PERSONNEL MANUAL

Employee Handbook
Association of California Water Agencies

Revised by the Executive Committee: July 30, 2021
# Table of Contents

## Section 1 - INTRODUCTION POLICIES

1.1 Introduction and Purpose of Personnel Policy Manual ................................................................. 1

1.2 Statement of At-Will Employment Status .................................................................................... 1

1.3 Integration Clause and the Right to Revise .................................................................................. 1

1.4 Equal Employment Opportunity and Prohibition Against Discrimination ................................. 1

1.5 Unlawful Harassment .................................................................................................................... 2

1.6 Violence in the Workplace ............................................................................................................ 3

1.7 Bullying in the Workplace ............................................................................................................ 5

1.8 Open Door Policy .......................................................................................................................... 5

1.9 Whistleblower Policy .................................................................................................................... 6

## Section 2 - EMPLOYMENT POLICIES AND PRACTICES

2.1 New Hires .................................................................................................................................... 7

2.2 Regular Employees ....................................................................................................................... 7

2.3 Full-Time Employees .................................................................................................................... 7

2.4 Part-Time Employees .................................................................................................................... 7

2.5 Limited Term Employees .............................................................................................................. 7

2.6 Job Duties .................................................................................................................................... 7

2.7 Work Schedules ............................................................................................................................ 7

2.8 Alternative Workweek Schedule .................................................................................................. 8

2.9 On Call / On Duty Time Policies .................................................................................................. 8

2.10 Job Sharing ................................................................................................................................ 9

2.11 Meal Period ................................................................................................................................. 11

2.12 Rest Periods ............................................................................................................................... 12

2.13 Timekeeping Requirements ........................................................................................................ 12

2.14 Payment of Wages ...................................................................................................................... 13

2.15 Advances .................................................................................................................................. 13

2.16 Donation of Leave ....................................................................................................................... 13

2.17 Flexible Working Schedules ...................................................................................................... 14

2.18 Telework ................................................................................................................................... 14
2.19 Overtime
2.20 Personnel Records
2.21 Performance Management
2.22 Employment of Relatives
2.23 Interoffice Relationships
2.24 Conflicts of Interest
2.25 Reductions in Force
2.26 Discipline
2.27 Termination

Section 3 - STANDARDS OF CONDUCT
3.1 Off-Duty Conduct
3.2 Drug and Alcohol Abuse
3.3 Punctuality and Attendance
3.4 Workplace Attire and Grooming Standards
3.5 Customer Relations
3.6 Confidentiality

Section 4 - OPERATIONAL CONSIDERATIONS
4.1 Security
4.2 Health and Safety
4.3 Tobacco-Free Environment
4.4 Housekeeping
4.5 Technology Resources
4.6 Parking
4.7 Vehicle Usage
4.8 Business Travel
4.9 Employee Expense Reimbursement
4.10 Solicitation and Distribution of Literature
4.11 Employee Benefits
4.12 Holidays
4.13 Vacations
4.14 Insurance Benefits
4.15 Retirement .................................................................................................................................. 42
4.16 Section 125 Flexible Compensation Plan.................................................................................... 43
4.17 Deferred Compensation.............................................................................................................. 43
4.18 Golden I Credit Union ................................................................................................................. 43
4.19 Direct Deposit ............................................................................................................................. 43
4.20 Leave Requests ........................................................................................................................... 43
4.21 Sick Leave .................................................................................................................................... 44
4.22 ASL (Accumulated Sick Leave) Benefit Program ......................................................................... 45
4.23 Personal Leaves of Absence Without Pay ................................................................................... 45
4.24 California Family Rights Act (CFRA) ............................................................................................. 45
4.25 Pregnancy Disability Leave .......................................................................................................... 49
4.26 State Disability Insurance ............................................................................................................ 50
4.27 Lactation Accommodation Policy ............................................................................................... 51
4.28 Work-Related Medical Leave ..................................................................................................... 51
4.29 Bereavement Leave .................................................................................................................... 52
4.30 Military Leave .............................................................................................................................. 52
4.31 Spouse’s Leave from Military Deployment Leave ....................................................................... 52
4.32 Crime Victims Leave .................................................................................................................... 52
4.33 Domestic Violence and Sexual Assault Leave ............................................................................. 53
4.34 Jury Duty or Witness Leave ......................................................................................................... 53
4.35 Time Off for Voting ..................................................................................................................... 53
4.36 Emergency Duty .......................................................................................................................... 53
4.37 School / Licensed Day Care Facility Conferences ........................................................................ 54
4.38 Professional Development/Education ........................................................................................ 54

Section 5 - POLICY REVISION LOG ............................................................................................... 56
Section 6 - Vacation Policy Addendum (Policy 4.13) ............................................................................ 62
Section 7 - ACKNOWLEDGEMENT OF RECEIPT ........................................................................... 63
Section 1 - INTRODUCTION POLICIES

1.1 Introduction and Purpose of Personnel Policy Manual
This Personnel Policy Manual (“manual”) is designed to help employees become acquainted with the Association of California Water Agencies (“Association” or “ACWA”). The manual is intended to provide a summary and general description of the Association’s employment practices, and to set forth its approach toward its relationship with employees. In this way, the manual is intended to be a useful reference for employees throughout their employment at ACWA. It is important that each employee reads and fully understands the information contained in the manual. Any questions regarding the policies contained in the manual should be directed to Human Resources.

This manual shall not be deemed to create any duty on the part of the Association toward any employee, nor shall it be interpreted, in whole or in part, as creating a contract or contractual relationship, either express or implied, between ACWA and any of its employees. The sole intent of this manual is to provide guidance to the Association’s management and employees regarding the employment relationship between ACWA and its employees. This manual supersedes and replaces all previous personnel policies, practices, and guidelines.

1.2 Statement of At-Will Employment Status
Employment with the Association of California Water Agencies is employment at-will. This means that the Association or the employee has the right to terminate the employment relationship at any time, with or without cause, and with or without notice. The at-will nature of the employment relationship shall remain in effect during the entire tenure of each employee’s employment with the Association. Nothing in this manual or in any document or statement shall limit the right to terminate employment. No supervisor or employee (other than the Executive Director) of the Association has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will. Only the Executive Director of the Association has the authority to make any such agreement and then only in writing and with the approval of the Board of Directors.

1.3 Integration Clause and the Right to Revise
The Association reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this manual or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and are reviewable by the Board of Directors. Any written changes to this manual will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way change or alter the provisions of this manual.

1.4 Equal Employment Opportunity and Prohibition Against Discrimination
This Association is an equal opportunity employer and makes employment decisions on the basis of merit. Association policy prohibits discrimination based on race, color, ancestry, religion, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity and expression, veteran status and/or sexual orientation, marital/domestic partnership status, age, national origin, mental or...
physical disability, other legally protected medical condition(s), or any other consideration made unlawful by federal, state or local laws. This commitment applies to all persons involved in the operations of the Association and prohibits unlawful discrimination by any employee of the Association, including supervisors and co-workers. The commitment also applies to all aspects of the employment relationship including, but not limited to, recruitment, hiring, promotions, training, disciplinary actions, salary, benefits, or termination.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Association will make reasonable accommodations for the known disability of an otherwise qualified individual who is an applicant or an employee, unless such accommodation would constitute an undue hardship on the Association.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact Human Resources and request such an accommodation. The individual with the disability should specify what accommodation(s) he/she needs to perform the job. The Association then will engage in an interactive process to determine whether the employee/applicant is a qualified individual with a disability and whether a reasonable accommodation is required to enable the individual to fulfill the essential functions of the position.

If an employee believes he/she has been subjected to any form of unlawful discrimination, a written or verbal complaint should be provided to his/her immediate supervisor, the Deputy Executive Director or the Executive Director. The complaint should be specific and should include the names of the individuals involved and the names of any witnesses. The Association will immediately undertake a thorough and objective investigation and attempt to resolve the situation. If the Association determines that discrimination has occurred, effective remedial action will be taken commensurate with the offense. Appropriate action will also be taken to deter any future discrimination, and the Association will take appropriate action to remedy any loss to the complainant as a result of the discrimination. The complainant will be told whether the Association verified the complaint and, if so, will be assured that appropriate action has been taken. The Association will not retaliate against the complainant for filing a complaint and will not knowingly permit retaliation by management employees or co-workers.

1.5 Unlawful Harassment
The Association is committed to providing a work environment free of unlawful harassment. Association policy prohibits sexual harassment and harassment because of race, color, ancestry, religion, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity and expression, veteran status, sexual orientation, marital/domestic partnership status, age, national origin, mental or physical disability, other legally protected medical condition, or any other basis protected by federal, state or local law or ordinance or regulation. The Association’s anti-harassment policy applies to all persons involved in the operation of the Association and prohibits harassment by any employee of the Association, including supervisors, co-workers, and non-employees of the Association.
Prohibited harassment includes, but is not limited to, the following behavior:

1. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;

2. Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;

3. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of any protected basis;

4. Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors;

5. Conduct that has the potential to affect negatively an individual’s work environment or creates an intimidating, hostile, or otherwise offensive work environment; or

6. Retaliation for having reported or threatened to report harassment.

Sexual harassment includes behavior that is personally offensive, threatening, or interferes with work performance. It includes unwelcome behavior committed by employees, contractors, members, vendors, or other non-employees against employees or contractors in any Association workplace or site. The behavior set forth above is illustrative, and not exclusive.

It is the responsibility of an employee experiencing any form of harassment to inform his/her employer of the harassment. If an employee believes he/she has been harassed, a written or verbal complaint should be provided to his/her immediate supervisor, the Deputy Executive Director or the Executive Director as soon as possible after the incident. The complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. Supervisors will refer all harassment complaints to Human Resources or the Executive Director. The Association will immediately undertake a thorough and objective investigation of the harassment allegations.

If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the Association to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination, and the Association will take appropriate action to remedy any loss resulting from harassment. The complainant will be told whether the Association verified the complaint and, if so, will be assured that appropriate action has been taken. The Association will not retaliate against an employee for filing a complaint and will not tolerate or permit retaliation by management employees, co-workers or any other person doing business with or for the Association.

1.6 Violence in the Workplace
ACWA has a zero tolerance policy for violence in the workplace. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion which involve or affect
ACWA, which occur on ACWA property, or occur during the performance of ACWA business will not be tolerated. Violations to this policy will result in discipline, up to and including, termination.

Threats of violence include conduct against persons or property that is severe, offensive or intimidating or create a hostile, abusive, or intimidating work environment for one or more ACWA employee. Such behavior includes, but is not limited to:

- Threats of violence occurring on ACWA property, regardless of the relationship of the individuals involved in the threat.
- Threats of acts of violence not occurring on ACWA property but involving someone who is representing ACWA.
- Threats or act of violence not occurring on ACWA property involving an ACWA employee if the threats or acts of violence affect the interests of ACWA.
- Any threats or acts resulting in the conviction of an employee or agency of ACWA, or of an individual performing services on ACWA’s behalf on a contract or temporary basis, under any criminal code relating to threats or acts of violence that adversely affect the legitimate interests and goals of the Association.

Specific examples of behavior that may be considered a threat or act of violence include, but are not limited to:

- Hitting or shoving an individual.
- Threatening to harm an individual or his/her family, friends, associates, or their property.
- The intentional destruction or threat of destruction of property owned, operated or controlled by the Association.
- Making harassing or threatening telephone calls, sending harassing or threatening letters or other forms of written or electronic communication.
- Intimidating or attempting to coerce an employee to do wrongful acts that would affect the interests of the Association or its members.
- Harassing surveillance, also known as “stalking”, the willful, malicious and repeated following of another person and making credible threats with the intent to place the other person in reasonable fear for his/her safety.
- Making a suggestion or otherwise intimidating comment regarding the injuring of persons or property.
- Carrying weapons either on his/her person or in his/her vehicle while performing ACWA business.
1.7 Bullying in the Workplace

ACWA defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” Such behavior will not be tolerated and is subject to discipline, up to and including termination.

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that the Association will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when determining discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. ACWA considers the following types of behavior examples of bullying:

- **Verbal bullying**: Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the focus of jokes; abusive and offensive remarks.

- **Physical bullying**: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person’s work area or property.

- **Gesture bullying**: Nonverbal threatening gestures or glances that convey threatening messages.

- **Exclusion**: Socially or physically excluding or disregarding a person in work-related activities.

1.8 Open Door Policy

Suggestions for improving the Association are always welcome. Good faith complaints, questions and suggestions are always of interest to the Association. Questions and concerns should initially be directed to the employee’s immediate supervisor, following these steps:

1. Bring the question, suggestion or concern to the attention of his/her immediate supervisor, who will then investigate and provide an explanation or resolution.

2. If the question remains unanswered or the concern persists, the employee may put it in writing and present it to the supervisor's supervisor, who will investigate and provide an explanation or resolution. It is recommended that the employee bring the matter to the supervisor’s supervisor as soon as possible after he/she believes that the immediate supervisor has failed to address the matter.

3. If a question or concern is not answered or addressed, the employee may present the issue in writing to the Executive Director who will attempt to reach a final resolution.

This procedure, which the Association believes is important for both the employee and the Association, cannot result in every question being answered or every concern being addressed to the employee’s
satisfaction. However, the Association values the employee’s input and he/she should feel free to raise questions or issues of concern, in good faith, without the fear of retaliation.

1.9 Whistleblower Policy
The Executive Director has primary responsibility for (1) ensuring compliance with ACWA’s personnel policies, and ensuring that ACWA employees do not engage in improper activities, (2) ensuring an investigation of allegations relating to improper activities, and (3) taking appropriate corrective and disciplinary actions. The Executive Director is obligated to operate the Association according to law and the policies approved by the Executive Committee and Board of Directors. Employees are encouraged to disclose to the Executive Director to the extent not expressly prohibited by law, improper activities within their knowledge. Employees will not interfere with the Executive Director’s responsibilities in identifying, investigating and correcting improper activities, unless the employee determines that the Executive Director is not properly carrying out these responsibilities.

An employee will not directly or indirectly use or attempt to use the authority or influence of his or her position for the purpose of intimidating, threatening, coercing, commanding or influencing any other person for the purpose of preventing such a person from acting in good faith to report or otherwise bring to the attention of the Executive Director any information that, if true, would constitute: (1) a work-related violation by an Association employee of any law or regulation; (2) gross waste of Association funds; (3) gross abuse of authority; (4) a specified and substantial danger to the public health or safety due to an act or omission of an Association employee; (5) use of an Association office or position or of Association resources for public gain; (6) or a conflict of interest of an Association employee.

1.9.1 Reporting Violations
Any person who believes that he or she has been subjected to any action prohibited by this section may file a confidential complaint with (1) the Executive Director; (2) a Deputy Executive Director; or (3) or an ACWA manager. Upon the conclusion of the investigation, the Executive Director will take appropriate action consistent with the Association’s Personnel Manual and applicable law. If the complaint directly involves the Executive Director, a confidential complaint may be filed directly with the Board President.

1.9.2 No Retaliation
An employee will not use or threaten to use any official authority or influence to effect any action as a reprisal against an ACWA employee who reports or otherwise brings to the attention of the Executive Director or Board President any information regarding the subjects described in this policy.

1.9.1 Confidentiality
Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
Section 2 - EMPLOYMENT POLICIES AND PRACTICES

2.1 New Hires
The first six (6) months of continuous employment at the Association is considered an introductory period. During this time, the employee will learn his/her job responsibilities, get acquainted with fellow employees and determine whether the employee is content with the job. Also, during this time, the supervisor will closely monitor the employee’s performance.

During the introductory period, the Association will review the employee’s performance at two (2), four (4) and six (6) months. At this time, or any other time during employment, the employee may express suggestions to improve the Association’s efficiency and operations. The introductory period in no way modifies the at-will status of all ACWA employees.

2.2 Regular Employees
Employees who have completed their introductory period of employment shall be considered "regular" employees. Such employees may be either full-time or part-time. The distinction between full-time and part-time depends upon the number of hours that an employee works.

2.3 Full-Time Employees
Regular full-time employees are those scheduled to work and who do work a schedule of 37.5 or more hours per week.

2.4 Part-Time Employees
Regular, part-time employees are those scheduled to work and who do work less than 37.5 hours per week. A regular, part-time employee will be assigned a work schedule in advance, and will not deviate from that work schedule without permission from his/her supervisor. Regular, part-time employees who regularly work a minimum of 20 hours per week but less than 37.5 hours are eligible for limited pro-rated benefits, to include parking and leave, exclusive of any insurance related benefits not required by law.

2.5 Limited Term Employees
Limited term employees are those who are hired by ACWA and employed for short-term assignments. Limited term employees may be full or part-time, are hired for a specific project, and once the project is completed, the employment is terminated. Limited term employees are not eligible for any employee benefits described in this manual except where mandated by applicable law.

