMBER: 2010
ADOPTED: April 8, 2010
AMENDED: 12/13/2007, 11/13/2008, 1/8/2009
LAST AMENDED: August 12, 2010

2010.10 PURPOSE

The purpose of this policy is to set forth the District's conditions and requirements for employee hours of work and compensation. This policy shall apply to all employees.

2010.20 REGULAR FULL-TIME EMPLOYEES

2010.21 Normal Compensation. The Board of Directors has established a salary schedule for each full-time regular position classification within the District. At the time of hiring, an employee shall be placed on the first step of the salary schedule unless otherwise recommended by the Department head and approved by the General Manager.

2010.22 Salary Adjustments. Regular full-time employees shall be entitled to any cost of living increases or salary adjustments set forth in an applicable memorandum of understanding or bargaining agreement for the ensuing fiscal year, effective July 1st. Employees are eligible on a fiscal year basis for advancement to the next step on the salary schedule within their position classifications and the limits of the salary schedule, dependent upon satisfactory performance and a written recommendation by the Department Head and approval of the General Manager. Any other salary adjustments must be considered and approved by the Board in the annual budget.

2010.30 TEMPORARY OR SEASONAL EMPLOYEES

Temporary or seasonal employees will be paid at the hourly rate detailed in the salary schedule approved by the Board of Directors. If the temporary employee is provided by a temporary personnel service, said employee will be paid by the temporary personnel service and not the District.

2010.40 REGULAR PART-TIME EMPLOYEES

2010.41 Normal Compensation. The Board of Directors has established a salary schedule for each part-time regular position classification within the District. At the time of hiring, an employee shall be placed on the first step of the salary schedule unless otherwise recommended, in writing, by the Department Head and approved by General Manager.

2010.42 Salary Adjustments. Regular part-time employees shall be entitled to salary adjustments as provided for regular full-time employees as shown in 2010.22.

2010.50 WORK WEEK AND JOB ASSIGNMENTS

2010.51 Normal Work Week. The work week shall consist of seven (7) consecutive days from 12:00 a.m. Monday through 11:59 p.m. Sunday, unless otherwise designated by the District for an employee on an approved alternative workweek schedule.

2010.52 Normal Work Hours and Rest Periods. Normal work hours and days will be established by the General Manager and/or Department Head and may vary on the position.. The basic day of work for full-time non-fire employees is eight (8) hours, exclusive of a one (1) hour meal period, which is not compensated. Rest periods are provided on employer-paid time for a period of fifteen (15) minutes during each four (4) consecutive hours of work. Such rest periods will be scheduled in accordance with District business requirements. Various factors such as workload, operational efficiency and staffing needs may require variations in an employee's starting and quitting times and total hours worked each day or each week, including an alternative workweek schedule (e.g., 9/80 or 4/10 work schedule).

2010.53 Job Assignments. The District reserves the right to assign employees to jobs other than their usual assignments when required. When reasonable justification or public service needs require, employees may be required to work other times such as "on-call time", "call-out time", overtime or hours other than those normally scheduled.

2010.54 Schedule Adjustments. As part of its responsibility to its customers, the District expects its employees to be at work as scheduled, to arrange their personal schedules to accommodate the District's established working hours and to notify the District prior to their scheduled start time if they expect to be absent or tardy. If it becomes necessary for non-exempt employees to leave during working hours for personal business, permission to leave must be obtained from the employee's supervisor or the General Manager. A leave application form must be completed for time to be charged to accrued vacation or sick leave.

2010.60 OVERTIME POLICY

2010.61 Payment for Hours Worked. Employees shall be paid for their hours worked in accordance with all legal requirements. Employees who qualify as administrative, executive or professional employees within the meaning of the State and Federal Wage and Hour laws are exempt from overtime pay and are not subject to this policy. Only non-exempt employees may be authorized to work overtime hours within the meaning of this policy.

2010.62 Authorization. Overtime should be kept to a minimum. All overtime other than overtime for “on-call duty” described below necessitates prior authorization by the Department Head or the General Manager or his/her designated representative. Employees subject to this policy or otherwise authorized to work overtime shall receive overtime pay or compensatory time as provided below.

2010.63 Overtime Compensation. Authorized overtime is compensated at one and one-half (1 ½) times an employee’s regular rate of pay for all hours worked over eight (8) hours in one day (or the assigned daily hours on an alternative workweek schedule) or forty (40) hours in any single workweek, or as otherwise authorized for employees covered by an applicable memorandum of understanding or collective bargaining agreement. For the purposes of this overtime policy, the District’s work week begins at 12:00 a.m. Monday and ends at 11:59 p.m. the following Sunday. For purposes of the overtime policy, each work day begins at 12:00 a.m. and ends at 11:59 p.m. (24 hours later) on the same day. Except as provided for fire department personnel in section **2010.100** below.

2010.64 Tracking/Calculating Overtime. Authorized overtime shall be recorded on the timesheet by the employee in writing with a description of the task and the start and stop time for the task. The timesheet shall be approved by the Department Head. The following requirements also apply:

1. Overtime is rounded out to the nearest quarter of an hour.
2. Sick time, holiday and vacation hours paid but not worked are not included in calculating overtime. Overtime is based on actual hours worked as required by law.

2010.70 COMPENSATORY TIME OFF IN LIEU OF OVERTIME PAY

Employees may elect to earn Compensatory Time Off (CTO) in lieu of receiving overtime pay. CTO will be earned at the rate of time and one half and can be accrued up to a maximum of 100 hours (non-fire employees) or 144 hours (fire shift employees) within a fiscal year. All CTO must be used or sold within the fiscal year. Employees must declare their intent to either sell or use their CTO by April 1st of each year.

2010.80 ON-CALL DUTY

Due to the potential emergency nature of some District operations, certain types of employees must be available and on-call after normal working hours, including nights, weekends and holidays. On-call schedules will be posted and employees' on-call status will be rotated in an attempt to be fair to all. Employees can use the time spent on on-call duty primarily for their own benefit, however, they must be accessible by telephone or pager and shall report to the District (if needed) within 30 minutes.

Employees who are on-call will be paid a stipend with a value established by the Board of Directors or an applicable memorandum of understanding or collective bargaining agreement, regardless of whether or not they are call in to work.

2010.90 CALL-OUT TIME

2010.91 Call-Out Pay. Any employee called back to work after the regular work shift (call-out) shall be entitled to call-out pay, which is a minimum of two (2) hours of overtime. Call-out pay will be subject to the following requirements:

1. Once an employee is dispatched to respond to a call-out, time is counted as overtime and is paid at one and one-half (1½) times the employee's normal hourly rate. Time begins when the employee gets the call and starts travel to the work site and ends when the employee returns home. The employee must record the date, time, reason for call-out, and the amount of call-out duty worked.
2. Special tours of duty scheduled in advance (24-hour notice) are not call-out hours for purposes of this section.
3. An employee need not be assigned on-call duty to be entitled to receive call-out compensation.

2010.92 Mandatory Meetings. Non-exempt District employees required to return to work outside of the employees' normally assigned work shift for the purpose of attendance at District meetings or functions will receive a minimum of two (2) hours of compensation. If actual time spent in such meetings or at such functions exceeds the minimum two (2) hours, employees will receive compensation for actual time of attendance in excess of the two (2) hour minimum. Employees will be compensated at their regular hourly rate for all such time worked except to the extent that such work exceeds forty (40) hours in any work week for any particular employee, and such excess hours shall then be considered overtime and compensated at one and one-half (1½) times that employee's regular hourly rate. Employees who qualify as administrative, executive or professional employees within the meaning of the State and

Federal wage and hour laws are not subject to this policy and shall not receive payment for call-out time in addition to their usual salary.

2010.100 FIRE DEPARTMENT PERSONNEL OVERTIME

2010.120 Hours worked. FLSA overtime requirements are determined by the number of hours an employee actually works in the adopted work period. “Hours not worked” are not governed by FLSA, even if the employer considers them as “paid time.” Thus, holiday leave, sick days, or other days off do not count as FLSA hours worked.

2010.130 FLSA Planned Overtime. FLSA planned overtime are those hours that are worked in excess of the applicable FLSA work period as identified in the applicable memorandum of understanding for non-exempt Fire Department sworn employees, based on the normal, planned staffing schedule. FLSA requires that all hours worked in excess of the applicable overtime threshold per work period be paid at the time and one half rate, which may include regularly scheduled hours that results in such planned overtime.

2010.140 Unplanned Overtime. Unplanned overtime hours are those hours worked in excess of of the employees regularly scheduled work days within the applicable FLSA work period. Responding to emergency incidents, attending meetings, training and covering for other employees when off-duty are examples of unplanned overtime. Unplanned overtime worked over the applicable FLSA overtime threshold will be paid at the time and one half rate.

2010.150 Alternate Training Shift. Occasionally, training classes and other types of professional development events occur which last for several consecutive days. It is in the best interest of both the employee and the employer to have a work shift that allows the employee to attend these extended types of classes while, at the same time, assuring that management avoids incurring an overtime responsibility and the employee avoids the need to use leave credits to attend the event. The Fire Chief may change the non-exempt employee’s workweek to a 5 day, 40 hour workweek in these situations. This allows the employee to attend the class without having to use personal leave time and allows the District to avoid possible overtime issues.

2010.200 TIMEKEEPING REQUIREMENTS

All employees are required to record time worked on a time sheet for payroll purposes. Timesheets will be subject to the following requirements:

1. Employees must record their own time at the start and end of each work period. Any changes on the time sheet must be approved by the employee.
2. Any errors on the timesheet should be reported immediately to the supervisor, who will attempt to correct legitimate errors.
3. Filling in another employee's time sheet, or allowing another employee to fill in your time sheet, or altering a time sheet will not be tolerated and will subject all involved to disciplinary procedures.

