



RESOLUTION No. 2017-32

OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT

UPDATING POLICIES FOR ADMINISTRATION - PERSONNEL

WHEREAS, the Nevada Irrigation District (the "District") intends to establish, and revise from time to time, administrative policies to guide the operations and management of the District; and

WHEREAS, the District's insurance carrier provided sample guidelines for personnel and administrative policies for consideration by the District; and

WHEREAS, over the past few years, the District has adopted several administrative policies using the sample guidelines, in an effort to assemble a comprehensive policy manual; and

WHEREAS, certain District personnel policies are outdated, and should be revised and formatted in the same manner as the sample guidelines; and

WHEREAS, other personnel policies have been historically incorporated into negotiated agreements with labor unions and employee associations; and

WHEREAS, District staff drafted new personnel policies to replace and supersede certain policies, and establish new policies that are needed to define wages, hours, and terms and conditions of employment for unrepresented employees; and

WHEREAS, such draft policies have been reviewed by the District's Legal Counsel and found to be in accordance with law.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Nevada Irrigation District hereby adopts the following policies, as attached and shall be incorporated herein:

- #2000 Recruitment and Hiring
- #2025 Vacation
- #2050 Leaves of Absence and Other Leaves
- #2070 Continuity
- #2090 Work Apparel
- #2175 Employee Training

BE IT FURTHER RESOLVED, that the attached policies shall be incorporated into the District Policy Manual, and the Board Secretary is hereby authorized to assign and revise policy numbers, and format and reformat the attached, as needed for an organized, comprehensive, policy manual.

BE IT FURTHER RESOLVED, that the effective date of this resolution is July 1, 2017.

PASSED AND ADOPTED by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the 25th day of October, 2017, by the following vote:

AYES:	Directors:	Wilcox, Drew, Miller, Morebeck, Wilcox
NOES:	Directors:	None
ABSENT:	Directors:	None
ABSTAINS:	Directors:	None



President of the Board of Directors

Attest:



Secretary to the Board of Directors

Nevada Irrigation District

POLICY MANUAL

POLICY TITLE: Recruitment and Hiring
POLICY NUMBER: 2000

The purpose of this policy is to provide direction to District staff for the recruitment and hiring District personnel from outside or external candidates. It should be noted this policy is not subject to meet and confer process with recognized labor bargaining groups. Policies for recruiting, hiring, promoting, and transfer of internal candidates are pursuant to the District's Labor Contract and are subject to negotiations.

2000.1 General - The District's Human Resources Manager, in consultation with Department Managers, shall be responsible for establishing recruitment procedures and techniques that will assure the most qualified individuals apply for District positions.

The goals of these procedures are to provide consistent hiring practices for all departments, that these practices are fair and that they conform to all applicable State and Federal laws and regulations. (See Policy Number 2225: Equal Employment Opportunity Program)

2000.2 Recruitment – Solicitations and applications will be made to and/or accepted from the general public as well as NID employees during recruitment.

2000.2.1 Announcements, if made, shall be posted for a minimum of seven (7) calendar days although the period of posting may be left open until sufficient and suitable candidates apply.

2000.2.2 Announcements, if made, will be posted at those locations listed in 2000.2.3., as well as any appropriate locations determined by the Human Resources Manager.

2000.2.3 Job applications shall be available at the District's Business Center and website.

2000.2.4 Newspaper or other advertising will be used at the discretion of the Human Resources Manager and/or the Department Manager.

2000.3 Qualification of New Hires

2000.3.1 It is the responsibility of the Human Resources Manager to qualify all employment applications for completeness and veracity.

2000.3.2 The Human Resources Manager along with the hiring Department Manager shall determine those procedures that are competitive and fair in the selection of applicants who possess the highest levels of ability, skill and expertise when compared to other applicants, or when a single applicant is scored against an accepted standard.

2000.3.3 The Human Resources Manager shall ascertain minimum qualifications, experience, training, education and certificates for a classification, such as Driver's license, etc. Proof of the possession of such minimum qualifications will be required and lack of proof will be cause for disqualification.