2.6 Job Duties
During the introductory period, the employee’s supervisor will explain the job responsibilities and the performance standards expected. Depending upon employment circumstances and conditions within or outside the Association, the Association reserves the right, with as much notice as possible, to alter or change job responsibilities, reassign or transfer job positions or assign additional job responsibilities. Additionally, from time to time, the employee may be asked to work on special projects or to assist with other work necessary or important to the operation of the employee’s department or the Association.
An employee shall be provided adequate training in the event such alteration, reassignment or addition of duties occurs. The employee’s cooperation and assistance in performing such additional work is expected and appreciated.

2.7 Work Schedules
The Association is normally open for business between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday; however, the Administration Department will answer the phones until 5:00 p.m. The employee’s supervisor will assign individual work schedules. While there may be some opportunity for flexible work schedules, a change in work schedule must be approved by the employee’s supervisor and must not result in disruption of or interference with normal operations or result in unauthorized overtime.

2.8 Alternative Workweek Schedule
Alternative workweek schedules (AWS) are any regularly scheduled work weeks where an employee works more than seven and one half hours in a 24 hour period. AWS are comprised of pre-designated hours/days which were established by a department or unit though an election process. A regular 7.5 hour day will also be available to accommodate those employees within the department/unit who choose not to work the AWS. AWS must be approved by the respective manager and should be scheduled as to not interrupt the normal business functions of the department/unit or ACWA as a whole.

2.9 On Call / On Duty Time Policies
The Association may require, with advanced notice, employees in specific job categories or with specialized skills to be available at a moment’s notice to tackle vital and pressing Association business that cannot wait until the start of the next working day, including but not limited to advocacy, communication, and/or technology functions.

To the extent possible, managers should identify in advance and coordinate with other managers, as appropriate, the staff necessary to cover the needed functions and work to minimize the amount of on-call or on-duty time required to accomplish the identified goals/tasks. Non-exempt employees will be compensated based on whether the time is on-call time or on-duty time, as explained below. Overtime will be paid, as applicable.

Carrying an Association provided cell phone, BlackBerry or other electronic device, voluntarily answering calls and/or reading or responding to emails without being required to be available and accessible during non-work hours, does not constitute hours worked and will not be compensated. Employees should not read or respond to work related communications, telephonic or electronic if it will result in unauthorized overtime. Unauthorized overtime is subject to disciplinary action, up to and including termination.

The difference between on-call and on-duty time is that while employees are on-call they may go about their personal lives until called into service. On-duty time on the other hand is so restricted as to the
employee’s time and location that the employee is not free to use the time as their own. These policies do not apply to exempt employees.

2.9.1 On-Call Time
Non-exempt employees, who are required to be accessible by telephone and / or email during non-work hours, will be considered on-call and the time compensable if the employee is unable to use the time during which he/she is required to be accessible for his / her own purposes.

If an employee is offsite, whether the time is compensable depends on how controlled his/her time is and the ability of the employee to perform personal activities.

Employees will be compensated for the on-call time if:

- Restricted by excessive geographical movements;
- Frequency of calls/emails are unduly restrictive;
- Required response time is unduly restrictive; or
- Personal activities limited during on-call time.

On-call compensation will be determined by the employee’s standard base pay (plus overtime, if applicable). Should the employee actually be required to work, the non-exempt employee will be compensated for the actual number of hours worked, but for no less than a minimum of two (2) hours. Additionally, should employee(s) be regularly scheduled to be on-call, a flat rate compensation may be added to his / her weekly compensation, whether or not he /she is actually called to perform work.

Travel Time: Employees will be compensated for the time it takes to travel to and from the place from which the employee was summoned. Travel time will be included in the 2 hour minimum noted above.

2.9.2 On-Duty Time
For the purpose of this policy, on-duty time will pertain to non-exempt employees who are required to stand by, ready for duty, either at the ACWA office or other specified location (e.g., home, hotel room, etc.) and will be compensated at his / her full rate of pay / overtime (if applicable). Such periods are usually short in duration and occurrence may not be predictable. The employee generally is not able to use the time for his or her own purposes during this time.

If an employee is required to remain at the ACWA office or other specified location, the time is compensable regardless of whether the employee is required to perform any work while restricted to that location.

2.10 Job Sharing
Job sharing is a form of part-time work in which two individuals voluntarily share the responsibilities of one full-time position, with salary and limited benefits pro-rated equally, and exclusive of any insurance-related benefits not required by law. The Association recognizes that, in some instances, job sharing may be an appropriate manner in which to manage the workload of specifically identified positions. An
employee may request that a job sharing situation be considered under the terms described below, or such consideration can be initiated by the Association as circumstances warrant. Job sharing will not be permitted for any position that has direct public or member contact as a primary responsibility in performing his/her specific duties.

If an Association employee is interested in pursuing a job sharing opportunity, he/she must submit the request in writing to his/her supervisor. The request must include:

1. Reasons for the request;
2. A proposal for how the job will be shared;
3. The name of a potential partner or manner for selection of a partner;
4. A suggested beginning date for the job sharing arrangement;
5. Advantages/disadvantages to the Association;
6. Strengths of the job sharing team if known;
7. Communication techniques (how the partners will communicate with each other, their supervisor and co-workers);
8. Intended duration if not a permanent request.

The supervisor shall review the request, considering the following:

1. Is the position identified appropriate for job sharing?
2. Will the schedule identified accommodate existing and anticipated workload without interference with or disruption of the department?
3. Will the request for job sharing place any undue hardship on the affected department or the Association?
4. Are the skill levels of the individuals identified compatible? Compare strengths and weaknesses.
5. Do the individuals’ previous work histories indicate they could be successful in a job sharing arrangement?
6. Is the proposal well thought out? Does the plan demonstrate good communication, cooperation and responsibility?
7. What are the advantages/disadvantages to the department and/or Association?

Following review by the supervisor, the request for job sharing shall be discussed among the supervisor, the Deputy Executive Director, Human Resources and the Executive Director. Once a decision is reached,
the determination for approval or denial shall be put in writing and discussed with the employee initiating the request.

If a job sharing position is approved and implemented, the supervisor shall conduct reviews to determine the success of the job sharing for the first three-month, six-month and twelve-month periods. Annual reviews shall then be conducted to coincide with the following year’s budget preparation. All reviews shall be made available to the Executive Director for final determination on the continuance of the job share.

Should it be determined that the situation is not conducive to job sharing or has developed so that job sharing is no longer practical and the position returned to full time status, it may be filled by one of the job share employees or opened as a vacant position.

In the event a job sharing request is approved, the individuals participating in job sharing shall be considered to be part-time employees, either introductory or regular, depending upon their status. All provisions in the employee manual covering such introductory or regular, part-time employment status are applicable.

2.11 Meal Period
Each non-exempt, full-time employee is required to take an unpaid, uninterrupted meal period no later than the end of the employee’s fifth hour of work (e.g. 4hrs: 59min). The meal period will normally be sixty (60) minutes and shall not be less than thirty (30) minutes. Each part-time employee scheduled to work more than five (5) consecutive hours during any workday is required to take a meal break of the same duration as full-time employees.

Employees who work no more than six (6) hours in a day, may agree in writing to waive their meal period if they so choose. Additional meal breaks are provided, consistent with applicable law, to those who work more than ten (10) hours in a single workday.

Employees who work in excess of ten (10) hours in a day will be required to take a second 30-minute unpaid meal period unless waived by mutual agreement.

Employees who work more than twelve (12) hours in a day are not allowed to waive the second meal period.

In the event that a meal period is interrupted by work, the employee can either start a new 30-minute meal period following the interruption -OR- be appropriately compensated for having missed a meal period consistent with applicable law.

Meal breaks are duty free and uncompensated. During meal breaks, employees are to be relieved of all work and free to leave the premise. Should an employee be required to remain at work eating or not relieved of all duties during the meal break, the employee can either start a new 30-minute period following the interruption, or be compensated according to applicable state and federal law.
Though ACWA supervisors are responsible for balancing their staff’s workloads, each supervisor will comply with relieving the employee of all duty and allow him/her to engage in any personal business or leave the premises during for the entire 30-minute meal period.

Employees must take their scheduled meal break and accurately reflect the time taken on time records. Any employee who fails to take a meal break, as scheduled by their supervisor, or who fails to record a meal period on his or her time record, may be subject to disciplinary action up to, and including, termination of employment.

Employees are to contact their supervisor or human resources if they have questions regarding meal breaks.

2.12 Rest Periods
Each non-exempt employee is permitted and encouraged to take a rest break of not less than ten (10) but no more than fifteen (15) minutes at approximately the middle of every four (4) hours of work not broken by a meal period. Should employees be required to work 10 to 14 hours, a third rest break is to be taken during that time frame. Time spent on rest breaks will be compensated as working time.

ACWA supervisors will make every good faith effort to relieve non-exempt staff for their ten (10) not to exceed fifteen (15) minute paid rest breaks. Supervisors, however, may deviate from this rest period policy ONLY when practical considerations make it infeasible to schedule the breaks in the middle of an employee’s shift.

Employees on rest breaks are not permitted to interfere with fellow employees who are continuing to work. Employees who, due to work demands, who are not able to take one or more rest breaks during their shift must report such on his or her time record and shall be compensated according to applicable state and federal law.

Employees who choose to remain at work during rest periods will not be entitled to leave before the normal quitting time or to arrive late. Employees abusing the rest break privileges specified by this policy or those who fail to take their rest periods, as scheduled by their supervisor, may be subject to disciplinary action up to, and including, termination of employment.

2.13 Timekeeping Requirements
All non-exempt employees are required to record time worked on the provided electronic time card. Employees must record their own time at the start and at the end of each work day, including before and after the lunch break which must be a minimum of 30 minutes. Employees must record the actual times they commence and end the workday, even when those times differ from their scheduled shift. Failure to record time accurately may result in disciplinary action up to, and including, termination.

Exempt employees are paid on a salary basis and though they are not required to record their hours worked, they are required to submit a time off report for the purpose of documenting time taken off for vacation, sick leave, special programs where time tracking may be required for budgetary purposes or exempt time off.
It is the responsibility of all employees to maintain timely and accurate time card/time off reports. Each supervisor is responsible for reviewing and approving non-exempt and exempt employee time cards/time off reports and submitting them to the Payroll Department for recordkeeping purposes. Any errors on an employee’s time card should be reported immediately to the employee’s supervisor and corrected.

2.14 Payment of Wages
Paydays are bi-weekly, on every other Friday. If a regular payday falls on a holiday, employees will be paid on the preceding workday. If there is an error on an employee’s check, it should be reported immediately to Finance.

For non-exempt employees, the pay increment is rounded to the nearest 15 minutes.

2.15 Advances
The Association does not permit advances against paychecks or against earned vacation, except in special circumstances. With consideration to those special circumstances, a supervisor may approve one pay period advance against a paycheck and/or payment of earned vacation up to 40 hours. Additional advances may be allowed only with prior approval of the Executive Director. An employee desiring review of a special circumstance for an advance against a paycheck or earned vacation should put the request in writing to their supervisor or, if the request is for additional advances, the Executive Director, and explain in detail the reasons for the request. Denial of advances will be in writing to the employee and may be for such reasons, which may include but are not limited to, repetitive requests or budgetary restraints.

2.16 Donation of Leave
To make it easier for employees to come to the assistance of another employee encountering serious personal or family illness or injury, or aiding an employee on unpaid military leave, the following process for a donation of leave will apply.

The employee in need or his / her supervisor may request the leave. The request must be submitted in writing to ACWA and presented to the individual responsible for the employee’s personnel file. If the manager is requesting the leave, the employee will be given the opportunity to refuse the donation offer before a request is made of staff. The donation or assignment of leave can be used by current employees to transfer a minimum of one-half day or more of personal leave (vacation or floating holiday) to an employee who has exhausted his/her leave balance. An employee’s decision to donate is purely voluntary and no pressure shall be placed on any employee to make such a donation.

A donation of leave does not affect the length of service calculations for either party. Donated leave will be used in the order it was given. However, for those employees who donate more than one day, only one day will be used at a time until donated time from other employees has been utilized. If donated leave is not used within the calendar year in which it was donated, it will be returned to the donor.

The employee who has received approval for donated leave shall receive a list of all those who have contributed, unless the employee donating the leave time requests confidentiality. All information
relative to the donated leave shall remain confidential, known only to the necessary parties and participants.

2.17 Flexible Working Schedules
Flexible working schedules, which are comprised of hours that deviate from typical work hours, may be available in certain circumstances. Requests for flexible working schedules shall be reviewed on a case-by-case basis and will be granted or denied at the sole discretion of the employee’s supervisor.

2.18 Telework
Telework allows employees to balance the demands of their work and personal lives by working from home for part of their workweek and is considered to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Teleworking may be appropriate for some employees and jobs but not for others and may be only appropriate for certain times of the year dependent on the flow of the work assigned to the position. Telework is not an entitlement and in no way changes the terms and conditions of employment with ACWA, but rather is a way to further balance work and life by eliminating stress and time associated with commutes. ACWA has the right to cancel or suspend employee teleworking privileges at any time, for any reason or for no reason. Teleworking employees must comply with all organizational rules, policies, and procedures.

While managers and employees will develop the specific arrangements for each employee, teleworking will be allowed up to two days per week. The employee and manager are to agree on the days, either based on a set schedule or to be determined weekly.

2.18.1 Security
Consistent with the organization’s expectations of information security for employees working at the office, teleworking employees will be expected to ensure the protection of proprietary association and member information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

2.18.2 Safety
Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. ACWA will provide each teleworker with a safety checklist that must be completed at least twice per year, accompanied by pictures of their work area. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by ACWA’s workers’ compensation policy. Teleworking employees are responsible for notifying the employer of such injuries as soon as practicable.

2.18.3 Time Worked
Teleworking employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using ACWA’s time-keeping system. Employees will log into the payroll system at the beginning of the day and log out at the end of the day.
2.19 Overtime
As necessary, employees may be required to work overtime. For purposes of determining which hours constitute overtime, only actual hours worked in a given workweek will be counted.

The Association will attempt to limit the amount of overtime required. All overtime work must be previously authorized by the employee’s supervisor. The working of unauthorized overtime may result in disciplinary action up to, and including, termination.

The Association provides compensation for all overtime hours worked by nonexempt employees in accordance with state and federal law as follows:

1. **Five day, 37.5 hour workweek schedule:** All hours worked in excess of 40 hours in one workweek or over eight (8) hours in one workday will be treated as overtime. Compensation for hours worked in excess of 40 hours for the workweek or eight (8) hours for the workday, but not exceeding 12 hours in the workday, shall be paid at the rate of one and one-half times the employee’s regular rate of pay.

2. **5/4 alternative workweek schedule:** All hours worked in excess of an employee’s regular work schedule during the five (5) day workweek, or in excess of his/her regular work schedule or 40 hours during the four (4) day workweek shall be treated as overtime. Compensation for hours worked in excess of 40 hours for the workweek or that exceed the employee’s regular work schedule, but not exceeding 12 hours in a workday, shall be paid at a rate of one and one-half times the employee’s regular rate of pay.

3. **Four (4) day alternative workweek schedule:** All hours worked in excess of 40 hours for the workweek or in excess of the employee’s regular work schedule for the workday shall be treated as overtime. Compensation for hours worked in excess of 40 hours for the workweek or that exceed the employee’s regular work schedule, but not exceeding 12 hours in a workday, shall be paid at a rate of one and one-half times the employee’s regular rate of pay.

4. An employee who works seven (7) consecutive days in a workweek, on the seventh (7th) day shall be paid at the rate of one and one-half times the employee’s regular rate of pay for the first eight (8) hours and double time for all hours over eight (8).

5. An employee who works over twelve (12) hours in a workday shall be paid double time for all hours over twelve (12).

6. Upon written request, an employee can make up work time that would otherwise be lost as a result of a personal obligation. This make up time must be performed in the same workweek in which the work time was lost. The employee may not make up time if, in so doing, it would require that ACWA pay overtime. As such, the make-up time is not to exceed 11 hours a single workday or 40 hours a week. Any make up time must be requested by the employee, in writing, and scheduled in advance.
A non-exempt employee who is required to work on an approved Association holiday will be paid at
double time. For the Veteran’s Day holiday, staff may substitute a day off as approved in advance by
his/her supervisor as long as that day off is scheduled prior to the conclusion of the following pay
period.

2.20 Personnel Records
An employee has a right to inspect documents in his/her personnel file, as provided by law, in the
presence of an Association representative at a mutually convenient time, within 30 days of the request.
An employee may add his/her version of any disputed item to the file. Every attempt is made to update
personnel files in a timely manner, so they are readily available for inspection. Current ACWA employee
records will be kept in a secure location. Separated employee records will be maintained and available
for review for three years after separation.