2010.300 PAYDAYS

Paydays are bi-weekly.

2010.400 DIRECT DEPOSIT

All District employees and directors are required to use the direct deposit feature to receive payroll related payments. In accordance with federal requirements regarding direct deposit of payroll, the employee or director may select the financial institution of his/her choice to accommodate the receipt of direct deposit payments. In the event the employee or director experiences an emergency situation or unexpected problem, the general manager may approve a one time exemption on a case by case basis.

REDLINES VERSION

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual**

POLICY TITLE: Employee Compensation, Hours of Work and Overtime
POLICY NUMBER: 2010
ADOPTED: April 8, 2010
AMENDED: 12/13/2007, 11/13/2008, 1/8/2009
LAST AMENDED: August 12, 2010

2010.10 PURPOSE

The purpose of this policy is to set forth the District's conditions and requirements for employee hours of work and compensation. This policy shall apply to all employees.

~~2010.11 Exempt vs. non-exempt employees are defined as is detailed in the Fair Labor Standards Act (FLSA).~~

2010.20 REGULAR FULL-TIME EMPLOYEES

2010.21 Normal Compensation. The Board of Directors has established a salary schedule for each full-time regular position classification within the District. At the time of hiring, an employee shall be placed on the first step of the salary schedule unless otherwise recommended by the Department head and approved by the General Manager.

2010.22 Salary Adjustments. Regular full-time employees shall be entitled to any cost of living increases or salary adjustments set forth in an applicable memorandum of understanding or bargaining agreement for the ensuing fiscal year, effective July 1st, ~~if approved by the Board of Directors in the annual budget.~~ Employees are eligible on a fiscal year basis for advancement to the next step on the salary schedule within their position classifications and the limits of the salary schedule, dependent upon satisfactory performance and a written recommendation by the Department Head and approval of the General Manager. Any other salary adjustments must be considered and approved by the Board in the annual budget.

2010.30 TEMPORARY OR SEASONAL EMPLOYEES

Temporary or seasonal employees will be paid at the hourly rate detailed in the salary schedule approved by the Board of Directors. If the temporary employee is provided by

THCSD 2010 Employee Compensation, Hours of Work and Overtime REV 2023-05-10
~~THCSD 2010 Employee Compensation, Hours of Work and Overtime~~

a temporary personnel service, said employee will be paid by the temporary personnel service and not the District.

2010.40 REGULAR PART-TIME EMPLOYEES

2010.41 Normal Compensation. The Board of Directors has established a salary schedule for each part-time regular position classification within the District. At the time of hiring, an employee shall be placed on the first step of the salary schedule unless otherwise recommended, in writing, by the Department Head and approved by General Manager.

2010.42 Salary Adjustments. Regular part-time employees shall be entitled to salary adjustments as provided for regular full-time employees as shown in 2010.22.

2010.50 WORK WEEK AND JOB ASSIGNMENTS

2010.51 Normal Work Week. The work week shall consist of seven (7) consecutive days from 12:00 a.m. Monday through 11:59 p.m. Sunday, unless otherwise designated by the District for an employee on an approved alternative workweek schedule.

2010.52 Normal Work Hours and Rest Periods. Normal work hours and days- will be established by the General Manager and/or Department Head and may vary on the position, normally begin at 7:00 a.m. and end at 4:00 p.m., Monday through Friday. The basic day of work for full-time non-fire employees is eight (8) hours, exclusive of a one (1) hour meal period, which is not compensated. Rest periods are provided on employer-paid time for a period of fifteen (15) minutes during each four (4) consecutive hours of work. Such rest periods will be scheduled in accordance with District business requirements and in a location acceptable to the District. Various factors such as workload, operational efficiency and staffing needs may require variations in an employee's starting and quitting times and total hours worked each day or each week, including an alternative workweek schedule (e.g., 9/80 or 4/10 work schedule).

2010.53 Job Assignments. The District reserves the right to assign employees to jobs other than their usual assignments when required. When reasonable justification or public service needs require, employees may be required to work other times such as "on-call time", "call-out time", overtime or hours other than those normally scheduled.

2010.54 Schedule Adjustments. As part of its responsibility to its customers, the District expects its employees to be at work as scheduled, to arrange their personal schedules to accommodate the District's established working hours

THCSD 2010 Employee Compensation, Hours of Work and Overtime REV 2023-05-10
THCSD 2010 Employee Compensation, Hours of Work and Overtime

Commented [GCD1]: I added some language to provide flexibility to implement an alternative workweek schedule (4-10, 9-80) as referenced in the CWA CBA.

and to notify the District prior to their scheduled start time if they expect to be absent or tardy. If it becomes necessary for non-exempt employees to leave during working hours for personal business, permission to leave must be obtained from the employee's supervisor or the General Manager. A leave application form must be completed for time to be charged to accrued vacation or sick leave.

2010.60 OVERTIME POLICY

2010.61 Payment for Hours Worked. Employees shall be paid for their hours worked in accordance with all legal requirements. Employees who qualify as administrative, executive or professional employees within the meaning of the State and Federal Wage and Hour laws are exempt from overtime pay and are not subject to this policy. Only non-exempt employees may be authorized to work overtime hours within the meaning of this policy.

2010.62 Authorization. Overtime should be kept to a minimum. All overtime other than overtime for "on-call duty" described below necessitates prior authorization by the Department Head or the General Manager or his/her designated representative. Employees subject to this policy or otherwise authorized to work overtime shall receive overtime pay or compensatory time as provided below.

2010.63 Overtime Compensation. Authorized overtime is compensated at one and one-half (1 ½) times an employee's regular rate of pay for all hours worked over eight (8) hours in one day (or the assigned daily hours on an alternative workweek schedule) or forty (40) hours in any single workweek, or as otherwise authorized for employees covered by an applicable memorandum of understanding or collective bargaining agreement. For the purposes of this overtime policy, the District's work week begins at 12:00 a.m. Monday and ends at 11:59 p.m. the following Sunday. For purposes of the overtime policy, each work day begins at 12:00 a.m. and ends at 11:59 p.m. (24 hours later) on the same day. Except as provided for fire department personnel in section **2010.100** below.

Commented [GCD2]: I revised this to also address daily overtime for an employee on an authorized alternative workweek schedule (4-10, 9-80).

2010.64 Tracking/Calculating Overtime. Authorized overtime shall be recorded on the timesheet by the employee in writing with a description of the task and the start and stop time for the task. The timesheet shall be approved by the Department Head. The following requirements also apply:

1. Overtime is rounded out to the nearest quarter of an hour.
2. Sick time, holiday and vacation hours paid but not worked are not included in calculating overtime. Overtime is based on actual hours worked as required by law.

2010.70 COMPENSATORY TIME OFF IN LIEU OF OVERTIME PAY

The District does not offer or authorize compensatory time off. Employees may elect to earn Compensatory Time Off (CTO) in lieu of receiving overtime pay. CTO will be earned at the rate of time and one half and can be accrued up to a maximum of 100 hours (non-fire employees) or 144 hours (fire shift employees) within a fiscal year. All CTO must be used or sold within the fiscal year. Employees must declare their intent to either sell or use their CTO by April 1st of each year.

2010.80 ON-CALL DUTY

Due to the potential emergency nature of some District operations, certain types of employees must be available and on-call after normal working hours, including nights, weekends and holidays. On-call schedules will be posted and employees' on-call status will be rotated in an attempt to be fair to all. Employees can use the time spent on on-call duty primarily for their own benefit, however, they must be accessible by telephone or pager and shall report to the District (if needed) within 30 minutes. "On-call duty" is defined as that time during which an employee of the District is assigned to be available for work after normal duty hours. Any District employee assigned on-call duty on their regularly scheduled workday (including weekends and holidays) shall be entitled to additional pay at the rate of thirty (30) dollars per day. Employee's assigned on-call duty outside their regularly scheduled workday (District paid holidays and/or weekends) shall be entitled to additional pay at the rate of forty five (45) dollars per day. Exempt employees are eligible for on-call or stand-by compensation as needed or approved by the General Manager.

Employees who are on-call will be paid a stipend with a value established by the Board of Directors or an applicable memorandum of understanding or collective bargaining agreement, regardless of whether or not they are call in to work.

2010.90 CALL-OUT TIME

2010.91 Call-Out Pay. Any employee called back to work after the regular work shift (call-out) shall be entitled to call-out pay, which is a minimum of two (2) hours of overtime. Call-out pay will be subject to the following requirements:

1. Once an employee is dispatched to respond to a call-out, time is counted as overtime and is paid at one an one-half (1½) times the employee's normal hourly rate. Time begins when the employee gets the call and starts travel to the work site and ends when the employee returns home. The employee must record the date, time, reason for call-out, and the amount of call-out duty worked.

