

RESOLUTION 90- 2

RESOLUTION OF THE BOARD OF DIRECTORS
RANCHO MURIETA COMMUNITY SERVICES DISTRICT
AMENDING THE PERSONNEL MANUAL

WHEREAS, the Board of Directors wishes to amend the Personnel Manual;

NOW, THEREFORE, BE IT RESOLVED that the following sections of the Personnel Manual are revised to state:

Section 2.02 - Authorized Position. A specific work position, within a job classification, that has been approved by the Board of Directors which is or may be held by an employee.

Section 3.01 - Vacancies. When a vacancy occurs in an authorized position, the General Manager (or Acting General Manager if the General Manager position is vacant) shall try, whenever reasonable, to fill the vacant position with an existing District employee, who is both qualified for the position and willing to accept the employment change. Alternatively, the General Manager may determine that it is in the District's best interest to leave the position vacant or fill the vacancy with a person who is not a District employee. This section shall not be construed to limit in any way the District's right to hire the most qualified persons available as District employees.

Section 3.11 - Appointment. The positions of General Manager, Assistant General Manager, Finance Officer, District Secretary, Chief of Security, District Accountant, and District

Superintendent shall be filled by Board appointment.

The General Manager shall appoint successful candidates to fill all other vacant positions.

Section 3.12 - Trial Period.

(a) When the General Manager appoints an existing District employee to fill a vacant position, that appointment shall be for a trial period not to exceed six (6) months from the date of the appointment. If the employee fulfills the duties of that position to the District's reasonable satisfaction and otherwise successfully completes the trial period, the employee shall then become a regular employee in the new position.

(b) If during the six (6) month trial period, the employee, appointed to a new position pursuant to Section 3.12 (a), does not perform to the District's reasonable satisfaction or otherwise does not successfully complete the trial period, that employee shall resume his/her duties in the prior position which he/she held. The General Manager shall then take steps necessary to fill the vacant position.

(c) When an employee is working in a new position on a trial basis pursuant to Section 3.12(a), the General Manager may appoint another District employee ("the other employee") to fill the first employee's position. The other employee shall also serve a trial period in his/her new position. The other employee shall become a regular employee in the new position contingent upon successful completion of the trial period and contingent upon the first employee, as referenced in Section 3.12(a), successfully

completing his/her trial period.

Section 4.11 - Certification. Licenses and/or other certification required by Federal, State and/or Local Government law or District Certification requirements shall be specified by the Board and/or General Manager for each job classification.

When an employee becomes certified in a higher level or grade, and the training and certification had prior approval of the District pursuant to Section 10.01 hereof, and there is no opening in a higher position, the employee shall receive a one time \$100 payment from the District for successful completion of the program and certification.

Section 4.12 - Compensation Schedule and Plan. All District employees shall receive the compensation provided in the basic salary schedule. The Board may, at any regular meeting or special meeting duly called for that purpose, adjust the salaries or salary ranges by minute order or resolution.

Section 6.12 - Paid Vacation. Regular full-time and regular part-time District employees accrue paid vacation as follows:

Employees shall earn vacation for each year of continuous employment as follows:

- (a) Completion of initial probationary period through four years:

80 hours (two weeks) per year

- (b) Year five and over:

120 hours (three weeks) per year

No vacation time shall accrue until an employee successfully completes the initial probationary period.

Vacation time is credited on the last day of each pay period of continuous non-probationary employment. Vacation time is accrued at the semi-monthly rate of one-twentyfourth of the annual amount which the employee may earn.

Section 6.20 - Unused Sick Leave. An employee may use no more than 30 days of accrued sick leave with pay within any 12 month period.

Unused accumulated sick leave existing at the time of retirement, for which the employee receives no compensation, may be converted to additional service credit at the rate specified in the then-applicable PERS contract.

Section 6.22 - Election Concerning Sick Leave. Notwithstanding any other provision of the Personnel Manual, any regular employee, compelled to be absent due to injury or illness arising out of and occurring in the course of District employment, may elect during such absence to apply accrued sick leave on a prorated basis to such absence and receive compensation therefor in an amount equal to the difference between the compensation received by him or her as regular salary and the amount received as Worker's Compensation or State Disability Insurance, not to exceed the amount of his or her accrued sick leave. Similarly, he or she may elect to use any accrued vacation time and accrued time off after the sick leave is exhausted.

Section 12.05 - Acceptance of Gifts. Every District employee is prohibited from soliciting or accepting favors or gifts from the public served by the District, persons seeking to sell goods or services to the District or from other persons or corporations, exceeding in value \$50.00 from any one source in any 12 month period. Acceptance of favors or gifts offered which exceed \$50.00 require prior Board approval.

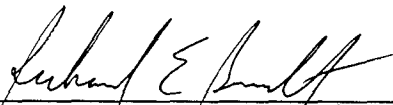
PASSED AND ADOPTED, this 21st day of February, 1990,
by the following roll call vote:

AYES: Directors: Brandt, Twitchell, Sullivan, Reese

NOES: None

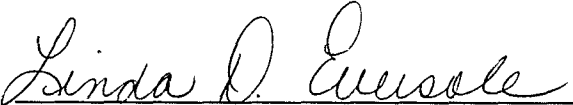
ABSENT: Director Devlin

ABSTAIN:



Richard Brandt, President
Rancho Murieta Community Services
District

ATTEST:



Linda D. Eversole, District Secretary
Board of Directors