The Association will restrict disclosure of an employee’s personnel file to authorized individuals within
the Association. Employees’ immediate supervisors will have limited access to information contained in
personnel files. Any request for information from personnel files must be directed to the Executive
Director or Deputy Executive Director. Only these individuals are authorized to release information
about current or former employees. Disclosure of personnel information to outside sources will be
limited, unless specified by the employee.

The Association maintains other records dealing with individual employees, which may include financial
records and confidential medical records that are housed in separate files.

2.21 Performance Management
All employees will participate in ACWA’s performance management process whereby:

- Managers will evaluate employees using the Employee (or Manager’s) Annual Performance
  Appraisal document

- Staff regularly demonstrate accountability for performance

- Staff have access to growth and development opportunities that allow for employee interests

- The process links to the intended outcomes of both Strategic and Business Plan as well as with
departments’ strategic directions, goals and objectives

2.21.1 Employee Annual Performance Planning-1st quarter of the year
All directors/managers in the first quarter of each year will conduct and document annual performance
planning with staff. Directors/managers and staff will schedule a formal annual performance planning
meeting to discuss goals and objectives that link back to the ACWA Strategic and Business Plan and
other department goals.

2.21.2 Employee Annual Performance Appraisal-4th quarter of the year
The purpose of the annual performance review is to facilitate constructive, open and honest discussion
of employee performance related to achievement of Strategic and Business Plan outcomes and overall
organizational and department objectives as outlined in the performance plan. The annual performance review process will occur during the fourth quarter of each calendar year for the current year’s performance.

Following the annual review, employees will have opportunity to add comments and will be required to sign the evaluation appraisal tool to acknowledge that it has been presented to the employee and discussed with the director/manager and that the employee is aware of its contents.

2.21.3 Employee Annual Performance Merit System
ACWA endeavors to reward annual employee job performance as well to help ensure that an employee appropriately progresses through their assigned position rate group (wage range) without exceeding the position’s public salary maximum rate.

Performance appraisals alone do not guarantee increases in salary or promotions. A designated merit pool is solely within the discretion of the ACWA Board and is approved as part of the annual ACWA Budget. All promotions are subject to management approval. All merit awards are evaluated against performance and economic factors.

ACWA does not provide annual step or regularly scheduled cost of living pay increases.

2.21.4 Introductory Period Appraisals
New employees will receive new hire performance appraisals at two (2), four (4), and six (6) months during their introductory period, followed by a final 6 month review upon completing their first 12 months of service. Upon successfully completing the first full year of service, new employees will then transition into the next year’s performance planning and appraisal process annually thereafter.

*Before a new employee can be eligible for a proposed merit-based pay increase, s/he must have completed 12 consecutive months of full-time or part-time employment and have successfully passed each introductory period review at 2, 4, 6 months plus their final 6 months of their first year’s performance appraisal respectively—a total of 4 performance appraisals will be conducted within their first year. New hires that have completed their first 12 months of service that are being recommended for a merit increase, if approved, first year merit (if awarded) is prorated from date of the last appraisal until the end of the current year only—meaning that they will not receive the merit award for their full first 12 months retroactively.

2.21.5 Performance Grievance Process
If an employee is concerned about the evaluation of their performance appraisal or the performance planning process that was followed, they should discuss their concerns with their manager/director first. In the case that the dispute is with their director/manager, the employee can discuss the issue with an appropriate Deputy Executive Director.

Where information resolution fails above, an employee may escalate their concern in writing and present it to the Executive Director for final review and resolution determination.
2.22 Employment of Relatives
The Association shall not employ or retain spouses or immediate family members of employees unless the applicant/employee possesses the necessary qualifications for employment in the position for which he or she is applying. A spouse or relative may not be hired/retained if such employment would:

1. Create either a direct or indirect supervisor/subordinate relationship between family members; or
2. Create either an actual conflict of interest or the appearance of a conflict of interest.

2.23 Interoffice Relationships
It is the policy of ACWA that employees have a right to work in an environment that assures fair and equitable treatment of all staff members. As such, interoffice relationships can create a conflict of interest or adverse impact on supervision, productivity, efficiency, and morale when supervisors or managers and employees engage in interoffice romantic relationships.

An interoffice relationship is defined as any private association that is characterized primarily by the expectation of affection or intimate involvement, including but not limited to, marriage, domestic partnerships, dating, cohabitation, or sexual involvement. Such behavior is inappropriate when it involves an employee and the employee’s immediate supervisor or each subsequent level of supervision.

Romantic relationships between subordinate and supervisor are prohibited. Should such relationship exist, the supervisor shall be responsible for promptly informing human resources. Where feasible, the supervisor shall be removed from the direct line of authority over the subordinate; however, if such a modification to the reporting relationship is not feasible, the Association has the right to move the subordinate employee to a position outside of the direct line of authority. Attempts will be made to laterally move the employee; however, a lateral move of either the supervisor or employee cannot be guaranteed.

2.24 Conflicts of Interest
Situations that could create a conflict of interest are to be avoided by all employees. Involvement with a competitor, supplier or subordinate employee of the Association can impair an employee’s ability to exercise good judgment on behalf of the Association, and may create an actual or potential conflict of interest. Supervisors should be cognizant of the negative aspects of supervisor-subordinate relationships so that potential conflicts can be avoided. If an actual conflict is determined, the Association may take whatever corrective action appears appropriate according to the circumstances.

If an Association staff member discovers that he/she has a conflict or potential conflict, to include but not limited to, substantial financial interest in any action of the Association which is reasonably foreseeable to confer benefit to that individual staff member (as distinguished from the general public), access to information, participation in community activities, consulting opportunities, endorsements, giving/receiving of gifts and/or hospitality that leads or may lead to a conflict or interest or a perceived
conflict of interest, the individual should discuss the matter with his/her immediate supervisor, the employee’s respective Deputy Executive Director or the Executive Director as soon as realized.

Employees are not specifically prohibited from holding outside employment while being employed with the Association. Such employment must not be with a member organization or with any other organization that could constitute a potential conflict of interest. Additionally, employees may not accept elected positions with any member organization of the Association while employed by the Association, as this creates an actual conflict of interest. For additional information regarding Conflicts of Interest, please review the Off-Duty Conduct policy.

2.25 Reductions in Force
Under some circumstances, the Association may need to restructure or reduce its workforce. If it becomes necessary to restructure the operations or reduce the number of employees, the Association will provide advance notice, if possible, so as to minimize the impact on those affected. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, the Association will take into account operational requirements, the skill, productivity, ability and past performance of those involved and, where those factors are equal, the employee’s length of service.

2.26 Discipline
Violation of Association policies and rules may result in disciplinary action. The Association may utilize a system of progressive discipline that includes verbal warnings, written warnings, probation and suspension. The system is not formal and the Association may, at its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including termination of employment. The Association’s progressive discipline system in no way limits or alters the at-will employment relationship.

2.27 Termination
An employee who voluntarily resigns his/her employment or fails to report to work for three (3) consecutive scheduled workdays without notice to, or approval by his/her supervisor, will voluntarily terminate employment with the Association.

Employees who resign with at least seventy-two (72) hours advance notice will be paid all accrued, unpaid wages, including accrued, unused vacation, at the time of separation. If an employee voluntarily resigns without advance notice, he or she will receive the final paycheck within seventy-two (72) hours of separation.

In the event an employee is involuntarily terminated, the employee will be paid all accrued, unpaid wages, including accrued, unused vacation, at the time of termination. At the time of termination, employees will also receive COBRA notification of their right to elect to pay for continuing health care coverage.
All Association owned property, including vehicles, keys, credit cards, materials, etc., must be returned immediately upon termination of employment.

In the event an employee wishes to resign from the Association, written notice of at least two weeks is requested, although not required. If an employee must be terminated due to a reduction of available work or funds, the Association will try to give the employee at least two (2) weeks written notice.

Section 3 - STANDARDS OF CONDUCT

3.1 Off-Duty Conduct

While the Association does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the Association’s legitimate business interests. For this reason, employees should be aware of the following policies:

An employee is expected to conduct his/her personal affairs in a manner that does not adversely affect the Association’s or his/her own integrity, reputation or credibility. Illegal off-duty conduct on the part of an employee that adversely affects the Association’s legitimate business interests or the employee’s ability to perform his/her job will not be tolerated.

While employed by the Association, an employee is expected to devote his/her energy to his/her job with the Association. For this reason, the following types of outside employment are strictly prohibited:

1. Employment which creates or results in a conflict of interest, or perceived conflict of interest as discussed in the Conflict of Interest policy.

2. Employment that conflicts with an employee’s work schedule, duties and responsibilities.

3. Employment that impairs or has a detrimental effect on the employee’s work performance with the Association.

4. Employment that requires the employee to conduct work or related activities during ACWA business hours, on or off the Association’s property during work hours, or use the Association’s facilities and/or equipment.

5. Employment that directly or indirectly competes with the business or the interests of the Association.

An employee who wishes to engage in outside employment that may create a potential conflict with his/her employment with the Association should submit his/her intent to do so in writing to his/her immediate supervisor. The submittal should explain the details of the outside employment and its intended duration. The Association may request termination of outside employment if any of the above occurs.

The Association will not provide workers’ compensation coverage or any other benefit for injuries occurring from or arising out of outside employment.
3.2 Drug and Alcohol Abuse

The Association is concerned about the use of alcohol, illegal drugs and controlled substances as it affects the workplace. Use of these substances whether on or off the job can adversely affect an employee’s work performance, efficiency, safety and health and therefore seriously impair the employee’s value to the Association. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Association to risks of property loss or damage, or injury to other persons. The Association is also concerned with the misuse of prescription drugs.

The following rules and standards of conduct apply to all employees either on Association property or when conducting Association business. The following are strictly prohibited by the Association:

1. Driving a vehicle on Association business while under the influence of alcohol or illegal or controlled substances, or against doctor’s orders when using prescription drugs.

2. Distribution, sale or purchase of an illegal substance or alcohol while on the job, unless the distribution, sale or purchase of alcohol is related to an ACWA business-related function.

3. Possession or use of an illegal substance, or being under the influence of an illegal or controlled substance, or using a prescription drug without doctor’s orders while on the job.

Violation of the above rules and standards of conduct will not be tolerated. The Association may also bring the matter to the attention of appropriate law enforcement authorities.

Employees may not consume alcohol while performing Association business, except for the moderate use of alcohol in accordance with customary entertainment activities by employees who entertain business-related persons or at Association business-related functions. However, employees may not consume alcohol at any time if such consumption affects the employee’s job performance or the safe or efficient operation of the Association’s business.

Prescribed drugs and over-the-counter drugs that are improperly used or possessed by the employee are restricted to the same extent as illegal drugs. Employees must be fully aware of and comply with any work restrictions that should be observed while taking a prescription drug. If the use of a prescription drug will affect an employee’s ability to perform his/her job, the employee must inform his/her supervisor of that fact. A decision on how to proceed will be made on a case by case basis.

The Association will encourage and assist employees with chemical dependencies (alcohol and/or drug) to seek treatment and/or rehabilitation. To this end, employees desiring such assistance may request to take unpaid time off or available paid leave to participate in a rehabilitation or treatment program. An employee who seeks treatment and/or rehabilitation, but fails to successfully overcome their dependency or problem, may be reassigned or terminated, without the Association being obligated to provide further time off for treatment.
3.3 Punctuality and Attendance

Employees of the Association are expected to be punctual and in regular attendance. Any tardiness or absence may create a burden for fellow employees and the supervisor. When an employee is absent, his/her workload must be performed by others, just as he/she must assume the workload of others when another employee is absent.

Employees should not automatically assume that absenteeism is permissible merely because they have sufficient sick or vacation leave benefits available to cover all or a portion of their time off. The Association may determine that absenteeism is excessive if, based on all the facts and circumstances, it is found disruptive to the Association, co-workers or members. Each case must be evaluated based on the surrounding facts and circumstances. Absenteeism that is determined to be excessive will not be tolerated and may lead to disciplinary action, up to, and including, termination.

The following definitions pertain to absences and tardies:

**Absences:** The incident that occurs when an employee is absent or not present at work for a normally scheduled work period.

**Tardy/Tardiness:** The incident that occurs when an employee is absent or not present at work during a portion of a normally scheduled work period.

**Scheduled:** Absences and tardies are scheduled in advance for such events as vacation, medical appointments, military service, family activities, jury duty, required court appearances, funerals, and other occurrences which cannot be scheduled outside of regular work hours.

**Unscheduled:** Absences and tardies are considered unscheduled for such events as illness, family emergencies, transportation emergencies, family member illness and/or death, and household emergencies such as flooding.

Non-exempt employees are expected to report to work as scheduled, arrive on time and be prepared to start work. A non-exempt employee is also expected to remain at work for his/her entire work schedule, except for lunch periods, breaks or when required to leave on authorized Association business. Late arrival and/or early departure or other absences from scheduled hours that are anticipated prior to the day they occur must be approved in advance by the employee’s supervisor. Such approval must be obtained by contacting the supervisor or in accordance with individual department policy. Each employee has an affirmative obligation to give reasonable notice of absences or tardies whenever possible.

Exempt employees’ work schedules may vary from position to position. Exempt employees are required to schedule time off with their supervisor and are subject to the same notification of absences and tardies as non-exempt employees.

If any unscheduled absence or tardiness prevents an employee from reporting to work or arriving to work on time, the employee should make all reasonable attempts to speak directly to the supervisor or designated contact(s) in accordance with individual department policy regarding the absence and its
duration. Upon returning to work, the employee must make immediate contact with his/her supervisor or designated contact(s) in accordance with individual department policy regarding the absence.

Unapproved time off will be without pay, unless pay is approved by supervisor and covered by current leave balances and /or policies. Any unauthorized time off and/or excessive absenteeism or tardiness may be grounds for discipline up to, and including, termination. Each situation of excessive absenteeism, unauthorized time off or tardiness shall be evaluated on a case-by-case basis.

If an employee fails to report for work without any notification to his/her supervisor and the employee’s absence continues for a period of three (3) days, the Association will consider that the employee has abandoned his/her employment and has voluntarily terminated.

3.4 Workplace Attire and Grooming Standards
To promote ACWA’s professional atmosphere and safety awareness, ACWA has adopted workplace attire and grooming standards. ACWA’s professional atmosphere is maintained in part by the image that is presented to colleagues, members, and the public. Because each employee is a representative of the Association in the eyes of the public and its members, it is important that each employee report to work properly and professionally groomed and wearing appropriate attire for the workplace setting and for the work being performed. To that end, ACWA department managers may determine and enforce guidelines for workplace-appropriate attire for their department and/or particular position. At all times, employees are expected to maintain a neat appearance that limits distractions and conveys the vision of the Association. Because professional attire is important when interacting with ACWA members, Board members, on Board or Committee meeting days, or when representing the Association to outside parties, employees are expected to dress appropriately based on who they are interacting with. As a general rule, ACWA maintains a business casual dress code and “Jean Friday” policy; with the exception of Board meeting days for which professional attire should be maintained. Tennis shoes may also be worn on “Jean Friday” but thongs/flip flops and/or loose/torn clothing are not appropriate at any time.

Because ACWA is concerned about the safety of its employees, it is important that employees avoid wearing clothing that can create a safety hazard. Safety equipment may be required while working on particular tasks or attending certain functions, facility tours, etc. Also, employees are to be mindful that perfume, cologne and/or other fragrances should be kept to a minimum due to the allergies and/or sensitivity of others.

Employees who are dressed inappropriately may be asked to return home to change into more suitable attire.

In the event that the above policy causes religious concerns or concerns based on any other legally protected class, please contact the Human Resources Department to discuss a reasonable accommodation.

3.5 Customer Relations
Employees are expected to be polite, courteous, prompt and attentive to every member, employee or other person with whom an employee has contact as a representative of the Association. When a
situation arises where the employee does not feel comfortable or capable of handling the problem, the supervisor should be called as soon as possible.

### 3.6 Confidentiality

During the term of employment, employees may have access to and/or become acquainted with information and/or data of a confidential nature. This information may be regarding Association personnel, its membership, financials, customers, or information that is shared with and between the Board of Directors or Committee members. The Association wishes to safeguard all personal and private information. As such, employees are prohibited from disclosing confidential information without the express authorization of Executive Director. Violation of this policy may result in disciplinary action up to, and including, termination.

Although it is necessary to use social security numbers for personnel and health benefits purposes, the Association will take all precautions necessary to make certain social security numbers are not used as public identifiers and are maintained in a secure location with strict limited access.

Computer files will be password-protected and employee individual passwords should be regularly changed. User ID’s and passwords shall be kept confidential. Immediately upon termination, employee access shall be disabled and an audit of access to data may be completed for suspicious activity. The Association shall also have adequate firewall protection to prevent unauthorized entry into the system and to ensure maximum security of all files.

