



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

RESOLUTION 3-13

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT APPROVING UPDATES TO PERSONNEL POLICY MANUAL.


WHEREAS, the District has a Board approved Personnel Policy Manual; and

WHEREAS, it has been deemed necessary to update the Personnel Policy Manual from time to time.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby approves the updates to the Personnel Policy Manual, per Exhibit A. The updated Personnel Policy Manual to be distributed to all current and new employees.

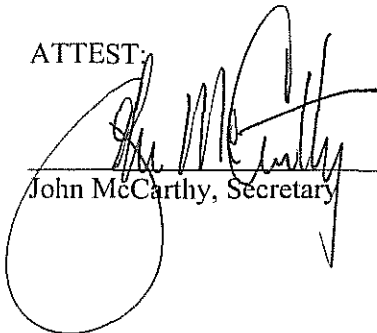
I hereby certify that the forgoing is a full, true and correct copy of Resolution 3-13 duly passed and adopted by the Board of Directors of the Lake Shastina Community Services District, Siskiyou County, California, at a meeting thereof duly held on the 15th day of May, 2013, by the following vote:

AYES: Directors Cupp, Mitchell, Moller, Roths and Wetter
NOES: None
ABSENT: None



Corinne Moller, President

ATTEST:



John McCarthy, Secretary

POLICY TITLE: Employee Status
POLICY NUMBER: 1005 (Revised 5/15/13)

1005.10 A "Regular" employee is one who has been hired to fill a regular position in any job classification, has completed his/her probationary period and works on a regular basis in excess of 30 hours per week. Regular employees are eligible for benefits. The currently approved regular employee positions are as follows:

- 1005.11** Police Department of Public Safety (revised 5/15/13)
 - One (1) Chief of Police Public Safety, POST Certified (revised 5/15/13)
 - Two (2) full-time Police Officers, POST Certified
 - One (1) part-time Police Officer, POST Certified (revised 5/15/13)
 - One (1) full-time combination Community Services Officer (not POST Certified) / Clerk
 - One (1) part-time Administrative Fire Captain (not POST Certified) (revised 5/15/13)
 - Two (2) part-time Seasonal Fire Fighters (not POST Certified) (revised 5/15/13)

- 1005.12** Public Works Department (revised 6/16/10)
 - One (1) Public Works Supervisor
 - One (1) Wastewater Leadman
 - One (1) Water Leadman
 - ~~Six (6)~~ Five (5) Maintenance Worker Personnel (revised 5/15/13)

- 1005.13** Administration / Accounting Department
 - One (1) Administrator / General Manager
 - One (1) Senior Accounting Clerk (revised 04/21/10)
 - One (1) Administrative Secretary
 - One (1) Accounts Receivable Clerk
 - One (1) Accounts Payable Clerk
 - One (1) CCR Compliance Officer – Position funded by LSPOA

1005.20 A "Probationary" employee is one who has been hired to fill a regular or part-time position in any job classification and has less than twelve (12) continuous months of service with the District. Upon completion of twelve (12) months of continuous service with the District in said classification, and upon the General Manager's decision to retain said employee, said employee shall be granted regular or part-time employee status. Probationary employees may be dismissed without cause and without appeal by the hiring authority. Regular Probationary employees are eligible for fringe benefits. Part-time Probationary employees are not eligible for fringe benefits.

1005.20.10 (added 9/19/07) Prior to the expiration of the original or extended term of probationary status of any employee, probationary employee status may be extended by the General Manager, in the General Manager's discretion, upon written notice to the employee.

NOTICE AND AGREEMENT TO EXTEND PROBATIONARY STATUS

~~_____ a probationary employee of the Lake Shastina Community Services District, is hereby notified that his/her probationary status, which was scheduled to be completed on _____, has been extended by the District. Such status is now scheduled to be completed on _____.~~

Dated: _____
_____ LSCSD General Mgr.