- 2000.3.4** The Human Resources Manager may make inquiry into the past record of applicants and disqualify any applicant whose records warrant such action, based on any of the following reasons:
- a) Lacks minimum qualifications.
 - b) Has been previously dismissed for cause from a position at the District.
 - c) Has resigned from a position with the District not in good standing or in order to avoid dismissal.
 - d) Has intentionally attempted to practice fraud on their application or during the selection procedure.
 - e) Lacks satisfactory driving record.
 - f) Is related to a Board Member, the General Manager, the Human Resources Manager, and to a Department Manager only for hiring within his or her department.
 - g) Is related to the person who would be supervising the position for which he/she applied.
 - h) The term "related" as use in this section includes the following relationships: spouse or domestic partner, parents or parents-in-law, siblings or siblings-in-law, and children or step-children.
- 2000.3.5** Applicants will be notified that a job offer will be contingent upon passing the necessary pre-employment drug test and other hiring requirements (See 2000.6).
- 2000.3.6** The Human Resources Manager along with the hiring Department Manager will review those qualified applicants for interviews.
- 2000.3.7** The Human Resources Department will coordinate the scheduling of these interviews.
- 2000.4** Testing – Prior to posting the Human Resources Manager along with the hiring Department Manager shall decide the type of testing, if any, that should be administered to applicants to qualify and rate applicants for appropriate skills and knowledge.
- 2000.4.1** Testing for proficiency shall measure those skills that are appropriate to the position to be filled.
- 2000.4.2** An applicant who fails either a written or proficiency test shall not be allowed to take a second test for the same class within sixty (60) days of that applicant's failure.
- 2000.4.3** Testing will be fair, objective and only used as one criteria of many in the final selection. The test will not be the final determinant.
- 2000.5** Interview Panel - The Human Resources Manager and Department Manager will coordinate an interview panel for the purpose of interviewing the most qualified applicants.
- 2000.5.1** The Human Resources department, along with the hiring Department manager will determine the composition of interview panels to allow for the most fair and objective assessment of candidates. Normally, a panel will consist of four District employees. Two of the members shall be from the hiring department, one from another department, and one from the Human Resources department. Panelists from outside agencies may be substituted for District employees if necessary and if approved by the hiring Department Manager and the Human Resources Manager.
- 2000.5.2** Participants on the interview panel will ask questions that have been previously determined by the Human Resources Manager and the hiring Department Manager. Interview questions and any written test questions established for the interview panel shall be relevant to the specific job

classification's qualifications, experience and education guidelines, comply with legal requirements, and be non-discriminating in nature.

2000.5.3 The Human Resources Manager shall provide the recommendation from the interview panel to the hiring Department Manager.

2000.5.4 Once a candidate has been selected, the hiring Department Manager will inform any internal applicants not selected. The Human Resources Department will notify all other applicants.

2000.5.5 After reviewing any relevant information obtained by the Human Resources Department, the hiring Department Manager will notify the Human Resources Department of the top selection(s). The Human Resources Manager may form an eligibility list of recommended candidates that will remain in force and will be utilized for future recruitment needs should another employment announcement be posted for the same position in the subsequent twelve month period.

2000.6 Final Hiring Requirements

2000.6.1 Upon the selection of a candidate by the hiring Department Manager, the Human Resources Manager will handle reference checks of selected candidate's previous employers, and make a verbal offer of employment contingent on successful completion of:

- a) The physical examinations and verification by medical personnel that the applicant meets the physical requirements of the position, after all other conditions of employment have been met or removed. Provided that the District shall make reasonable accommodations to an applicant consistent with the intent and requirements of federal and state law.
- b) Pre-employment drug testing and verification by medical personnel that the applicant has passed the test according to medical and legal standards then in place for safety sensitive positions; and,
- c) A check of the applicant's DMV record and verification, at the Human Resources Manager's discretion, that the applicant's driving record is such that the applicant be entrusted to operate the District vehicles and machinery as applicable to the position.

2000.6.2 The Human Resources Manager shall prepare an offer of employment letter detailing the starting date, salary, supervisor's name, place, time, benefits, etc. pertaining to the position. This letter should also state that certain criteria must be met, i.e. probationary period and proof of eligibility to work in the United States.

2000.6.3 The medical examinations will be job related and may consist of any one or more of the following:

- a) A physical examination by a District appointed medical physician.
- b) A physical agility examination by a District appointed therapist.
- c) A hearing test by a District appointed audiologist.
- d) The pre-employment drug test, when required, will include but not be limited to a urine test. Subject test results may be re-administered if applicant requests.
- e) Authorization as required under the Health Insurance Portability and Accountability Act (HIPAA) for disclosure of protected health information (PHI) to the District, or its designated representative, will be a condition of employment with the District to the fullest extent allowed by the law. This is applicable to pre-employment physicals, drug testing and any other lawful need for medical information. Refusal to sign an authorization in any of these instances will deem the applicant ineligible for hire.