Care should be taken to ensure that all sensitive paperwork is shredded before discarding. Such paperwork includes but is not limited to:

- Credit card receipts
- Event registrations containing credit card numbers
- Insurance records containing social security numbers or personal information
- Job applications and resumes
- Personnel documents

All personnel files and member insurance files shall have limited access and shall be stored in a secure area at all times. Employees with access to these files or the information in these files shall be required to sign a confidentiality agreement. In addition those who open and/or deliver mail, or process cash receipts, bank deposits, event registration, product orders, benefits insurance, accounting and personnel activities may be required to sign a confidentiality agreement. Violation of any such agreement may result in disciplinary action up to and including termination.

Immediately upon termination of employment, employee’s access to confidential files will be terminated.
Section 4 - OPERATIONAL CONSIDERATIONS

4.1 Security
The security of facilities as well as the welfare of our employees are of the highest priority to the Association and require that every individual be constantly aware of potential security risks. The employee should immediately notify Human Resources when any person or persons are acting in a suspicious manner, in or around the facilities, or when building keys or security code cards are either stolen or misplaced.

4.2 Health and Safety
Every employee is responsible for his/her safety as well as that of others in the workplace. To achieve the Association’s goal of maintaining a safe workplace, everyone must be safety conscious at all times. In compliance with California law, and to promote the concept of a safe workplace, the Association maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees in Human Resources.

In compliance with Proposition 65, the Association will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

4.3 Tobacco-Free Environment
The use of tobacco, including etobacco devices, is not allowed in any portion of the building, including stairwells, garage, balconies or common areas.

4.4 Housekeeping
An employee is expected to keep his/her work areas clean, organized and hazard free. Common areas such as lunch rooms should be kept clean by each individual using them, including clean-up after meals or breaks and proper disposal of trash. The Association provides recycling containers for glass, plastic and aluminum cans. It is the responsibility of Association staff to dispose of recyclables in a timely manner.

4.5 Technology Resources

4.5.1 Introduction
ACWA recognizes that access to electronic communications and devices is an integral part of the business functions of the Association. Many tasks that employees perform in the normal course of business require that employees use the Association’s technology infrastructure and resources. Additionally, ACWA recognizes that there is not always a clear delineation between work and personal life when it comes to technology. Therefore, the following policy establishes standards that protect both ACWA and employees and outlines acceptable use of technology resources and devices, taking into consideration the organization’s legal responsibilities, employee privacy concerns, as well as operational concerns regarding such usage.
For the good of the Association and the protection of its employees, compliance with these policies is essential. Violations of any aspect of the foregoing policies may result in disciplinary action up to, and including, termination. If necessary, ACWA will advise appropriate legal officials of any illegal violations.

4.5.2 Covered Technology
This policy extends to all features of ACWA’s electronic communications systems, including, but not limited to, computers, file servers, e-mail, connections to the Internet and other external networks, telephones, cell phones, smartphones, video conferencing, text messaging, facsimiles, PDAs, etc., including both ACWA provided devices and personal devices used for ACWA business. All other forms of electronic communication used by employees currently or in the future is also intended to be covered by this policy.

4.5.3 ACWA Provided Devices

4.5.3.1 Rights and Responsibilities
While it is not possible to identify every standard and guideline applicable to the use of technology and electronic communication devices, we encourage employees to utilize sound judgment whenever using any feature of the communications systems. ACWA provided technology resources and devices should not be used:

- In a manner that violates ACWA’s policy against discrimination/harassment, including sexual harassment, or in a manner determined to be obscene or that violates State or Federal law.
- For purposes that are found to constitute, in the Association’s sole discretion, a commercial use that is not for the direct benefit of ACWA.
- In a manner that violates trademark, copyright, and license rights of any other person, entity or organization. This would include intellectual property, logos, software license, etc.
- In a manner that infringes upon the rights of other persons, entities or organizations to proprietary, confidential or trade secret information.
- For any purpose that is competitive, either directly or indirectly, to the interests of ACWA or for any purpose that creates an actual, potential or apparent conflict of interest with ACWA.
- In a manner that violates the Association’s policies against improper solicitations and distribution.
- In a manner that accesses and/or shares proprietary and confidential information, including, but not limited to, member data or records, or using social media to contact members for personal reasons.
- In a manner that violates any laws related to using a mobile device when driving. Should an employee need to make or take a business call or respond to an e-mail while driving, he/she should locate a lawfully designated area to park or use a hands-free speaking device such as a
speaker phone or earpiece. ACWA will provide hands-free speaking devices for those employees who require the use of cell phones for business purposes.

4.5.3.2  **Expectation of Privacy**

Employees should not maintain ANY expectation of privacy with respect to information transmitted over, received by or stored in any electronic communication device owned, leased, operated in whole or in part by or on behalf of the Association. To the extent that employees wish that their private activities remain private, they should avoid using ACWA provided devices for personal use.

ACWA retains the right to gain access to any information received by, transmitted by, or stored on any such ACWA owned electronic communication device, by and through its agents, employees, or representative, at any time, either with or without an employee’s knowledge, consent or approval. Furthermore, any ACWA work product produced, generated, or stored on a personal device may be subject to disclosure. It is important that ACWA employees recognize that:

- Computers and all data transmitted through the Association’s servers are ACWA property owned by the Association for the purpose of conducting ACWA business. These items must be maintained according to the Association’s rules and regulations. As most exempt staff are provided with mobile technology, thus granting permission for the removal of technology resources from the premises, non-exempt staff must obtain prior authorization before any ACWA technology resources may be removed from the premises.

- All electronic communications created or stored on ACWA devices remain the sole property of the Association and are to be used for Association business. For example, e-mail messages are considered ACWA records.

- Electronic information created by an employee using ACWA computers or any means of electronic communication is also the property of the Association and remains the property of the Association.

- Information stored on Association computers and file servers is the property of the Association and confidential data and information may not be distributed outside the Association in any form whatsoever without the written permission of the ACWA Executive Officer.

4.5.3.3  **Security**

An important safety feature that protects Association electronic data communication is the use of passwords. Employee passwords are used for security purposes; however, the use of a password does not affect ACWA’s ownership of the electronic information or ability to monitor the information. ACWA may override an employee’s password for any reason. The use of passwords should not lead to an expectation of privacy but rather passwords are intended to protect Association information from those that do not have access to such information.

All passwords created by or issued to the user **should not** be shared, given, or otherwise disclosed to any other person. If an employee feels there is a legitimate reason for their password to be shared, the
employee should contact the Chief Technology Officer prior to doing so. Employees will be requested to periodically change passwords to ensure security. Additionally, the Technology Services group may test the strength of passwords as part of the ongoing security vulnerability auditing process. If a password is “cracked” or guessed during one of these audits, the user will be required to change his or her password immediately.

All security features contained within ACWA’s Electronic Communications Systems such as passwords, codes, or delete functions will not prevent ACWA from accessing employees’ business or personal Electronic Communications, stored or otherwise, on ACWA provided devices Electronic Communications Systems. Furthermore, ACWA employees shall:

- Take every effort to protect ACWA issued devices from theft, damage, abuse and unauthorized use.
- Immediately report if a device is stolen, lost or damaged so that appropriate measures may be taken to safeguard Association data.
- Not download any software or applications without authorization from the Technology Services group.

4.5.3.4 Computers/Network

4.5.3.4.1 Software Usage
ACWA purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, ACWA does not have the right to reproduce such software for use on more than one computer. As such, employees may only use software on local area networks or on multiple machines according to the software license agreement and ACWA prohibits the illegal duplication of software and its related documentation.

4.5.3.4.2 Access of Another Person’s Electronic Communications
Employees may not intercept, record, read, alter, retrieve, receive, send, or use another person’s electronic communications and/or storage unless designated by management to serve as a proxy, as discussed below.

4.5.3.4.3 Use of Proxies
ACWA allows managers to designate proxies who may send electronic communication on behalf of a senior manager from the respective manager’s email account in his/her absence. Only those designated as a proxy may access, send and retrieve e-mails on behalf of another employee.

4.5.3.4.4 Retention of E-Mail
The Technology Services group retains ACWA emails for a period of time. Therefore, the content of some e-mail messages could be classified as a record pursuant to the guidelines established by management consistent with ACWA’s Records Retention Policy.
4.5.3.4.5 E-Signature Use
Various departments maintain e-signatures for board officers, region board chairs and vice chairs, certain committee members, Executive Director, and certain staff. Use of these signatures requires approval of the signer and are to be kept in a secure signature folder.

- Board officers, region board chairs, vice chairs, and committee members allowing use of his/her e-signature will be required to sign an authorization form stating how and when the signature may be used. E-signatures will be purged from the file if the authorization is not renewed upon expiration of term. Region board chairs, vice chairs, and committee members are to be contacted prior to each use of e-signature.

- Those using the Executive Director and/or ACWA staff e-signatures will seek approval prior to each use.

- E-signatures are to be destroyed at the expiration of the term and are not to be copied/stored in ways other than intended use. Misuse of e-signatures will result in disciplinary action up, to and including, termination.

4.5.3.5 Internet Usage
Access to the Internet has been provided to staff members for the benefit of the Association and its members. It allows employees to connect to information resources. Employees accessing the Internet are representing the Association and as such are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner.

Each employee is responsible for the content of all text, audio, or images that they place or send over the Internet. Fraudulent, harassing, or obscene messages are prohibited. All messages communicated over the Internet should have your name attached, unless authorized as a proxy. No messages should be transmitted under an assumed name.

Below are some general guidelines and examples of inappropriate Internet usage:

4.5.3.5.1 Inappropriate Use of the Internet
- Posting or sending publications of discriminatory, offensive, harassing, defamatory, or confidential remarks about other employees.

- Accessing or sending discriminatory, harassing or sexually-suggestive material.

- Gambling.

- Visiting personal sites that violates ACWA policy pertaining to harassment and discrimination or are otherwise determined to be inappropriate or jeopardize ACWA security.

- Accessing and/or producing threatening or inappropriate blogs.

- Information published on the Internet that violates or infringes upon the rights of others or attempts to obscure the origin of any message.
• Abusive, profane, or offensive language is not to be transmitted through the system. Such language includes, but is not limited to ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

• Use that violates local, State and Federal laws.

4.5.3.6 Telephones/Smart Phones
ACWA telephone systems are vital to operations, whether a land line or smartphone. ACWA telephones may be used for necessary personal calls; however, employees are not to use ACWA telephone systems for calling 1-900 calls, directory assistance (i.e., 411), unless there is no other way to access the contact information such as the Internet, or for making international calls without prior approval from the Executive Director.

As noted, the Association provides cell phones/smartphones to select individual employees for the purpose of conducting ACWA business, depending upon the nature of the position and whether specific equipment/technology is required to perform business functions. As smartphones allow for the same level of access as a computer, all of the guidelines provided on the previous pages apply. Employees may be asked, at the discretion of the Technology Services group, to delete apps, games and/or photographs from their smartphone should the presence of such result in maintenance and/or upgrade issues.

4.5.3.7 Personal Use of ACWA Electronic Communications Systems and Devices
The Association provides electronic communications devices (e.g., cell phones, laptops) to its employees, based on an identified need, for the purpose of conducting ACWA business and are subject to the following:

• Employees should ensure that personal use of these items does not interfere with ACWA business or the productivity of the employee or his/her co-workers (personal use should take place during breaks and/or lunch).

• Personal use may not involve any prohibited activity described in this Policy.

• Personal use may not disrupt or delay the performance of ACWA business.

• Personal use must not be for personal gain or commercial ventures.

• Personal use may not support or advocate non-ACWA related business purposes.

• Incidental personal data (such as personal calendars, personal address lists, and similar incidental personal data) may be prepared and stored in a reasonable manner provided such use does not conflict with any purpose or need of the Association.

• Necessary personal communications may be sent and received through email, as long as such activity does not interfere with productivity or jeopardize the security of ACWA data or systems.

• Employees shall take great strides to avoid unintentional downloads from a personal site or personal email resulting in damage to the ACWA network or servers.
The Association assumes no liability for loss, damage, destruction, alteration, disclosure, or misuse of any personal data or communications transmitted over or stored on the Association's technology resources. Additionally, the Association accepts no responsibility or liability for the loss or non-delivery of any personal email communication.

4.5.4 Personal Devices

4.5.4.1 Remote Access to the ACWA Network and Related Systems

Employees shall seek written approval from their manager in order to remotely access the Association’s network servers or web-based applications, whether through ACWA’s Virtual Network or other means, as remote access can jeopardize the security of Association information. Requests for remote access may be reviewed annually and is at the discretion of the employee’s manager. The following guidelines shall be followed when accessing ACWA network and related systems remotely:

- All rules that apply to the working of overtime and the consequences of working unauthorized overtime apply in the context of working remotely.
  - Non-exempt employees should not access the network outside of regularly scheduled work hours, unless such remote access meets a legitimate business need of the Association and has been previously approved in writing by the employee’s immediate supervisor in the manner discussed above.
  - Non-exempt employees who are approved for remote access must report all time spent checking or responding to emails, phone calls, or logging into the network outside of scheduled work hours on their timesheet.

- Exempt employees who are on unpaid leave status should not access the network unless such remote access meets a legitimate business need of the Association and has been previously approved in writing by the employee’s immediate supervisor.

- As a general policy, exempt employees are not required to check their email or access the network on their days off, after business hours, or while on vacation, as the Association and its management respect the personal time of its employees. However, there may be special circumstances whereby an exempt employee is asked by their manager to be periodically available on their day off, after business hours, or while on vacation.

- Users shall not download or transfer sensitive business data to their personal devices (unless authorized under the Personal Cell Phone Reimbursement Policy), which is defined as documents or data whose loss, misuse, or unauthorized access can adversely affect the privacy or welfare of an individual (personally identifiable information), proprietary information, or association financial operations.

- Personal devices used to access the ACWA network remotely shall be password protected.
• User agrees to delete any sensitive business files that may be inadvertently downloaded and stored on a personal device through the process of viewing e-mail attachments.

4.5.4.2  **Cell Phone Stipend Plan**

For those that wish to connect their personally owned device to ACWA’s network in order to securely access authorized ACWA resources for the purpose of conducting ACWA business, ACWA will provide a cell phone stipend. The benefit of providing a stipend is that a single phone may be used for both personal and business purposes. ACWA will reimburse the total cost of the cell phone plan or up to $50, whichever is less. A stipend may be requested using the *Cell Phone Stipend Agreement* form. The request may be made any time during the fiscal year.

Once approved, the stipend amount will be added to the employee’s regular pay. As per IRS guidelines, any amount added for cell phone service will be identified as a non-taxable fringe benefit.

*This stipend does not constitute an increase to base pay, and will not be included in the calculation of percentage increases to base pay due to annual raises, job upgrades, bonuses, benefits based on a percentage of salary, etc.*

The stipend will be paid as a flat rate per month, based on the selected service. ACWA will pay only the agreed upon amount, even if monthly costs exceed the stipend. A new request form must be submitted if the stipend amount needs to be changed because of documented business purposes.

The stipend is neither permanent nor guaranteed. ACWA reserves the right to remove a participant from the stipend program.

4.5.4.2.1  **Oversight, Approval & Funding**

Managers are responsible for identifying employees who hold positions that include the need to make cell phone calls for the purpose of conducting ACWA business. Each manager is strongly encouraged to review whether making cell phone calls is necessary, and to select alternative means of communication, such as landlines, when such alternatives would provide adequate and less costly service to ACWA.

Managers should review the need to make business cell phone calls and the stipend agreement annually, to determine if it should be continued as-is, changed, or be discontinued. Employees conducting ACWA business using a personally owned cell phone to access ACWA resources will follow all ACWA policies related to voicemail, email, internet, and computer use.

Personally owned cell phones must be able to securely access the ACWA network. Employees utilizing their personally owned cell phone will be responsible for costs, maintenance and support said personal cell phone. The Technology Services group may provide routine assistance and advice, at their discretion; however, due to liability purposes, the Technology Services group cannot physically maintain/upgrade personally owned cell phones.

In the event that a personally owned cell phone is lost, stolen, or prior to being upgraded, the Technology Services group will remotely wipe the phone of all ACWA data in order to prevent unauthorized access to ACWA’s network. While the intent is to delete only ACWA related information,
ACWA cannot guarantee that non-ACWA related data will not be removed from the personal device during this process.

ACWA cannot and does not imply, extend, or guarantee any right to privacy for work-related voice calls and/or electronic communications placed. ACWA does not and will not, remotely monitor or otherwise remotely access any non-Association information contained on the employee’s personally owned cell phone. However, employees acknowledge that all ACWA work products generated or stored on any personally owned device is potentially subject to disclosure through subpoena or other legal recourse. The employee acknowledges that any such request could require the employee to search their personal device and disclose any and all ACWA work products, including but not limited to, call detail records, logs, voicemail messages, data storage, text messages, emails, and address books when utilized for the purpose of conducting ACWA business.