2. Special tours of duty scheduled in advance (24-hour notice) are not call-out hours for purposes of this section.

3. An employee need not be assigned on-call duty to be entitled to receive call-out compensation.

~~“Call-out time” is defined as that time necessary for a non-exempt employee to leave his home or other location to physically inspect a utility-related problem, to provide a customer-related service, or to repair District facilities during those times outside the employees assigned work shift. Any non-exempt employee called back to work after the regular work shift shall be entitled to call out pay. Special tours of duty scheduled in advance (24-hour notice) are not call-out hours for purposes of this section. An employee need not be assigned on-call duty to be entitled to receive call-out pay. Any call-out time utilized shall be compensated for two (2) hours at one and one-half (1½) times the employee’s regular rate of pay. If actual time spent on such “call-out time” exceeds the minimum two (2) hours, employees will receive compensation for actual time worked in excess of the two (2) hour minimum. Employees will be compensated at their regular hourly rate for all such time worked except to the extent that such work exceeds forty (40) hours in any work week for any particular employee and such excess hours shall then be compensated at one and one-half (1½) times that employee’s regular hourly rate of pay by means of overtime, compensation or compensatory time off as defined in these policies. Call-out time in excess of twelve (12) hours during any twenty-four (24) hour period must be specifically approved by the General Manager in order to be compensated.~~

2010.92 Mandatory Meetings. Non-exempt District employees required to return to work outside of the employees’ normally assigned work shift for the purpose of attendance at District meetings or functions will receive a minimum of two (2) hours of compensation. If actual time spent in such meetings or at such functions exceeds the minimum two (2) hours, employees will receive compensation for actual time of attendance in excess of the two (2) hour minimum. Employees will be compensated at their regular hourly rate for all such time worked except to the extent that such work exceeds forty (40) hours in any work week for any particular employee, and such excess hours shall then be considered overtime and compensated at one and one-half (1½) times that employee’s regular hourly rate ~~of pay by means of overtime or compensation, as defined in these policies.~~ Employees who qualify as administrative, executive or professional employees within the meaning of the State and Federal wage and hour laws are not subject to this policy and shall not receive payment for call-out time in addition to their usual salary.

2010.100 FIRE DEPARTMENT PERSONNEL OVERTIME

~~**2010.110 Non-exempt employee:** Non-exempt employees are those employees that are not exempt from the overtime provisions of FLSA. All permanent THFRD employees, with the exception of the chief and the administrative captain, are non-exempt employees.~~**2010.120 Hours worked.:**

THCSD 2010 Employee Compensation, Hours of Work and Overtime, REV 2023-05-10
THCSD 2010 Employee Compensation, Hours of Work and Overtime

Commented [GCD3]: The IAFF MOU notes that non-exempt sworn firefighters are on a 212 hour, 28-day work period that is different from the 24-day FLSA work period referenced here. Therefore, I took out specific references to the 24-day work period and referenced the MOU and made the references more generic.

FLSA overtime requirements are determined by the number of hours an employee actually works in the adopted work period. "Hours not worked" are not governed by FLSA, even if the employer considers them as "paid time." Thus, holiday leave, sick days, or other days off do not count as FLSA hours worked.

2010.130 FLSA Planned Overtime. FLSA planned overtime are those hours that are worked in excess of ~~182 hours during a 24 day~~ the applicable FLSA work period as identified in the applicable memorandum of understanding for non-exempt Fire Department sworn employees, based on the normal, planned staffing schedule. ~~Our staffing pattern (48 hrs. on, 96 hrs. off) results in our non-exempt employees working 192 hours each 24-day work period, assuming that they took no leave time during the period. Under this scenario, the employee would be entitled to 10 hours of planned overtime per 24-day work period~~ FLSA requires that all hours worked in excess of the applicable overtime threshold ~~182~~ per work period ~~in each 24-day work period~~ be paid at the time and one half rate, which may include regularly scheduled hours that results in such planned overtime. ~~Therefore, if an employee works their regularly scheduled days during a given work period, they shall be paid 10 hours of planned overtime for the work period. This amounts to employees receiving 10 hours of half-time pay for the 10 hours of planned overtime, as they are already receiving the straight time for these hours in the regular salaries.~~

~~2010.132 Vacation, holidays and sick days do not count as hours worked for the purposes of FLSA planned overtime.~~

2010.140 Unplanned Overtime. Unplanned overtime hours are those hours worked in excess of ~~192 hours in a given work period that are outside~~ of the employees regularly scheduled work days within the applicable FLSA work period. Responding to emergency incidents, attending meetings, training and covering for other employees when off-duty are examples of unplanned overtime. Unplanned overtime worked ~~during the work period will be paid at the normal hourly rate of pay, up to the 192-hour FLSA time and one-half requirements. All hours worked over 192 in a given work period~~ over the applicable FLSA overtime threshold will be paid at the time and one half rate.

2010.150 Alternate Training Shift. ~~THFRD non-exempt employees work 48 hours on duty followed by 96 hours off.~~ Occasionally, training classes and other types of professional development events occur which last for several consecutive days. It is in the best interest of both the employee and the employer to have a work shift that allows the employee to attend these extended types of classes while, at the same time, assuring that management avoids incurring an overtime responsibility and the employee avoids the need to

THCSD 2010 Employee Compensation, Hours of Work and Overtime REV 2023-05-10
THCSD 2010 Employee Compensation, Hours of Work and Overtime

use leave credits to attend the event. The Fire Chief may change the non-exempt employee's workweek to a 5 day, 40 hour workweek in these situations. This allows the employee to attend the class without having to use personal leave time and allows the District to avoid possible overtime issues.

2010.200 TIMEKEEPING REQUIREMENTS

~~2010.210~~ All employees are required to record time worked on a time sheet for payroll purposes. Timesheets will be subject to the following requirements:

1. Employees must record their own time at the start and end of each work period. Any ~~handwritten remarks or~~ changes on the time sheet must be ~~initialed~~ approved by the employee.
1. ~~_____~~
2. ~~_____~~
2. ~~2010.220~~ Any errors on the timesheet should be reported immediately to the supervisor, who will attempt to correct legitimate errors.
3. Filling in another employee's time sheet, or allowing another employee to fill in your time sheet, or altering a time sheet will not be tolerated and will subject all involved to disciplinary procedures.

~~i. 2010.230 Exempt employees are required to record their time on a timesheet.~~

2010.300 PAYDAYS

Paydays ~~are bi-weekly, are semi-monthly on the tenth (10th) and the twenty-fifth (25th) day of each month. If the 10th or 25th day falls on a weekend or District observed holiday, paychecks shall be distributed on the last workday before such weekend or holiday.~~

2010.400 DIRECT DEPOSIT

All District employees and directors are required to use the direct deposit feature to receive payroll related payments. In accordance with federal requirements regarding direct deposit of payroll, the employee or director may select the financial institution of his/her choice to accommodate the receipt of direct deposit payments. In the event the employee or director experiences an emergency situation or unexpected problem, the general manager may approve a one time exemption on a case by case basis.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Employee Compensation, Hours of Work and Overtime
POLICY NUMBER: 2010
ADOPTED: April 8, 2010
AMENDED: 12/13/2007, 11/13/2008, 1/8/2009
LAST AMENDED: August 12, 2010

2010.10 PURPOSE

The purpose of this policy is to set forth the District's conditions and requirements for employee hours of work and compensation. This policy shall apply to all employees.

2010.20 REGULAR FULL-TIME EMPLOYEES

2010.21 Normal Compensation. The Board of Directors has established a salary schedule for each full-time regular position classification within the District. At the time of hiring, an employee shall be placed on the first step of the salary schedule unless otherwise recommended by the Department head and approved by the General Manager.

2010.22 Salary Adjustments. Regular full-time employees shall be entitled to any cost of living increases or salary adjustments set forth in an applicable memorandum of understanding or bargaining agreement for the ensuing fiscal year, effective July 1st. Employees are eligible on a fiscal year basis for advancement to the next step on the salary schedule within their position classifications and the limits of the salary schedule, dependent upon satisfactory performance and a written recommendation by the Department Head and approval of the General Manager. Any other salary adjustments must be considered and approved by the Board in the annual budget.

2010.30 TEMPORARY OR SEASONAL EMPLOYEES

Temporary or seasonal employees will be paid at the hourly rate detailed in the salary schedule approved by the Board of Directors. If the temporary employee is provided by a temporary personnel service, said employee will be paid by the temporary personnel service and not the District.

2010.40 REGULAR PART-TIME EMPLOYEES

2010.41 Normal Compensation. The Board of Directors has established a salary schedule for each part-time regular position classification within the District. At the time of hiring, an employee shall be placed on the first step of the salary schedule unless otherwise recommended, in writing, by the Department Head and approved by General Manager.

2010.42 Salary Adjustments. Regular part-time employees shall be entitled to salary adjustments as provided for regular full-time employees as shown in 2010.22.

2010.50 WORK WEEK AND JOB ASSIGNMENTS

2010.51 Normal Work Week. The work week shall consist of seven (7) consecutive days from 12:00 a.m. Monday through 11:59 p.m. Sunday, unless otherwise designated by the District for an employee on an approved alternative workweek schedule.

2010.52 Normal Work Hours and Rest Periods. Normal work hours and days will be established by the General Manager and/or Department Head and may vary on the position.. The basic day of work for full-time non-fire employees is eight (8) hours, exclusive of a one (1) hour meal period, which is not compensated. Rest periods are provided on employer-paid time for a period of fifteen (15) minutes during each four (4) consecutive hours of work. Such rest periods will be scheduled in accordance with District business requirements. Various factors such as workload, operational efficiency and staffing needs may require variations in an employee's starting and quitting times and total hours worked each day or each week, including an alternative workweek schedule (e.g., 9/80 or 4/10 work schedule).

2010.53 Job Assignments. The District reserves the right to assign employees to jobs other than their usual assignments when required. When reasonable justification or public service needs require, employees may be required to work other times such as "on-call time", "call-out time", overtime or hours other than those normally scheduled.

2010.54 Schedule Adjustments. As part of its responsibility to its customers, the District expects its employees to be at work as scheduled, to arrange their personal schedules to accommodate the District's established working hours and to notify the District prior to their scheduled start time if they expect to be absent or tardy. If it becomes necessary for non-exempt employees to leave during working hours for personal business, permission to leave must be obtained from the employee's supervisor or the General Manager. A leave application form must be completed for time to be charged to accrued vacation or sick leave.