~~_____ The undersigned probationary employee hereby acknowledges receipt of this notice and agrees to the extension of his/her probationary status. I acknowledge and approve of this information being placed in my personnel file.~~

Exhibit A

Dated: _____

- 1005.30** A "Temporary" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The duration of the work assignment of a temporary employee generally ranges from one (1) day to a maximum of one (1) year of continuous service. A period of more than one (1) year may be required in special circumstances with the approval of the General Manager. Temporary employees are not eligible for fringe benefits or holiday pay. CalPERS benefits will commence and Social Security will cease upon 1000 hours of work for qualifying Miscellaneous employees. (revised 5/15/13)
- 1005.40** A "Part-time" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The part-time employee works whenever the District's work load increases to a level that regular employees cannot accommodate it. He/she also works standby as discussed in Policy #1010, "Hours of Work and Overtime." Part-time employees are not eligible for fringe benefits or holiday pay. CalPERS benefits will commence and Social Security will cease upon hire if employee is hired to work a minimum of 20 hours per week. If employee is hired to work less than 20 hours per week, CalPERS benefits will commence and Social Security will cease upon 1000 hours of work. (Revised 3/16/11)
- ~~**1005.50** The position of "Fire Chief" does not fall in any of the above categories. The Fire Chief will be selected by the Community Services District Board, upon recommendation from the General Manager and in consultation with the members of the Fire Department. The stipend, if any, shall be established by the District Board of Directors. (Revised 3/16/11)~~

- 4. Public Safety Job Descriptions for Extra Help / Seasonal Fire-Fighters: SAC Nelle stated that the CSD wants to hire part-time firefighters this summer under a grant; which requires an approved job description prior to starting the hiring process. The Board discussed.

Motion by Dir. Cupp second by Dir. Mitchell to approve the addition of the job description for Extra Help/Seasonal Firefighter.

Ayes: Directors Cupp, Mitchell, Moller, Roths and Wetter
Noes: None
Absent: None

- 5. Job Description for Public Safety / General Volunteers: SAC Nelle stated that the CSD needs to create a job description for general volunteers for the various CSD program. At this time, the CSD is contemplating obtaining volunteers for new programs in Public Safety. The Board discussed. Minor grammatical corrections were made to job description.

Motion by Dir. Mitchell second by Dir. Wetter to approve the addition of the job description for Public Safety/General Volunteers.

Ayes: Directors Cupp, Mitchell, Moller, Roths and Wetter
Noes: None
Absent: None

- 6. Update to Personnel Policy: Employee Status, Policy Number 1005: The Board discussed.

Motion by Dir. Cupp second by Dir. Roths to approve Resolution 3-13 approving an update to Personnel Policy Number 1005, Employee Status.

Ayes: Directors Cupp, Mitchell, Moller, Roths and Wetter
Noes: None
Absent: None

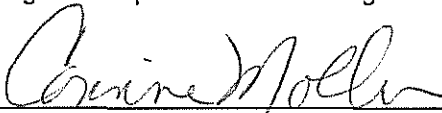
- 7. FY 2013/14 Operating Budget: preliminary review: GM McCarthy gave a summary of the proposed budget. The Board discussed. Pres. Moller set a Public Hearing to be on the June 19, 2013 Board meeting agenda to consider adoption of the FY 2013/14 Operating Budget.
- 8. Dwinell Dam: threat to remove, by Klamath Riverkeeper Group / Karuk Tribe: Dir. Wetter presented an update on the lawsuits against the Montague Water Conservation District (MWCD).

BOARD MEMBER COMMENTS: Pres. Moller (thanked Public Works staff for responding to May 11, 2013 power outage), Dir. Wetter (successful Chili Dump, thanked DPS Explorers for help with event).

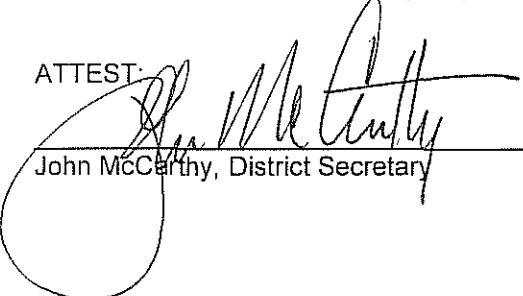
ADJOURNMENT:

With no objections by the Board, Pres. Moller adjourned the meeting at 6:07 p.m. to the next Regular Meeting on June 19, 2013 (Open Session at 5:00 p.m.).

Approval Date: 6/19/13


 Corinne Moller, President

ATTEST:


 John McCarthy, District Secretary