4.5.5 ACWA Website
The external (or public) ACWA website and all domains owned and maintained by ACWA, represent a fundamental communication tool for providing critical information. ACWA’s Communications Department is responsible for coordinating website design content and posting to the ACWA website. The Technology group maintains the servers, URL’s and technical aspects of the website. Staff should adhere to the following policies:

- ACWA’s website is for “official use” only. All information disseminated through the website must relate only to ACWA business.

- Confidential information should not be posted on ACWA’s external website. The Director of Communications reviews and approves content posted to the website. Appropriate links are also reviewed and approved by the Director of Communications.

4.5.6 Social Networking
ACWA views social networks such as web-based discussion or conversation pages and other forms of social networking such as Facebook, Twitter, You Tube, etc., as significant forms of public communication. As such, we hold all of our employees who engage in social networking to the same standards we hold for any electronic communications. Therefore, only Communications Department staff, and other authorized Association staff such as Regional Affairs Representatives, may post ACWA related material to social media sites. Further, only a select group of employees are authorized to publicly speak to the media on behalf ACWA, per our Media Contact policy.

Additionally, all employees have an obligation to ACWA to ensure that any public electronic communication they make, including social networking communications, do not negatively impact the reputation of ACWA or bring disrepute in any way to ACWA, its partners, members, etc.

Engaging in social networking during the workday can negatively impact productivity and work performance. Therefore, it is the employee’s responsibility to regulate his/her social networking so that it does not impact productivity or cause performance issues.
Identified below are general guidelines and examples of prohibited communications. Please note that this list contains examples only and is not intended to be, nor is it, an exhaustive list of prohibited communications. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible.

4.5.6.1 General Guidelines and Examples of Prohibited Communications

- Employees may use ACWA’s logo/brand on their posts for business purposes only.

- All use of approved logo/brand must follow ACWA’s Branding Standards.

- Employees should represent ACWA in a professional manner in all forms of communication including website postings and social media.

- All ACWA policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to illegal harassment and protecting confidential and/or proprietary information.

4.6 Parking

The Association recognizes that parking during working hours in the downtown area is difficult. In an effort to accommodate ACWA employees, the Association provides two alternatives for parking. The Association also encourages alternatives to driving to work.

4.6.1 980 9th Street Parking Garage

ACWA provides a certain number of parking spaces in accordance with the lease at the 980 9th Street parking garage. Parking spaces shall be assigned to ACWA employees based on tenure (for non-management staff).

When a new on-site parking space becomes available, it will be offered to employees in the following order, based on tenure of each group:

- Off-site parkers
- The next new employee

4.6.2 Offsite Parking

If a new employee is not offered ACWA on-site parking due to limited space availability, s/he will be eligible to park in an ACWA designated parking garage or participate in the Parking Reimbursement Program until such time that on-site parking in the ACWA garage becomes available to that employee.

Full-time and part-time employees who are not able to park in the 980 9th Street Parking Garage due to limited space or do not wish to park in that garage or the other ACWA designated garage are eligible for the Parking Reimbursement Program and may arrange off-site parking of their choice, and ACWA will reimburse the actual cost of off-site parking with the maximum amount determined at the discretion of the Executive Director.
Only actual costs for off-site parking will be reimbursed up to but not to exceed the maximum reimbursement amount based on submitted receipts. Reimbursement is made through staff expense reimbursement after providing adequate documentation of actual parking cost. Important Note: An employee may not participate in both Cash Out and the Parking Reimbursement Program. Employees must choose one or the other.

### 4.6.3 Transit Bus/Light Rail Monthly Pass

ACWA will cover the cost of a monthly transit pass for full-time and part-time employees choosing to ride public transportation in lieu of parking. An employee choosing a monthly transit pass may either have ACWA purchase the pass or directly purchase his/her own pass, with reimbursement made through the regular bi-weekly accounts payable process. Only actual costs for public transportation will be reimbursed based on submitted receipts. Reimbursement is made through staff expense reimbursement after providing adequate documentation of transit costs.

### 4.6.4 Parking Cash-out Program

ACWA encourages employees to find alternate means of commuting to work, such as carpooling, vanpooling, bicycling, or walking by offering cash allowances in lieu of utilizing one of the ACWA provided or subsidized parking options. The highest cash allowance amount is equal to the monthly transit pass reimbursement.

The cash allowance will be paid to full-time and part-time employees who opt out of ACWA subsidized parking on a monthly basis, through normal payroll disbursements. The cash allowance is a non-taxable fringe benefit.

Employees who opt out of ACWA subsidized parking and accept the cash allowance may change their minds and accept parking, after providing advance notice of the desire to opt back in, but should be aware that parking may not be readily available and they will have to continue their current commuting method until a space becomes available. Employees who participate in the transit pass program must use the pass through the end of the month for which it was issued, in addition to waiting for an available space to become available.

In order to qualify for the cash allowance and participate in this program, employees are not allowed to drive to work on a regular basis and park their cars on neighboring streets or a local parking garage. Employees who occasionally need to drive their cars into work for personal reasons are permitted to do so, but are personally responsible for the cost of parking on those days, including the cost of any parking tickets obtained for parking violations, unless other arrangements are made with management. If from time to time employees need to drive in for work related reasons, ACWA will reimburse the parking cost. However, if the need to drive to work is of a frequent nature, the employee will not be eligible for the cash allowance.

### 4.7 Vehicle Usage

If an employee uses his/her privately-owned vehicle for Association business, he/she shall be reimbursed at the current Internal Revenue Service’s allowable amount. If an employee chooses to use his/her privately-owned vehicle for Association business, he/she must provide proof of current liability.
insurance to be kept on file with Human Resources. The employee is responsible for the insurance on his/her vehicle. ACWA will not pay for premiums, deductibles, etc., as those costs are figured in the IRS reimbursable mileage rate.

4.8 Business Travel
The Association recognizes that in certain circumstances it is more economical to rent a vehicle rather than using one’s personal vehicle while traveling on ACWA business. Staff should travel by the most economical means after assessing total cost to rent a vehicle versus reimbursement at the IRS mileage rate (note: IRS mileage rate includes depreciation, insurance, including premiums and deductibles, repairs, tires, maintenance, gas and oil, including towing). When renting a vehicle, economy or compact size vehicles should be used unless the group size warrants a larger vehicle or there is no additional cost for a larger vehicle.

4.9 Employee Expense Reimbursement
In determining the eligibility of incurred expenses for reimbursement, the principle applied is that the employee shall neither lose nor profit by incurring expenses while on Association business. An employee who has received direction or authorization by either the Board of Directors or the Executive Director to attend a conference, meeting, seminar, workshop or other event, which is mutually beneficial to the employee and the Association may, from time to time, incur personal expenses. In such cases, the following guidelines will be applied to determine eligibility of the incurred expenses while performing duties on behalf of ACWA:

- Requests for reimbursement shall be submitted on the form provided by ACWA together with a detailed expense report for each reimbursable event, on a monthly basis, or when determined appropriate by the executive director. Credit card slips and other cash receipts shall be attached whenever possible. Reports should be received within fifteen (15) days after the event, or close of each month when filing on a monthly basis.

- Reasonable business expenses for meals, lodging, parking, tolls, phone calls, fax, and tips will be reimbursed. IRS and FPPC require that names of any business related guests and the purpose of the function be noted.

- Reimbursement will be made for the following up to the maximum limit set by the annual budget or ACWA policy. Such limits may not be exceeded without prior approval:
  - registration, hotel, airfare and/or mileage, parking and meals for authorized conferences and meetings for which there is a specific assigned responsibility;
  - airfare reimbursement will be based upon coach class fares; and
  - mileage will be reimbursed at the current IRS rates.

- Expense reports shall be submitted and reviewed for approval and consistency with this policy by either the Executive Director, the Deputy Executive Director, or the individual’s supervisor prior to reimbursement.
4.10 Solicitation and Distribution of Literature
In order to ensure efficient operation of the Association’s business and to prevent annoyance to employees, it is necessary to control solicitations and distribution of literature from outside vendors on Association property. The solicitation, distribution of written material and entry onto the premises by outside vendors is strictly prohibited. The Association prohibits the internal distribution of materials that could potentially be offensive or disruptive to efficient business operations.

4.11 Employee Benefits
The Association provides full-time employees with a comprehensive package of benefits in addition to direct compensation.

Regular part-time employees shall be eligible for limited benefits on a pro-rata basis based on the regularly scheduled working hours. Part-time employees must regularly work a minimum of 30 hours per week in order to receive pro-rata benefits to include sick leave, vacation, and holiday.

Temporary employees shall not be eligible for any benefits covered in this section.

4.12 Holidays
The Association observes the following paid holidays. Part-time employees will receive the paid holiday if the holiday falls on a normally scheduled work day.

- New Year’s Day
- Martin Luther King Day
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve - half day p.m.
- Christmas Day
- New Year’s Eve - half day p.m.
- 7.5 hour Personal Day (Floating Holiday)\(^1\)

\(^1\) If day not taken on holiday, day off must be scheduled by the end of the following pay period.

\(^2\) To be taken at the option of an employee with the approval of his/her immediate supervisor. After six (6) months of continued employment, a new hire may be eligible for personal day leave up to 7.5 hours per year. An employee may not accrue or carry over more than 7.5 hours of Personal Day leave per year. If an employee has not used their personal day hours in the current year allocated, they will not accrue subsequent annual personal day hours until the previous year’s hours have been reduced by taking time off. If an employee leaves prior to the end of the year, s/he will only be paid for the unused, earned personal day leave time which is capped at no more than 7.5 hours (equivalent of 1 full 7.5 hour work day).
Those employees on an alternate workweek schedule may use this time during the alternate schedule by supplementing available paid leave. Other holidays do not have this option.

When a holiday falls on a Saturday or Sunday, it shall be observed on the previous Friday or the following Monday, respectively.

To be eligible for holiday pay, you must be on regular pay status (full-time or part-time) or paid leave. Eligibility is terminated during leaves of absence without pay.

4.13 Vacations

The primary purpose of vacation is to provide for planned, paid leave for renewal and recreation. Vacation leave will be scheduled at the mutual convenience of the Association and the employees. It should be recognized that in some cases it may be difficult to schedule vacation time and that vacations may have to be deferred, at the discretion of the employee’s supervisor, based on review of individual circumstances and workload requirements. Loss of personal investment caused by the cancellation of an employee’s approved vacation due to an unexpected job obligation may be reimbursed to the employee upon submittal of such a request in writing to the Executive Director. Each request will be reviewed and approved on a case-by-case basis.

Regular full-time employees earn paid vacation in accordance with the following schedule:

- 0 through 1st 12 months of employment ...................... 75 hours earned
- 1st year of employment through 15th year ............. 7.5 additional hours per year earned
- 16th year of employment through subsequent years .......... 187.5 hours earned

The Executive Director has the discretion to provide an accelerated vacation accrual rate for hard to recruit and/or senior level positions within the Association. With the Executive Director’s authorization, candidates that have been deemed hard to recruit for and/or senior level positions may accrue vacation at a higher rate than the first-year threshold of 75 hours as long as the maximum accrual is not exceeded.

Part-time employees who regularly work 20 hours or more per week will accrue vacation on a pro-rata basis depending on the number of hours scheduled to work. Should a part-time employee convert to full-time in either their current job or another within the organization at any point, the total prior hours worked would be calculated to determine the starting accrual rate when full-time status begins (total hours worked vs. years of full-time hours).

An employee earns the hours on a bi-weekly basis consistent with ACWA’s bi-weekly payroll system. Accrual balances are reported on employee’s paycheck stub/voucher. However, the Association will allow, under special circumstances approved by the Executive Director, through the department supervisor and not to exceed one half of the year’s (12 months) allotment, employees to use vacation time before actually earning them. This use of unearned vacation time shall not exceed one half of the
year (starting at the anniversary date) allotment. If an employee leaves prior to the end of the year, s/he will only be paid for the unused, earned vacation time.

Employees can accumulate a maximum total of up to one and one-half years’ of earned vacation time in accordance with the schedule shown above. Once an employee reaches this maximum accrual, he/she will no longer earn additional vacation time until he/she has reduced time on the books. Under special circumstances an employee may, through his/her supervisor, request an extension of up to two months to use accrued vacation time in order to continue to accrue vacation time beyond his/her accumulated maximum and to avoid taking vacation when it would create a hardship for the Association. The Executive Director will authorize such extensions based upon the circumstances presented. The request for extension must be made prior to reaching the accumulated maximum total. In the event that a two-month extension is granted, the employee must use sufficient vacation time, including vacation time that accrues during the grace period, to bring the total below the maximum allowed under this section. No additional vacation time will accrue until that occurs.

An employee may choose to take pay in lieu of vacation time up to a maximum of 75 hours per calendar year provided the employee has taken at least 75 hours in the preceding 12 months and has 75 hours remaining in their vacation bank. (See Section 6 for Vacation Policy Addendum, which provides temporary exceptions to the cash out provisions in Policy 4.13 in light of the COVID-19 pandemic, with an effective date through June 2021.)

### 4.14 Insurance Benefits

#### 4.14.1 Group Health Insurance

Employees become eligible for group health insurance coverage on the first day of the month following 30 days of continuous full-time employment, including employee, family, and/or domestic partner coverage when registered with the California Secretary of State. Part-time and temporary employees are not eligible for paid insurance. Under the medical plans, 100% of the cost of employee coverage and 75% of the cost of dependent coverage is paid by the Association up to the least expensive plan rate, not including high deductible plans. The full cost of employee and dependent coverage for dental, vision, and employee assistance programs is paid in full by the Association. Additionally, the cost of employee life insurance is also paid by the Association. A declination of coverage form must be submitted for any eligible dependent not covered. Each employee receives a Benefit Certificate, which provides coverage details.

Continuous service will not be interrupted by any break in employment recognized by state and federal employment laws. All other breaks in ACWA employment will be dealt with on a case-by-case basis, but will generally constitute an interruption in continuous service.

#### 4.14.2 Retirement Lifetime Group Medical Benefit

**Employees hired prior to July 1, 2013:** Full-time employees, who at the time of retirement from ACWA are age 55 or over and have at least 10 years of continuous service, are able to continue group medical insurance coverage after retirement on the same basis and at the same rate of employer contribution as provided for full-time employees.
Employees hired after July 1, 2013: Full-time employees, who at the time of retirement from ACWA are age 55 or over and have at least 10 years of continuous service, are able to continue group medical insurance coverage after retirement on the same basis and but at only 50% of the same rate of employer contribution as provided for full-time employees.

Further, employees in this category (hired after July 1, 2013) who at the time of retirement from ACWA are age 55 or over and have at least 11-20 years or more of continuous service, are able to continue group medical insurance coverage after retirement on the same basis but at specific percentage rate of employer contribution as provided for full-time employees—see table below:

<table>
<thead>
<tr>
<th>Years of Continued Service at Retirement</th>
<th>Rate of Employer Contribution %</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>55%</td>
</tr>
<tr>
<td>12</td>
<td>60%</td>
</tr>
<tr>
<td>13</td>
<td>65%</td>
</tr>
<tr>
<td>14</td>
<td>70%</td>
</tr>
<tr>
<td>15</td>
<td>75%</td>
</tr>
<tr>
<td>16</td>
<td>80%</td>
</tr>
<tr>
<td>17</td>
<td>85%</td>
</tr>
<tr>
<td>18</td>
<td>90%</td>
</tr>
<tr>
<td>19</td>
<td>95%</td>
</tr>
<tr>
<td>20+</td>
<td>*same basis as full-time employees</td>
</tr>
</tbody>
</table>

Table 1 - Retirement Lifetime Group Medical Benefit

While on ACWA’s lifetime retiree group medical benefit, once a retiree (regardless of date hired) and/or retiree’s spouse become Medicare eligible, they are required to sign up for both Parts A and B of Medicare. Retirees are solely responsible for the entire Medicare payment for coverage. Once signed up for Medicare parts A and B, ACWA’s health benefit plan then becomes a secondary payor to Medicare coverage. This is an ACWA mandatory retiree lifetime medical benefit policy.

Employees hired on or after September 28, 2018: ACWA will provide for a matching contribution to a retiree health savings account (RHSA) as follows:

- Management employees will contribute $200 per month to a RHSA with a matching $200 contribution by ACWA.
- Non-management employees will contribute $50 per month to a RHSA with a matching $50 contribution by ACWA.
- Upon separation from ACWA, Tier 3 employees will retain all of the RHSA funds plus interest that they have contributed. If an employee separates before 10 years of service, employee retains all of their own contributions, but ACWA contributions return to ACWA. Upon separation with 10 years of service and age 55, employees will receive 50% of the ACWA contribution to the RHSA. Upon separation with 15 years of service and age 55, employees will receive 75% of
the ACWA contribution to the RHSA. Upon separation with 20 years of service and age 55, employees will receive 100% of the ACWA contribution to the RHSA. Upon separation, employees will receive 100% of the amount they have contributed to their RHSA.