2010.60 OVERTIME POLICY

2010.61 Payment for Hours Worked. Employees shall be paid for their hours worked in accordance with all legal requirements. Employees who qualify as administrative, executive or professional employees within the meaning of the State and Federal Wage and Hour laws are exempt from overtime pay and are not subject to this policy. Only non-exempt employees may be authorized to work overtime hours within the meaning of this policy.

2010.62 Authorization. Overtime should be kept to a minimum. All overtime other than overtime for “on-call duty” described below necessitates prior authorization by the Department Head or the General Manager or his/her designated representative. Employees subject to this policy or otherwise authorized to work overtime shall receive overtime pay or compensatory time as provided below.

2010.63 Overtime Compensation. Authorized overtime is compensated at one and one-half (1 ½) times an employee’s regular rate of pay for all hours worked over eight (8) hours in one day (or the assigned daily hours on an alternative workweek schedule) or forty (40) hours in any single workweek, or as otherwise authorized for employees covered by an applicable memorandum of understanding or collective bargaining agreement. For the purposes of this overtime policy, the District’s work week begins at 12:00 a.m. Monday and ends at 11:59 p.m. the following Sunday. For purposes of the overtime policy, each work day begins at 12:00 a.m. and ends at 11:59 p.m. (24 hours later) on the same day. Except as provided for fire department personnel in section **2010.100** below.

2010.64 Tracking/Calculating Overtime. Authorized overtime shall be recorded on the timesheet by the employee in writing with a description of the task and the start and stop time for the task. The timesheet shall be approved by the Department Head. The following requirements also apply:

1. Overtime is rounded out to the nearest quarter of an hour.
2. Sick time, holiday and vacation hours paid but not worked are not included in calculating overtime. Overtime is based on actual hours worked as required by law.

2010.70 COMPENSATORY TIME OFF IN LIEU OF OVERTIME PAY

Employees may elect to earn Compensatory Time Off (CTO) in lieu of receiving overtime pay. CTO will be earned at the rate of time and one half and can be accrued up to a maximum of 100 hours (non-fire employees) or 144 hours (fire shift employees) within a fiscal year. All CTO must be used or sold within the fiscal year. Employees must declare their intent to either sell or use their CTO by April 1st of each year.

2010.80 ON-CALL DUTY

Due to the potential emergency nature of some District operations, certain types of employees must be available and on-call after normal working hours, including nights, weekends and holidays. On-call schedules will be posted and employees' on-call status will be rotated in an attempt to be fair to all. Employees can use the time spent on on-call duty primarily for their own benefit, however, they must be accessible by telephone or pager and shall report to the District (if needed) within 30 minutes.

Employees who are on-call will be paid a stipend with a value established by the Board of Directors or an applicable memorandum of understanding or collective bargaining agreement, regardless of whether or not they are call in to work.

2010.90 CALL-OUT TIME

2010.91 Call-Out Pay. Any employee called back to work after the regular work shift (call-out) shall be entitled to call-out pay, which is a minimum of two (2) hours of overtime. Call-out pay will be subject to the following requirements:

1. Once an employee is dispatched to respond to a call-out, time is counted as overtime and is paid at one and one-half (1½) times the employee's normal hourly rate. Time begins when the employee gets the call and starts travel to the work site and ends when the employee returns home. The employee must record the date, time, reason for call-out, and the amount of call-out duty worked.
2. Special tours of duty scheduled in advance (24-hour notice) are not call-out hours for purposes of this section.
3. An employee need not be assigned on-call duty to be entitled to receive call-out compensation.

2010.92 Mandatory Meetings. Non-exempt District employees required to return to work outside of the employees' normally assigned work shift for the purpose of attendance at District meetings or functions will receive a minimum of two (2) hours of compensation. If actual time spent in such meetings or at such functions exceeds the minimum two (2) hours, employees will receive compensation for actual time of attendance in excess of the two (2) hour minimum. Employees will be compensated at their regular hourly rate for all such time worked except to the extent that such work exceeds forty (40) hours in any work week for any particular employee, and such excess hours shall then be considered overtime and compensated at one and one-half (1½) times that employee's regular hourly rate. Employees who qualify as administrative, executive or professional employees within the meaning of the State and

Federal wage and hour laws are not subject to this policy and shall not receive payment for call-out time in addition to their usual salary.

2010.100 FIRE DEPARTMENT PERSONNEL OVERTIME

2010.120 Hours worked. FLSA overtime requirements are determined by the number of hours an employee actually works in the adopted work period. “Hours not worked” are not governed by FLSA, even if the employer considers them as “paid time.” Thus, holiday leave, sick days, or other days off do not count as FLSA hours worked.

2010.130 FLSA Planned Overtime. FLSA planned overtime are those hours that are worked in excess of the applicable FLSA work period as identified in the applicable memorandum of understanding for non-exempt Fire Department sworn employees, based on the normal, planned staffing schedule. FLSA requires that all hours worked in excess of the applicable overtime threshold per work period be paid at the time and one half rate, which may include regularly scheduled hours that results in such planned overtime.

2010.140 Unplanned Overtime. Unplanned overtime hours are those hours worked in excess of of the employees regularly scheduled work days within the applicable FLSA work period. Responding to emergency incidents, attending meetings, training and covering for other employees when off-duty are examples of unplanned overtime. Unplanned overtime worked over the applicable FLSA overtime threshold will be paid at the time and one half rate.

2010.150 Alternate Training Shift. Occasionally, training classes and other types of professional development events occur which last for several consecutive days. It is in the best interest of both the employee and the employer to have a work shift that allows the employee to attend these extended types of classes while, at the same time, assuring that management avoids incurring an overtime responsibility and the employee avoids the need to use leave credits to attend the event. The Fire Chief may change the non-exempt employee’s workweek to a 5 day, 40 hour workweek in these situations. This allows the employee to attend the class without having to use personal leave time and allows the District to avoid possible overtime issues.

2010.200 TIMEKEEPING REQUIREMENTS

All employees are required to record time worked on a time sheet for payroll purposes. Timesheets will be subject to the following requirements:

1. Employees must record their own time at the start and end of each work period. Any changes on the time sheet must be approved by the employee.

2. Any errors on the timesheet should be reported immediately to the supervisor, who will attempt to correct legitimate errors.
3. Filling in another employee's time sheet, or allowing another employee to fill in your time sheet, or altering a time sheet will not be tolerated and will subject all involved to disciplinary procedures.

2010.300 PAYDAYS

Paydays are bi-weekly.

2010.400 DIRECT DEPOSIT

All District employees and directors are required to use the direct deposit feature to receive payroll related payments. In accordance with federal requirements regarding direct deposit of payroll, the employee or director may select the financial institution of his/her choice to accommodate the receipt of direct deposit payments. In the event the employee or director experiences an emergency situation or unexpected problem, the general manager may approve a one time exemption on a case by case basis.

TWAIN HARTECOMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Sick Leave
POLICY NUMBER: 2040
ADOPTED: January 10, 2008
AMENDED: 4/14/2016, 11/10/2016
LAST AMENDED: September 9, 2020

2040.10 PURPOSE AND DEFINITION FOR SICK LEAVE BENEFIT

2040.11 Definition. Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided to the employee's immediate supervisor.

2040.12 Purpose. In order to minimize the economic hardships that may result from an unexpected short-term injury or illness to an employee, immediate family member, or legal dependent, the District provides paid sick leave benefits to regular full-time, regular part-time, seasonal, and temporary employees.

2040.13 Availability. Sick leave is available in the following situations:

1. For diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member or designated person as defined in section 2040.40.
2. To obtain any relief or services related to the employee being a victim of domestic violence, sexual assault, or stalking including any items listed in section 2040.50.
3. In those cases in which an employee is taking a sick leave of absence approved in writing by the department head and/or the General Manager.

2040.20 REGULAR FULL-TIME & PART-TIME EMPLOYEES

Regular full-time employees of the District shall be entitled to paid sick leave at the rate of 96 hours per year for regular 40 hour employees. Regular part time employees shall be entitled to sick leave benefits at a prorated rate. Fire personnel on shift work accumulate 144 hours per year. Introductory employees shall earn sick leave credits at the same rate as non-introductory employees within the same classification. Sick leave accrual shall be subject to the following:

1. Accrued sick leave may carry over from year to year, not to exceed 480 hours for regular employees and 664 hours for eligible fire personnel.
2. Sick leave accrues at the rate of 1/ 26th of these totals per pay period and sick leave balances are determined at the end of each pay period.
3. Sick leave does not accrue during periods of approved leave without pay.

2040.30 TEMPORARTY AND SEASONAL EMPLOYEES

Temporary and Seasonal employees of the District shall be entitled to paid sick leave at the rate of one (1) hour of paid sick leave for every thirty (30) hours worked beginning on the first day of employment. Sick leave accrual shall be subject to the following:

1. A seasonal or temporary employee is not eligible to begin using any accrued paid sick leave until the 90th day of employment with the District and is only allowed to use up to a maximum of 3 days or 24 hours of paid sick leave in a 12 month period.
2. Sick leave may accrue up to a cap of 6 days or 48 hours ongoing. Any unused accrued paid sick leave may carryover year to year while continuously employed.
3. Sick leave does not accrue during periods of approved leave without pay.

2040.40 FAMILY CARE SICK LEAVE

2040.41 Regular Full-Time and Part-Time Employees. Each regular/full-time employee may use accrued sick leave, up to half the time accrued per calendar year for family care sick leave as defined in section 2040.43.

2040.42 Seasonal and Temporary Employees. Each seasonal or temporary employee may use 3 days or 24 hours of accrued paid sick leave in a 12-month period for family care leave as defined in section 2040.43.