Adopted: April 14, 2010 via Resolution No. 2010-21

Revised: October 25, 2017 via Resolution No. 2017-32

Nevada Irrigation District

POLICY MANUAL

POLICY TITLE: Vacation

POLICY NUMBER: 2025

2025.1 This policy shall apply to regular employees in all classifications.

2025.2 Accrual

2025.2.1 After the first (1st) six (6) months of continuous service with the District, each full-time employee will receive five (5) days of vacation (40 hours for regular full-time employees) with pay and will accrue vacation with pay in accordance with the following schedule.

Years of Service	Accrued Hours/ Pay Period	Max Accrued Days	Max Accrued Hours
0-4	3.079	20	160
5-9	3.692	24	192
10-14	4.615	30	240
15-19	6.166	40	320
20-24	7.691	50	400
25 or More	8.012	52	416

2025.2.2 Employees who reach their maximum vacation accrual shall not accrue additional days until vacation is used. In the event work requirements prohibit employees from using vacation, the General Manager may authorize the employee to retain those days. This review is a case by case basis and will only be authorized by the General Manager. The General Manager's decision is final.

2025.2.3 Newly hired probationary employees shall not accrue vacation pay during the probationary period; however, if a probationary employee shall become a regular employee of the District, after six (6) months of employment with the District, the period which the employee occupied probationary status shall be included in calculating his/her entitlement to vacation with pay.

2025.2.4 Regular part time employees shall accrue vacation on a pro-rata basis (Example: a four year part time employee working 20 hours per week is equal to 20/40 x 10 days, or 40 vacation hours per year).

2025.3 Usage and Scheduling

- 2025.3.1 The District will not require an employee to take vacation in lieu of sick leave or leave of absence on account of illness.
- 2025.3.2 If a holiday falls on a workday within an employee's vacation period, such employee will not be charged with a day of vacation for the holiday and will be compensated for the holiday.
- 2025.3.3 ~~Employees should submit written requests for vacations to their Department Manager, or his/her designee, at least one week prior to the requested vacation. Employees should submit written requests for vacations to their Department Manager, or his/her designee, at least one week prior to the requested vacation and in compliance with the Department's workload scheduling procedures. Whenever possible, vacations will be approved by the Department. Whenever possible, vacations will be approved by the Department within five days of submitting.~~ If the vacation request is denied due to District needs, the Department will work with the employee to find alternative dates that are acceptable to both parties. Vacations may be scheduled at any time from the first of the year to the end of the year with the approval of the Department. However, employees occupying positions that require their presence on the job during certain parts of the year will not be permitted to take their vacations during those periods.
- 2025.3.4 Regular employees whose employment with the District is terminated for any reason will, at the time of termination, receive any unused vacation pay previously earned.
- 2025.3.5 Employees who are on a leave of absence without pay will not accrue vacation leave.

Adopted: June 25, 2014 via Resolution No. 2014-40

| Revised: October 25, 2017 via Resolution No. 2017-32

Nevada Irrigation District

POLICY MANUAL

POLICY TITLE: Leaves of Absence and Other Leaves
POLICY NUMBER: 2050

2050.1 General: Leave of Absence without pay may occur when an employee is unable to report to work for very substantial reasons AND vacation or sick leave is inappropriate or unavailable. A Department Manager may grant a leave without pay in writing for any amount of time up to sixty (60) days. Leave without pay is for the purpose of short-term absences from work. More than sixty (60) days in such status will require a request in writing for approval by the General Manager.

Subject to a written request, a leave of absence may be granted to regular employees by the General Manager, provided satisfactory arrangements can be made to perform the employee's duties during this period without undue interference with the normal routine work.

2050.2 Duration: The leave will be specified in writing and will commence on and include the first workday on which the employee is absent and terminate with and include the workday preceding the day the employee returns to work.

2050.3 Conditions on Return: The conditions under which an employee will be restored to employment on the termination of leave of absence shall be clearly stated by the District in writing in conjunction with the granting of said leave of absence. Any changes to the length of leave must be submitted in writing and approved in the same manner as the original request.

2050.4 Accruals While on Leave: An employee's sick leave, CalPERS service credits, seniority, and vacation will not accrue while on leave of absence without pay. However, an employee's status as a regular employee will not be impaired by such leave of absence.