4.14.2.1 *Death of an ACWA Retiree*
Upon the retiree’s death and unless specified by contract, the retiree’s spouse and dependents will lose medical coverage and will then qualify for COBRA (see below) as long as ACWA is notified within 60 days of the death of the retiree.

4.14.3 *Group Dental Insurance*
Regular full-time employees become eligible for group dental insurance on the first day of the month following 30 days of continuous full-time employment. The full cost of employee and dependent coverage is paid by the Association. A brochure describing coverage details is available in the Association office.

4.14.4 *Group Vision Insurance*
Regular full-time employees become eligible for group vision insurance on the first day of the month following 30 days of continuous full-time employment. The full cost of employee and dependent coverage is paid by the Association. A brochure describing coverage details is available in the Association office.

4.14.5 *Cobra Guidelines*
Effective January 1, 1985, under federal law, if an individual’s group health benefits (medical, dental, EAP and vision) end due to a “qualifying event,” he/she may elect to continue coverage under the plan. A qualifying event includes any of the following:

- Termination of employment (other than for gross misconduct) or reduction of hours worked to a level which renders the employee ineligible for coverage.

For dependents:

- Death of the employee;
- Divorce or legal separation;
- Loss of coverage due to the employee becoming eligible for Medicare; or
- For a dependent child, ceasing to qualify as a dependent under the plan.

4.14.6 *Group Life Insurance*
Regular full-time employees become eligible for life insurance coverage on the first day of the month following 30 days of continuous full-time employment. Total premium costs of term and accidental life for the employee are paid by the Association. The amount of insurance equals twice the annual salary, up to the maximum amount of $300,000, with that amount doubled in the event of accidental death.
Each employee receives a Benefit Certificate upon completion of eligibility which provides complete coverage details.

**4.14.7 Long-Term Disability Insurance**

Regular full-time employees become eligible for a long-term disability income protection plan on the first day of the month following 30 days of continuous full-time employment. Total premium costs are paid by the Association. The plan provides, at a minimum, for income protection after 60 days of continuous disability. Further details are available in the Association office.

**4.15 Retirement**

Full-time employees or those meeting the 1,000-hours per year requirement of the Public Employees Retirement System (PERS) are covered under PERS. This plan requires an employee to make contributions based upon a percentage of his/her salary. ACWA may pay all or a portion of the normal contributions to be paid by an ACWA employee who is a member of the plan and such payments will be credited to member accounts.

Full vesting occurs after five years of continuous coverage; however, a member’s accumulated PERS contributions will remain on deposit with PERS upon a member’s separation from PERS-covered employment, regardless of the member’s years of credited service, until the member requests to withdraw the contributions. In addition, the Association contributes a substantial amount to this plan at a rate adjusted annually by PERS.

Upon retirement, accumulated sick leave will be transferred into service credit toward retirement according to the Association’s PERS contract. The 1959 Survivor Benefit is available for those employees participating in PERS. It provides monthly allowances to eligible survivors of a member who dies prior to retirement. The monthly non-refundable employee cost is assumed by the employer. Full details are available in the Association office.

**4.15.1 ACWA Retired Employee Policy**

ACWA values retired employees whose time and energy promoted ACWA’s goals and objectives. In an effort to express that appreciation, retirees will receive the following until he / she expresses the desire to discontinue:

1. A continuing complimentary ACWA Life Membership.
2. ACWA News and full access to the Web site.
3. Invitation to celebrations of longevity / employee retirements.
4. Invitation to annual holiday activity.
5. Invitation to ACWA conferences with complimentary registration. Retiree is responsible for all other expenses including meal functions, which will be at the member rate.
4.16 Section 125 Flexible Compensation Plan
Regular full-time employees are eligible for participation in the Association’s Section 125 Flexible Compensation Plan following 30 days of continuous full-time employment. Annual elections are required at the beginning of each year. The plan offers three separate reimbursement accounts: health care, premium conversion and dependent care. Such payments may be deducted from taxable income for state and federal income tax return purposes. Full details are available in the Association office.

4.17 Deferred Compensation
A deferred compensation plan is available to regular full-time and part-time employees upon employment, with no waiting period. A minimum of $15.00 per month contribution is required; a maximum amount, as determined by law, may be deferred. Such payments may be deducted from taxable income for state and federal income tax returns purposes. Full details are available in the Association office.

4.18 Golden I Credit Union
Employees become eligible to participate in the Golden 1 Credit Union upon employment. Full details are available at any Golden 1 Credit Union office.

4.19 Direct Deposit
An Association employee has the opportunity to participate in direct deposit of his/her paycheck into the financial institution(s) of his/her choice.

4.20 Leave Requests
A leave request form is to be submitted to a supervisor for consideration and approval. Employees shall provide as much notice as is practical for any leave. Unless the timekeeping requirements policy is adhered to, no leave request will be considered.

A supervisor will timely respond to leave requests. If five (5) days have passed without a response or action, the employee should inquire as to the status of the request. Non-response by the supervisor should not be considered “approval.”

It is the responsibility of the employee to determine whether he or she has enough paid leave time available to cover a requested leave or vacation. If the employee uses paid leave between the time of the request and the leave or vacation date, it is the employee’s responsibility to assure paid leave is still available. Employees who exhaust their paid leave balances may be ineligible to take leave. Taking any leave without the requisite authorization may result in disciplinary action up to, and including, immediate termination (see Punctuality and Attendance).

The request should be made to the individual’s supervisor. If the supervisor is unavailable, it should be forward up the chain of command. However, it is hoped that an individual will work requests through with the immediate supervisor.
4.21 Sick Leave

An employee may utilize all of his or her accrued, and available, annual sick leave for the following purposes: (1) the diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employee’s family member; or (2) for specified purposes (See California Labor Code sections 230(c) and 230.1 (a)) for an employee who is a victim of domestic violence, sexual assault, or stalking for time off for the purposes described. The employee may be required to provide sufficient proof, including medical certification from a health care provider, of his or her eligibility to take the leave requested. Sick pay may not be awarded to an employee who fails to provide sufficient proof of eligibility for such leave.

For sick leave purposes, a “family member” is defined as a spouse, registered domestic partner, child, parent or registered domestic partner’s child, grandparent, grandchild, or sibling. A child is defined as biological, adopted, foster child, stepchild, legal ward, or a child an employee has accepted the duties and responsibilities of raising. A parent is defined as a biological, foster, adopted parent, stepparent or a legal guardian.

4.21.1 Employees Hired Prior to July 1, 2013

Sick leave for regular, full-time employees is accrued at a rate of 7.5 hours per month. Part-time employees will accrue sick leave based on the number of hours worked per week at a minimum of 1 hour for every 30 hours worked, not to exceed 24 hours in a year. Employees will begin accruing sick leave upon commencement of employment and may begin using accrued sick leave 30 days after hire. The Association will allow, under special circumstances approved by the Executive Director through the supervisor, employees to use sick leave hours before actually accruing them. This use of unearned sick leave time shall not exceed one half of the year’s (starting at the anniversary date) allotment. The Association does not provide pay in lieu of unused sick leave; however, upon retirement, accumulated sick leave will be transferred into service credit toward retirement according to the Association’s PERS contract. Total accrued unused sick leave for full-time employees hired prior to July 1, 2013, shall not be subject to the 975-hour accrual cap referenced in section 4.21.2 below. Unused accrued sick leave for part-time employees will carry over to the next year up to a maximum of 48 hours.

4.21.2 Employees Hired on or After July 1, 2013

Sick leave for regular, full-time employees hired after July 1, 2013, will accrue at a rate of 7.5 hours per month. Part-time employees will accrue sick leave based on the number of hours worked per week at a minimum of 1 hour for every 30 hours worked, not to exceed 24 hours in a year. Employees will begin accruing sick leave upon commencement of employment and may begin using accrued sick leave 30 days after hire. The Association will allow, under special circumstances approved by the Executive Director through the supervisor, employees to use sick leave hours before actually accruing them. This use of unearned sick leave time shall not exceed one half of the year’s (starting at the anniversary date) allotment. The Association does not provide pay in lieu of unused sick leave; however, upon retirement, accumulated sick leave will be transferred into service credit toward retirement according to the Association’s PERS contract. For full-time employees hired after July 1, 2013, total accrued unused sick leave will be capped at 6 months (975 hours). Unused accrued sick leave for part-time employees will carry over to the next year up to a maximum of 48 hours.
4.22 ASL (Accumulated Sick Leave) Benefit Program
Effective July 1, 2015, the Accumulated Sick Leave (ASL) Benefit Program is eliminated.

4.23 Personal Leaves of Absence Without Pay
Solely at the discretion of the Association, full-time employees may be granted a personal leave of absence without pay for any reasonable, non-medical purpose, provided that such leave does not interfere with the effective operation of the Association. Such leave shall normally be for a maximum of four (4) months. Personal leave without pay may be extended for additional periods not to exceed 30 calendar days each, with the approval of the Executive Director. The Association will comply with all applicable federal and state leave laws. Part-time employees are not eligible for personal leave of absence without pay.

All accrued vacation and holiday leave must be used prior to beginning a personal leave of absence without pay.

While on such leave, the employment relationship between the Association and the employee is considered to be continuing. Benefits, however, shall cease to accrue during this unpaid absence. An employee failing to return at the end of such a leave will be regarded as having automatically resigned.

If an employee is interested in requesting a personal leave of absence, he/she shall submit the request in writing to his/her supervisor. The reasons for the request and the recommendations of the supervisor shall be outlined in specific detail and submitted to the Executive Director. If it is discovered that an employee has taken a leave of absence for other than the intent stated in the request, it may result in discipline up to, and including, termination.

4.24 California Family Rights Act (CFRA)
Effective January 1, 2021, the Association is required to comply with CFRA which allows eligible employees to take unpaid, job protected leave for certain specified reasons. The maximum amount of leave employees may use under this policy is 12 weeks within a 12-month period of time for personal illness, to attend to the illness of a family member and in connection with the birth or adoption of a child. CFRA also prohibits retaliation or discrimination against an employee for exercising their rights under CFRA. Due to its size, the Association does not have any employees that are eligible for leave pursuant to the federal Family Medical Leave Act (FMLA).

4.24.1 Eligibility
To be eligible for the CFRA leave, an employee must have worked for the Association for at least twelve (12) months in the preceding seven years prior to the date on which the leave is to commence and must have worked a minimum 1,250 hours during the twelve (12) month period preceding the commencement of the leave. All periods of absence from work due to or necessitated by service in the uniformed services are counted as hours worked in determining eligibility.

4.24.2 Use
CFRA may be taken for one or more of the following reasons:
• **Medical Leave:** For an employee’s own serious health condition, that makes the employee unable to perform his or her job (with the exception of pregnancy, which is covered under Pregnancy Disability Leave and does not run concurrently with CFRA).

• **Baby Bonding:** The birth of the employee’s child of or the placement of a child with the employee in connection with adoption or foster care.

• **Family Care:** To care for the employee’s parent, spouse/domestic partner or child (of any age), child of a domestic partner, sibling, grandparent or grandchild, as defined below, who has a serious health condition.
  - **Child:** A biological, adopted, foster son or daughter, a stepson or stepdaughter, a legal ward or a child of an employee who stand in loco parentis to that child or that of a domestic partner, of any age.
  - **Parent:** A biological, foster or adoptive parent, a stepparent, a legal guardian or someone who has stood in loco parentis to the employee when the employee was a child. Parent does not include parents-in-law.
  - **Spouse:** A partner in marriage. It does not include unmarried persons living together, but does include persons who are legally married who do not live together.
  - **Domestic Partner:** To care for the employee’s registered domestic partner, which is defined as two adults who have chosen to share one another’s lives in an intimate and committed relationship of mutual caring and who have registered with the Secretary of State as domestic partners and who meet the additional requirements detailed in California Family Code Section 297.
  - **Grandchild:** A child of the employee’s child.
  - **Grandparent:** A parent of the employee’s parent.

• **Military:** Leave because of a qualifying exigency related to the covered active duty or call to covered active duty of an employee’s spouse, domestic partner, child, or parent in the Armed Forces of the United States, as specified in Section 3302.2 of the Unemployment Insurance Code.

### 4.24.3 Duration of CFRA Leave

Generally, eligible employees will be entitled to twelve (12) unpaid workweeks of family and/or medical leave within a 12-month period.

Twelve (12) workweeks means the equivalent of twelve (12) of the employee’s normally scheduled workweeks. Eligible employees who work less than a regular full-time work schedule (including alternative workweek schedules), will have workweeks calculated on a pro rata basis.

Parents who both work for the Association are each entitled to twelve (12) workweeks of leave in a 12-month period for the birth of a child or placement of a child with the employee in connection with
adoption or foster care. Baby bonding leave taken for the birth, adoption or foster care placement of a child must be concluded within one year of the birth, adoption or placement.

Family care or medical leave for the employee’s own serious health condition, or for the serious health condition of the employee’s spouse, domestic partner, parent, child, grandchild or grandparent may be taken intermittently or on a reduced schedule where medically necessary. If leave is taken intermittently or on a reduced schedule, the Association may transfer the employee temporarily to an alternative position with equivalent pay and benefits which better accommodates the employee’s leave schedule and the operational needs of the Association.

4.24.4 Calculating the 12-month Period
The standard 12-month period is a rolling period measured backwards from the date an employee uses family and/or medical leave.

4.24.5 Pregnancy, Childbirth or Related Conditions and Baby Bonding
Time off because of an employee’s disability for pregnancy, childbirth or related medical condition that qualifies as Pregnancy Disability Leave (PDL) under state law will not count as CFRA (See also the Association’s PDL policy below).

Leave taken for the birth, adoption, or foster care placement of a child may be taken continuously or intermittently. All Baby Bonding leave shall be concluded within one (1) year of the birth or placement of the child.

4.24.6 Interaction with Paid Leave While on Leave as Wage Replacement
Employees are required to use accrued vacation time and other paid personal leave as wage replacement for leave covered under CFRA that is not related to the employee’s own serious health condition. Employees, however, may elect to substitute sick leave to attend to an illness of a child, parent, spouse, or domestic partner, grandchild or grandparent of the employee. Employees are required to use all accrued leave (vacation, personal leave and sick leave) for their own medical leaves.

The use of paid leave during family care or medical leave does not extend the total duration of family care and medical leave to which an employee is entitled beyond twelve (12) weeks in a 12-month period.

4.24.7 Pay
Except to the extent that paid leave is used as wage replacement (e.g. vacation, floating holiday and/or sick), all family care and medical leave is unpaid.

Although CFRA is unpaid, an employee may be eligible for State paid benefits through Paid Family Leave for family care leaves or to bond with a new child.

4.24.8 Effects on Benefits
During an employee’s CFRA leave, the Association shall continue to pay for the employee’s participation in the Association’s health plans, to the same extent and under the same terms and conditions as if the employee had not taken leave.
If the employee fails to return from the leave for a reason other than the recurrence or continuation of the health condition that brought about the leave or other circumstances beyond the employee’s control, the employee may be required to reimburse the Association for any health premiums paid on the employee’s behalf during any unpaid periods of leave. The employee may also be required to reimburse the Association for such health premiums paid during the employee’s unpaid leave if, upon the employee’s return, the employee requests and is granted a reduced work schedule for which such benefits would not ordinarily be paid by the Association.

Employees on CFRA earn employment benefits, such as sick leave or vacation benefits, only when paid leave is being used.

4.24.9 Procedures to Request Leave
If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or family member, the employee must notify the Association via a Leave of Absence Request form at least thirty (30) days prior to the commencement date. To the extent possible, the employee must consult with his or her supervisor regarding scheduling of any planned medical treatment in order to minimize disruption to the Association’s operations. Any such scheduling is subject to the approval of the health care provider of the employee or the health care provider of the employee’s child, parent, spouse/domestic partner, grandparent or grandchild. If an employee cannot provide the requisite thirty (30) days’ notice, the Association must be informed as soon as practical.

When the leave is to care for a sick child, parent, or spouse/registered domestic partner, grandparent or grandchild, the requesting employee must submit a letter signed by a physician that states:

a. The date the illness or condition began;
b. The probable duration of the condition;
c. The estimated time the employee will need to care for the family member; and
d. A statement that the illness or condition requires the participation of the employee.

The medical certification for leave for the employee’s own serious health condition shall include:

a. The date, if known, on which the serious health condition commenced;
b. The probable duration of the condition;
c. A statement that, due to the serious health condition, the employee is unable to perform one or more of the essential functions of his or her position.