2040.43 Eligible Uses. Family Care Sick Leave may be used for the diagnosis, care, or treatment of an existing health condition or preventative care for an employee's family member including:

- Child (including a biological, adopted, or foster child, stepchild, legal ward or a child to whom the employee has accepted the duties and responsibilities of raising.)
- Spouse or Registered Domestic Partner
- Parent (including biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who had accepted the duties and responsibilities of raising the employee when the

employee was a minor child.)

- Grandparent
- Grandchild
- Sibling
- Designated Person (A “designated person” is any individual related by blood or whose association with the employee is the equivalent of family relationship. An employee can only have one “designated person” per 12-month period of paid sick leave.)

2040.50 SICK LEAVE USE RELATED TO BEING A VICTIM OF DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING

Sick Leave may be used to obtain any relief or services related to the employee being a victim of domestic violence, sexual assault, or stalking including the following with appropriate certification of the need for such services:

- A temporary restraining order or restraining order.
- Other injunctive relief to help ensure the health, safety or welfare of themselves or their children.
- To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- To obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault, or stalking.
- To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

2040.60 SPECIAL LIMITATIONS ON SICK LEAVE

2040.61 Extended Illness. If an employee’s illness or disability lasts more than seven (7) calendar days, or if an employee is hospitalized before the eighth day of an absence, the employee will be asked to apply for State Disability Insurance (SDI) benefits as a condition of being eligible to receive sick leave benefits, if appropriate. Sick leave benefits will be withheld from any employee who fails to apply for SDI benefits when required to do so. Accrued sick leave benefits will be used to supplement SDI benefits only to the extent necessary to provide a combination of sick leave and SDI benefits equal to the employee’s straight time compensation immediately before beginning of the illness or disability. Upon request, the District shall assist the employee in filing for SDI benefits.

2040.62 Worker’s Compensation. An employee receiving Worker’s Compensation benefits may request that accrued sick leave benefits be used

to supplement Worker's Compensation benefits to the extent necessary to provide a combination of sick leave and Worker's Compensation benefits equal to the employee's straight time compensation immediately before the beginning of the Worker's Compensation illness or disability. The District will assist an employee in filing for Worker's Compensation benefits.

2040.70 CEILING ON SICK LEAVE BENEFITS

2040.71 Cap. Unused sick leave benefits shall not accumulate in excess of 480 hours for regular employees and 664 hours for eligible fire personnel.

2040.72 Exhaustion of Leave. Once an employee has exhausted available sick leave and accrued vacation time, no further leave with pay shall be granted until further sick leave is accrued, unless a special case extension is granted. A special extension may be granted on a case-by-case basis in the sole discretion of the General Manager and may be granted only when an employee has fully exhausted accrued sick leave, and the extension is necessary for a specified period of time under difficult and unusual circumstances.

2040.80 STATEMENT OF PHYSICIAN

The District, through the Department head and/or General Manager, reserves the right to require a satisfactory statement of a licensed physician whenever an employee misses work due to an illness, injury or disability of the employee, or under any conditions justifying Family Care and Medical Leave. The employee may be asked to provide a physician's statement certifying lack of fitness for duty, its beginning and ending dates, and/or the employee's ability to return to work, and any limitations, without endangering his/her own safety or the safety of others. When requested, such verification and releases may be a condition to receiving sick leave benefits or returning to work. The General Manager may request such a statement in all situations where it is determined that such a statement is warranted.

2040.90 SICK LEAVE PROCEDURE

2040.91 Non-Introductory Employees. Employees who are unable to report to work due to personal, dependent, family or spousal illness or injury or any other qualifying reason, must contact their Department Head, Immediate Supervisor or the General Manager not later than 30 minutes before normal starting time, with the intent of providing as much advance notice as possible. Fire employees must also contact the on-duty captain at the fire station. If an employee becomes sick during the day, the employee's immediate supervisor or Department Head should be notified before the employee leaves work. Failure to follow these procedures may result in treatment of time as an unexcused absence and may result in disciplinary action.

2040.92 Introductory Employees. Introductory regular full and part-time employees are eligible to use paid sick leave after sixty (60) days of continuous employment. Introductory employees absent due to illness or non-work related injury may have their introductory periods extended by a period of time equal to the length of the employee's sick leave.

2040.100 INCENTIVE PLAN FOR NON-USE

2040.101 Purpose. The District and its customers receive benefit when its employees do not abuse sick leave. The District acknowledges this benefit by providing an incentive plan for extended non-use of sick leave.

2040.102 Eligibility. Participation in the Incentive Plan is subject to the following eligibility requirements:

1. Must have a minimum of five (5) years continuous service with the District. Seasonal, relief and other employees who perform sporadic work for the District for five consecutive years are not considered to have provided continuous service and are not eligible.
2. Employees who are terminated, resign in lieu of termination or accept some other agreement in lieu of termination are not eligible for Incentive Plan benefits.

2040.103 Reimbursement Incentive. Eligible employees may be reimbursed for unused sick leave as follows:

1. Employees may be reimbursed for up to half ($\frac{1}{2}$) of the employee's total accrued sick leave hours, not to exceed 240 hours per fiscal year for miscellaneous and non-shift personnel or 332 hours per fiscal year for fire shift personnel.
2. Reimbursement of unused sick leave will be paid at a rate of one (1) hour for every two (2) hours reimbursed.

2040.104 Reimbursement during Employment. Eligible employees may request reimbursement for unused sick leave as follows:

1. Eligible employees will be provided an opportunity to request reimbursement for unused sick leave (not to exceed the limits specified above) each fiscal year during the months of April and May.
2. All requests for reimbursement shall be on an approved District form and shall specify the number of hours requested for reimbursement.
3. Payments will be made only one time per year in the month of June as part of the normal payroll process.

2040.105 Reimbursement upon Separation from Employment. Upon amicable separation from District employment, eligible employees will be reimbursed for unused sick leave as follows:

1. Reimbursement of half of the employee's unused sick leave will be paid in the employee's final paycheck. Reimbursement will be subject to the maximum quantities and reimbursement rate specified in Section 2040.103.
2. If the employee is separating from employment as part of an official retirement through CalPERS, the employee may choose to apply unused sick leave toward retirement, as provided in the District's CalPERS contract. An employee opting to do this will not be eligible for reimbursement for unused sick leave in their final paycheck.

**TWAIN HARTECOMMUNITY SERVICES DISTRICT
Policy and Procedure Manual**

POLICY TITLE: Sick Leave
POLICY NUMBER: 2040
ADOPTED: January 10, 2008
AMENDED: 4/14/2016, 11/10/2016
LAST AMENDED: September 9, 2020

2040.10 PURPOSE AND DEFINITION FOR SICK LEAVE BENEFIT

2040.11 Definition. Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided to the employee's immediate supervisor.

2040.12 Purpose. In order to minimize the economic hardships that may result from an unexpected short-term injury or illness to an employee, immediate family member, or legal dependent, the District provides paid sick leave benefits to regular full-time, regular part-time, seasonal, and temporary employees.

2040.13 Availability. Sick leave is available in the following situations:

1. For diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member or designated person as defined in section 2040.40.
2. To obtain any relief or services related to the employee being a victim of domestic violence, sexual assault, or stalking including any items listed in section 2040.50.
3. In those cases in which an employee is taking a sick leave of absence approved in writing by the department head and/or the General Manager. ~~Introductory employees shall earn sick leave credits at the same rate as non-introductory employees within the same classification.~~

2040.20 REGULAR FULL-TIME & PART-TIME EMPLOYEES

~~2040.21~~ Regular full-time employees of the District shall be entitled to paid sick leave at the rate of 96 hours per year for regular 40 hour employees. Regular part time employees shall be entitled to sick leave benefits at a prorated rate. Fire personnel on shift work accumulate 144 hours per year. Introductory employees shall earn sick leave

credits at the same rate as non-introductory employees within the same classification. Sick leave accrual shall be subject to the following:

1. Accrued sick leave may carry over from year to year, not to exceed 480 hours for regular employees and 664 hours for eligible fire personnel.
2. Sick leave accrues at the rate of 1/ 26th of these totals per pay period and sick leave balances are determined at the end of each pay period.
3. Sick leave does not accrue during periods of approved leave without pay.

2040.30 TEMPORARY AND SEASONAL EMPLOYEES

~~2040.31~~ Temporary and Seasonal employees of the District shall be entitled to paid sick leave at the rate of one (1) hour of paid sick leave for every thirty (30) hours worked beginning on the first day of employment. Sick leave accrual shall be subject to the following:

1. A seasonal or temporary employee is not eligible to begin using any accrued paid sick leave until the 90th day of employment with the District and is only allowed to use up to a maximum of 3 days or 24 hours of paid sick leave in a 12 month period.
2. Sick leave may accrue up to a cap of 6 days or 48 hours ongoing. Any unused accrued paid sick leave may carryover year to year while continuously employed.
3. Sick leave does not accrue during periods of approved leave without pay.

2040.40 FAMILY CARE SICK LEAVE

2040.41 Regular Full-Time and Part-Time Employees. Each regular/full-time employee may use accrued sick leave, up to half the time accrued per calendar year for family care sick leave as defined in section 2040.43.

2040.42 Seasonal and Temporary Employees. Each seasonal or temporary employee may use 3 days or 24 hours of accrued paid sick leave in a 12-month period for family care leave as defined in section 2040.43.

2040.43 Eligible Uses. Family Care Sick Leave may be used for the diagnosis, care, or treatment of an existing health condition or preventative care for an employee's family member including:

- Child (including a biological, adopted, or foster child, stepchild, legal ward or a child to whom the employee has accepted the duties and responsibilities of raising.)
- Spouse or Registered Domestic Partner
- Parent (including biological, adoptive, or foster parent, stepparent, or

legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who had accepted the duties and responsibilities of raising the employee when the employee was a minor child.)

