

CHAPTER 9 PERSONNEL

9.1 EMPLOYEE PERSONNEL SYSTEM

The General Manager (Manager) shall:

- A. Administer the personnel program of the District, including employing assistants and other employees in conformance with the budget, as he may deem necessary for the proper operations of the system, delegate authority at his discretion, and discharge personnel for cause.
- B. Formulate personnel principles and programs designed to:
 - 1. Assure that employment in the District is based upon open competition and merit, and is free from personal and political considerations.
 - 2. Implement the Board approved compensation plan to promote high morale, efficiency and economy in the operation of the District.
- C. Prepare and revise classification plans and job descriptions as needed, for approval by the Board.
- D. Recommend salary schedules and pay ranges to the Board for collective bargaining.
- E. Establish and maintain a roster of all employees, setting forth each officer and employee, class, title of position, salary, any changes in class, title or status, and such other data as may be deemed desirable or useful.
- F. Prepare a table of organization as part of the budget to be approved by the Board.
- G. Develop, acquire, and administer such recruiting and examining programs as may be necessary to obtain competent applicants to meet the needs of the District.
- H. Propose, develop, or otherwise acquire and coordinate training and educational programs for District employees.
- I. Search for and inquire about ways and means of improving personnel procedures.
- J. Maintain a workable performance evaluation system.

9.2 ADOPTION OF PERSONNEL RULES AND REGULATIONS MANUAL

The Manager shall prepare, maintain, and present to the Board Rules And Regulations Governing Employment Conditions, Salaries, And Benefits For Employees of Paradise Irrigation District as he deems necessary. This “Rules And Regulations Manual” shall be adopted subject to the terms of the Collective Bargaining Agreement, and from time to time amended, by the Board and maintained as described in Appendix B.1.

9.3 COMPENSATION OF THE GENERAL MANAGER

The Manager’s compensation shall be reviewed by the Board in accordance with the terms of the contract.

9.4 EMPLOYEE AND CUSTOMER EXPECTATIONS

A. The Manager and all employees shall make every proper and reasonable effort to maintain professional relations with all fellow District employees and all District customers, and shall always insure that each employee and customer is provided full value, prompt service, and courteous and fair treatment at all times and under every condition.

B. Employee and customer complaints shall first be referred to the staff member responsible for the issue raised. If the complaint is not satisfactorily settled it may be taken up with the staff member’s supervisor, then the Manager and if still unresolved, appeal may be made to the Board.

9.5 INTERNET USAGE

All District personnel shall abide by the Internet Usage Policy as described in Appendix B.11.

9.6 JOB RELATED TRAINING

Any District personnel desiring to take job-related school courses may request reimbursement for tuition and book expenditures. Prior approval of the Manager must be obtained regarding reimbursement of these expenditures. Prior approval of the Board will be required when the Manager personally desires reimbursement for job-related course expenses.

The course must be satisfactorily completed if the course is not graded, or completed with a “C” grade or better for courses where performance is graded.

9.7 RETIREMENT NOTIFICATION LETTER

A retirement notification letter shall be sent to each employee approximately 135 days before reaching the age of 65, for the purpose of alerting such employee to conditions of

employment beyond 65 years of age. The employee will be required to notify the District whether or not he will elect to retire at 65.

9.8 OBSERVANCE OF HOLIDAYS

The District will conform to the policy stated in the Rules And Regulations Manual, as described in Appendix B.1.

9.9 EMPLOYEE MEDICAL EXAMINATIONS AND FITNESS FOR DUTY

As a condition of employment, new hires shall have a pre-employment medical examination and drug-screening exam completed at the District's expense. Such examination is a condition of employment. In accordance with District policy and applicable law, the District may require a medical exam or drug screening at any time during an employee's employment period.

9.10 EMPLOYEE USAGE OF DISTRICT TOOLS AND FACILITIES

As a privilege, employees may borrow District tools and equipment for personal purposes on a limited basis after normal working hours. Abuse or misuse may result in termination of this privilege. The conditions by which employees may borrow tools and equipment are as follows.

- A. Permission to use hand tools and office equipment must be obtained prior to their usage from the Manager or the Manager's staff members. Use of field equipment, sand blasting, welding, or energy equipment may only be used upon the prior approval of the Manager.
- B. Permission to use motorized equipment must be obtained prior to their usage from the Manager. No equipment requiring a commercial license for operation on a public roadway may be borrowed.
- C. Employees will sign for tools or equipment borrowed on a checkout form. Signed Release and Indemnification Agreements shall be on file for each employee using tools, equipment, or facilities before such use takes place.
- D. No supplies of any description will be used for personal use.
- E. Only District employees may operate borrowed tools (neighbors, friends, spouse, relatives, etc. may not use them) and such tools and/or equipment may only be used on an employee's personal property.
- F. District tools/equipment may not be used for profit or financial gain. However, tools and equipment may be borrowed for community service projects, subject to permission from the Manager.

- G. The employee must be qualified in and comfortable with the operation of the tool or equipment he is borrowing.
- H. The tools/equipment may be borrowed for one evening or weekend at a time and must be returned the next day or the next scheduled workday.
- I. Employees will be responsible for repairs of damage to tools/equipment that occur while it was borrowed. Fuel consumed by the tools or equipment is the employee's responsibility.
- J. Employees may not enter District property after normal working hours to borrow tools/equipment except in the case of an emergency and when the Manager or a Manager's direct report has granted permission.

9.11 SUBSTANCE ABUSE POLICY AND PREVENTION PROGRAM

All District personnel shall abide by the Substance Abuse Policy and Prevention Programs as described in Appendix B.10.

9.12 INJURY AND ILLNESS PREVENTION PROGRAM AND SAFETY RULES/REGULATIONS

All District personnel shall abide by the Injury and Illness Prevention Program and Safety Rules/Regulations as described in Appendix B.6.

9.13 EMPLOYEE RECOGNITION POLICY

Periodically employees will be recognized for service to the District and the community that goes above and beyond their normally assigned duties. Recommendations for awards can come from the Manager, a supervisor or from fellow employees. The Manager shall have sole discretion and authority to make a final determination for awards.

An award fund shall be budgeted each fiscal year. The amount of individual awards shall not exceed \$50 per award.

The District offers the "PUTTING IDEAS DOWN" program. Employees who submit ideas submitted through the program may earn personal recognition and cash awards for ideas which are adopted and contribute to the successful operation and progress of the District. Submitters of accepted ideas will receive a cash award of:

Level 1 – \$40.00

Ideas which improve operations, procedures, etc., which have short term value or limited long term value in cost or time savings.

Level 2 – \$100 - \$500 or a day off with pay at the recipient's choice.

Ideas which significantly improve operations with identified saving which may not be quantified in dollars.

Level 3 – 5% of cost savings with maximum of \$3,000

Long term, substantial cost savings in operations with quantifiable savings. Determination of cost savings limited to five years.