ACWA may request periodic reports as deemed appropriate during the leave regarding the employee’s status and intent to return to work. In addition, the Association may require the employee to obtain a second opinion from a doctor of the Association’s choosing at ACWA’s expense. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the Association. If the employee’s health care provider and the doctor providing the second opinion do not agree, the Association may require a third opinion, also at ACWA’s expense, performed by a mutually agreeable doctor who will make the final determination.
The Association requires an employee to provide the foregoing medical certifications within fifteen (15) days of being asked to do so unless it is not practicable. If the employee does not provide the requisite medical certification in a timely manner to substantiate the need for CFRA, the Association may delay approval of the leave, or continuation thereof, until certification is received. If certification is not submitted, the leave may be considered unauthorized leave and not considered CFRA.

4.24.10 Procedures for Reinstatement
The Association will require certification by the employee’s health care provider that the employee is fit to return to his or her job. Failure to provide certification by a health care provider of the employee’s fitness to return to work will result in denial of reinstatement until the certificate is submitted to the Association.

Upon return from family care and medical leaves, employees will be reinstated to their prior position, or if unavailable, a comparable position for which the employee is qualified.

An employee’s failure to return from leave, or failure to contact his or her immediate supervisor or Human Resources on the scheduled date of return, will be considered a voluntary resignation.

4.25 Pregnancy Disability Leave

4.25.1 Amount of Leave/Reasonable Accommodation
An employee who is disabled due to pregnancy, childbirth, or a related medical condition is entitled to take up to four (4) months of unpaid Pregnancy Disability Leave (PDL) while maintaining the same level of health benefits. CFRA does not run concurrently with PDL.

Moreover, an employee affected by pregnancy, childbirth or related medical conditions is entitled to a reasonable accommodation if she so requests. In addition to other forms of reasonable accommodation, a pregnant employee is entitled to transfer temporarily to a less strenuous or hazardous position or to less hazardous or strenuous duties if she so requests, the transfer request is supported by proper medical certification, and the transfer can be reasonably accommodated.

4.25.2 Substitution of Paid Leave
An employee who takes PDL leave will be required to utilize all accrued unused sick leave and may, at her option, use accrued, unused vacation leave

4.25.3 PDL Procedure
Employees who need to take PDL must inform the Association when the leave is expected to begin and how long it is anticipated to last. If the need for leave, reasonable accommodation or transfer is foreseeable, employees must provide at least 30 (thirty) days’ notice before the leave or transfer is to begin. If thirty (30) days is not possible, as much notice as practical must be provided. Failure to provide the requisite notice may result in the delay of leave, reasonable accommodation or transfer.

4.25.4 Certification
Employees must provide the Association with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned within fifteen
(15) calendar days. Failure to provide the certification timely, in some circumstances, may delay PDL leave, reasonable accommodation or transfer. The certification should contain:

- A statement that the employee needs to take pregnancy disability leave because she is disabled by pregnancy, childbirth or related medical condition;
- The date on which the employee became disabled due to pregnancy;
- The probable duration of the period or periods of disability; and
- If the employee needs a reasonable accommodation or transfer, a medical certification is sufficient if it contains all of the following: a description of the requested reasonable accommodation or transfer; a statement that describes the medical advisability of the reasonable accommodation or transfer because of pregnancy; and the date on which the need for reasonable accommodation or transfer became/will become medically advisable and the estimated duration of the reasonable accommodation or transfer.

4.25.5 Leave Increments
Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of 15 minutes.

If intermittent leave or leave on a reduced work schedule is medically advisable the employee may, in some instances, be required to transfer temporarily to an available alternative position that meets the employee’s needs. The alternative position need not consist of equivalent duties, but must have the equivalent rate of pay and benefits. The employee must be qualified for the position. The position must better accommodate the employee’s leave requirements than her regular job. Transfer to an alternative position can include altering an existing job to better accommodate the employee’s need for intermittent leave or a reduced work schedule.

If an employee decides not to return to work after PDL has been taken, the Association may request reimbursement for paid health benefits provided to the employee while on PDL.

4.26 State Disability Insurance

4.26.1 California Program
This program is completely administered by the California EDD. California State Disability Insurance (SDI) is a partial wage-replacement insurance plan for California employees. The SDI programs are state-mandated, and funded through employee payroll deductions. SDI provides affordable, short-term benefits to eligible workers. Workers covered by SDI are covered by two programs: Disability Insurance (DI) and Paid Family Leave (PFL).

The Disability Insurance program provides affordable, short-term benefits to eligible workers who suffer a loss of wages when they are unable to work due to a non work-related illness or injury, or due to pregnancy or childbirth.
The **Paid Family Leave** program was established for workers who suffer a loss of wages when they need to take time off from work to care for a seriously ill child, spouse, parent (including parent-in-law), registered domestic partner, or to bond with a new child.

Employees are provided required forms and notices at time of hire or at any time employee makes request to ACWA’s Human Resource Department. To learn more about California short-term disability benefits, eligibility, and/or how to file a claim please visit the EDD online at: [http://www.edd.ca.gov/Disability/FAQs.htm](http://www.edd.ca.gov/Disability/FAQs.htm)

### 4.26.2 Out of State Short-Term Disability Program

In the event there is no state disability benefit program for ACWA employees working in the D.C office, and during the period of an employee’s medical leave of absence the Association will provide payment to the employee equivalent to California State Disability Insurance Benefit for both SDI and PFL.

The out of state benefit program is solely administered by ACWA.

### 4.27 Lactation Accommodation Policy

Female employees who breastfeed their child, and who need to express milk during the working day, will work with their supervisor and Human Resources to determine how best to accommodate her needs while still accomplishing the performance of her job.

- **Time for lactation accommodation**: supervisors may consider flexible working arrangements. Women may use their break and lunch time to express milk. Accrued vacation hours or unpaid time may also be used to express milk, if needed. Breaks to express milk should not last longer than is reasonably necessary to complete the task. If an employee needs to take more than two breaks during the work day to express milk, the employee will need to use personal time (lunch, accrued vacation leave, and so on.)

- **Environment for lactation accommodation**: Human Resources will work with each nursing employee to determine a private area in which they may express milk.

### 4.28 Work-Related Medical Leave

California workers’ compensation laws govern work-related injury or illness, and the Association will fully comply with these laws. If an employee suffers a work-related injury, the injury must be reported to his/her immediate supervisor and Human Resources, and the employee should seek the necessary medical treatment.

When a non-exempt employee seeks medical treatment the day of an injury, the time the employee is absent from work will be considered time worked. Should the employee need follow-up medical treatment on a subsequent day, that time will be charged to the employee’s available sick leave. If sick leave is not available, the employee may take other available leave or unpaid time off.

Whenever an employee is away from work for a work-related injury or illness, the employee must provide verification of medical treatment. Before returning to work, the employee must provide medical
verification of ability to return to work to Human Resources. If there are restrictions noted on the return to work release, the employee shall meet with his or her supervisor and Human Resources to discuss the restrictions and possible modifications to work schedule and / or work area. Neither the employee nor the association is allowed to modify a work release order and doing so may result in disciplinary action of those involved.

When a work related injury or illness happens, it is the employer’s responsibility to file appropriate paperwork with the local workers’ compensation insurance office. The physician attending the injured employee is also required to submit paperwork. A workers’ compensation insurance claims representative will be assigned to the case. The Association has the right to have the employee examined for a second medical opinion by the Association’s doctor of choice.

4.29 Bereavement Leave
Annually, in the event of the death of an employee’s immediate family, full-time employees may use up to 22.5 hours of bereavement leave annually. Available vacation and / or sick leave may be used for any additional leave requested and approved. An employee may also take 7.5 hours of paid bereavement leave for the death of a non-immediate family member or close friend annually. For bereavement leave purposes, immediate family is defined as an employee’s spouse or registered domestic partner, child, parent, legal guardian, brother, sister, grandparent, grandchild or mother-, father-, sister-, brother-, son-daughter-in-law, or step-family member, or registered domestic partner’s child, parent, legal guardian, brother, sister, grandparent, grandchild or mother-, father-, sister-, brother-, son-daughter-in-law, or step-family member. If circumstances warrant, an employee may request Executive Director approval for extended time off or for time off due to the death of another close relative.

4.30 Military Leave
Military leave will be granted according to state and federal law.

4.31 Spouse’s Leave from Military Deployment Leave
An employee who is the spouse of a qualified member of the military, as defined, and who works an average of 20 or more hours per week, may take with up to 10 days of unpaid leave during a “qualified leave period.”

A “qualified member” of the military includes a member of the Armed Forces who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President, or a National Guard or Reserves member who has been deployed during a period of military conflict. “Qualified leave period” means the period during which the member of the military is on leave from deployment during a period of military conflict. Employees must provide notice of their intention to take the leave within at least two business days of receiving official notice that their spouse will be on leave from deployment.

4.32 Crime Victims Leave
An employee who is a victim of or whose immediate family is a victim of a violent felony, serious felony (as defined by the Penal Code), or a felony relating to theft or embezzlement crime may be absent from
work to attend judicial proceedings related to the crime. For the purpose of this leave, immediate family is defined as employee’s parents, stepparents, spouse, children, stepchildren, siblings, step-siblings, registered domestic partner or children of a registered domestic partner.

Employees must provide the employer with a copy of the written notice of each scheduled proceeding that is provided to the victim by the agency providing the notice, unless advance notice is not possible. If it is not feasible for an employee to provide advance notice, or an unscheduled absence occurs, the employee should provide documentation regarding the judicial proceedings within a reasonable time after the absences. Such notification or documentation may come from: 1) the court or agency setting the hearing; 2) the district attorney or prosecuting attorney’s office; or 3) a victim/victims advocate’s office.

The employee may use accrued vacation leave, sick leave or unpaid leave for this absence.

### 4.33 Domestic Violence and Sexual Assault Leave
Leave for victims of domestic violence and sexual assault will be granted consistent with state law.

### 4.34 Jury Duty or Witness Leave
A full-time employee who is required to serve on jury duty or is subpoenaed as a witness to appear before a court, public body or commission must promptly notify his/her supervisor, who will in turn notify Human Resources. In all cases where jury duty requires an employee to spend less than a full day, the balance of the day should be spent at his/her regular work assignment with the Association. The full-time employee will be paid his/her regular salary during jury duty or appearance as a witness, up to 30 calendar days every three years, provided he/she remits to the Association any payment received for jury duty, less mileage incurred in performing the duty. Exempt employees will be compensated consistent with applicable law and this policy. This policy does not apply to court appearances in which an employee is a party or has volunteered to testify as a witness.

### 4.35 Time Off for Voting
In the event that a regular, full-time employee does not have sufficient time outside of working hours to vote in a statewide election, the employee may take off enough working time to enable him/her to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time. Under these circumstances an employee will be allowed a maximum of two hours on the election day without loss of pay. Where possible, the employee shall give his/her supervisor at least two days’ notice that time off to vote is needed.

### 4.36 Emergency Duty
No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel, as those terms are defined by state law. Such employees should alert their supervisors of the need to perform emergency duty as soon as possible. Such time off from work shall be paid at an employee’s regular rate of pay, up to a maximum of 37.5 hours annually.
4.37 School / Licensed Day Care Facility Conferences
Full-time employees may be granted leave as required by law to attend and participate in the school activities of their children. Employees are permitted a maximum of forty (40) hours per year, not exceeding eight (8) hours in any calendar month, to participate in activities of school or licensed child day care facilities of their children, if prior to taking the time off, the employee gives reasonable notice of the planned absence. Employees may utilize existing vacation leave for this purpose or may take the time off without pay.

4.38 Professional Development/Education
The Association acknowledges that professional development and/or additional education can increase an employee’s skills, knowledge, performance and motivation and ACWA encourages such development. In some cases, management may determine that additional training will improve an employee’s performance in their current or future position at ACWA and directly benefit the association. In other cases, employees may seek personal growth by completing training or academic programs that improve their professional skills. These policies regarding professional development are intended to encourage both types of professional development among ACWA employees. Funds to promote professional development for ACWA staff shall be included in annual department budgets to the extent practical. ACWA managers are encouraged to work with their employees to develop training/education goals that promote greater performance, knowledge and professional growth among the ACWA team.

4.38.1 On-Duty Education
Employees may, with prior approval from their manager, participate in professional development programs, attend seminars, conferences, workshops, tours, professional meetings, or training that provides specific education and/or training in subjects directly related to their duties or future career growth. Departments will annually review and identify areas of education/training required to maintain or increase technical and administrative capabilities. ACWA will pay fees, tuition and approved expenses for such training. Additionally, time spent attending such education/training is compensable. Employees shall be responsible for demonstrating satisfactory completion of approved training programs, as applicable.

4.38.2 Off-Duty Education
Educational/tuition assistance (generally limited to $2,000 per fiscal year), at the discretion of the Executive Director (and subject to budgetary constraints), is available to employees who desire to obtain education that enables them to become more proficient and knowledgeable in their current duties, prepare them for future assignments, and/or enhance their professional qualifications. The education may occur after regular working hours at a college, vocational trade school, through self-study correspondence or other formalized learning environment, which leads to a certificate, license, or diploma. Under special circumstances, employees may attend courses during business hours if (1) the course is not available (and will not be) outside of normal business hours and (2) the course pertains to an ACWA-approved degree program or professional development program, per the Executive Director, and (3) the employee arranges a flexible time schedule with his/her manager to make up the time spent at class during normal working hours or the employee uses accrued vacation time. To promote the
professional growth of the ACWA work force, ACWA will reimburse employees for the cost of such education or training consistent with the following criteria:

- Employee must have completed one year of employment with the Association.
- Prior approval by the Executive Director for education or training is required.
- Every course that the employee desires to attend must be approved in advance.
- Employee is required to submit proof of successful completion of the training prior to reimbursement (i.e. if a college course, a minimum final grade of a C or equivalent).
- Employee must submit copies of registration, books and laboratory or material fees to be reimbursed.
- Funds received from outside sources, such as scholarships or Veteran’s Education Benefits, must be applied to the cost of the program first. The remaining cost may be eligible for payment by the association.
- Employee’s time is not compensable unless the Executive Director determines otherwise.
- Travel, meals and parking will not be reimbursable.
- Degrees or programs require a minimum of two years employment following completion for total financial assistance from ACWA without repayment. If the employee leaves the association prior to two years following completion of the program or degree, the employee will pay back the association a pro-rated amount of the reimbursement based on months employed after the program or degree has been completed. Any financial support under this provision shall be implemented by a contract between the association and the employee.

A report regarding professional development will be given to ACWA’s Executive Committee annually.
## Section 5 - POLICY REVISION LOG