- Grandparent
- Grandchild
- Sibling
- Designated Person (A "designated person" is any individual related by blood or whose association with the employee is the equivalent of family relationship. An employee can only have one "designated person" per 12-month period of paid sick leave.)

Commented [GCD1]: Effective Jan. 1, 2023, the Paid Sick Leave law now includes a "designated person" as a covered family member.

2040.50 SICK LEAVE USE RELATED TO BEING A VICTIM OF DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING

Sick Leave may be used to obtain any relief or services related to the employee being a victim of domestic violence, sexual assault, or stalking including the following with appropriate certification of the need for such services:

- A temporary restraining order or restraining order.
- Other injunctive relief to help ensure the health, safety or welfare of themselves or their children.
- To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- To obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault, or stalking.
- To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

2040.60 SPECIAL LIMITATIONS ON SICK LEAVE

2040.61 Extended Illness. If an employee's illness or disability lasts more than seven (7) calendar days, or if an employee is hospitalized before the eighth day of an absence, the employee will be asked to apply for State Disability Insurance (SDI) benefits as a condition of being eligible to receive sick leave benefits, if appropriate. Sick leave benefits will be withheld from any employee who fails to apply for SDI benefits when required to do so. Accrued sick leave benefits will be used to supplement SDI benefits only to the extent necessary to provide a combination of sick leave and SDI benefits equal to the employee's straight time compensation immediately before beginning of the illness or disability. Upon request, the District shall assist the employee in filing for SDI benefits.

2040.62 Worker's Compensation. An employee receiving Worker's Compensation benefits may request that accrued sick leave benefits be used to supplement Worker's Compensation benefits to the extent necessary to provide a combination of sick leave and Worker's Compensation benefits equal to the employee's straight time compensation immediately before the beginning of the Worker's Compensation illness or disability. The District will assist an employee in filing for Worker's Compensation benefits.

2040.70 CEILING ON SICK LEAVE BENEFITS

2040.71 Cap. Unused sick leave benefits shall not accumulate in excess of 480 hours for regular employees and 664 hours for eligible fire personnel.

~~2040.72 Employees whose sick leave balance exceeds this ceiling at the time of adoption of this policy will be allowed to utilize, or be compensated as provided in 2040.100 below, their existing balance as provided for within this policy.~~

~~2040.73 An employee separating from employment shall not be reimbursed for unused sick leave except as provided in 2040.100 below.~~

2040.74 72 Exhaustion of Leave. Once an employee has exhausted available sick leave and accrued vacation time, no further leave with pay shall be granted until further sick leave is accrued, unless a special case extension is granted. A special extension may be granted on a case-by-case basis in the sole discretion of the General Manager and may be granted only when an employee has fully exhausted accrued sick leave, and the extension is necessary for a specified period of time under difficult and unusual circumstances.

2040.80 STATEMENT OF PHYSICIAN

The District, through the Department head and/or General Manager, reserves the right to require a satisfactory statement of a licensed physician whenever an employee misses work due to an illness, injury or disability of the employee, or under any conditions justifying Family Care and Medical Leave. The employee may be asked to provide a physician's statement certifying lack of fitness for duty, its beginning and ending dates, and/or the employee's ability to return to work, and any limitations, without endangering his/her own safety or the safety of others. When requested, such verification and releases may be a condition to receiving sick leave benefits or returning to work. The General Manager may request such a statement in all situations where it is determined that such a statement is warranted.

2040.90 SICK LEAVE PROCEDURE

2040.91 Non-Introductory Employees. Employees who are unable to report to work due to personal, dependent, family or spousal illness or injury or any other qualifying reason, must contact their Department Head, Immediate Supervisor or the General Manager not later than 30 minutes before normal starting time, with the intent of providing as much advance notice as possible. Fire employees must also contact the on-duty captain at the fire station. If an employee becomes sick during the day, the employee's immediate supervisor or Department Head should be notified before the employee leaves work. Failure to follow these procedures may result in treatment of time as an unexcused absence and may result in disciplinary action.

2040.92 Introductory Employees. Introductory regular full and part-time employees are eligible to use paid sick leave after sixty (60) days of continuous employment. Introductory employees absent due to illness or non-work related injury may have their introductory periods extended by a period of time equal to the length of the employee's sick leave.

2040.100 INCENTIVE PLAN FOR NON-USE

2040.101 Purpose. The District and its customers receive benefit when its employees do not abuse sick leave. The District acknowledges this benefit by providing an incentive plan for extended non-use of sick leave.

2040.102 Eligibility. Participation in the Incentive Plan is subject to the following eligibility requirements:

1. Must have a minimum of five (5) years continuous service with the District. Seasonal, relief and other employees who perform sporadic work for the District for five consecutive years are not considered to have provided continuous service and are not eligible.
2. Employees who are terminated, resign in lieu of termination or accept some other agreement in lieu of termination are not eligible for Incentive Plan benefits.

2040.103 Reimbursement Incentive. Eligible employees may be reimbursed for unused sick leave as follows:

1. Employees may be reimbursed for up to half (½) of the employee's total accrued sick leave hours, not to exceed 240 hours per fiscal year for miscellaneous and non-shift personnel or 332 hours per fiscal year for fire shift personnel.
2. Reimbursement of unused sick leave will be paid at a rate of one (1) hour for every two (2) hours reimbursed.

2040.104 Reimbursement during Employment. Eligible employees may

request reimbursement for unused sick leave as follows:

1. Eligible employees will be provided an opportunity to request reimbursement for unused sick leave (not to exceed the limits specified above) each fiscal year during the months of April and May.
2. All requests for reimbursement shall be on an approved District form and shall specify the number of hours requested for reimbursement.
3. Payments will be made only one time per year in the month of June as part of the normal payroll process.

2040.105 Reimbursement upon Separation from Employment. Upon amicable separation from District employment, eligible employees will be reimbursed for unused sick leave as follows:

1. Reimbursement of half of the employee's unused sick leave will be paid in the employee's final paycheck. Reimbursement will be subject to the maximum quantities and reimbursement rate specified in Section 2040.103.
2. If the employee is separating from employment as part of an official retirement through CalPERS, the employee may choose to apply unused sick leave toward retirement, as provided in the District's CalPERS contract. An employee opting to do this will not be eligible for reimbursement for unused sick leave in their final paycheck.

TWAIN HARTECOMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Sick Leave
POLICY NUMBER: 2040
ADOPTED: January 10, 2008
AMENDED: 4/14/2016, 11/10/2016
LAST AMENDED: September 9, 2020

2040.10 PURPOSE AND DEFINITION FOR SICK LEAVE BENEFIT

2040.11 Definition. Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided to the employee's immediate supervisor.

2040.12 Purpose. In order to minimize the economic hardships that may result from an unexpected short-term injury or illness to an employee, immediate family member, or legal dependent, the District provides paid sick leave benefits to regular full-time, regular part-time, seasonal, and temporary employees.

2040.13 Availability. Sick leave is available in the following situations:

1. For diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member or designated person as defined in section 2040.40.
2. To obtain any relief or services related to the employee being a victim of domestic violence, sexual assault, or stalking including any items listed in section 2040.50.
3. In those cases in which an employee is taking a sick leave of absence approved in writing by the department head and/or the General Manager.

2040.20 REGULAR FULL-TIME & PART-TIME EMPLOYEES

Regular full-time employees of the District shall be entitled to paid sick leave at the rate of 96 hours per year for regular 40 hour employees. Regular part time employees shall be entitled to sick leave benefits at a prorated rate. Fire personnel on shift work accumulate 144 hours per year. Introductory employees shall earn sick leave credits at the same rate as non-introductory employees within the same classification. Sick leave accrual shall be subject to the following:

1. Accrued sick leave may carry over from year to year, not to exceed 480 hours for regular employees and 664 hours for eligible fire personnel.
2. Sick leave accrues at the rate of 1/ 26th of these totals per pay period and sick leave balances are determined at the end of each pay period.
3. Sick leave does not accrue during periods of approved leave without pay.

2040.30 TEMPORARY AND SEASONAL EMPLOYEES

Temporary and Seasonal employees of the District shall be entitled to paid sick leave at the rate of one (1) hour of paid sick leave for every thirty (30) hours worked beginning on the first day of employment. Sick leave accrual shall be subject to the following:

1. A seasonal or temporary employee is not eligible to begin using any accrued paid sick leave until the 90th day of employment with the District and is only allowed to use up to a maximum of 3 days or 24 hours of paid sick leave in a 12 month period.
2. Sick leave may accrue up to a cap of 6 days or 48 hours ongoing. Any unused accrued paid sick leave may carryover year to year while continuously employed.
3. Sick leave does not accrue during periods of approved leave without pay.

2040.40 FAMILY CARE SICK LEAVE

2040.41 Regular Full-Time and Part-Time Employees. Each regular/full-time employee may use accrued sick leave, up to half the time accrued per calendar year for family care sick leave as defined in section 2040.43.

2040.42 Seasonal and Temporary Employees. Each seasonal or temporary employee may use 3 days or 24 hours of accrued paid sick leave in a 12-month period for family care leave as defined in section 2040.43.

2040.43 Eligible Uses. Family Care Sick Leave may be used for the diagnosis, care, or treatment of an existing health condition or preventative care for an employee's family member including:

- Child (including a biological, adopted, or foster child, stepchild, legal ward or a child to whom the employee has accepted the duties and responsibilities of raising.)
- Spouse or Registered Domestic Partner
- Parent (including biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who had accepted the duties and responsibilities of raising the employee when the

employee was a minor child.)