2050.5 Absent Without Leave (AWOL): If an employee fails to return immediately upon the expiration of the leave of absence, fails to report to his/her work site, and has not notified their direct supervisor, the employee shall be considered absent without leave (AWOL). If an employee is absent without leave for three (3) consecutive workdays, such an employee shall be considered to have voluntarily resigned. After the third (3rd) consecutive workday of AWOL, a notice of automatic resignation shall be sent by certified mail/return receipt to the employee's last known address. The last known address shall be deemed the address on record in the employee's personnel file at Human Resources. The resignation becomes effective at close of business on the third (3rd) consecutive workday of AWOL.

- 2050.6** Leave of Absence Without Pay: The following conditions should be considered in each application for leave of absence without pay:
- 2050.6.1** The purpose of leave of absence without pay should be limited to necessary absences, such as family or health emergencies. (Refer to Section 2050.10)
 - 2050.6.2** Leave of absence without pay is not a substitute for vacation.
 - 2050.6.3** With the exception to entitlement to leaves as provided by law, the District may consider an employee's performance and attendance record in determining whether to grant a request for unpaid leave.
 - 2050.6.4** Any leave of absence without pay will be authorized in writing only at the convenience of the authorizing department; workload, seasonal demands, and staffing levels must be considered.
- 2050.7** Jury Duty: A regular employee who is summoned for jury duty and is unable to perform his/her regular duties will be given a leave of absence with pay (jury pay). Jury pay will not exceed the employee's daily rate of pay for the duration of his/her jury duty, provided that he/she:
- 2050.7.1** Notifies his/her supervisor in advance of the jury duty, and
 - 2050.7.2** Returns to work upon his/her dismissal each day, unless the hours spent at jury duty, including travel time, exceed the actual work day, and
 - 2050.7.3** Completes his/her normal work day, and
 - 2050.7.4** Turns over to the District any compensation received as a juror not including any travel allowance received.
- 2050.8** Bereavement Leave: In the event of the death of a mother, father, brother, sister, son, daughter, wife, husband, domestic partner, father-in-law, or mother-in-law or any relative or ward residing in the same home as the employee, time off with pay will be allowed until after the funeral service, to a maximum of three (3) working days, after which sick leave with pay may be taken to attend to a member of the immediate family to a maximum of an additional three (3) workdays.
- 2050.8.1** Sick leave may be used in the event of the death of a grandparent or step-parent not residing in the same home as the employee.
 - 2050.8.2** At the discretion of the General Manager, permission may be granted to attend the funerals of other relatives and coworkers and to subtract the time expended from sick leave. This permission shall be given only if proper prior application is made to the General Manager, and the granting of permission will be at the sole discretion of the General Manager.
- 2050.9** Military Leave: Military leave shall be governed by the provisions of the Uniformed Services Employment and Re-Employment Rights Act (USERRA) of 1994.

2050.9.1 The District will waive any reimbursement of the employee's contribution to CalPERS by the employee as long as the employee meets the criteria stated in Section 20997 of the California Public Employees' Retirement Law.

2050.10 Family and Medical Leave: The California Family Rights Act of 1991, the Federal Family and Medical Leave Act of 1993, and Section 12945.2 of the Government Code, requires all public agencies to grant their employees a leave of absence for the following reasons:

2050.10.1 The birth of a child of the employee, the placement of a child with an employee in connection with or the adoption or foster care of the employee or the serious health condition of a child of the employee.

2050.10.2 To care for a parent or spouse with a serious health condition; (Definition of: child – biological, adopted, foster, stepchild, legal ward or child of a person standing in Loco parentis,* under 18 years of age, or adult dependent child. Parent – biological, foster, adoptive parent, a stepparent, a legal guardian, or other person who stood in "loco parentis"* to the employee when the employee was a child.)

* "Loco parentis" – court appointed guardian to have custody of a minor.

2050.10.3 An employee's own serious health condition that makes the employee unable to perform the functions of the position of that employee, except for leave taken for disability on account of pregnancy, childbirth, or related medical conditions.

(Serious health condition is defined as an injury, impairment, or physical/mental condition which involves inpatient care in a hospital, hospice, or residential health care facility; continuing treatment or continuing supervision by a health care provider.)

2050.10.4 Eligibility: To be eligible for leave under the FMLA, an employee must have: (1) been employed by the District for at least 12 months, which need not be consecutive; (2) worked for the District at least 1,250 hours during the 12 months immediately preceding the commencement of leave; and, (3) be employed at a worksite where the District employs at least fifty (50) employees within seventy-five (75) miles of the worksite.