<table>
<thead>
<tr>
<th>DATE</th>
<th>POLICY REVISIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/27/2007</td>
<td>Revised Donation of Leave Policy</td>
</tr>
<tr>
<td>7/27/2007</td>
<td>Approved the ACWA Retired Employee Policy, acknowledging the value of retired employees and to express appreciations for their services</td>
</tr>
<tr>
<td>9/28/2007</td>
<td>Approved E-Signature Policy, establishing procedures for use and storage of electronic signatures</td>
</tr>
<tr>
<td>9/28/2007</td>
<td>Revised ACWA Group Health Insurance Retired Employee Policy, establishing definition for “disabled”</td>
</tr>
<tr>
<td>11/16/2007</td>
<td>Approved Spouse’s Leave from Military Deployment Policy</td>
</tr>
<tr>
<td>5/30/2008</td>
<td>Approved Telephone / Cell Phone Policy</td>
</tr>
<tr>
<td>9/26/2008</td>
<td>Approved Parent Benefit and Leave Policy</td>
</tr>
<tr>
<td>9/26/2008</td>
<td>Revised Retirement Health Benefits, Group Health Insurance Policy</td>
</tr>
<tr>
<td>1/30/2009</td>
<td>Revised Professional Development and External Employee Education Policies, combining said policies</td>
</tr>
<tr>
<td>5/29/2009</td>
<td>Approved on-Call / On-Duty Policy</td>
</tr>
<tr>
<td>7/31/2009</td>
<td>Revised Family Care and Medical Leave (FCML) Policy</td>
</tr>
<tr>
<td>7/31/2009</td>
<td>Revised Pregnancy Disability Leave (PDL) Policy</td>
</tr>
<tr>
<td>7/31/2009</td>
<td>Revised New Parent Benefit Leave (NPBL) Policy</td>
</tr>
<tr>
<td>11/20/2009</td>
<td>Revised Parking Cash-Out Program Policy</td>
</tr>
<tr>
<td>1/29/2010</td>
<td>Revised Vehicle Usage Policy</td>
</tr>
<tr>
<td>1/29/2010</td>
<td>Approved Business Travel Policy</td>
</tr>
<tr>
<td>1/29/2010</td>
<td>Approved Alternate Workweek Schedule (AWS) Policy: revised various section of Personnel Manual to accommodate AWS</td>
</tr>
<tr>
<td>5/21/2010</td>
<td>Revised Holidays Policy, changing the Floating Holiday to 7.5-hour Personal Day</td>
</tr>
<tr>
<td>7/30/2010</td>
<td>Revised Payment of Wages Policy</td>
</tr>
<tr>
<td>7/30/2010</td>
<td>Approved Lactation Accommodation Policy</td>
</tr>
<tr>
<td>1/28/2011</td>
<td><strong>Approved Bone Marrow and Organ Donation Leave Policy</strong></td>
</tr>
<tr>
<td>DATE</td>
<td>POLICY REVISIONS</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>3/25/2011</td>
<td>Approved language clarification for the Bone Marrow and Organ Donation Leave Policy approved by Executive Committee at the 1/28/2011 meeting</td>
</tr>
<tr>
<td>7/29/2011</td>
<td>Revised Group Health Insurance Policy, clarifying language pertaining to “retirees”</td>
</tr>
<tr>
<td>7/29/2011</td>
<td>Revised Group Life Insurance Policy, clarifying the type of coverage provided to ACWA’s employees</td>
</tr>
<tr>
<td>3/30/2012</td>
<td>Approved General and Social Media Policy</td>
</tr>
<tr>
<td>5/18/2012</td>
<td>Approved ACWA Business / Costco Credit Card Policy</td>
</tr>
<tr>
<td>7/29/2011</td>
<td>Revised Group Health Insurance Policy, clarifying language pertaining to “retirees”</td>
</tr>
<tr>
<td>7/29/2011</td>
<td>Revised Group Life Insurance Policy, clarifying the type of coverage provided to ACWA’s employees</td>
</tr>
<tr>
<td>3/28/2014</td>
<td>Comprehensive update of ACWA’s Personnel Manual to address: (1) recent changes to laws and best practices; (2) language revisions to better clarify the intent of current policies; and (3) addition of policies to cover key areas currently not represented in the manual. Revised and approved policies are noted below.</td>
</tr>
<tr>
<td>3/28/2014</td>
<td>Revised Equal Employment Opportunity and Prohibition Against Discrimination Policy: Revised protected class categories to include gender, gender identity and expression and veteran status to be consistent with current law. Added salary to the aspects of the employment relationship.</td>
</tr>
<tr>
<td>3/28/2014</td>
<td>Revised Harassment Policy: Revised policy title to Unlawful Harassment as only certain behavior rises to legal definition of harassment. Revised protected class categories to include gender, gender identity and expression and veteran status to be consistent with current law.</td>
</tr>
<tr>
<td>DATE</td>
<td>POLICY REVISIONS</td>
</tr>
<tr>
<td>--------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>3/28/2014</td>
<td><strong>Approved Violence in the Workplace Policy:</strong> Recommended as a new policy.</td>
</tr>
<tr>
<td>3/28/2014</td>
<td><strong>Approved Bullying in the Workplace Policy:</strong> Bullying in the workplace is a growing issue and most organizations are adding policies to address such behavior. While there is no current law within California related to bullying in the workplace, the policy is proactive and conveys the culture of the organization whereby employees will be treated fairly and with respect.</td>
</tr>
<tr>
<td>3/28/2014</td>
<td><strong>Revised Working Off-Site Policy:</strong> Revised policy title to “Telecommuting” and revised language to emphasize that telecommuting should be limited, especially for non-exempt staff, requires prior approval, and that employees telecommuting are required to follow all wage and hour laws, maintain a safe working environment as they would if they were in the office, and follow the Information Technology policy.</td>
</tr>
<tr>
<td>3/28/2014</td>
<td><strong>Revised Personnel Records Policy:</strong> Revised policy to ensure consistency with current law. Revisions include language pertaining to access, maintenance and retention of the records.</td>
</tr>
<tr>
<td>3/28/2014</td>
<td><strong>Approved Interoffice Relationship Policy:</strong> Revised policy outlines the protocol should a romantic relationship occur between a supervisor and subordinate.</td>
</tr>
<tr>
<td>3/28/2014</td>
<td><strong>Revised Conflicts of Interest Policy:</strong> Revised policy broadens the list of activities that could present a conflict of interest or perceived conflict of interest to include access to information, participation in community activities, consulting opportunities, endorsements, giving/receiving of gifts and/or hospitality. Revision further defines scope of financial interest language.</td>
</tr>
<tr>
<td>3/28/2014</td>
<td><strong>Revised Off-Duty Conduct Policy:</strong> Revised policy includes language regarding conflict of interest or “perceived conflict of interest.” Revised language pertaining to outside employment that requires the employee to conduct work or related activities on or off the Association’s property to also include during ACWA business hours. Added language that the Association may request termination of outside employment if any of the listed prohibited situations occur.</td>
</tr>
<tr>
<td>3/28/2014</td>
<td><strong>Personal Appearance Standards Policy:</strong> Revised policy title to “Professional Appearance Standards.” Added additional language regarding business casual environment with professional attire required when interacting with ACWA members, Board members, on Board or Committee meeting days, or when representing the Association to outside parties where professional attire is more appropriate. Added language regarding use of perfume, cologne and/or other fragrances should be kept to a minimum due to allergies and other sensitivities. Added language that employees dressed inappropriately may be asked to return home to change.</td>
</tr>
<tr>
<td>3/28/2014</td>
<td><strong>Revised Confidentiality Policy:</strong> Added language that information shared with and between the Board of Directors or Committee members is also covered by the policy. Added language that social security numbers will be maintained in a secure location with strict limited access.</td>
</tr>
<tr>
<td>DATE</td>
<td>POLICY REVISIONS</td>
</tr>
<tr>
<td>-----------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>3/28/2014</td>
<td>Revised Smoking Policy: Revised policy title to “Tobacco-Free Environment” and included the use of all tobacco including e-tobacco devices.</td>
</tr>
<tr>
<td>3/28/2014</td>
<td>Revised Employee Expense Reimbursement Policy: Revised language regarding ACWA not paying expenses for a “spouse” to guest to be more inclusive.</td>
</tr>
<tr>
<td>3/28/2014</td>
<td>Revised Insurance Benefits (Group Health Insurance) Policy: Revised policy includes language regarding employee, family, and/or domestic partner coverage when registered with the California Secretary of State to ensure compliance with California Insurance Equality Act.</td>
</tr>
<tr>
<td>3/28/2014</td>
<td>Revised Sick Leave Policy: Revised language to clarify that for employees hired prior to July 1, 2013, there is an unlimited accrual for sick leave.</td>
</tr>
<tr>
<td>3/28/2014</td>
<td>Revised Accumulated Sick Leave (ASL) Benefit Program Policy: Revised the introduction of the policy so that it does not appear that the Association encourages and/or benefits staff for attending work when sick.</td>
</tr>
<tr>
<td>3/28/2014</td>
<td>Revised Pregnancy Disability Leave Policy: Added language consistent with current law: (1) regarding the maintenance of health benefits while on PDL; and (2) regarding the Association’s ability to request reimbursement for health benefits paid while employee is on PDL should said employee not return to work.</td>
</tr>
<tr>
<td>3/28/2014</td>
<td>Revised State Disability Insurance Policy: Added parent-in-law to list of relatives that Paid Family Leave can be taken for to be consistent with current law.</td>
</tr>
<tr>
<td>4/30/2014</td>
<td>Made additional formatting changes. Version 1.2_043014</td>
</tr>
<tr>
<td>5/30/2014</td>
<td>Revised Policy 2.14 Payment of Wages: Revised policy to coincide with the implementation of the new timekeeping system which rounds the pay increment differently than the previous system. Version 2_053014</td>
</tr>
<tr>
<td>7/25/2014</td>
<td>Revised Policy 2.5 Temporary Employees. Revised policy to change the terminology to Limited Term Employees and clarified that this category of employee includes those hired and compensated by ACWA for a limited duration for the purpose of performing a specific project and that at the conclusion of the project, the employment will be terminated. Clarification was needed to distinguish a part-time regular employee from temporary staffing hired via a staffing agency. Version 3_072514</td>
</tr>
<tr>
<td>11/21/2014</td>
<td>Approved Technology Resources Policy: Approved new technology resources policy establishing standards that protect both ACWA and employees and outlines acceptable use of technology resources and devices. Replaced existing Electronic Media Usage (4.5), E-Signature Use (4.6), and Telephone / Cell Phone / Personal Device (4.7) policies as they are incorporated in the new policy. Version 4_112114</td>
</tr>
<tr>
<td>1/30/2015</td>
<td>Approved revisions to clearly identify which benefits part-time employees are eligible for, with the goal of providing clarity in application and understanding by ACWA employees and to formalize past practices. Additionally, approved revisions to the Overtime and Holidays sections to state than an alternative day off may only be substituted for Veteran’s Day and must be taken prior to the end of the following pay period. Version 5_013015</td>
</tr>
<tr>
<td>Date</td>
<td>Policy Revisions</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>2/5/2015</td>
<td>Made minor revisions to policy pertaining to alternative day off when staff works on Veteran’s Day to state the alternative day off must be scheduled by the end of the following pay period, based on input at staff meeting. Version 5.1_020515</td>
</tr>
<tr>
<td>2/10/2015</td>
<td>Corrected spelling error in Policy 4.5.3.4.5, E-Signature. Version 5.2_021015</td>
</tr>
<tr>
<td>3/27/2015</td>
<td>Approved revisions to Group Life Insurance policy to remove “and eligible dependents” language; approved revision to policy pertaining to alternative day off when staff works on Veteran’s Day to state the alternative day off must be scheduled by the end of the following pay period, based on input from staff; and approved revision to Group Health Insurance policy to clarify that ACWA does not pay for life insurance benefits for employee’s spouse or dependents. Version 6_032715</td>
</tr>
<tr>
<td>7/31/2015</td>
<td>Approved the following revisions to personnel policies: Policy 4.8 (Business Travel) to clarify what is covered by the IRS Mileage Reimbursement rate as it applies to employees using their own vehicles for ACWA travel; Policy 4.21 (Sick Leave) and Policy 4.22 ASL (Accumulated Sick Leave) to comply with provision of newly effective legislation, the Healthy Families, Healthy Workplace Act. Version 7_073115</td>
</tr>
<tr>
<td>11/20/2015</td>
<td>Approved revisions to Policy 4.13 to provide staff with more flexibility with respect to when employees are able to cash out their vacation. Version 8_112015</td>
</tr>
<tr>
<td>9/30/2016</td>
<td>Approved revisions to Policy 2.13, Timekeeping Requirements, to reflect the transition from manual timekeeping for time cards to an electronic timekeeping system. Version 9_093116</td>
</tr>
<tr>
<td>3/31/2017</td>
<td>Approved Policy 1.9, Whistleblower Policy, to add provisions for employees to report problems without retaliation. Version 10_033117</td>
</tr>
<tr>
<td>6/2/2017</td>
<td>Approved revision to Policy 2.4, Part-Time Employees, to provide limited pro-rated employee leave benefits to regular, part-time employees who regularly work a minimum of 20 hours.</td>
</tr>
<tr>
<td>6/2/2017</td>
<td>Approved revision to Policy 4.13, Vacation, to provide part-time employees who regularly work 20 hours or more per week vacation accrual on a pro-rata basis depending on the number of hours scheduled to work.</td>
</tr>
<tr>
<td>6/2/2017</td>
<td>Approved revision to Policy 4.21.1 and 4.21.2 to provided part-time employees to accrue sick leave based on the number of hours worked per week.</td>
</tr>
<tr>
<td>6/2/2017</td>
<td>Approved revisions to Policy 3.4, Workplace Attire and Grooming Standards to ensure that the policy is consistent with practice and to ensure that managers have discretion depending on the duties of the staff as well as a particular situation.</td>
</tr>
<tr>
<td>6/2/2017</td>
<td>Approved revision to Policy 4.24.5, Family Care and Medical Leave (FCML) to provide for greater flexibility in the employee’s use of the policy. Version 11_060217</td>
</tr>
<tr>
<td>7/28/2017</td>
<td>Approved revision to Policy 4.14.1, Group Health Insurance, pertaining to ACWA’s health rate premiums to establish that ACWA will set the baseline health contribution to the lowest cost plan, not including high deductible plans. Version 12_072817</td>
</tr>
<tr>
<td>9/29/2017</td>
<td>Approved revision to Policy 4.6.4, Parking Cash-out Program, to clarify that ACWA will provide for one of the following: an ACWA parking space; off-site parking with reimbursement at the actual cost up to $170 a month for Sacramento and $250 a month for D.C. employees; transit bus/light rail with reimbursement at actual cost; and parking cash-out program, with the highest cash allowance amount equal to the monthly transit pass reimbursement rate. Version 13_092917</td>
</tr>
<tr>
<td>DATE</td>
<td>POLICY REVISIONS</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>11/17/2017</td>
<td>Approved revision to policy 4.13, Vacations, to add language whereby the Executive Director has the discretion to provide an accelerated accrual rate for hard to recruit and/or senior level positions. Version 14_111717</td>
</tr>
<tr>
<td>7/27/2018</td>
<td>Approved revision to policy 4.6.2, Offsite Parking, removing the reference to a dollar amount so that the Executive Director has the discretion to modify the amount for which staff is reimbursed based on changes to rates. Version 15_072718</td>
</tr>
<tr>
<td>9/28/2018</td>
<td>Approved Tier 3 for other post-employment benefits (OPEB) for employees hired on or after 9/28/2018, which provides for a matching contribution to a retiree health savings accounts (RHSA).</td>
</tr>
<tr>
<td>11/16/18</td>
<td>Approved revision to policy 4.6, Parking, to provide language to clarify what situations and criteria would allow an employee to opt out of on-site parking and the process for parking spot assignments. Version 16_111618</td>
</tr>
<tr>
<td>7/26/2019</td>
<td>Approved revision to policy 4.38, Professional Development, to provide consistency with application and implementation of the policy throughout the organization. Version 17_072619</td>
</tr>
<tr>
<td>11/22/2019</td>
<td>Approved revisions to policy 2.19, Overtime, to facilitate the implementation of an alternative work schedule for ACWA staff.</td>
</tr>
<tr>
<td></td>
<td>Approved revisions to policy 2.18, Telecommuting, to provide more flexibility with authorizing employees to telecommute based on specific project assignments.</td>
</tr>
<tr>
<td></td>
<td>Approved revisions to 4.9, Employee Expense Reimbursement, to provide language clarification as it relates to reimbursement of guest expenses. Version 18_112219</td>
</tr>
<tr>
<td>5/28/2020</td>
<td>Approved revisions to sections 4.5.3.2, 4.5.3.4.5, 4.5.3.7, and 4.5.4.2 of Policy 4.5, Technology Resources, in light of the recent COVID-19 pandemic and the need to have ACWA employees telecommute to ensure that the policy is not in conflict with any current business practice. Version 19_052820</td>
</tr>
<tr>
<td>9/25/2020</td>
<td>Approved addendum to Policy 4.13 (Section 6), to provide temporary exceptions to the cash out provisions in the policy in light of the recent COVID-19 pandemic, with an effective date through June 2021.</td>
</tr>
<tr>
<td>2/11/2021</td>
<td>Approved revisions to Policy 1.9, Whistleblower; Policy 2.14, Payment of Wages; and Policy 4.6, Parking, and Policy 4.24 California Family Rights Act (CFRA) in response to the organizational changes that took effect January 1, 2021, operational changes associated with moving, and laws that went into effect January 1, 2021.</td>
</tr>
<tr>
<td>3/26/2021</td>
<td>Approved revisions to Policy 4.6.4, Parking Cash-Out Program, to clarify language to state the cash allowance is a non-taxable fringe benefit.</td>
</tr>
<tr>
<td>7/30/2021</td>
<td>Approved the replacement of current Policy 2.18 Telecommuting with new Policy 2.18 Telework to provide a long-term telework policy, which will serve as a recruitment and retention tool and allow for the reduction of number of people in the office at one at as ACWA implements its Return to Office Plan.</td>
</tr>
</tbody>
</table>
Section 6 - Vacation Policy Addendum (Policy 4.13)

ACWA’s current vacation policy states the following:

An employee may choose to take pay in lieu of vacation time up to a maximum of 75 hours per calendar year provided the employee has taken at least 75 hours in the preceding 12 months and has 75 hours remaining in their vacation bank.

In light of COVID, employees may cash out an additional 75 hours through December 31, 2020. The requirement to use 75 hours in order to cash out vacation will be waived through the last pay period of June 2021. The vacation cap and the requirement for 75 hours to remain in the vacation bank will remain.
Section 7 - ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have received a copy of the Association of California Water Agencies’ Personnel Manual, as revised on July 30, 2021.

I understand and agree that it is my responsibility to read and familiarize myself with all policies and procedures contained in the manual.

I further understand that any and all subsequent revisions and updates to the personnel manual supersede all prior agreements, understandings and representations concerning my employment with the Association.

Finally, I understand my employment is at-will and the Association or I can terminate my employment relationship with or without cause, upon notice to the other party.

_________________________________________  ________________________________________
Employee’s Printed Name                  Employee’s Signature

_________________________________________
Date

ACWA is a nonprofit mutual benefit corporation with Section 115 tax status.