- Grandparent
- Grandchild
- Sibling
- Designated Person (A “designated person” is any individual related by blood or whose association with the employee is the equivalent of family relationship. An employee can only have one “designated person” per 12-month period of paid sick leave.)

2040.50 SICK LEAVE USE RELATED TO BEING A VICTIM OF DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING

Sick Leave may be used to obtain any relief or services related to the employee being a victim of domestic violence, sexual assault, or stalking including the following with appropriate certification of the need for such services:

- A temporary restraining order or restraining order.
- Other injunctive relief to help ensure the health, safety or welfare of themselves or their children.
- To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- To obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault, or stalking.
- To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

2040.60 SPECIAL LIMITATIONS ON SICK LEAVE

2040.61 Extended Illness. If an employee’s illness or disability lasts more than seven (7) calendar days, or if an employee is hospitalized before the eighth day of an absence, the employee will be asked to apply for State Disability Insurance (SDI) benefits as a condition of being eligible to receive sick leave benefits, if appropriate. Sick leave benefits will be withheld from any employee who fails to apply for SDI benefits when required to do so. Accrued sick leave benefits will be used to supplement SDI benefits only to the extent necessary to provide a combination of sick leave and SDI benefits equal to the employee’s straight time compensation immediately before beginning of the illness or disability. Upon request, the District shall assist the employee in filing for SDI benefits.

2040.62 Worker’s Compensation. An employee receiving Worker’s Compensation benefits may request that accrued sick leave benefits be used

to supplement Worker's Compensation benefits to the extent necessary to provide a combination of sick leave and Worker's Compensation benefits equal to the employee's straight time compensation immediately before the beginning of the Worker's Compensation illness or disability. The District will assist an employee in filing for Worker's Compensation benefits.

2040.70 CEILING ON SICK LEAVE BENEFITS

2040.71 Cap. Unused sick leave benefits shall not accumulate in excess of 480 hours for regular employees and 664 hours for eligible fire personnel.

2040.72 Exhaustion of Leave. Once an employee has exhausted available sick leave and accrued vacation time, no further leave with pay shall be granted until further sick leave is accrued, unless a special case extension is granted. A special extension may be granted on a case-by-case basis in the sole discretion of the General Manager and may be granted only when an employee has fully exhausted accrued sick leave, and the extension is necessary for a specified period of time under difficult and unusual circumstances.

2040.80 STATEMENT OF PHYSICIAN

The District, through the Department head and/or General Manager, reserves the right to require a satisfactory statement of a licensed physician whenever an employee misses work due to an illness, injury or disability of the employee, or under any conditions justifying Family Care and Medical Leave. The employee may be asked to provide a physician's statement certifying lack of fitness for duty, its beginning and ending dates, and/or the employee's ability to return to work, and any limitations, without endangering his/her own safety or the safety of others. When requested, such verification and releases may be a condition to receiving sick leave benefits or returning to work. The General Manager may request such a statement in all situations where it is determined that such a statement is warranted.

2040.90 SICK LEAVE PROCEDURE

2040.91 Non-Introductory Employees. Employees who are unable to report to work due to personal, dependent, family or spousal illness or injury or any other qualifying reason, must contact their Department Head, Immediate Supervisor or the General Manager not later than 30 minutes before normal starting time, with the intent of providing as much advance notice as possible. Fire employees must also contact the on-duty captain at the fire station. If an employee becomes sick during the day, the employee's immediate supervisor or Department Head should be notified before the employee leaves work. Failure to follow these procedures may result in treatment of time as an unexcused absence and may result in disciplinary action.

2040.92 Introductory Employees. Introductory regular full and part-time employees are eligible to use paid sick leave after sixty (60) days of continuous employment. Introductory employees absent due to illness or non-work related injury may have their introductory periods extended by a period of time equal to the length of the employee's sick leave.

2040.100 INCENTIVE PLAN FOR NON-USE

2040.101 Purpose. The District and its customers receive benefit when its employees do not abuse sick leave. The District acknowledges this benefit by providing an incentive plan for extended non-use of sick leave.

2040.102 Eligibility. Participation in the Incentive Plan is subject to the following eligibility requirements:

1. Must have a minimum of five (5) years continuous service with the District. Seasonal, relief and other employees who perform sporadic work for the District for five consecutive years are not considered to have provided continuous service and are not eligible.
2. Employees who are terminated, resign in lieu of termination or accept some other agreement in lieu of termination are not eligible for Incentive Plan benefits.

2040.103 Reimbursement Incentive. Eligible employees may be reimbursed for unused sick leave as follows:

1. Employees may be reimbursed for up to half ($\frac{1}{2}$) of the employee's total accrued sick leave hours, not to exceed 240 hours per fiscal year for miscellaneous and non-shift personnel or 332 hours per fiscal year for fire shift personnel.
2. Reimbursement of unused sick leave will be paid at a rate of one (1) hour for every two (2) hours reimbursed.

2040.104 Reimbursement during Employment. Eligible employees may request reimbursement for unused sick leave as follows:

1. Eligible employees will be provided an opportunity to request reimbursement for unused sick leave (not to exceed the limits specified above) each fiscal year during the months of April and May.
2. All requests for reimbursement shall be on an approved District form and shall specify the number of hours requested for reimbursement.
3. Payments will be made only one time per year in the month of June as part of the normal payroll process.

2040.105 Reimbursement upon Separation from Employment. Upon amicable separation from District employment, eligible employees will be reimbursed for unused sick leave as follows:

1. Reimbursement of half of the employee's unused sick leave will be paid in the employee's final paycheck. Reimbursement will be subject to the maximum quantities and reimbursement rate specified in Section 2040.103.
2. If the employee is separating from employment as part of an official retirement through CalPERS, the employee may choose to apply unused sick leave toward retirement, as provided in the District's CalPERS contract. An employee opting to do this will not be eligible for reimbursement for unused sick leave in their final paycheck.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Catastrophic Leave Program

POLICY NUMBER: 2042

ADOPTED: May 13, 2020

AMENDED:

LAST AMENDED:

2042.10 PURPOSE

The Catastrophic Leave Program is to help employees who have exhausted their accrued leave balances due to a serious prolonged illness or injury (including that of an eligible family member). The Catastrophic Leave Program allows employees to donate time to any eligible District employee, so that he/she can remain in a paid status for a longer period of time, thus reducing the financial impact of the illness, injury, or condition.

2042.20 ELIGIBILITY CRITERIA

Participation in the Catastrophic Leave Program is subject to the approval of the General Manager. The following criteria, which is not all inclusive, may be used to determine if employees are eligible to receive sick leave through the Catastrophic Leave Program.

The receiving employee must:

1. Be a Regular Full-Time or Benefited Part-Time employee that has successfully completed the New Employee Introductory Period.
2. Have personally sustained, or have an immediate family member who has sustained a life threatening or debilitating illness, injury, or condition certified by a physician. An illness, injury or condition sustained by a family member must require the provision of significant personal care by the employee.

For the purposes of this Section, "immediate family member" is defined as:

- Spouse or Registered Domestic Partner
- Child (including a biological, adopted, or foster child, stepchild, legal ward or a child to whom the employee has accepted the duties and responsibilities of raising.)

3. Have exhausted all accumulated paid leave (vacation, sick, comp time and any other paid leave provided by the District).
4. Be unable to work his/her normal work schedule, including telecommuting (if approved), as a result of the life threatening or debilitating condition sustained by the employee or employee's family member.
5. Have received approval to be on Medical Leave for a specific period of time.
6. Not be receiving workers' compensation payments.

2042.30 REQUESTING CATASTROPHIC LEAVE

The prospective recipient must submit a request to the General Manager (or designee), along with appropriate verification of the injury or illness for the requested leave. In cases where the potential recipient is unable to initiate the process, a family member or any District employee may act on the employee's behalf. If the request for Catastrophic Leave is approved by the General Manager (or designee), all District employees will be notified of the request and given the opportunity to voluntarily donate leave. The name of the employee making the request and the details of their catastrophic situation will not be disclosed in the notification.

If a request for Medical Leave has not already been submitted by the employee and approved by the General Manager (or designee), the employee shall submit such request prior to consideration of participation in the Catastrophic Leave Program.

2042.40 GUIDELINES FOR DONATING LEAVE

Any employee who accrues vacation, sick time or compensatory time off may donate portions of their accrued leave balances to an employee who is eligible for the Catastrophic Leave Program. Donation of accrued leave must comply with the following guidelines:

1. Donation of leave through the Catastrophic Leave Program is strictly voluntary and donor anonymity will be protected.
2. Leave donations can only be made in response to a notification requesting catastrophic leave.
3. Only the following accrued leave may be donated: vacation, sick, and compensatory time off.
4. Only employees who have successfully completed the New Employee Introductory Period are eligible to donate leave.
5. Leave donations must be in minimum increments of one hour.

6. An employee donating leave hours must maintain a minimum combined vacation and sick leave balance of three weeks, based on that employee's normal work schedule.
7. Leave donations are irrevocable by the donor.

2042.50 GUIDELINES FOR USING DONATED LEAVE

Employees approved to participate in the Catastrophic Leave Program may receive and use donated leave according to the following guidelines:

1. Total donated leave received and used by the employee shall not exceed the amount of projected unpaid time needed to complete the employee's approved Medical Leave.
2. Donated leave may be used to supplement state disability pay or state family leave pay in order to make the employee's wages whole.
3. For as long as the receiving employee remains in a paid status, seniority, and all other benefits will continue.
4. Donated leave will be made available on an as-needed basis and not in a lump sum. All other forms of paid leave accrued while participating in the Catastrophic Leave Program shall be exhausted before donated leave is applied.
5. If an employee chooses to retire or sever employment while participating in the Catastrophic Leave Program, donated leave is not eligible to be cashed out or used toward retirement.
6. Donated leave cannot be cashed out under any incentive or other program offered by the District.

