

RESOLUTION 95-6
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA
COMMUNITY SERVICES DISTRICT AMENDING THE DISTRICT CODE CHAPTER 5
THE PERSONNEL MANUAL

WHEREAS, the Board of Directors of Rancho Murieta Community Services District adopted a revised District Personnel Manual on September 24, 1994 (Resolution 94-19);

WHEREAS, the following sections are amended to clarify some inconsistencies or discrepancies found in the Manual;

NOW, THEREFORE, The Board of Directors of Rancho Murieta Community Services District resolves that the following amendments be made to the Personnel Manual

Section 1.03 Non Discrimination Page 4, Paragraph 3 is hereby amended to read:

“An employee who feels that he or she has been or is being sexually harassed, or who is aware of or suspects the occurrence of sexual harassment, or who desires counseling on coping with sexual harassment has 60 days to report the incident to the President of the Board, or the General Manager. Each complaint will be investigated quickly and confidentially to determine if sexual harassment has occurred. all investigations will be conducted in a manner designed to ensure the privacy of all parties concerned. Strict confidentiality will be maintained.”

Section 3.16 - Filling Vacancies, Job Announcements, Applications and Qualifications - Probationary Period is hereby amended to read:

(a) Before employing a person as a full-time or part-time regular at-will employee, the District shall employ that person as a probationary employee for a period of at least twelve (12) months. The general Manager may extend the probation period beyond twelve months. Any extension of the probationary period shall also extend the probationary status of the employee as defined in Section 3.16(b) and (c) below.

(b) The probationary period is a step in the district's hiring process. It allows the probationary employee and the district an opportunity to determine if this is the right job for this person and the right person for the job. This is a learning and adjustment period for the employee. The district will use the probationary period to continue its assessment of an applicant for regular at-will employment.

(c) At any time during the probationary period, the probationary employee or the district may terminate the employment relationship without cause and without any right of appeal.

(d) During the probationary period, the probationary employee may be terminated any time without prior notice.

Section 5.04 - Employment Hours, Leave, Vacation and Holidays - Shift Differential/Split Shift for District Employees is hereby amended to read:

Upon prior approval of the Board of Directors, all District employees working the graveyard shift during the hours of 12:00 a.m. (midnight) until 6:00 a.m., or working a split shift, shall receive a shift differential or a split shift amount as determined by the Board of Directors. This shift differential or split shift amount shall be paid along with the regular payroll cycle.

Section 5.12 - Vacations is hereby amended to read:

Probationary Employees - A new employee with Rancho Murieta Community Services District, filling a position which is eligible for regular full-time appointment, shall begin the accrual of both sick leave and vacation time credits.

Accrual Rate:

All employees who are employed on a continuous full-time basis shall accrue annual leave credits for each regular hour paid on the basis of the schedule below:

<u>Years of continuous Service</u>	<u>Hours Accrued/Hours Paid</u>	<u>Max. Hours of Accrual/Year</u>
Year 0 through 4	.038460	80
Year 5 and after	.0577	120

Payment on Separation. Employees who have completed at least twelve months of continuous service and separates from the District, shall be paid for accrued leave.

Section 5.24(d) - Accrual of Paid Sick Leave - Full-Time and Part-Time Employees is hereby amended to read as follows:

- (d) An employee may use no more than 30 days (240 hours) of accrued sick leave with pay within any 12 month period as determined by the General Manager.

Section 5.33 - Catastrophic Illness Time Donation: - Employees may donate accrued sick leave time for credit to another District employee who suffers a catastrophic illness or injury as determined by the General Manager. Such donations may be made in accordance with the following: (the rest of the section remains the same.)

Section 7.03 - Employee Organization, Advancement and compensation - Probationary Period is hereby amended to read:

- (a) When the General Manager appoints an existing District employee to fill a vacant position, that appointment shall be for a probationary period not to

exceed six (6) months from the date of the appointment, unless otherwise required by a provision in a Memorandum of Understanding or contract. If the employee fulfills the duties of that position to the district's reasonable satisfaction and otherwise successfully completes the probationary period, the employee shall then become a regular employee in the new position.

(b) If during the six (6) month probationary period, the employee, appointed to a new position pursuant to Section 7.03(a), does not perform to the District's reasonable satisfaction or otherwise does not successfully complete the probationary 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 probationary basis pursuant to Section 7.03(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 probationary period in his/her new position. The other employee shall become a regular employee in the new position contingent upon successful completion of the probationary period and contingent upon the first employee, as referenced in Section 7.03(a), successfully completing his/her probationary period.

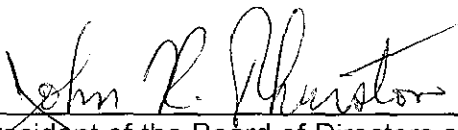
PASSED AND ADOPTED at the regular meeting of the Board of Directors of the Rancho Murieta Community Services District on the 19th day of April, 1995, by the following roll call vote:

Ayes: Directors: Thurston; Sevier; Menicucci; Stevens

Noes:

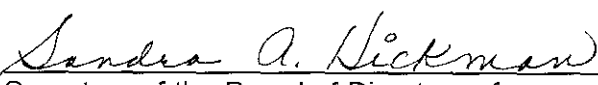
Absent: Director Lensch

Abstain:



President of the Board of Directors of
Rancho Murieta Community Services District

Attest:



Secretary of the Board of Directors of
Rancho Murieta Community Services District
Permrev.95