2050.10.5 Leave Benefit: Leaves taken for disability due to pregnancy, childbirth or related medical condition continues to be governed by Government Code 12945(b) (2), and requires employers to grant a woman pregnancy disability leave of up to four months. That employee may then take a FCML for up to 12 weeks after medical release from the pregnancy disability. FCML taken for reason of the birth or adoption of a child of an employee must be initiated within one year of the birth or placement of the child with the employee.

Employees will be entitled to continue their participation in the health plans in the same fashion as if they were at work. Should the employee fail to return from FCML after the period has expired, for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstance beyond the control of the employee, the District will require the employee to reimburse the District the amount of premiums paid by the District while the employee was on leave. Employees granted FCML will be guaranteed employment in the same or comparable position upon termination of leave except as provided by law. (Comparable position means employment in a position that has the same or similar duties and

pay which can be performed at the same or similar geographic location as the position held prior to the leave.)

The District may limit a FCML if a husband and wife, both of whom are employed by the District, request leave for birth, placement for adoption or foster care of a child the aggregate number of workweeks of leave to which both may be entitled shall be limited to 12 workweeks during any 12 month period.

2050.10.6 The District may refuse to reinstate an employee returning from leave to the same or comparable position if all of the following apply:

2050.10.6.1 The employee is a salaried employee who is among the highest paid 10% of the Districts employees who are employed within 75 miles of the worksite at which that employee is employed;

2050.10.6.2 The refusal is necessary to prevent substantial and grievous economic injury to the operations of the District; and

2050.10.6.3 The District notifies the employee of the intent to refuse reinstatement at the time the District determines the refusal is necessary.

2050.10.7 Employee Obligations: The employee is required to give adequate notice of the need for a leave if the need is foreseeable. Employees are required to submit their request for FCML in writing, and if the request for leave is to care for a child, spouse or parent who has a serious health condition, or for their own illness, confirmation may be required. (Confirmation will include date of illness, duration of the condition and a statement from the health care provider.)

Employees will be required to use their accrued vacation and CTO in lieu of unpaid leave, unless it is for their own illness at which time their accrued sick leave will be used. Sick leave may be used during a period of leave in connection with the birth, adoption, or foster care of a child, or to care for a child, parent, or spouse with a serious health condition.

Nevada Irrigation District

POLICY MANUAL

POLICY TITLE: Continuity

POLICY NUMBER: 2070

2070.1 This policy shall apply to regular employees in all classifications.

2070.2 Definition - Continuous service with the District will start with the date of employment and will consist of the period of employment. Continuous service will be broken upon separation of employment.

2070.3 Continued Accrual - Continuity of a regular employee's service will not be broken by absence for the following reasons, and length of service will accrue for the period of such absence:

- a) Authorized Absence by reason of industrial disability;
- b) Authorized absence or leave of absence without pay for less than thirty (30) days in a calendar year;
- c) Applicable state and federal laws shall govern absence due to military or National Guard service.

2070.4 Rehired Employees - Previous employees who are rehired will have their employment service records restored to include previous earned length of service, after completion of their probationary period.

Adopted: June 25, 2014 via Resolution No. 2014-40

Revised: October 25, 2017 via Resolution No. 2017-32

Nevada Irrigation District

POLICY MANUAL

POLICY TITLE: Work Apparel

POLICY NUMBER: 2090

- 2090.1** Employees working in designated classifications shall be issued work apparel in order that a standardized appearance is presented to customers and citizens. Sufficient quantities of working apparel shall be provided so that each designated employee will report for work appropriately dressed in clean apparel each work day. Work apparel will be neat, clean and shirrtails will be tucked into trousers. Employees may elect to wear their own dark shaded trousers provided they are clean and neat in appearance. Shorts may be worn by certain Recreation Department employees where safety is not an issue and on approval by the General Manager; otherwise, shorts will not be worn by field personnel while on duty.
- 2090.2** The routine cleaning and normal maintenance of the work apparel, excluding t-shirts will be the responsibility of the District and shall be accomplished by a clothing apparel company of the District's selection. Loss of clothing when not in the custody of the District or cleaning contractor will be chargeable to the employee and improper care and handling on the part of the employee shall be reason to charge the repair cost or replacement to the employee. Employees furnished work apparel will deposit five (5) sets (shirt and trouser) of soiled clothes on a designated day, in the clothing container provided. Clean working clothes will be available for pick up at the same time.
- 2090.3** The District recognizes the need for employees working out-of-doors to wear headgear, both as protection against the weather and for safety reasons. Upon hire standardized headgear (baseball type or beanie) will be provided to those classifications not required to wear hard hats. Headgear shall be kept clean or replaced by the District. Should an employee's headgear become extremely dirty or no longer serviceable or presentable, the employee may take the headgear to Purchasing for a replacement at any time during the year. For safety reasons, pins or emblems will not be allowed to be affixed to the headgear. Employees are required to wear only the approved NID headgear.
- 2090.4** A logo identifying the Nevada Irrigation District will be placed in a conspicuous place on the shirt. Distinctive clothing for supervisory personnel will be provided so that immediate identification of the crew leader will be apparent.
- 2090.5** Temporary employees will be provided T-shirts and standardized work caps.
- 2090.6** All work apparel must be returned to the District upon separation of employment or if a change in position results in a change of work apparel issued or type of work apparel issued.