2042.60 ADDITIONAL GUIDELINES

1. Taxability of leave donated or received under this program is governed by Internal Revenue Service guidelines.
2. The General Manager may grant exceptions to the guidelines in this policy on a case-by-case basis, if the General Manager deems appropriate due to extenuating and extraordinary circumstances. Such exceptions shall be made at the sole discretion of the General Manager and shall not establish practice nor precedence.

2042.70 GENERAL PROGRAM OPERATION

Leave donations will be on a dollar-for-dollar basis, based on employee wages at the time of donation and use. For example, if an employee with a wage of \$100/hour donates 2 hours of leave, it has a dollar value of \$200 worth of leave. If the employee participating in the Catastrophic Leave program has a wage of \$50/hour, the employee will have 4 hours of paid catastrophic sick leave available to use.

When an employee donates paid leave time under the Catastrophic Leave Program, the donated time is converted to its dollar value and deposited into the District's Catastrophic Leave Program account. The dollar value in the catastrophic leave account is then converted to catastrophic sick leave time (in hours), based on the receiving employee's current wages. Said catastrophic sick leave time will be made available for use by the receiving employee on an as-needed basis, up to the maximum approved amounts specified herein. Any unused catastrophic sick leave will be converted back into its dollar value and remain in the District's Catastrophic Leave account for future Catastrophic Leave Program use.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Training and Travel Authorization and Expense Reimbursement Policy

POLICY NUMBER: 2083

ADOPTED: August 11, 2016

AMENDED:

LAST AMENDED:

2083.10 PURPOSE

Twain Harte Community Services District believes in providing sufficient training opportunities for board members and employees in order to achieve high levels of performance and to enable effective and sound decision making. The purpose of this policy is to prescribe the manner in which District employees and directors may receive approval to attend training events and be reimbursed for expenditures related to District training and out-of-county travel.

2083.20 INTENT

Provisions regarding expense reimbursement are intended to result in no personal gain or loss to an employee or director and are intended to be consistent with prudent use of public funds, best business practices and applicable laws.

2083.30 TRAINING/TRAVEL AUTHORIZATION

Employee and Board of Director training and/or out-of-county travel may be authorized when deemed necessary and in the best interest of the District or as a pre-approved employee professional development plan.

2083.31 Employee Training/Travel. Employees may travel to participate in pre-approved training programs and conferences or to attend to District business that cannot take place locally. Travel and cost estimates must be approved in advance by the Department Manager or General Manager using the District's Training/Travel Authorization and Expense Authorization Form.

2083.32 Board of Directors Training/Travel. Members of the board may travel to participate in training programs and conferences or to attend to District business that cannot take place locally. Training and travel must be approved in advance as set forth in policy 4090 – Training, Education & Conferences.

2083.40 ELIGIBLE TRAVEL EXPENSES

District employees and directors are eligible to receive reimbursements for transportation, meals, lodging, and other reasonable and necessary expenses for attending the above

occurrences on behalf of the Twain Harte Community Services District. Travel on the day before an event will generally be allowed when attendance would require travel time before 6:00 a.m. in order to make it in time to the event. Return travel on the day after the event will generally be allowed in the event that traveling on the last day of the event would result in the attendee arriving at his/her place of residence after 8:00 p.m.

2083.41 Registration Costs. Costs for seminars, conferences, workshops, and meetings will, whenever possible, be pre-paid by the District when the employee has been authorized to travel to such events. Attendees should make every effort to submit travel authorization requests in enough time to utilize early-bird registration discounts or avoid late registration fees.

2083.42 Transportation. Transportation will be by the most economical means, as determined by the District. Employees are encouraged to use a District vehicle for travel, if available, and when travel by vehicle is the most economical option.

2083.42.1 District Vehicle – When a district vehicle is used, transportation reimbursement will be limited to the cost of fuel only.

2083.42.2 Personal Vehicle – When a personal vehicle is used, transportation reimbursement will be calculated on a per mile basis according to the current IRS Standard Mileage Rate. The following will also apply:

1. Mileage will be computed from the distance of the employee's or Director's residence or normal designated worksite to the destination, and return. Mileage may also include travel to and from an airport or other place of public transportation used to travel to and from the final destination.
2. Fuel costs will not be reimbursed in addition to the standard mileage rate.
3. No reimbursements will be made for the repair of a private vehicle.
4. The driver must possess a valid driver's license and carry liability insurance.

2083.42.3 Air Travel – When airfare is the most economical method of transportation, the following rules and guidelines shall apply:

1. Use of a carrier that delivers the most direct and economical option should be used.
2. Reimbursement will be based on travel by coach/economy class.
3. No additional charges or higher airline rates may be incurred for reimbursement by the District for the purpose of obtaining frequent flyer miles or any other promotional discounts for future use.

2083.42.4 Car Rental – Rental cars may be used if public transportation is not available and it is the most economical means of transportation. The following rules and guidelines shall apply:

1. The type and size of the automobile rented shall be the least expensive option appropriate to the use required by the employee or Director.
2. Luxury cars are not to be rented under any circumstance.
3. Effort should be made to obtain the lowest rate whenever possible.

2083.42.5 Use of Taxis – Use of taxis is discouraged. Attempts must be made to utilize hotel/motel shuttle services to and from an airport or train/bus station. Taxi services will not be reimbursed for travel to a restaurant unless there are no available facilities at or near the venue of the event or at the place of lodging.

2083.43 Lodging. The District will pay for lodging for as many nights as necessary for the business purpose of the trip. Lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor. If a published group rate is unavailable, the cost of lodging shall not exceed the IRS approved standard lodging rate for travel. (see www.gsa.gov) Receipts are required. The following rules and guidelines apply:

1. Lodging is generally allowed for the evening before an event if the attendee has to leave before 6:00 a.m. on the day of the event to arrive on time.
2. Lodging is generally allowed for the last day of the event if traveling on the last day would result in the attendee arriving at his/her residence after 8:00 p.m.
3. Employees may choose to share or have their own lodging accommodation.

2083.44 Meals. The cost of each meal shall not exceed the below rates. Receipts are required.

- Breakfast - \$16.00
- Lunch - \$17.00
- Dinner - \$31.00

2083.44.1 Partial Travel Day Meals – Partial travel day meals are reimbursable when travel takes place during mealtimes subject to the below time frames:

- Breakfast – allowed on the day of travel when travel begins before 6:00 a.m.
- Lunch – allowed if first day of travel begins before 11:00 a.m. or if last day of travel ends after 1:30 p.m.
- Dinner – allowed if first day of travel begins before 4:30 p.m. or if last day of travel ends after 6:30 p.m.

2083.44.2 Event-Provided Meals – Attendees are expected to take advantage of meals that are included in the cost of an attended event. An exception may be granted if a written justifiable reason (e.g. dietary concerns, meeting with peers, etc) is submitted with the Training/Travel Authorization & Expense Reconciliation Form.

2083.50 IN-ELIGIBLE TRAVEL EXPENSES

2083.51 Personal Expenses. The cost of personal items such as in-room movies, personal phone calls, laundry service, fitness center, valet parking (unless hotel self-parking option is not available), and alcoholic beverages are ineligible.

2083.52 Other Family Members. The cost of providing transportation, meals, lodging, etc. for a spouse or other family member(s) is ineligible.

2083.53 No-Show Charges. An attendee will be responsible for all non-refundable costs or no-show charges resulting from failure to attend an event. Exceptions may be granted for emergencies or illness. The attendee shall make every effort to notify their supervisor, the General Manager or Finance Officer as soon as possible of such an occurrence.

2083.54 Unreasonable Expenditures. Expenses that do not adhere to this adopted reimbursement policy or the IRS reimbursable rates, and that do not receive prior approval from the Board of Directors in a public meeting (applicable to board members) or the General Manager (applicable to employees) prior to the expense being incurred shall not be eligible for reimbursement.

2083.55 Response by Fire Employees Under Mutual Aid Agreements. Responses by District Fire employees to incidents or emergencies declared by other agencies are defined by Mutual Aid Agreements that have been approved by the Board. Therefore, expenses, including meals, are subject to the Mutual Aid Agreements and are not eligible expenses under this policy.

2083.60 REIMBURSEMENT PROCEDURE

2083.61 Employee Travel Cards. All employees except department managers are required to use a District Travel Card when traveling. Employees may checkout a District travel card no earlier than two days before expected travel. Credit cards will only be issued to employees who have an approved travel authorization/cost estimate form for the specific event on file with the District office. The travel card must be returned to the District office within one (1) working day of the employees return. District directors will not be issued District credit cards for travel expenses and will instead be reimbursed for expenses after travel ends according to sections 2083.62 and 2083.64.

2083.62 Training/Travel Authorization or Expense Reconciliation Forms. The Training/Travel Authorization and Expense Reconciliation Form must be submitted and approved prior to travel and must be submitted to the Finance Officer with all receipts attached within five (5) working days of the employees return.

2083.62 Travel Reimbursement Request Forms. Directors must complete and submit a Board Training/Travel Reimbursement Form to the Finance Officer within fifteen (15) days of return.

2083.63 Approval of Reconciliation and Reimbursement Request Forms. The District Finance Officer or the General Manager will review and approve reconciliation forms.

2083.64 Timing of Reimbursement. Once the expense claim form has been approved, a check for costs not charged to a District credit card will be cut within two weeks as part of the District's normally scheduled bill payments.