2090.7 The following list of job classifications will be issued work apparel and may from time to time be amended to either add or delete specific classifications. Employees in these job classifications must wear work apparel at all times. The District will pay \$180 toward the purchase and/or repair of work boots for District Employees listed below and/or at the discretion of the

employee's department manager. Payment will be made within two (2) weeks of the employee's date of hire and annually thereafter.”
Boots must meet applicable OSHA standards for the duties assigned.

Administration

Safety Analyst*

Watershed Resources Planner*

Engineering Department

Construction Inspector I/II

Construction Inspector Supervisor

Engineering Technician I/II – (Encroachment and Survey Sections)*

Senior Engineering Technician – (Encroachment and Survey Sections)*

Finance Department

Senior Storekeeper

Storekeeper

Hydroelectric Department

Hydroelectric Electrical Machinist I/II

Hydroelectric Generation Superintendent

Hydroelectric Generation Supervisor

Hydroelectric Maintenance Superintendent

Hydroelectric Maintenance Supervisor

Hydroelectric Plant Operator I/II

Hydroelectric Plant Operator I/II – Resident

Hydroelectric Communications Technician I/II

Hydroelectric System Technician I/II

Hydroelectric Utility Worker

Hydroelectric Water Systems Operator I/II

Hydrographer I/II

Senior Hydrographer

Senior Hydroelectric Machinist I/II

Senior Hydroelectric Plant Operator

Senior Hydroelectric System Technician I/II

Maintenance Department

All classifications except those listed below:

**Management Assistant

**Maintenance Manager

**Office Assistant I/II

Operations Department

All classification except those listed below:

- **Business Services Technician I/II
- **Cashier
- **Customer Service Administrator
- **Dispatcher
- **Finance Assistant I/II
- **Management Assistant
- **Senior Finance Assistant
- **Water Operations Manager

Recreation Department

Senior Facility Ranger
Senior Park Ranger

- * Work apparel for employees in these classifications are to be worn when out in the field
- * * These positions are not eligible for Work Apparel

Adopted: December 10, 2014 via Resolution No. 2014-51
Revised: October 12, 2016 via Resolution No. 2016-35
Revised: October 25, 2017 via Resolution No. 2017-32

Nevada Irrigation District

POLICY MANUAL

POLICY TITLE: Employee Training

POLICY NUMBER: 2175

- 2175.1 The District may require employees to attend job related training. Employees will be expected to attend and complete the assigned training.
- 2175.2 Where training is required by the District, expenses incurred by employees that have been approved in advance by the Department Manager or General Manager will be approved as follows:
- Expenses of \$1,500 or less, including all meals, transportation, lodging and training costs, require the prior approval of the employee's Department Manager.
 - Expenses exceeding \$1,500, but not more than \$3,000, including all meals, transportation, lodging and training costs, require the prior approval of the General Manager.
 - Expenses in excess of \$3,000, including all meals, transportation, lodging and training costs, require prior approval of the Board of Directors.
- 2175.3 Employees will be paid their standard daily rate of pay, as determined by their current work schedule, for training, plus travel time.
- 2175.4 If a meal is not provided with the training, employees will be paid meal allowances in accordance with the current Internal Revenue Service (IRS) regulations.
- 2175.5 District vehicles shall be used to commute to training. If the Department Manager determines that using a District vehicle is not practical, mileage reimbursement will be paid in accordance with current IRS rates.
- 2175.6 Nothing shall preclude an employee from requesting training. In the case of an employee request, the specific training course must be pre-approved by the employee's Department Manager.
- 2175.7 Continuing Education Units (CEUs) necessary to maintain a certification or license that is required by job descriptions shall be considered Employee Training, pursuant to this policy.

Adopted: June 25, 2014 via Resolution No. 2014-40

Revised: October 25, 2017 via Resolution No. 2017-32